

## Modern Systems for Document and Archive Management

*Kuwait City (Kuwait)*

*1 - 5 June 2025*

UK Traininig

# PARTNER



## Modern Systems for Document and Archive Management

Code: SA28 From: 1 - 5 June 2025 City: Kuwait City (Kuwait) Fees: 3700 Pound

### Introduction

Modern organizations face increasing challenges in managing the vast volume of documents and archives. These challenges demand the adoption of modern systems and technologies to ensure efficiency, security, easy retrieval, and data integrity. This course aims to equip participants with the knowledge and skills necessary for effective document and archive management using the latest systems and technologies.

### Course Objectives

By the end of this course, participants will be able to:

- Understand modern systems used for document and archive management.
- Comprehend the international standards applied in this field.
- Gain technical skills to use specialized software for document management effectively.
- Enhance participants' ability to secure and protect documents.
- Explore best practices and international case studies in document management.

### Course Outlines

#### Day 1: Introduction to Modern Document and Archive Management

- Basic concepts in document management.
- Types of documents and their administrative and legal importance.
- The document lifecycle from creation to archiving.
- The difference between document management and archiving.
- International specifications for modern document and archive management.

#### Day 2: Tools and Modern Technologies

- Modern software for document management.
- Overcoming document flow overload using digital solutions.
- Document classification and electronic coding.
- Integrating document management systems with institutional work systems.
- Artificial intelligence applications in document and data management.

#### Day 3: Security and Protection in Document Management

- Security challenges related to documents.
- Protecting and securing information flowing through systems.
- Backup and data recovery techniques.
- Encryption and access control.
- Managing confidential documents and their lifecycle.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

## Day 4: Standards and Policies

- Administrative standards for document management.
- Technical standards and their integration with administrative standards.
- Managing the lifespan of documents.
- Archiving management and institutional policies.
- The methodology for periodic evaluation of document management systems.

## Day 5: International Case Studies and Practical Application

- Reviewing leading international case studies in document management.
- Analyzing successful case studies of modern document management systems.
- Practical applications of the software tools used in document management.
- Group discussion on participants' challenges and experiences.
- Final exam and certificate distribution.

## Why Attend This Course: Wins & Losses!

- Enhance your skills: Learn how to use the latest software and systems for document management, improving efficiency in handling documents in modern work environments.
- Gain a complete understanding of international standards in document management to ensure quality, security, and compliance.
- Secure and protect documents effectively, reducing the risks related to data leakage or loss.
- Hands-on experience with case studies and practical applications.

## Conclusion

This course offers the opportunity to gain essential skills and knowledge in document and archive management with a focus on the latest technologies and best practices. Whether you're working in the government or private sector, this course will help you manage the increasing challenges of document management and apply international best practices in this field.

You will be equipped with the tools and techniques needed to enhance your organization's document management capabilities effectively and efficiently.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**



## Blackbird Training Cities

### Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)



## Blackbird Training Cities

### USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

### ASIA



Bangkok  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne  
(Indonesia)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## Blackbird Training Cities

### AFRICA



Kigali (Rwanda)



Cape Town



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients

 <b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar	 <b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea	 <b>Booking.com</b> Booking.com Netherlands	 <b>OXFAM</b> Oxfam GB International Organization, Yemen	 <b>Capital Markets Authority</b> Kuwait
 <b>Waltersmith</b> Waltersmith Petroman Oil Limited Nigeria	 <b>QNB</b> Qatar National Bank (QNB), Qatar	 <b>Qatar Foundation</b> Qatar	 <b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania	 <b>KFAS</b> KFS Kuwait
 <b>Reserve Bank of Malawi</b> Malawi	 <b>Central Bank of Nigeria</b> Nigeria	 <b>Ministry of Interior Kingdom of Saudi Arabia</b> KSA	 <b>Mabruk Oil Company</b> Libya	 <b>Saudi Electricity Company</b> KSA
 <b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 <b>NATO Italy</b>	 <b>ENI</b> ENI CORPORATE UNIVERSITY, Italy	 <b>GULF BANK</b> Gulf Bank Kuwait	 <b>General Organization for Social Insurance</b> KSA
 <b>Defence Space Administration</b> Nigeria	 <b>National Industries Group (Holding)</b> Kuwait	 <b>Hamad Medical Corporation</b> Qatar	 <b>USAID</b> Pakistan	 <b>STC</b> STC Solutions, KSA
 <b>North Oil Company</b> North Oil company,	 <b>EKO Electricity</b> EKO Electricity	 <b>OMAN BROADBAND</b> Oman Broadband	 <b>UNITED NATIONS</b> UN.	 <b>Authority for Electricity Regulation, Oman</b> Authority for

UK Training  
**PARTNER**

## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



 International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom

 +44 7401 1773 35  
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

UK Training  
**PARTNER**

