BLACKBIRD FOR TRAINING

Modern Systems for Document and Archive Management

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Amman (Jordan)

UK Traininig
PARTNER



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Introduction

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

Course Objectives

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

- Understand modern document management systems and archive management solutions.
- Comprehend the document management process and its benefits in improving organizational efficiency.
- Gain technical skills to use specialized document archiving systems effectively.
- Enhance participants' ability to secure and protect documents and data.
- Explore document management best practices and international case studies in digital archive systems.

Course Outlines

Day 1: Introduction to Modern Document and Archive Management

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

Day 2: Tools and Modern Technologies

- Modern software for document management solutions.
- Overcoming document flow overload using digital document archiving systems.
- 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 document management systems.
- Protecting and securing information flowing through digital archive systems.
- Backup and data recovery techniques.
- Encryption and access control.
- Managing confidential documents and their lifecycle.

Day 4: Standards and Policies

- Administrative standards for document management.
- Technical standards and their integration with administrative standards.
- Managing the lifespan of documents.
- Archive 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 solutions.
- 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 document management solutions and systems for efficient handling of documents in modern work environments.
- Gain a complete understanding of document management best practices and international standards to ensure quality, security, and compliance.
- Secure and protect documents effectively, reducing risks related to data leakage or loss.
- Hands-on experience with case studies and practical applications in digital archive systems.

Conclusion

This course offers the opportunity to gain essential skills and knowledge in document management 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 and archive management and apply international best practices in this field.

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

