

Modern Systems for Document and Archive Management

Cape Town (South Africa)

1 - 5 December 2025

UK Traininig

PARTNER



Modern Systems for Document and Archive Management

Code: SA28 From: 1 - 5 December 2025 City: Cape Town (South Africa) Fees: 3300 Pound

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.

A graphic featuring the text 'UK Training PARTNER' in a bold, sans-serif font. The word 'PARTNER' is significantly larger and bolder than 'UK Training'. The text is positioned over a background of concentric circles and a chessboard pattern with several chess pieces (a king, a queen, and a pawn) visible in the foreground.

- 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 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. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

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)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



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



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training
PARTNER

Blackbird Training Cities

AFRICA



Kigali (Rwanda)



Cape Town (South Africa)



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

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

UK Training
PARTNER

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
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

Artificial Intelligence (AI)
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

