BLACKBIRD FOR TRAINING

Certified Collection Management Professional (CCMP)

18 – 22 January 2027
Accra (Ghana)

UK Traininig
PARTNER



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Introduction

Welcome to the Certified Collection Management Professional CCMP course! In today's fast-evolving world, collections management has become an essential function for preserving, organizing, and utilizing valuable assets across a wide range of industries. This course offers a deep dive into collection management services, equipping participants with the knowledge, tools, and techniques to excel in this field.

Through a combination of theory, practical exercises, and case studies, participants will explore the meaning of collection management, master collection manager responsibilities, and develop actionable strategies for effective collection handling. By the end of the course, participants will be fully equipped to design and implement a robust collection management plan and achieve their collection manager goals, while earning an industry-recognized collections management certificate.

Course Objectives

The primary objectives of the Certified Collection Management Professional CCMP course are to:

- Understand the definition of collection management and its significance in industries such as museums, libraries, and archives.
- Explore global advancements in collections management services and innovative tools for handling collections.
- Develop expertise in collection management solutions, including acquisition, accessioning, and deaccessioning.
- Master best practices in documentation, cataloging, and metadata standards for accurate collection organization.
- Learn preservation and conservation techniques to protect and extend the life of collections.
- Address ethical and legal considerations associated with collection management services.
- Build critical collection manager skills in resource allocation, budgeting, and long-term planning.
- Evaluate collections using assessment techniques and performance indicators to meet collection requirements management.
- Stay up-to-date with global trends and technologies in global management collections.
- Promote audience engagement and community involvement in project management collect requirements for collections.



Course Outlines

Day 1: Introduction to Collection Management

- Collection management meaning: Importance and scope across industries.
- Historical evolution of collections management services and practices.
- Challenges and opportunities in modern global management collections.
- Developing a sustainable collection management plan for long-term success.

Day 2: Collection Development and Accessioning

- Crafting policies for collection development and acquisition strategies.
- Understanding definition of collection requirements management and its role in planning.
- Processes for accessioning and deaccessioning collections.
- Legal and ethical frameworks governing collection management services.
- Strategies to design a collection management solution that aligns with organizational goals.

Day 3: Documentation and Cataloging

- Fundamentals of documenting and cataloging collections.
- Applying metadata standards and controlled vocabularies for efficient management.
- Implementing digital tools and systems for seamless collection tracking.
- Ensuring accuracy and accessibility with proper documentation techniques.
- Streamlining collection manager responsibilities with advanced cataloging practices.

Day 4: Preservation and Conservation

- Developing preservation plans and conducting risk assessments.
- Techniques for preventive conservation and restoring collections.
- Implementing environmental controls to ensure collection security.
- Best practices for balancing resource allocation and conservation efforts.

Day 5: Collection Assessment, Interpretation, and Outreach

- Methods for assessing collections and evaluating their effectiveness.
- Utilizing performance indicators to align with collection manager goals.
- Interpretation strategies for engaging diverse audiences and communities.
- Promoting public access and community involvement in collection management services.
- Review and refinement of the collection management plan for sustained success.



Why Attend This Course: Wins & Losses!

- Master core skills: Gain essential collection manager skills to excel in documentation, preservation, and assessment.
- Comprehensive training: Explore the full spectrum of collection management services through practical exercises and case studies.
- Career advancement: Earn a collections management certificate to enhance your professional credentials.
- Modern tools and trends: Stay ahead of the curve with insights into global management collections and emerging technologies.
- Strategic planning: Learn to develop a robust collection management plan that aligns with organizational goals.

Conclusion

By completing the Certified Collection Management Professional CCMP course, you will gain the tools and knowledge to manage collections effectively and sustainably. This course empowers participants to excel in collection manager responsibilities, develop impactful collection management plans, and implement cutting-edge collection management solutions that address industry challenges.

Earning a collections management certificate will solidify your expertise and open new doors in industries such as museums, libraries, and archives. Whether you are pursuing collection manager training or seeking to refine your collection manager skills, this course is your pathway to professional success.

Join us today to elevate your career in global management collections and become a certified expert in collections management!

