Global Horizon
TRAINING CENTER

Training Course:
Document and Archive Management: Effective
Strategies for Information Preservation

25 - 29 August 2025
Lisbon (Portugal)

Training Course:
Document and Archive Management: Effective Strategies for Information Preservation

Training Course code: OM235445 From: 25 - 29 August 2025 Venue: Lisbon (Portugal) - Training Course Fees: 5750 ⏐ Euro

Introduction:

Effective management of documents and archives is fundamental for organizations aiming to preserve institutional knowledge, ensure regulatory compliance, and enhance operational efficiency. Document management encompasses the systematic handling of information throughout its lifecycle, from creation and distribution to archiving and disposal. Meanwhile, archiving involves the strategic preservation of records with historical, legal, or administrative value, employing methods that ensure accessibility, security, and longevity.

In today's digital age, the landscape of document and archive management has evolved significantly. Organizations face challenges related to the exponential growth of digital data, compliance with data protection regulations, and the integration of advanced technologies such as Electronic Document Management Systems EDMS. Moreover, the shift towards remote work and virtual collaboration necessitates robust document management strategies that support seamless access to information across dispersed teams.

Throughout this training program, participants will delve into essential concepts, methodologies, and tools designed to equip them with the skills needed to effectively manage documents and archives in both physical and digital formats. By the end of the course, participants will be proficient in implementing best practices that promote organizational efficiency, compliance, and data security.

Program Objectives:

- Understand the fundamentals and importance of document management.

- Learn different archiving methods and document organization techniques.

- Gain knowledge of effective document coding practices.

- Implement modern strategies for electronic document management.

Target Audience:

- Administrative and library staff.

- Records and archive managers.

- IT personnel.

- Data and security officers.

Outlines:

Day 1:

Introduction to Document and Archive Management

- Importance of document management.

- Concept of archiving and its types.

- Basics of legislation related to document retention.

Day 2:

Archiving Methods and Document Organization

- File and document organization methods.

- Strategies for managing physical and electronic archives.

Day 3:

Document Coding Techniques

- Importance of coding in document management.

- Coding techniques and classification methods.

Day 4:

Electronic Document Management Systems EDMS

- Tools and systems for electronic document management.

- Information security and privacy in electronic documents.

Day 5:

Modern Strategies in Document Management

- Innovation in document management.

- Challenges and future trends in document management.

Registration form on the Training Course:
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