Global Horizon
TRAINING CENTER

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

10 - 14 March 2025
Milan (Italy)

Introduction:

Effective document and archive management is essential for organizations aiming to preserve institutional knowledge, ensure regulatory compliance, and enhance operational efficiency. Document management involves the systematic handling of information throughout its lifecycle, from creation and distribution to archiving and disposal. Archiving, on the other hand, entails the strategic preservation of records with historical, legal, or administrative value, using methods that ensure accessibility, security, and sustainability.

In today's digital age, the fields of document and archive management have evolved significantly. Organizations face challenges related to the vast growth of digital data, compliance with data protection legislation, 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 information access across distributed teams.

During this training program, participants will delve into the fundamental concepts, key methodologies, and tools designed to equip them with the skills needed for effective document and archive management, whether in physical or digital formats. By the end of the course, participants will be proficient in implementing best practices that enhance operational efficiency, compliance, and data security.

Program Objectives:

- Understand the fundamentals of document management and its importance.

- Learn archiving methods and document organization.

- Master the effective coding of documents and files.

- Implement modern strategies for electronic document management.

Target Audience:

- Administrative and library staff.

- Records and archive officers.

- IT staff.

- Data and security officers.

Outlines:

Day 1:

Introduction to Document and Archive Management

- The importance of document management.

- The concept of archiving and its types.

- Basics of legislation related to document preservation.

Day 2:

Archiving Methods and Document Organization

- Techniques for organizing files and documents.

- Strategies for managing paper and electronic archives.

Day 3:

Document and File Coding

- The importance of coding in document management.

- Techniques for coding and classification.

Day 4:

Electronic Document Management

- Tools and systems for Electronic Document Management EDMS.

- Information security and privacy in electronic documents.

Day 5:

Modern Strategies for Document Management

- Innovation in document management.

- Challenges and future trends in the field of document management.

Registration form on the Training Course:
Document and Archive Management: Effective Strategies for Information Preservation

Training Course code: OM235510 From: 10 - 14 March 2025 Venue: Milan (Italy) - Training Course Fees: 5500 ⏵ Euro

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