



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

*4 - 8 October 2026  
Manama (Bahrain)*

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

Training Course code: OM235510 From: 4 - 8 October 2026 Venue: Manama (Bahrain) - Training Course Fees: 4725 € Euro

### Introduction

This program, designed by Global Horizon Training Center, focuses on developing practical skills for managing documents and archives effectively across their lifecycle. It addresses key challenges such as data growth, compliance requirements, and the use of systems like Electronic Document Management Systems EDMS to ensure secure, organized, and accessible information management.

### Objectives

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

- Understand the fundamentals and importance of document management
- Apply effective archiving methods and document organization techniques
- Develop structured systems for document coding and classification
- Implement modern electronic document management strategies
- Enhance information security and compliance in document handling

### Target Audience

- Administrative and Office Professionals
- Records and Archive Officers
- IT and Systems Personnel
- Data Management and Security Officers
- Professionals involved in document control and information management

### Outlines

#### Day 1: Introduction to Document and Archive Management

- Importance of document management in organizations
- Concepts and types of archiving
- Legal and regulatory considerations for document preservation
- Role of document management in business continuity

#### Day 2: Archiving Methods and Document Organization

- Techniques for organizing physical and digital documents
- Best practices for file classification and storage
- Managing paper-based and electronic archives
- Ensuring accessibility and retrieval efficiency

#### Day 3: Document and File Coding

- Importance of coding systems in document management
- Classification structures and indexing techniques
- Designing coding systems for organizational use
- Improving retrieval speed and accuracy

#### Day 4: Electronic Document Management

- Introduction to Electronic Document Management Systems EDMS
- Selecting and implementing appropriate systems
- Data security, confidentiality, and access control
- Managing digital workflows and document lifecycle

#### Day 5: Modern Strategies for Document Management

- Innovation and emerging trends in document management
- Challenges in digital transformation and data governance
- Future of document and archive management
- Developing sustainable and scalable document strategies

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

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
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### Easy Ways To Register

Telephone:  
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registration  
form to: +20233379764

E-mail to us :  
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