



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

*4 - 8 January 2027
Cape Town (South Africa)
DoubleTree by Hilton Cape Town - Upper Eastside*

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

Training Course code: OM235510 From: 4 - 8 January 2027 Venue: Cape Town (South Africa) - DoubleTree by Hilton
Cape Town - Upper Eastside Training Course Fees: 6350 € 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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