Professional EDMS & E-Archiving: Mastering Digital Records

2027 □□□□□ 16 – 12
Geneva (Switzerland)

UK Traininig
PARTNER



Professional EDMS & E-Archiving: Mastering Digital Records

Ref: 20276013726 Duration: 12 Location: Geneva (Switzerland) Fees: 5900 GBP

Why This Course

In today's digital-first business landscape, efficient management of electronic documents and records is critical for compliance, operational efficiency, and organizational agility. The Electronic Document Management Systems EDMS and E-Archiving Program is a comprehensive 1-week course designed to equip professionals with the knowledge and technical expertise to design, implement, and manage EDMS and e-archiving solutions effectively.

Participants will explore the complete lifecycle of digital records — from creation and storage to preservation and access — while mastering best practices in metadata management, workflow automation, and regulatory compliance. The program bridges strategy with technology, preparing attendees to lead digital transformation initiatives that optimize information management and long-term digital preservation.

What You'll Learn and Practice

By completing this program, participants will:

- Understand the principles, components, and architecture of modern EDMS.
- Design and implement effective digital records and e-archiving solutions.
- Develop strategies for user adoption, change management, and process automation.
- Ensure legal, regulatory, and cybersecurity compliance for digital records.
- Leverage emerging technologies to enhance information governance and accessibility.

The Program Flow

Day 1: EDMS Foundations and Strategy

- Introduction to EDMS and digital transformation in organizations.
- Key components, architecture, and functional requirements of EDMS.
- Developing a strategic EDMS implementation roadmap.
- Managing organizational change and stakeholder engagement.

Day 2: EDMS Implementation and Best Practices

- Criteria for EDMS selection and vendor evaluation.
- Planning, deployment, and integration methodologies.
- Metadata standards, taxonomy design, and document classification.
- Workflow automation, version control, and approval processes.



Day 3: E-Archiving Principles and Techniques

- Fundamentals and global standards for digital archiving.
- Long-term digital preservation strategies and lifecycle management.
- File format standards, migration, and conversion techniques.
- Designing and implementing secure e-archiving systems.

Day 4: Regulatory Compliance and Information Governance

- Legal, regulatory, and industry frameworks for digital records.
- Retention scheduling, disposition, and audit readiness.
- Information security and access control mechanisms.
- Building audit trails and compliance reporting structures.

Day 5: Advanced Topics and Future Trends

- AI and machine learning in document management automation.
- Cloud-based EDMS and hybrid deployment strategies.
- Big data analytics and intelligent information retrieval.
- Future trends and emerging technologies shaping digital archiving.

Individual Impact

- Gain advanced knowledge of EDMS architecture, implementation, and management.
- Develop a practical roadmap for deploying and maintaining e-archiving systems.
- Strengthen compliance and digital preservation competencies.
- Build confidence in leading digital transformation and information governance initiatives.

Organizational Impact

- Improve document accessibility, accuracy, and operational efficiency.
- Enhance regulatory compliance and reduce information management risks.
- Strengthen data preservation and institutional memory through secure e-archiving.
- Support organizational digital transformation with scalable, future-ready solutions.

Training Methodology

This program integrates strategic learning with practical application through:

- Case studies of successful EDMS and e-archiving implementations.
- Hands-on exercises in metadata design, workflow configuration, and compliance mapping.
- Group workshops on system evaluation and project planning.
- Discussions on emerging technologies and best practices in digital governance.



Beyond the Course

Upon completion, participants will be equipped to design, implement, and manage digital document and e-archiving systems that enhance efficiency, security, and compliance across all organizational levels.

Graduates of this program will emerge as digital information management specialists — ready to lead the future of enterprise content management and governance.

