

Workshop on Document Management and Electronic Archiving

2027 9 – 5
Barcelona (Spain)

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~~R20221522110225~~ **Location:** Barcelona (Spain) **Fees:** 5900 GBP

Why This Course

Effective document management is essential for organizations to operate efficiently, maintain compliance, and safeguard critical information. As digital transformation accelerates, the ability to implement modern electronic document management systems EDMS and ensure long-term preservation of records has become a strategic capability.

This intensive 5-day workshop equips professionals with practical knowledge and hands-on skills to manage electronic records throughout their lifecycle. Participants will learn how to implement EDMS solutions, apply metadata standards, and adopt best practices for digital archiving while ensuring compliance and security.

What You'll Learn and Practice

By participating in this program, you will:

- Understand principles and best practices for electronic records management.
- Learn how to implement and manage EDMS solutions effectively.
- Develop strategies for long-term digital preservation and archiving.
- Master metadata creation and management to improve searchability and compliance.
- Gain knowledge of regulatory requirements for digital document management.
- Apply techniques to optimize document workflows and enhance organizational efficiency.

The Program Flow

Day 1: Foundations of Document Management

- Introduction to electronic records management and its importance.
- Document lifecycle concepts and metadata fundamentals.
- Overview of EDMS technologies, standards, and capabilities.
- Regulatory compliance considerations in digital document management.

Day 2: EDMS Implementation and Best Practices

- Planning and deploying EDMS solutions within an organization.
- Document capture, indexing, and workflow automation techniques.
- Security measures and access control in EDMS.
- Strategies to ensure smooth adoption and system efficiency.

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A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver, set against a background of concentric circles.

Day 3: Electronic Archiving Strategies

- Principles and challenges of digital archiving.
- Long-term preservation strategies for electronic records.
- Understanding digital formats, standards, and archiving requirements.
- Creating and managing accessible and secure digital archives.

Day 4: Metadata Management and Quality Control

- Best practices for metadata creation, maintenance, and consistency.
- Quality control processes in document management systems.
- Data migration and integration with legacy systems.
- Disaster recovery and business continuity planning for digital assets.

Day 5: Advanced Topics and Future Trends

- Cloud-based document management and collaboration platforms.
- Artificial intelligence applications in document management.
- Blockchain for document authenticity and enhanced security.
- Emerging trends and future directions in digital preservation.

Individual Impact

- Gain the ability to design and implement a comprehensive EDMS strategy.
- Develop skills to ensure long-term preservation and accessibility of digital records.
- Enhance efficiency by optimizing document workflows and metadata management.
- Strengthen knowledge of compliance, security, and regulatory requirements.

Organizational Impact

- Improve organizational efficiency through structured document management practices.
- Safeguard critical digital assets with robust preservation and archiving strategies.
- Ensure compliance with regulatory and industry standards.
- Leverage technology to streamline workflows and reduce operational risks.

Training Methodology

This program combines theoretical learning with hands-on exercises to ensure practical application. Methods include:

- Case studies and real-world examples of EDMS implementation.
- Interactive workshops on metadata creation, document indexing, and workflow design.
- Practical exercises in digital archiving, quality control, and compliance management.
- Tools, templates, and guidelines for immediate workplace application.

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Beyond the Course

Upon completion, participants will be able to:

- Implement effective electronic document management systems tailored to their organization.
- Ensure long-term preservation and compliance of digital records.
- Optimize document workflows for greater efficiency and accessibility.
- Apply modern technologies and emerging trends to future-proof document management practices.

This program provides a structured pathway for professionals to master digital records management, enhance organizational efficiency, and maintain compliance in an increasingly digital world.

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