Administration and Office Efficiency

Developing Archiving Systems

Course Introduction

This is a comprehensive program designed to equip professionals with the latest tools, techniques, and best practices for optimizing office operations and implementing secure, efficient electronic archiving systems.

This training course is designed to provide participants with the knowledge and skills necessary to develop and manage efficient archiving systems for physical and digital records. The course emphasizes best practices in organizing, storing, retrieving, and securing information while ensuring compliance with regulatory requirements. Participants will learn how to create structured systems that support efficient information management, improve accessibility, and ensure long-term preservation of critical data.

Target Audience

- Office administrators.
- IT professionals involved in digital document management.
- Legal, compliance, and HR teams handling sensitive data and records.
- Professionals responsible for organizational knowledge management.

Learning Objectives

- Identify the principles and importance of archiving in organizational success.
- Differentiate between physical and digital archiving systems and their unique requirements.
- Develop policies and procedures for effective archiving and record management.
- Implement classification and indexing techniques for efficient document retrieval.
- Apply tools and technologies for creating and managing digital archiving systems.

- • Ensure compliance with legal and regulatory standards for record retention and disposal.
- • Develop strategies for preserving and securing sensitive information over the long term.

Course Outline

- **01 Day One**

  Advanced Office Management Techniques

  - ◦ Introduction to advanced office management
  - ◦ Setting goals and objectives
  - ◦ Time management and prioritization techniques
  - ◦ Delegation and task assignment
  - ◦ Team communication and collaboration tools

- **02 Day Two**

  Introduction to Archiving Systems

  - ◦ Definition, purpose, and scope of archiving.
  - ◦ The role of archiving in organizational efficiency and knowledge management.
  - ◦ Key differences between records management and archiving.

- **03 Day Three**

  Types of Archiving Systems

  - ◦ Physical archiving: organizing and storing paper-based records.
  - ◦ Digital archiving: electronic document management systems (EDMS).
  - ◦ Hybrid systems: integrating physical and digital archives.

Planning and Designing Archiving Systems

- ◦   Setting objectives for your archiving system.
- ◦   Determining storage needs and resource allocation.
- ◦   Creating policies for record creation, retention, and disposal.

• **04 Day Four**

Digital Archiving Tools and Technologies

- ◦   Overview of electronic archiving systems and software.
- ◦   Cloud-based archiving solutions and their benefits.
- ◦   Digitizing physical records for archiving.

• **05 Day Five**

Implementing and Managing an Archiving System

- ◦   Developing an implementation plan for your archiving system.
- ◦   Monitoring and evaluating system performance for continuous improvement.

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 $	UAE - Dubai
Sept. 15, 2025	Sept. 19, 2025	5 days	4950.00 $	Spain - Barcelona
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 $	UAE - Dubai