

Preserving & Archiving Documents & Data Electronically

IT & IT Engineering
Prague (Czech)
02 - 06 Jun 2025

UK Traininig

PARTNER



Preserving & Archiving Documents & Data Electronically

Ref: 321726_145077 **Date:** 02 - 06 Jun 2025 **Location:** Prague (Czech) **Fees:** 4400 **Euro**

Course Description

This 5-day course provides a comprehensive introduction to electronic document and data archiving, focusing on the transition from paper-based to digital systems. Participants will learn best practices for digitizing existing records, implementing electronic document management systems, and ensuring long-term preservation of digital assets. The course covers key topics including document scanning, metadata creation, file format selection, storage solutions, access controls, and digital preservation strategies.

Learning Objectives

- Understand the benefits and challenges of transitioning to electronic document management
- Learn best practices for digitizing paper records and creating high-quality scans
- Develop skills in metadata creation and management for digital archives
- Gain knowledge of file formats, storage options, and access controls for electronic records
- Explore strategies for long-term digital preservation and avoiding technological obsolescence
- Understand legal and compliance considerations for electronic archives

Course Modules

Day 1: Introduction to Electronic Document Management

- Overview of electronic document management and digital archiving
- Benefits and challenges of transitioning from paper to electronic systems
- Legal and compliance considerations
- Assessing organizational needs and planning the transition

Day 2: Digitization and Scanning

- Document preparation and handling
- Scanning equipment and software
- Image quality and resolution standards
- Optical Character Recognition OCR techniques

Day 3: Metadata and File Management

- Metadata standards and best practices
- Creating and managing metadata for digital archives
- File naming conventions and organization

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Selecting appropriate file formats for long-term preservation

Day 4: Storage and Access

- Digital storage options local, cloud, hybrid
- Implementing access controls and security measures
- Backup and disaster recovery planning
- Ensuring searchability and retrievability of electronic records

Day 5: Long-term Digital Preservation

- Digital preservation challenges and strategies
- File format migration and emulation techniques
- Monitoring and managing technological obsolescence
- Developing a sustainable digital preservation program

Practical Wins for Participants

- Ability to develop a strategic plan for transitioning to electronic document management
- Skills to implement a digitization workflow for existing paper records
- Knowledge to select and implement appropriate digital storage and access solutions
- Capability to create a long-term digital preservation strategy for organizational records

Blackbird training cities



Amman (Jordan)



Amsterdam (Netherlands)

Accra (Ghana)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston, Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Training
PARTNER



Blackbird Training Category



Human Resource



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



المؤسسة العامة للتأمينات الاجتماعية
General Organization for Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



Authority for

UK Training
PARTNER



LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335