



# الدورة التدريبية المتقدمة في بناء وتنمية وإدارة المجموعات



**AGILE LEADERS**  
Training Center

29 Mar - 02 Apr 2027  
عمان



## الدورة التدريبية المتقدمة في بناء وتنمية وإدارة المجموعات

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### Course Overview:

The course offers a complete and in-depth exploration of the critical elements of collection development and archive management. This course is designed to provide participants with a solid foundation in the principles and practices of collection development, from historical overviews and theories of selection in archives to modern techniques and future trends in collection management. Participants will learn about organizational models in Archives, essential skills for collection management, and ethical issues surrounding collection development. The course also covers crucial topics such as Archive planning and policymaking, budgeting for collection development, developing Archive collections, and managing vendor relations, negotiations, and contracts. With a focus on practical applications, the course delves into weeding Archive collections, storage solutions, preservation, conservation, and ensuring collection protection and security. Additionally, participants will explore marketing strategies, Archive liaison activities, social media engagement, and advanced collection analysis tools. The training emphasizes collaborative collection development, resource sharing, bibliographic access, and cooperative collection management, making it an essential resource for Archive professionals looking to enhance their skills and knowledge in this field.

### Target Audience:

- Librarians
- Collection Development Managers
- Archive Technicians
- Archivists
- Information Specialists
- Archive Directors
- Corporate Information Managers

## Targeted Organizational Departments:

- Archive and Information Services
- Archives and Records Management
  - Corporate Archives
  - Academic Archives
  - Public Archives
  - Special Archives
- Government Information Centers
- Research and Development Archives

## Targeted Industries:

- Education
- Government
- Corporate Sector
- Healthcare
- Law
- Non-profit Organizations
- Research Institutions
- Technology Firms

## Course Offerings:

By the end of this course, participants will be able to:

- Develop and manage complete archive collections.
- Understand the historical and theoretical foundations of collection development.
- Implement effective selection and evaluation criteria.
- Navigate organizational models and staffing responsibilities in Archives.
- Address ethical issues in collection development and management.
- Create and implement Archive planning and policymaking strategies.
- Develop and manage Archive budgets.
- Foster strong vendor relations and manage Archive contracts.
- Conduct weeding, storage, preservation, and security of collections.
- Market Archive collections and manage outreach activities.
- Utilize social media for Archive engagement.
- Apply advanced collection analysis tools and demonstrate value.
- Collaborate in collection development and resource sharing.
- Evaluate and improve collection management practices.

## Training Methodology:

The course employs a variety of engaging training methodologies to ensure a complete learning experience. Participants will benefit from case studies that provide real-world examples of successful collection management practices. Group work and interactive sessions will encourage collaboration and the sharing of ideas among participants. Feedback sessions will provide personalized insights and guidance to enhance learning outcomes.

## Course Toolbox:

- complete workbooks
- Extensive reading materials
- Online resources and databases
- Checklists and templates for collection management

## Course Agenda:

### Day 1: Introduction to Collection Development and Management

- Introduction to Collection Development and Management Topic 1:
- Components of Collection Development and Management Topic 2:
- Historical Overview Topic 3:
- Theories of Selection Topic 4:
- Future of Collection Development and Management Topic 5:
- Ethical Issues in Collection Development Topic 6:
- Summary of key learnings and group discussion Reflection & Review:

### Day 2: Organizational Models, Staffing, and Responsibilities

- Organizational Models in Archives Topic 1:
- Collection Management and Development Responsibilities Topic 2:
- Assignment of Responsibilities Topic 3:
- Skills and Competencies Topic 4:
- Learning after School Topic 5:
- Ethical Issues in Collection Development Topic 6:
- Summary of key learnings and group discussion Reflection & Review:



### Day 3: Planning, Policy, and Budgets

- Planning in Archives Topic 1: •
- Planning Models Topic 2: •
- Environmental Scanning Topic 3: •
- Why Undertake Formal Planning? Topic 4: •
- Collection Development Policy Statements Topic 5: •
- Writing the Collection Development Policy Statement Topic 6: •
- Summary of key learnings and group discussion Reflection & Review: •

### Day 4: Developing Collections and Vendor Relations

- Universe of Published Materials Topic 1: •
- The Selection Process Topic 2: •
- Vendor Relations in Archives Topic 3: •
- Archive Vendor Negotiation Topic 4: •
- Archive Contracts Management Topic 5: •
- Developing Archive Collections Topic 6: •
- Summary of key learnings and group discussion Reflection & Review: •

### Day 5: Managing Collections, Marketing, and Collaborative Development

- Weeding Archive Collections Topic 1: •
- Archive Storage Solutions Topic 2: •
- Preservation and Conservation in Archives Topic 3: •
- Collection Protection and Security Topic 4: •
- Marketing Archive Collections Topic 5: •
- Archive Liaison Activities and Outreach Topic 6: •
- Summary of key learnings and final group discussion Reflection & Review: •

## How This Course is Different from Other Collection Development Courses:

The course stands out from other similar courses by offering a complete and practical approach to Archive collection management. Unlike other courses that may focus solely on theoretical aspects, this course integrates real-world case studies, interactive sessions, and hands-on activities to ensure participants gain practical skills and knowledge. The course covers a wide range of topics, including historical overviews, theories of selection, future trends, and ethical issues, providing a holistic understanding of collection development.



## فئات الدورات التدريبية



HR TRAINING & DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات



دورات التدريب القانوني والمشتريات والتعاقدات



دورات الاتصال الجماهيري و السياسات والعلاقات العامة



دورات النظم السبراني ودورات تقنية المعلومات



دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



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## فئات الدورات التدريبية



دورات معتمدة من قبل هيئات دولية



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
المالية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

## مدن التدريب



أمستردام - هولندا



أكرا - غانا



أثينا - اليونان



أبوظبي - الإمارات العربية المتحدة



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



استنبول - تركيا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



الرياض - المملكة العربية السعودية



بانكوك - تايلند



بالي - جمهورية إندونيسيا



بأكو - أذربيجان



باريس - فرنسا

## مدن التدريب



تبليسي - جورجيا



بوكيت - تايلاند



برشلونة - إسبانيا



براغ - جمهورية التشيك



دبي - الإمارات العربية المتحدة



جوهانسبرغ - جنوب إفريقيا



جنيف - سويسرا



جاكرتا - جمهورية إندونيسيا



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة الأمريكية



زنجر - تنزانيا



روما - إيطاليا



طشقند - أوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة الأمريكية



شرم الشيخ - مصر

## مدن التدريب



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



طوكيو - اليابان



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كاب تاون - جنوب إفريقيا



كوالالمبور - ماليزيا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



ماربيا - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا



ميلان - إيطاليا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



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