



# الدورة التدريبية لإتقان إدارة الأرشيف والوثائق باحتراف



**AGILE LEADERS**  
Training Center

26 - 30 Oct 2026

فيينا

## الدورة التدريبية لإتقان إدارة الأرشيف والوثائق باحتراف

الرجوع: 36284\_21361 التاريخ: 26 - 30 Oct 2026 الموقع: فيينا الرسوم: Euro 5700

### Course Overview:

The course is an advanced course meticulously designed to imbue participants with expert-level skills in managing, preserving, and utilizing archival resources. This course deeply integrates archival theory with practical application, ensuring participants not only understand the dynamics of archives but also master modern practices to manage them effectively across various contexts.

### Target Audience:

- Archivists
- Records Managers
- Information Governance Officers
- Museum Professionals
- Historical Researchers

### Targeted Organizational Departments:

- Document and Records Management
- Information Assurance
- Compliance and Risk Management
- Historical and Cultural Research Departments

### Targeted Industries:

- Museums and Cultural Institutions
- Governmental and Regulatory Agencies
- Academic and Research Institutions
- Large Corporations with Significant Historical Records

### Course Offerings:

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

- Expert knowledge in archival science and its practical applications.
- Advanced skills in both physical and digital archival management.
- Understanding of compliance, legal, and ethical frameworks in archives.
- Capacity to innovate and adapt archival practices to modern needs.

## Training Methodology:

The course utilizes a blended learning approach, combining theoretical discussions with hands-on practical workshops. It includes lectures from industry experts, interactive group sessions, real-life case studies, and direct engagement with archival materials.

## Course Toolbox:

- Archive Management Handbook
- Digital Tools and Resources for Archiving
- Templates for Efficient Archive Organization
- Checklists for Ensuring Quality and Compliance in Archival Operations

## Course Agenda:

### Day 1: Fundamentals of Archives

- General Introduction to Archives Topic 1:
- Understanding the Core Concepts and Significance of Archives Topic 2:
- What are Archives? Topic 3:
- Detailed Exploration of Archival Types Topic 4:
- Archives: Public and Private Topic 5:
- Transition from Documents to Archives Topic 6:
- Recap of Foundational Concepts and Open Discussion on Practical Implications of Reflection & Review: Archival Types

### Day 2: Archival Management and Operations

- Archive Quality and Historical Criticism Topic 1:
- Evaluating the Quality of Archives Topic 2:
- Applying Historical Criticism Methods Topic 3:
- The Duties of the Archivist Topic 4:
- Professional Responsibilities and Ethical Standards for Archivists Topic 5:
- Standardization of Archival Methods Topic 6:
- Group Discussion on Method Standardization and its Impact on Archival Quality Reflection & Review:

### Day 3: Legal and Strategic Aspects of Archiving

- Archives and the Law Topic 1:
- Navigating the Legal Landscape in Archival Management Topic 2:
- Compliance and Custodial Issues Topic 3:
- Strategic Management of Archives Topic 4:
- Ensuring Protection, Preservation, and Accessibility Topic 5:
- The Future of Archives Topic 6:
- Critical Analysis of Legal Challenges and Strategic Planning for Future-Proofing Reflection & Review: Archives

## Day 4: Innovation and Technology in Archives

- Technological Advancements in Archiving Topic 1: •
- Adoption of New Technologies in Archive Management Topic 2: •
- Creating Digital Archives Topic 3: •
- Best Practices for Digital Archive Management and Preservation Topic 4: •
- Re-envisioning Archives for Modern Needs Topic 5: •
- Evolving Archives to Meet Changing Societal and Technological Needs Topic 6: •
- Interactive Session on Technology Integration and Innovation in Archival Systems Reflection & Review: •

## Day 5: Archival Innovation and Evolution

- Introduction to Archive Innovations Topic 1: •
- Exploring Emerging Trends in Archival Practices Topic 2: •
- New Methods and Materials in Archiving Topic 3: •
- Sustainable Materials and Digital Tools in Archival Practice Topic 4: •
- The Role of Archives in Modern Governance Topic 5: •
- Strategic Planning for Future Archives Topic 6: •
- Final Reflections, Strategic Insights, and Feedback Session to Consolidate Learning Reflection & Review: •
- and Prepare for Practical Application

## How This Course is Different from Other Archive Management Courses:

The course is distinguished by its depth of content, practical applicability, and focus on integrating modern technological solutions with traditional archival practices. This course is designed not just to teach, but to transform how participants think about and manage archives.



## 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



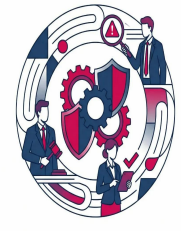
دورات الصيانة ودورات المجالات الهندسية المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



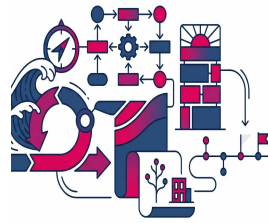
دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية

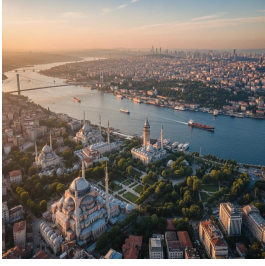


دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية

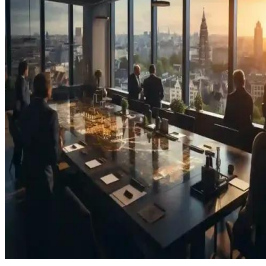


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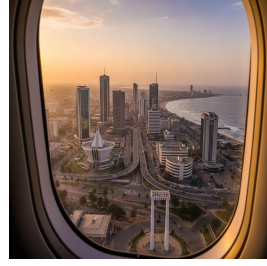
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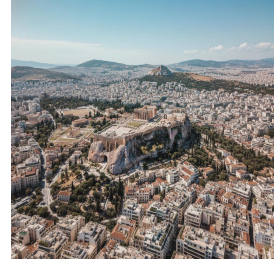
اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



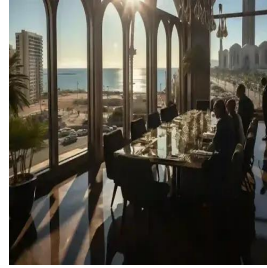
أثينا - اليونان



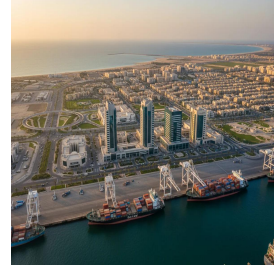
الرياض - المملكة العربية السعودية



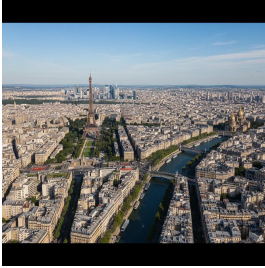
الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



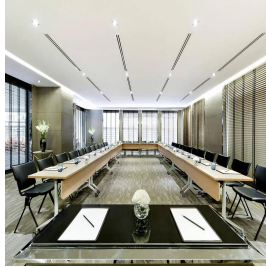
الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند

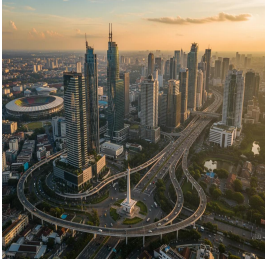


بالي - جمهورية إندونيسيا

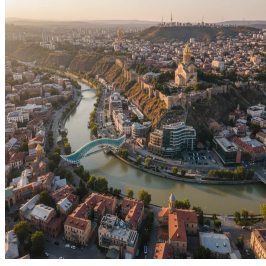


باكو - أذربيجان

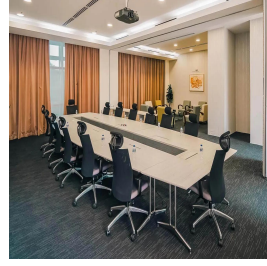
## مدن التدريب



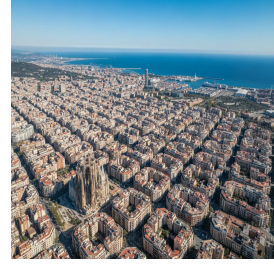
جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



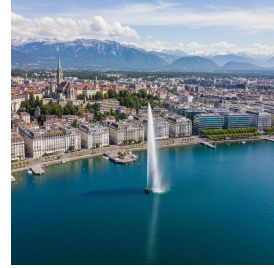
روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شرم الشيخ - مصر



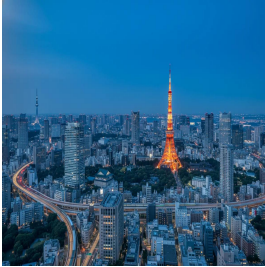
سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



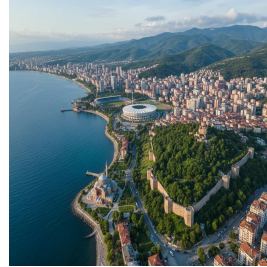
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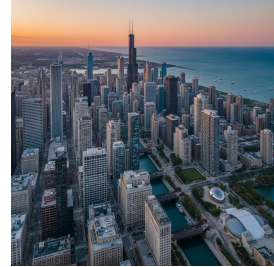
طوكيو - اليابان



طشقند - اوزبكستان



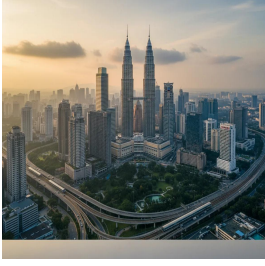
طرابزون - تركيا



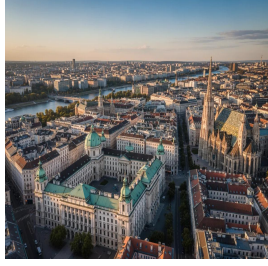
شيكاغو - الولايات المتحدة  
الامريكية



## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



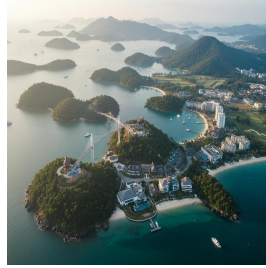
عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



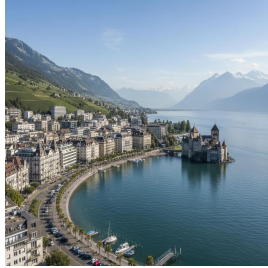
لانكاوي - ماليزيا



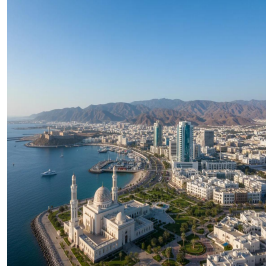
كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترال - سويسرا



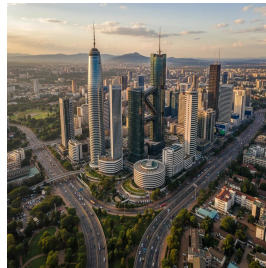
مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# 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.



**AGILE LEADERS**  
Training Center

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