



# دورة متخصصة في أساليب وتكنولوجيا إدارة السجلات والمستندات المتطورة



**AGILE LEADERS**  
Training Center

17 - 28 Aug 2026  
عن بعد



## دورة متخصصة في أساليب وتكنولوجيا إدارة السجلات والمستندات المتطورة

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### Course Overview:

The course is designed to equip professionals with cutting-edge skills and knowledge in managing digital records, ensuring legal compliance, and enhancing information governance. Covering a broad spectrum from Electronic Records Management to Blockchain Technology and Recordkeeping, the course integrates the latest Information Governance Program strategies with hands-on training in Enterprise Content Management Systems, including SharePoint Records Management. Participants will explore Records Retention Strategies, delve into Privacy and Security in Information Management, and understand the critical role of Metadata Standards in today's digital age. By focusing on Disaster Preparedness and Business Continuity Planning, the course prepares organizations to safeguard their vital records against unforeseen events.

### Target Audience:

- Records Managers
- Information Governance Officers
- Compliance Managers
- IT Professionals
- Legal Professionals
- Archivists and Librarians
- Data Privacy Officers
- Business Continuity Planners

### Targeted Organizational Departments:

- Information Technology
- Legal and Compliance
- Records and Archives
- Human Resources
- Operations and Business Continuity

### Targeted Industries:

- Healthcare
- Financial Services
- Government and Public Sector
- Technology and Software: Innovating in ECM systems and information governance.
- Manufacturing and Logistics

## Course Offerings:

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

- Understand the foundations of Document Management Technology.
- Implement advanced Electronic Records Management Techniques.
- Develop and manage Information Governance Programs.
- Design strategies for Records Retention and Disposal.
- Utilize Enterprise Content Management Systems effectively.
- Ensure Legal and Regulatory Compliance in records management.

## Training Methodology:

The training employs a blend of interactive lectures, case studies, group work, and hands-on sessions. Interactive lectures will introduce core concepts, while case studies provide real-world applications. Group work fosters collaboration, and hands-on sessions with Document Management Systems, including SharePoint, offer practical experience.

## Course Toolbox:

- Comprehensive Course Workbooks
- Access to Online Learning Platforms and EDRMS Training Modules
- Checklists and Templates for Records Management Program Implementation
- Legal Compliance and Best Practices Guides
- Case Studies on Blockchain Technology and Social Media Records Management

## Course Agenda:

### Day 1: Foundations of Document Management and Information Governance

- The Origins and Development of Records and Information Management Topic 1:
- Records and Record-keeping in Society Topic 2:
- Information Technology, Records, and the Information Age Topic 3:
- Web 2.0, Social Media, and Society Topic 4:
- Legal and Regulatory Frameworks Topic 5:
- Introduction to Information Governance Programs Topic 6:
- Reviewing the Evolution and Key Concepts in Document Management Reflection & Review:

## Day 2: Building an Information Governance Program

- Records Management as a Professional Management Discipline Topic 1: •
- Records and Information Management Lifecycle Topic 2: •
- Developing Records Management Program Elements Topic 3: •
- Functions and Activities in Information Governance Topic 4: •
- Standards, Laws, Regulations, and the Legal Environment Topic 5: •
- Policy Development and Implementation Topic 6: •
- Insights into Establishing Information Governance Reflection & Review: •

## Day 3: Advanced Document Management Strategies

- Records and Information Creation and Capture Topic 1: •
- Controlled Language and Records Classification Topic 2: •
- Business Classification Schemes and Taxonomies Topic 3: •
- Indexing, Content Analysis, and File Plan Development Topic 4: •
- Records Management Metadata Standards Topic 5: •
- Strategies for Document Retrieval and Access Topic 6: •
- Effective Strategies for Advanced Document Management Reflection & Review: •

## Day 4: Technology Integration in Records Management

- Electronic Records and Electronic Records Management Systems ERMS Topic 1: •
- Enterprise Information Systems EIS and Content Management Systems CMS Topic 2: •
- Implementation of Enterprise Content Management Systems ECMS Topic 3: •
- SharePoint and Its Role in Records Management Topic 4: •
- Best Practices for ERMS Implementation Topic 5: •
- Cloud-Based Solutions for Records Management Topic 6: •
- Exploring Technological Advances in Records Management Reflection & Review: •

## Day 5: Risk Management, Security, and Compliance

- Identifying and Managing Vital Records Topic 1: •
- Disaster Preparedness, Recovery, and Business Continuity Planning Topic 2: •
- Monitoring, Auditing, and Compliance in Information Management Topic 3: •
- Data Privacy and Security Standards Topic 4: •
- Legal Compliance and Ethical Considerations in Records Management Topic 5: •
- Developing a Culture of Compliance and Governance Topic 6: •
- Strengthening Risk Management and Compliance Strategies Reflection & Review: •



## Day 6: Digital Preservation and Long-Term Record-keeping

- Digital Preservation Principles and Practices Topic 1: •
- Trusted Digital Repositories and Digital Curation Topic 2: •
- Long-Term Digital Preservation Strategies Topic 3: •
- Managing Obsolescence and Data Migration Topic 4: •
- Leveraging Blockchain Technology for Record Integrity Topic 5: •
- Case Studies on Digital Preservation Challenges and Solutions Topic 6: •
- Ensuring Longevity and Integrity in Digital Records Reflection & Review: •

## Day 7: Advanced Technologies and Innovation in Document Management

- Artificial Intelligence and Machine Learning in Records Management Topic 1: •
- Automation and Robotics Process Automation RPA in Document Management Topic 2: •
- Utilizing Big Data Analytics in Information Governance Topic 3: •
- The Impact of Emerging Technologies on Records Management Topic 4: •
- Mobile and Remote Access to Records Topic 5: •
- Innovations in Metadata and Semantic Search Topic 6: •
- Exploring the Frontier of Document Management Technologies Reflection & Review: •

## Day 8: Strategic Planning and Leadership in Information Management

- Strategic Planning for Records and Information Management Topic 1: •
- Leadership Skills in Information Governance Topic 2: •
- Change Management in Records Management Programs Topic 3: •
- Stakeholder Engagement and Communication Strategies Topic 4: •
- Future Trends in Information Governance and Records Management Topic 5: •
- Building and Leading Effective Information Management Teams Topic 6: •
- Strategic Approaches and Leadership in Information Management Reflection & Review: •

## Day 9: Specialized Areas in Records Management

- Managing Social Media Records and Electronic Communications Topic 1: •
- Records Management in Healthcare and Compliance with HIPAA Topic 2: •
- Financial Services and Regulatory Compliance Topic 3: •
- Government Records Management and Transparency Topic 4: •
- Managing Intellectual Property and Confidential Information Topic 5: •
- International Records Management Standards and Practices Topic 6: •
- Understanding Specialized Challenges and Solutions Reflection & Review: •

## Day 10: Capstone Project, and Professional Development

- Capstone Project: Applying Knowledge to Real-World Scenarios Topic 1: •
- Final Assessment and Feedback Topic 2: •
- Career Paths and Professional Development Opportunities Topic 3: •
- Building a Personal Brand in Records and Information Management Topic 4: •
- Networking and Continuing Education Resources Topic 5: •
- Celebrating Achievements and Planning for Future Success Reflection & Review: •

## How This Course is Different from Other Document Management Technology Courses:

The course stands apart by offering a holistic and integrated approach to records and information management. Unlike other courses that may focus solely on technical aspects or theoretical knowledge, this program delves into practical, real-world applications of Document Management Technology, including the latest developments in blockchain and cloud-based systems. It emphasizes a complete understanding of legal and regulatory requirements, coupled with hands-on training in leading Enterprise Content Management Systems. The inclusion of Disaster Preparedness and Business Continuity Planning prepares organizations not just for today's challenges but for future uncertainties. This course is uniquely positioned to foster not only skill development but also strategic thinking, ensuring participants can lead Information Governance Programs effectively within their organizations.



## 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



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



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



تبليسي - 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



زنبار - تنزانيا



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



مونترنو - 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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