



محترف الأرشفة وإدارة السجلات المهتهد



AGILE LEADERS
Training Center

06 - 10 Jul 2027

دبي

مختبر الأرشيف وإدارة السجلات المعتمد

المرجع: 103600464_67752 التاريخ: 06 - 10 Jul 2027 الموقع: دبي الرسوم: Euro 6500

Course Overview:

-The Certified Archiving and Records Management Training Course is a comprehensive, practical, and industry aligned program designed to help organizations strengthen their documentation systems, improve compliance, and establish reliable information governance structures. This course introduces participants to the full lifecycle of records—including creation, classification, storage, retention, appraisal, conversion, and long-term preservation—providing a complete foundation in best practices for modern recordkeeping.

The program emphasizes the importance of structured Records Management Training, effective Records Classification Training, and the integration of both Paper and Digital Records Management Training to meet evolving organizational needs. Participants gain hands-on insights into how records function within their operational and legal contexts, allowing them to evaluate risks, support accountability, strengthen audit readiness, and ensure consistent compliance with organizational and regulatory requirements.

Whether managing paper files, digital databases, or hybrid systems, this course equips attendees with the essential skills needed to operate or improve a Corporate Records Management Course environment. Built with real-world application in mind, it prepares participants for the modern challenges of digital transformation and positions them to succeed in Archiving and Records Management Certification programs. All participants receive a completion certificate at the end of the course.

CPD Course Listing

The Certified Archiving and Records Management Training Course is listed on the CPD portal as part of our commitment to delivering structured, relevant, and high-quality professional development. Participants and organizations can review the course listing and its continuing professional development information through the official CPD portal.

[View This Course on the CPD Portal](#)

Target Audience:

- Records Officers
- Administrators & Documentation Specialists
- Information Governance Staff
- Quality & Compliance Teams
- Digital Transformation and IT Support Personnel
- Legal and Contract Management Professionals
- Office Managers and Executive Assistants
- Archivists and Knowledge Management Personnel

Targeted Organizational Departments:

- Records & Archiving Departments •
- Legal Affairs and Contracting •
- Governance, Risk & Compliance GRC •
- Digital Transformation & IT Systems •
- Human Resources Administration •
- Finance, Accounting & Audit •
- Corporate Communication & Secretariat Offices •

Targeted Industries:

- Government & Public Sector •
- Oil & Gas and Energy •
- Banking & Financial Institutions •
- Healthcare & Pharmaceuticals •
- Telecom & Technology Corporations •
- Transportation & Logistics •
- Education & Research •
- Legal & Judicial Entities •
- NGOs and International Organizations •

These industries face strict documentation regulations, hybrid record environments, and compliance principles. [Records Retention and Disposal Course](#) requirements aligned with

Course Offerings:

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

- Define and differentiate between records and archives •
- Analyze records in operational, legal, and organizational contexts •
- Apply structured Records Classification Training methods •
- Understand paper-based, electronic, and hybrid records systems •
- Build and implement retention schedules and secure disposal processes •
- Maintain and convert records following best practice guidelines •
- Apply metadata requirements for both physical and digital records •
- Strengthen organizational accountability and audit readiness •
- Protect records against deterioration, loss, and digital risk •
- Implement best practices aligned with Records and Archives Training Program standards •

Training Methodology:

-The Certified Archiving and Records Management Training Course uses an interactive, hands-on, and learner centered approach designed to maximize engagement and practical application. The methodology includes instructor-led presentations, guided discussions, peer learning, and applied exercises based on classification, metadata, retention, and system analysis. Using real-world scenarios, participants explore paper-based filing systems, digital classification structures, and hybrid records workflows.

Group work, case studies, and role-based exercises allow participants to practice decision-making in common records management challenges. Demonstrations highlight key concepts from the Electronic Records Management Course, while scenario simulations offer realistic exposure to retention planning and disposal procedures as seen in Records Retention and Disposal Course practices. Participants also receive structured feedback, daily reviews, and reflection sessions to reinforce learning and support practical implementation. This training methodology ensures that each professional gains both conceptual clarity and operational competence across paper, digital, and hybrid recordkeeping environments.

Course Toolbox:

- Classification charts and sample file structures •
- Retention schedule templates •
- Metadata worksheets •
- File indexing checklists •
- Lifecycle mapping tools •
- Disposal documentation samples •
- Record appraisal templates •
- Hybrid system workflow diagrams •
- Digital conversion examples •

Note: Tools are not physically provided; insights, examples, and templates are explained and demonstrated during the course.

Course Agenda:

Day 1: Foundations of Records and Archives

- Understanding Records and Archives □ Definitions and Value Topic 1: •
- Records Life Cycle □ Creation to Disposal Topic 2: •
- Differences Between Records and Archives Topic 3: •
- Compliance, Storage, and Organizational Standards Topic 4: •
- Introduction to Classification Concepts Topic 5: •
- Action Planning and Pre-Assessment Activities Topic 6: •
- Reviewing Day 1 Themes Reflection & Review: •

Day 2: Classification, Context, and Metadata

- Context Analysis for Organizational Records Topic 1: •
- Frameworks for Classification of Paper and Digital Records Topic 2: •
- Prioritization and Hierarchical Structuring Topic 3: •
- Metadata Essentials and Indexing Techniques Topic 4: •
- Filing Systems and Storage Approaches for Physical Records Topic 5: •
- Digital Classification Models for Electronic Records Topic 6: •
- Group Reflection on Classification and Metadata Concepts Reflection & Review: •

Day 3: Systems, Standards, and Governance

- Records Management Policies and Governance Topic 1: •
- International Records Standards □ Concepts and Applications Topic 2: •
- Electronic Records Systems and Digital Repositories Topic 3: •
- Hybrid Records Systems □ Integration and Limitations Topic 4: •
- Documentation Structure, Retrieval, and Index Optimization Topic 5: •
- Accountability and Auditability in Records Management Topic 6: •
- Reviewing Systems, Standards, and Governance Components Reflection & Review: •

Day 4: Appraisal, Retention, and Disposal

- Fundamentals of Appraising Organizational Records Topic 1: •
- Designing and Applying Retention Schedules Topic 2: •
- Compliance Requirements for Retention and Disposal Topic 3: •
- Secure Disposal of Physical and Electronic Records Topic 4: •
- Documentation of Appraisal and Disposal Decisions Topic 5: •
- Building Transparent and Compliant Disposal Procedures Topic 6: •
- Reviewing Appraisal and Retention Best Practices Reflection & Review: •

Day 5: Preservation, Conversion, and Sustainability

- Preservation Methods for Physical Records Topic 1: •
- Digital Preservation and Cyber-Risk Mitigation Topic 2: •
- Converting and Migrating Records Across Formats Topic 3: •
- Long-Term Storage Strategies for Archives Topic 4: •
- Identifying and Mitigating Recordkeeping Risks Topic 5: •
- Final Lessons, Certification Preparation, and Wrap-Up Topic 6: •
- Final Day Summary, Knowledge Check, and Closing Discussions Reflection & Review: •

FAQ:

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

No prior qualifications are required. The Certified Archiving and Records Management Training Course is designed for all experience levels, from beginners to advanced professionals working in documents, archives, or compliance roles.

How long is each day's session, and is there a total number of hours required for the entire course?

Each session runs for approximately 4½ hours per day, including activities and group discussions. The course spans five days, totaling 20½ instructional hours.

Why do organizations still maintain hybrid paper + digital systems instead of going fully digital?

Many organizations must retain physical records due to legal mandates, legacy archives, operational constraints, or compliance audits. The course highlights that both paper-based and electronic systems require structured classification, metadata, retention, and disposal processes—making hybrid management essential for accuracy, legality, and accessibility.

How This Course is Different from Other Certified Archiving and Records Management Courses:

The Certified Archiving and Records Management Training Course is uniquely structured to blend theoretical foundations with real-world application. Unlike generic programs, this training program integrates best practices from Records Management Training, Records Classification Training, Electronic Records Management Course, and Records Retention and Disposal Course. Participants gain more than definitions—they learn practical workflows, lifecycle decision-making, and hands-on classification and appraisal techniques.

The course covers paper-based, digital, and hybrid systems in equal depth, reflecting modern organizational realities where information is scattered across formats. Interactive activities, context analysis, real-case simulations, and system mapping exercises differentiate this course from typical passive learning programs. With a strong focus on compliance, accountability, information governance, and long-term preservation, the program equips participants with actionable skills that immediately enhance organizational records practices. This results in a truly comprehensive Corporate Records Management Course that prepares professionals not only for daily operations but also for long-term strategic readiness.

فئات الدورات التدريبية

الدورات التدريبية في مجال البيئة والاستدامة	دورات إدارة الجودة وتطوير العمليات
دورات إدارة و تحليل البيانات ودورات علم البيانات	دورات إدارة و تطوير الموارد البشرية
دورات الذهن السيرياني ودورات تقنية المعلومات	دورات الاتصال الجماهيري و السياسات والعلاقات العامة
دورات التدريب القانوني والهشتريات والتعاقدات	دورات التسويق وإدارة علاقات العملاء وإدارة المبيعات
دورات الحوكمة وإدارة المخاطر والامتثال	دورات السكرتارية و إدارة المكاتب
دورات الصحة والسلامة والذهن المهني	دورات الصيانة ودورات المجالات الهندسية المتنوعة
دورات المحاسبة و التهويل و دورات الإدارة المالية	دورات المهارات الشخصية وتطوير الذات
دورات في مجالات القيادة والإدارة	دورات معتمدة من قبل هيئات دولية
دورات مكتب إدارة المشاريع وإدارة المشاريع الرشيقية	



معدن التدريب

أكرا غانا	أثينا اليونان	أبوظبي الإمارات العربية المتحدة
الجبيل المملكة العربية السعودية	استنبول تركيا	أهستردام هولندا
الرياض المملكة العربية السعودية	الدوحة قطر	الدار البيضاء المغرب
المنامة مملكة البحرين	الكويت الكويت	القاهرة مصر
بانكوك تايلند	باكو أذربيجان	باريس فرنسا
برلين ألمانيا	برشلونة إسبانيا	براغ جمهورية التشيك
تيليسي جورجيا	بوكيت تايلاند	بورتو البرتغال
جنيف سويسرا	جاكارتا جمهورية إندونيسيا	تورنتو كندا
روما إيطاليا	دبي الإمارات العربية المتحدة	جوهانسبرغ جنوب أفريقيا
سنغافورة سنغافورة	سان دييغو الولايات المتحدة الأمريكية	زنجان تنزانيا
شيكاغو الولايات المتحدة الأمريكية	شرم الشيخ مصر	سيول كوريا الجنوبية
طوكيو اليابان	طشقند أوزبكستان	طرابزون تركيا
فرانكفورت ألمانيا	عن بعد منصة زووم	عمان المملكة الأردنية الهاشمية



مدن التدريب

كيب تاون جنوب افريقيا	كوالالمبور ماليزيا	فيينا النمسا
لندن المملكة المتحدة	لشبونة البرتغال	لانكاوي ماليزيا
مسقط سلطنة عمان	هدريد اسبانيا	ماربيا اسبانيا
ميونخ ألمانيا	ميلان إيطاليا	مونترو سويسرا
	نيويورك الولايات المتحدة الأمريكية	نيروبي كينيا