XCELERATE TRAINING INSTITUTE

your learning & development partner

OFFICE ADMINISTRATION

Electronic Records, Document, Archives and Information Management Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
15 – 19 Mar 2027	Live online	Online (live)	€1,200
26 – 30 Apr 2027	Amman	Classroom	€4,800
27 Sep – 1 Oct 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/electronic-records-document-archives-and-information…

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Electronic Records, Document, Archives and Information Management Training Course

Introduction

Efficient record and information management is crucial for smooth business operations, enhancing efficiency and transparency. Public sector organizations handle vast amounts of information due to their extensive services, making thorough record maintenance essential. Properly managed records facilitate quick retrieval, support decision-making, and act as evidence for key decisions.

It is vital to safeguard these records against threats like corruption or natural disasters. Public sector professionals must be trained in best practices for information security and record handling. This training will help them manage records across various formats, especially as electronic management systems gain prominence.

Poor record management can lead to lost trust, administrative issues, and challenges with information sharing. This course by Xcelerate Training Institutes will equip you with the skills needed for effective record and information management, minimizing risks and enhancing your capability to handle data efficiently.

Learning Objectives

The course aims to:

- Provide complete knowledge of record and information management principles and best practices.
- Prepare participants to predict and protect against potential threats.
- Equip professionals with skills to manage and maintain records efficiently.
- Build confidence in transitioning to modern, electronic record management systems.
- Develop abilities to work with electronic data maintenance technologies.
- Enhance competency to take on additional responsibilities within the organization.

Training Methodology

Xcelerate Training Institutes customizes training content and delivery based on the trainee's background and role. The course includes classroom sessions, presentations, discussions, debates, case studies, and videos. Trainers address practical issues and provide workable solutions. The training follows Zoe’s Do–Review–Learn–Apply Model.

Benefits for Your Organisation

Organizations will benefit from:

- A skilled workforce for record and information management.
- Advanced and efficient management systems.
- Reduced risks with proper security measures.
- Increased public trust due to greater accountability and transparency.

- Informed decision-making with easily accessible records.
- Enhanced organizational efficiency and productivity.

Benefits for You

Participants will gain:

- In-depth knowledge of record and information management principles.
- Improved ability to transition from traditional to modern management systems.
- Skills to set up and manage electronic records systems.
- Better decision-making capabilities using available records.
- Ability to balance data sharing and security.
- Confidence to undertake additional responsibilities.
- Opportunities for professional growth in various sectors.
- Satisfaction from contributing to effective record maintenance and public information safety.

Who Should Attend

This course is ideal for:

- Board members and senior officials involved in decision-making.
- Potential investors in public sector organizations.
- Record managers and public sector officials handling records.
- HR professionals and trainers responsible for upskilling employees.
- Policymakers creating guidelines for record management.
- Auditors and compliance experts ensuring security standards.
- Any public sector professional managing records or information.

Course Outline

The course covers essential areas for efficient and successful record and information management:

Overview of Record and Information Management

- Definition and types of records.
- Identifying sensitive vs. non-sensitive information.
- Balancing freedom of information with record management.

Properties of Records

- Static nature of records.
- Authority and uniqueness of records.
- Authenticity of records.

Principles and Concepts of Record and Information Management

- Respect des fonds principle.
- The life-cycle and continuum concepts.
- Levels of arrangement and description.

Focus Areas for Good Record Keeping

- Rule of law and governance.
- State resource management and entitlements protection.
- Public services and international relations.
- Private sector investment and human rights.
- Infrastructure, sustainability, and knowledge management.
- HR and financial management, payroll control.

Advantages of Effective Record and Information Management

- Enhanced efficiency and accountability.
- Improved traceability and transparency.
- Regulatory compliance.
- Controlled and risk-free retrieval and disposal.
- Reduced maintenance costs and better decision-making.
- Lower risks of fraud and malpractice.

Success Factors of Effective Record and Information Management

- Record access authority.
- Education and training.
- Record maintenance software.
- Compliance reporting.

Success Factors for Establishing Electronic Record and Information Management Systems

- Technological readiness and leadership support.
- Training and involvement.
- Resource availability.
- System allowances for upgrades.
- Positive work environment and culture.

Challenges to Effective Record and Information Management

- Lack of awareness among personnel.
- Insufficient advanced technologies.
- Skill gaps in managing records with advanced tech.
- Budget constraints for training and technology

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Registration Form

Electronic Records, Document, Archives and Information Management Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

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