



Mastering Archive Management Training Course

24 - 28 Jan 2027
Manama



Mastering Archive Management Training Course

Ref.: 36284_21374 **Date:** 24 - 28 Jan 2027 **Location:** Manama **Fees:** 4700 **Euro**

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

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

Day 2: Archival Management and Operations

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



Day 3: Legal and Strategic Aspects of Archiving

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

Day 4: Innovation and Technology in Archives

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

Day 5: Archival Innovation and Evolution

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



Training Course Categories

Agile PM and Project Management Training Courses

Communication and Public Relations Training Courses

Environment & Sustainability Training Courses

Governance, Risk and Compliance Training Courses

IT Security Training & IT Training Courses

Legal Training, Procurement and Contracting Courses

Marketing, Customer Relations, and Sales Courses

Personal & Self-Development Training Courses

Secretarial and Administration Training Courses

Certified Courses By International Bodies

Data Analytics Training and Data Science Courses

Finance and Accounting Training Courses

Human Resources Training and Development Courses

Leadership and Management Training Courses

Maintenance Training and Engineering Training Courses

Occupational Health, Safety and Security Training Courses

Quality and Operations Management Training Courses



Training Cities

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Frankfurt Germany	Geneva Switzerland	Istanbul Turkey
Jakarta Indonesia	Johannesburg South Africa	Kuala Lumpur Malaysia
Kuwait Kuwait	Langkawi Malaysia	Lisbon Portugal
London UK	Madrid Spain	Manama Bahrain
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Training Cities

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Singapore

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