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DATA MANAGEMENT AND BUSINESS INTELLIGENCE | COURSE

Digitization and File Management

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Course content

Why Attend

Digitization is a major challenge for all organizations. As digital content continues to grow at a fast rate, policies, processes and systems are required to manage demand to help drive business operations and become more effective. This process is also known as digital transformation, and professionals and organizations are increasingly required to adopt global standards and international best practices to improve how digital content is captured, managed and controlled.

Digitization and File Management is the specification of establishing digital controls and accountability frameworks to encourage desirable behavior in the valuation, creation, storage, use, archiving and deletion of digital information. The processes involved include scanning, workflow, Optical Character Recognition (OCR); processes, roles, standards and metrics must be implemented that ensure the effective and efficient use of information in enabling an organization to achieve its goals.

This course provides participants with in-depth knowledge in Digitization as well as with practical skills to help manage, plan, analyze, deliver and support an ever-growing volume of data and information within their organizations. The course covers international best practices, industry regulations, legal requirements, information compliance, auditing and security standards; including National Archives Digitization and Guidelines, Scanning, Archiving and Digital Preservation and ISO 13008 Digital Records Conversion and Migration.

The material used in the training course will be based on exercises as well as regional and international case studies. Participants will frequently work in pairs with one another as well as in larger teams.

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

• Understand how data and information can be digitized and managed more efficiently and effectively within organizations

• Develop action plans for scanning, workflow and integration of digital information to support compliance, audits, legislation and regulations

• Establish and implement a Data Digitization project, including systems, roles and responsibilities

• Manage data against international best practices, including ISO 13008 Digital Records Conversion and Migration

• Develop digitization policies and working procedures

Course content

Why Attend

• Formulate and manage data in accordance with ISO 27001 Information Security standards

This course is suitable for IT professionals, document controllers, auditors, site administrators, general management and anyone tasked with managing and protecting data and information. This also includes professionals already familiar and involved with data management and seeking to build on their fundamental principles of managing data, information and records.

• Records Management

• Data Compliance

• Developing Policies and Procedures

• Archiving

• Database Systems

Course outline

Introduction to Digitization and Standards

• Introduction to digitization and file management

• Managing structured and unstructured data

• Scanning and capture

• Workflow

• Metadata, indexing and classification

• Enterprise search and archiving

Compliance, Regulations and Digitization ISO 13008

• ISO 13008 digital records conversion and migration

• Archiving and preservation

Course content

Course outline

• Data protection and data privacy

• Document and records management compliance

• ISO 27001 information security and cyber security

Implementation and Project Management

• Developing target operating model

• Roles, responsibilities and reporting

• Programme planning

• Quality management planning

• Risk and issue management

Data Digitization IT Solutions

• Scanning and Optical Character Recognition (OCR)

• Indexing and Metadata

• Workflow and business process automation

• Enterprise content management systems

• Document and records management

• Archiving and preservation

Developing Policy, Procedures and Action Plans

• Digitization management policies

• Develop data lifecycle management procedures and guidelines

• Create programme and project implementation action plan

• Case studies

Seminar dates

Available seminar dates

Live dates and pricing for Digitization and File Management generated from the course details page.

Date	Location	Format	Fee
15 - 19 June 2026	Kuala lumpur - Malaysia	Classroom	**€2,250.-**
20 - 24 July 2026	Barcelona - Spain	Classroom	**€3,850.-**
3 - 7 August 2026	London - U.K	Classroom	**€4,200.-**
7 - 11 September 2026	Munich - Germany	Classroom	**€3,450.-**
12 - 16 October 2026	Barcelona - Spain	Classroom	**€3,850.-**
9 - 13 November 2026	Paris - France	Classroom	**€4,500.-**
14 - 18 December 2026	Frankfurt - Germany	Classroom	**€3,250.-**

Live online option	Online delivery is available at €1,850.-.