

Electronic Archiving Systems & Best Practices in Digital Transformation Course

Course Duration: 60 Hrs.

Course Code: EASDT-401

Course Overview

The Electronic Archiving Systems & Best Practices in Digital Transformation Course provides participants with the knowledge and skills to design, implement, and manage electronic archiving solutions in line with industry standards and digital transformation strategies. It focuses on best practices for digital records management, compliance, long-term data preservation, and optimizing organizational processes through advanced digital archiving systems.

What you'll learn?

In this course, you will learn how to implement effective electronic archiving systems, understand international standards and compliance requirements, and apply best practices for digital transformation. You will gain insights into managing digital records, ensuring information security, and using technology to improve operational efficiency.

Target Audience

This course is designed for IT managers, records managers, compliance officers, digital transformation leaders, and professionals responsible for implementing or overseeing electronic archiving systems within their organizations.

Pre-Requisites

There are no strict prerequisites for this course; however, basic knowledge of information systems, document management, or IT practices would be beneficial for better understanding.

Course Content

Module 1: Introduction to Electronic Archiving and Digital Transformation

Module 2: Standards, Policies, and Compliance in Digital Archiving

Module 3: Designing and Implementing Archiving Systems

Module 4: Data Security, Privacy, and Risk Management in Archiving

Module 5: Leadership, Context of the Organization, and Stakeholder Expectations

Module 6: Role of Archiving in Digital Transformation Strategies

Module 7: Case Studies and Practical Applications