Garnet
Garnet Global Training Center

GGT-AL-116

Administration, Legal & Public Sector

Archiving & Digital Records

الأرشفة والسجلات الرقمية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Participants in Archiving & Digital Records practise the methods, tools and standards they need to perform reliably and solve problems on the job. Programs for government entities, legal departments and the offices that keep organisations running. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Apply the methods and standards of Archiving & Digital Records to real tasks.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Practitioners with one to five years of experience benefit most.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Archiving & Digital Records: principles and standards

- Compliance and controls
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Drafting and documentation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Service design and performance
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Archiving & Digital Records: principles and standards

- Compliance and controls
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Drafting and documentation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Service design and performance
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Regional and international case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
21 Mar – 1 Apr 2027	10-day classroom	Jeddah	Arabic	8,950
16–20 May 2027	5-day classroom	Doha	Arabic	4,750
12–16 Jul 2027	5-day online	Live online	English	2,950
11–15 Oct 2027	5-day classroom	Dubai	Arabic	4,750
1–5 May 2028	5-day classroom	Casablanca	Arabic	4,750
18–29 Jun 2028	10-day classroom	Muscat	Arabic	8,950
2–6 Jul 2028	5-day classroom	Cairo	English	4,750
7–18 Aug 2028	10-day online	Live online	Arabic	5,450
21–25 May 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
18–29 Jun 2029	10-day classroom	Barcelona	English	8,950
3–7 Sep 2029	5-day online	Live online	Arabic	2,950
19–23 Nov 2029	5-day classroom	Dubai	Arabic	4,750
15–19 Jul 2030	5-day classroom	Geneva	English	4,750
5–16 Aug 2030	10-day classroom	Dubai	Arabic	8,950
1–5 Sep 2030	5-day classroom	Cairo	Arabic	4,750
4–15 Nov 2030	10-day online	Live online	English	5,450

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/