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ADMINISTRATION AND SECRETARIAL | AS-035

Database and Information Management for Administrators

Contact

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Course content

Why Attend

Contact lists, supplier records, membership data, asset registers, training records and request logs are central to administrative work. When information is scattered across spreadsheets, inboxes and paper files, it becomes hard to find, easy to duplicate and difficult to keep accurate.

This Database and Information Management for Administrators training course introduces practical ways to organise, maintain and use information effectively. Participants learn the basics of database design, data entry standards, data quality, searching and reporting, and how to choose between spreadsheets, simple database tools and organisational systems.

Course Methodology

• Participants work hands-on with sample administrative data, designing simple databases, cleaning records, writing queries and building reports. Short explanations are followed by guided practice and a final project in which participants design an information management solution for a task from their own workplace.

Course Objectives

• Explain the principles of organising information as structured data

• Design simple tables and fields for common administrative records

• Set data entry standards that improve consistency and accuracy

• Use queries, filters and reports to retrieve and summarise information

• Identify and correct duplicates, gaps and errors in records

• Apply data protection, confidentiality and access principles

Target Audience

• Administrative officers and assistants

• Records and information officers

• Office managers and coordinators

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• HR, membership and customer administration staff

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Course outline

Detailed course outline

Day-by-day outline for Database and Information Management for Administrators.

Day 1 - Information as an Asset

- 09:00-09:34 | Why Information Management Matters: Efficiency, accuracy and compliance
- 09:34-10:08 | Structured and Unstructured Information: Records, documents and messages
- 10:08-10:42 | Common Problems: Duplicates, inconsistent entries and lost files
- 10:42-11:00 | Spreadsheets, Databases and Business Systems: When to use each
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Spreadsheets, Databases and Business Systems: When to use each (continued)
- 11:46-12:20 | Roles and Ownership: Who maintains which information
- 12:20-12:53 | Mapping Information Flows in the Office
- 12:53-14:00 | Exercise: Auditing a shared contact list

Day 2 - Designing Simple Databases

- 09:00-09:34 | Tables, Records and Fields: Core database concepts
- 09:34-10:08 | Choosing Field Types and Formats
- 10:08-10:42 | Unique Identifiers and Avoiding Duplicate Records
- 10:42-11:00 | Relationships Between Tables: Contacts, organisations and activities
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Relationships Between Tables: Contacts, organisations and activities (continued)
- 11:46-12:20 | Lookup Lists and Validation Rules
- 12:20-12:53 | Forms for Accurate Data Entry
- 12:53-14:00 | Practical Exercise: Designing a supplier and contract register

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Day 3 - Data Quality and Maintenance

- 09:00-09:34 | Data Entry Standards: Names, addresses, dates and codes
- 09:34-10:08 | Finding and Merging Duplicate Records
- 10:08-10:42 | Correcting Inconsistent and Missing Data
- 10:42-11:00 | Regular Data Quality Checks and Audits
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Regular Data Quality Checks and Audits (continued)
- 11:46-12:20 | Change Control: Who can edit and how changes are recorded
- 12:20-12:53 | Importing and Exporting Data Between Systems
- 12:53-14:00 | Workshop: Cleaning a sample membership database

Day 4 - Retrieving and Reporting Information

- 09:00-09:30 | Searching, Sorting and Filtering Records
- 09:30-10:30 | Building Queries to Answer Common Questions
- 10:30-11:00 | Creating Summary Reports and Simple Dashboards
- 11:00-11:30 | Coffee break
- 11:30-12:00 | Mail Merge for Letters, Labels and Emails
- 12:00-12:30 | Scheduling Regular Reports for Managers
- 12:30-13:00 | Presenting Information Clearly to Managers and Colleagues
- 13:00-14:00 | Practical Exercise: Producing a monthly activity report

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Day 5 - Protection, Retention and Improvement

- 09:00-09:34 | Data Protection Principles for Administrative Records
- 09:34-10:08 | Access Rights, Passwords and Sharing Controls
- 10:08-10:42 | Retention Schedules, Archiving and Secure Disposal
- 10:42-11:00 | Backups and Recovery of Important Information
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Backups and Recovery of Important Information (continued)
- 11:46-12:20 | Improving Information Processes in the Office
- 12:20-12:53 | Personal Action Plan: Information management improvements
- 12:53-14:00 | Final Project: Designing an information solution for a workplace task

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Seminar dates

Available seminar dates

Live dates and pricing for Database and Information Management for Administrators generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	London	Classroom	**€2,915**
7 - 11 December 2026	Barcelona	Classroom	**€2,275**
14 - 18 December 2026	Frankfurt	Classroom	**€2,175**
25 - 29 January 2027	London	Classroom	**€2,915**
4 - 8 January 2027	Barcelona	Classroom	**€2,275**
11 - 15 January 2027	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	Madrid	Classroom	**€3,400**
1 - 5 February 2027	London	Classroom	**€2,915**
8 - 12 February 2027	Barcelona	Classroom	**€2,275**
15 - 19 February 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

Available seminar dates

Live dates and pricing for Database and Information Management for Administrators generated from the course details page.

Date	Location	Format	Fee
22 - 26 February 2027	Munich	Classroom	**€2,425**
8 - 12 March 2027	London	Classroom	**€2,915**
15 - 19 March 2027	Barcelona	Classroom	**€2,275**
22 - 26 March 2027	Frankfurt	Classroom	**€2,175**
1 - 5 March 2027	Paris	Classroom	**€2,810**
19 - 23 April 2027	London	Classroom	**€2,915**
26 - 30 April 2027	Barcelona	Classroom	**€2,275**
5 - 9 April 2027	Frankfurt	Classroom	**€2,175**
12 - 16 April 2027	Rome	Classroom	**€2,830**
24 - 28 May 2027	London	Classroom	**€2,915**

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Seminar dates

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Date	Location	Format	Fee
3 - 7 May 2027	Barcelona	Classroom	**€2,275**
10 - 14 May 2027	Frankfurt	Classroom	**€2,175**
17 - 21 May 2027	Vienna	Classroom	**€3,425**
21 - 25 June 2027	London	Classroom	**€2,915**
7 - 11 June 2027	Barcelona	Classroom	**€2,275**
14 - 18 June 2027	Frankfurt	Classroom	**€2,175**
12 - 16 July 2027	London	Classroom	**€2,915**
19 - 23 July 2027	Barcelona	Classroom	**€2,275**
26 - 30 July 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	Cape Town	Classroom	**€1,825**

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Seminar dates

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Date	Location	Format	Fee
16 - 20 August 2027	London	Classroom	**€2,915**
23 - 27 August 2027	Barcelona	Classroom	**€2,275**
2 - 6 August 2027	Frankfurt	Classroom	**€2,175**
9 - 13 August 2027	Dubai	Classroom	**€2,845**
20 - 24 September 2027	London	Classroom	**€2,915**
6 - 10 September 2027	Barcelona	Classroom	**€2,275**
13 - 17 September 2027	Frankfurt	Classroom	**€2,175**
4 - 8 October 2027	London	Classroom	**€2,915**
11 - 15 October 2027	Barcelona	Classroom	**€2,275**
18 - 22 October 2027	Frankfurt	Classroom	**€2,175**

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Seminar dates

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Date	Location	Format	Fee
25 - 29 October 2027	Istanbul	Classroom	**€2,825**
8 - 12 November 2027	London	Classroom	**€2,915**
15 - 19 November 2027	Barcelona	Classroom	**€2,275**
22 - 26 November 2027	Frankfurt	Classroom	**€2,175**
1 - 5 November 2027	Kuala lumpur	Classroom	**€2,425**
20 - 24 December 2027	London	Classroom	**€2,915**
27 - 31 December 2027	Barcelona	Classroom	**€2,275**
6 - 10 December 2027	Frankfurt	Classroom	**€2,175**
13 - 17 December 2027	Madrid	Classroom	**€3,400**
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**

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Date	Location	Format	Fee
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**

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8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**

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10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**

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23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**

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22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**