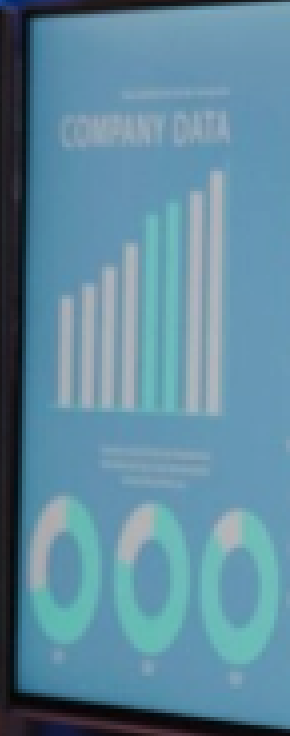


# aractech

Global Learning for Operational Leaders



DATA MANAGEMENT AND BUSINESS INTELLIGENCE

## 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.

## Course Methodology

- 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.

## Course Objectives

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

## Target Audience

- 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.

- Target Competencies
- Records Management
- Data Compliance

# Course outline

## Detailed course outline

Module-by-module outline for Digitization and File Management.

### Module 1 - 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

### Module 2 - Compliance, Regulations and Digitization ISO 13008

- ISO 13008 digital records conversion and migration
- Archiving and preservation
- Data protection and data privacy
- Document and records management compliance
- ISO 27001 information security and cyber security
- Implementation and Project Management

### Module 3 - 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	Classroom	€1,575
20 - 24 July 2026	Barcelona	Classroom	€2,695
3 - 7 August 2026	London	Classroom	€2,940
7 - 11 September 2026	Munich	Classroom	€2,415
12 - 16 October 2026	Barcelona	Classroom	€2,695
9 - 13 November 2026	Paris	Classroom	€3,150
14 - 18 December 2026	Frankfurt	Classroom	€2,275
<b>Live online option</b>		Online delivery is available at €1,250.	