The Art of Document Preservation Training Course

06 - 10 Oct 2025
Dubai - Marriott Hotel Al Jaddaf, Dubai

AGILE LEADERS
Training Center

The Art of Document Preservation Training Course

Ref.: 36285_259374 **Date:** 06 - 10 Oct 2025 **Location:** Dubai - Marriott Hotel Al Jaddaf, Dubai **Fees:** 4500 **Euro**

Course Overview:

This course is an expert-level training program that equips participants with the skills needed to effectively preserve documents within records and archives. This course provides insights into the deterioration of documentaries' Audiences: nice and offers strategies for their preservation, including planning, handling, xerography, and security.

Target Audience:

- Archivists and Document Preservationists
- Museum and Library Professionals
- Records Managers
- Historical Society Staff

Targeted Organizational Departments:

- Archives and Records Management
- Libraries and Information Centres
- Conservation and Preservation Departments
- Documentation Centres

Targeted Industries:

- Museums and Historical Sites
- Government Record Offices
- Academic Libraries and Research Institutions
- Corporate Archives

Course Offerings:

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

- Comprehensive knowledge of document deterioration causes and control.
- Practical skills in preservation planning and document handling.

- Expertise in petrographic techniques.
- Strategies for document security and integrity maintenance.

Training Methodology:

This course blends theoretical instruction with practical workshops, case studies, and hands-on sessions, focusing on real-world application and problem-solving in document preservation.

Course Toolbox:

- Document Preservation Guide
- Online Resources for Preservation Techniques
- Preservation Planning Templates
- Security and Maintenance Checklists

Course Agenda:

Day 1: Understanding Document Deterioration

- **Topic 1:** Introduction to Document Preservation
- **Topic 2:** Factors Contributing to Document Deterioration
- **Topic 3:** Types of Document Deterioration
- **Topic 4:** Overview of Deterioration Control Methods
- **Topic 5:** Establishing a Preservation-Friendly Environment
- **Topic 6:** Identifying Early Signs of Deterioration
- **Reflection & Review:** Reflection & Review

Day 2: Strategic Planning for Preservation

- **Topic 1:** Foundations of Preservation Planning
- **Topic 2:** Assessing Preservation Needs
- **Topic 3:** Resource Allocation for Preservation Projects
- **Topic 4:** Long-Term Preservation Strategy Development
- **Topic 5:** Integrating New Technologies in Preservation
- **Topic 6:** Budgeting and Funding for Preservation
- **Reflection & Review:** Reflection & Review

Day 3: Practical Aspects of Document Handling

- **Topic 1:** Handling Techniques for Various Media
- **Topic 2:** Best Practices for Document Cleaning

- **Topic 3:** Storage Solutions for Longevity
- **Topic 4:** Environmental Controls for Document Storage
- **Topic 5:** Labeling and Cataloging for Preservation
- **Topic 6:** Emergency Preparedness and Response
- **Reflection & Review:** Reflection & Review

Day 4: Reprography and Security Measures

- **Topic 1:** Basics of Reprographic Techniques
- **Topic 2:** Implementing Reprography in Preservation
- **Topic 3:** Security Protocols for Protected Documents
- **Topic 4:** Technological Solutions for Document Security
- **Topic 5:** Access Control and Monitoring
- **Topic 6:** Legal and Ethical Considerations in Document Security
- **Reflection & Review:** Reflection & Review

Day 5: Evaluating and Advancing Preservation Efforts

- **Topic 1:** Assessing the Effectiveness of Preservation Methods
- **Topic 2:** Planning for Future Challenges in Preservation
- **Topic 3:** Continuing Education and Training in Preservation
- **Topic 4:** Networking and Collaboration Opportunities in the Field
- **Topic 5:** Innovations and Trends in Document Preservation
- **Topic 6:** Building a Sustainable Preservation Program
- **Reflection & Review:** Reflection & Review

How This Course is Different from Other Document Preservation Courses:

This course uniquely combines in-depth theoretical knowledge with practical application, preparing participants to tackle the challenges of document preservation head-on with innovative solutions and robust strategies. This course is distinguished by its comprehensive approach to maintaining the integrity and accessibility of vital historical and contemporary documents.

WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.

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Gamified and
Interactive Training

We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.

Our Training
Cate gories

We cover a wide range of training categories to cater to different needs and interests

Branding, Marketing, Customer Relations, & Sales Programs
Finance and Accounting Programs
Human Resources Management Programs
Management & Leadership Programs

Political & Public Relations Programs
Project Management Programs
Quality & Process Management
Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.

Where to
Find Us

You can join our training programs at our centers located in

We also offer online training sessions through the Zoom platform.

Malaysia	Morocco	Spain	France	UK	Italy	Egypt	Turkey	Georgia	Azerbaijan	UAE
Kuala Lumpur	Casablanca	Barcelona	Paris	London	Rome	Cairo Sharm El-Sheikh	Istanbul	Tbilisi	Baku	Dubai

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