Mastering Archive Management Training Course

27 Apr - 01 May 2026
Athens

AGILE LEADERS
Training Center

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Mastering Archive Management Training Course

Ref.: 36284_57214 **Date:** 27 Apr - 01 May 2026 **Location:** Athens **Fees:** 6700 **Euro**

Course Overview:

The course is an advanced course meticulously designed to imbue participants with expert-level skills in managing, preserving, and utilizing archival resources. This course deeply integrates archival theory with practical application, ensuring participants not only understand the dynamics of archives but also master modern practices to manage them effectively across various contexts.

Target Audience:

- Archivists
- Records Managers
- Information Governance Officers
- Museum Professionals
- Historical Researchers

Targeted Organizational Departments:

- Document and Records Management
- Information Assurance
- Compliance and Risk Management
- Historical and Cultural Research Departments

Targeted Industries:

- Museums and Cultural Institutions
- Governmental and Regulatory Agencies
- Academic and Research Institutions
- Large Corporations with Significant Historical Records

Course Offerings:

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

- Expert knowledge in archival science and its practical applications.
- Advanced skills in both physical and digital archival management.
- Understanding of compliance, legal, and ethical frameworks in archives.
- Capacity to innovate and adapt archival practices to modern needs.

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Training Methodology:

The course utilizes a blended learning approach, combining theoretical discussions with hands-on practical workshops. It includes lectures from industry experts, interactive group sessions, real-life case studies, and direct engagement with archival materials.

Course Toolbox:

- Archive Management Handbook
- Digital Tools and Resources for Archiving
- Templates for Efficient Archive Organization
- Checklists for Ensuring Quality and Compliance in Archival Operations

Course Agenda:

Day 1: Fundamentals of Archives

- **Topic 1:** General Introduction to Archives
- **Topic 2:** Understanding the Core Concepts and Significance of Archives
- **Topic 3:** What are Archives?
- **Topic 4:** Detailed Exploration of Archival Types
- **Topic 5:** Archives: Public and Private
- **Topic 6:** Transition from Documents to Archives
- **Reflection & Review:** Recap of Foundational Concepts and Open Discussion on Practical Implications of Archival Types

Day 2: Archival Management and Operations

- **Topic 1:** Archive Quality and Historical Criticism
- **Topic 2:** Evaluating the Quality of Archives
- **Topic 3:** Applying Historical Criticism Methods
- **Topic 4:** The Duties of the Archivist
- **Topic 5:** Professional Responsibilities and Ethical Standards for Archivists
- **Topic 6:** Standardization of Archival Methods
- **Reflection & Review:** Group Discussion on Method Standardization and its Impact on Archival Quality

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Day 3: Legal and Strategic Aspects of Archiving

- **Topic 1:** Archives and the Law
- **Topic 2:** Navigating the Legal Landscape in Archival Management
- **Topic 3:** Compliance and Custodial Issues
- **Topic 4:** Strategic Management of Archives
- **Topic 5:** Ensuring Protection, Preservation, and Accessibility
- **Topic 6:** The Future of Archives
- **Reflection & Review:** Critical Analysis of Legal Challenges and Strategic Planning for Future-Proofing Archives

Day 4: Innovation and Technology in Archives

- **Topic 1:** Technological Advancements in Archiving
- **Topic 2:** Adoption of New Technologies in Archive Management
- **Topic 3:** Creating Digital Archives
- **Topic 4:** Best Practices for Digital Archive Management and Preservation
- **Topic 5:** Re-envisioning Archives for Modern Needs
- **Topic 6:** Evolving Archives to Meet Changing Societal and Technological Needs
- **Reflection & Review:** Interactive Session on Technology Integration and Innovation in Archival Systems

Day 5: Archival Innovation and Evolution

- **Topic 1:** Introduction to Archive Innovations
- **Topic 2:** Exploring Emerging Trends in Archival Practices
- **Topic 3:** New Methods and Materials in Archiving
- **Topic 4:** Sustainable Materials and Digital Tools in Archival Practice
- **Topic 5:** The Role of Archives in Modern Governance
- **Topic 6:** Strategic Planning for Future Archives
- **Reflection & Review:** Final Reflections, Strategic Insights, and Feedback Session to Consolidate Learning and Prepare for Practical Application

How This Course is Different from Other Archive Management Courses:

The course is distinguished by its depth of content, practical applicability, and focus on integrating modern technological solutions with traditional archival practices. This course is designed not just to teach, but to transform how participants think about and manage archives.

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Training Course Categories

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Agile PM and Project Management Training Courses

Certified Courses By International Bodies

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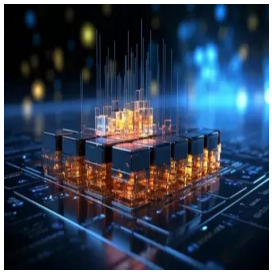
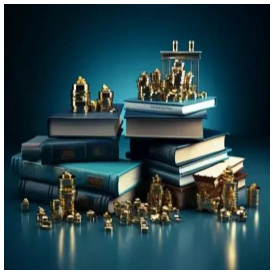


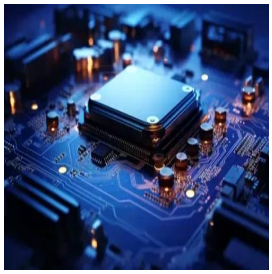
Data Analytics Training and Data Science Courses

Environment & Sustainability Training Courses



Governance, Risk and Compliance Training Courses

Human Resources Training and Development Courses



IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

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Quality and Operations Management Training Courses

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Montreux - Switzerland

Munich - Germany

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Nairobi - Kenya

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Tokyo - Japan

Trabzon - Turkey

Vienna - Austria

Zanzibar - Tanzania

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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CONTACT US

UAE, Dubai Investment Park First

+971585964727
+447700176600

sales@agile4training.com