



# **The Art of Document Preservation Training Course**



**AGILE LEADERS**  
Training Center



# **The Art of Document Preservation Training Course**

## **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.



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# Training Course Categories



**Finance and  
Accounting Training  
Courses**



**Agile PM and Project  
Management Training  
Courses**



**Certified Courses By  
International Bodies**



**Communication and  
Public Relations  
Training Courses**



**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**



# Training Course Categories



**Marketing, Customer Relations, and Sales Courses**



**Occupational Health, Safety and Security Training Courses**



**Oil & Gas Training and Other Technical Courses**



**Personal & Self-Development Training Courses**



**Quality and Operations Management Training Courses**



**Secretarial and Administration Training Courses**



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## Training Cities



**Accra - Ghana**



**Amman - Jordan**



**Amsterdam - Netherlands**



**Baku - Azerbaijan**



**Bali - Indonesia**



**Bangkok - Thailand**



**Barcelona - Spain**



**Cairo - Egypt**



**Cape town - South Africa**



**Casablanca - Morocco**



**Doha - Qatar**



**Dubai - UAE**



**Geneva - Switzerland**



**Istanbul - Turkey**



**Jakarta - Indonesia**



**Johannesburg - South Africa**

# Training Cities



**Kuala Lumpur - Malaysia**



**Langkawi - Malaysia**



**London - UK**



**Madrid - Spain**



**Manama - Bahrain**



**Milan - Italy**



**Nairobi - Kenya**



**Paris - France**



**Phuket - Thailand**



**Prague - Czech Republic**



**Rome - Italy**



**Sharm El-Sheikh - Egypt**



**Tbilisi - Georgia**



**Tokyo - Japan**



**Vienna - Austria**



**Zanzibar - Tanzania**



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# Training Cities



**Zoom - Online  
Training**

# 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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