MERCURY

Archiving and Knowledge Management

5 – 9 September 2027
Cairo (Egypt)



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Ref: 16240_1079363 **Date:** 5 – 9 September 2027 **Location:** Cairo (Egypt) **Fees:** 3500 Euro

Introduction:

Effective archiving and knowledge management are crucial components for organizations seeking to maintain operational continuity, preserve institutional memory, and achieve a competitive advantage. This advanced training course explores the integration of modern archiving practices with strategic knowledge management frameworks.

Participants will explore the latest tools, technologies, and methodologies used to manage digital and physical records, with an emphasis on ensuring compliance, information accessibility, and adherence to security standards in a rapidly digitizing world. The Archiving and Knowledge Management course covers frameworks that align with organizational learning, intellectual capital management, and a culture of knowledge sharing.

Through case-based learning and practical models, attendees will gain in-depth insights into managing knowledge assets and archives as strategic resources. This Archiving and Knowledge Management program provides actionable expertise for professionals responsible for preserving, organizing, and effectively leveraging knowledge.

Targeted Groups:

This Archiving and Knowledge Management training targets professionals seeking specialized knowledge and skills:

- Knowledge management officers.
- Archiving and records management professionals.
- Documentation and information specialists.
- Digital transformation and IT support teams.
- Business continuity and risk officers.
- Legal and compliance personnel.
- Managers are responsible for corporate governance and quality.
- Institutional development and strategy staff.
- Human capital and training development departments.
- Anyone involved in institutional memory preservation.

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Course Objectives:

Participants will achieve the following objectives by completing the Archiving and Knowledge Management course:

- Understand advanced principles in knowledge and archiving systems.
- Identify key tools and technologies used in digital archiving.
- Apply methodologies to ensure the integrity and accessibility of information.
- Evaluate and enhance organizational knowledge workflows.
- Design taxonomies and classification systems for efficient retrieval and information organization.
- Integrate knowledge management with institutional learning strategies to improve organizational effectiveness.
- Implement protocols that minimize risks associated with information loss.
- Measure the effectiveness of knowledge and archiving initiatives.
- Develop strategic policies to manage organizational knowledge capital.
- Address compliance, confidentiality, and security concerns effectively.
- Support innovation through structured information sharing.
- Lead initiatives to build a knowledge-sharing culture.
- Align archiving functions with organizational performance.

Targeted Competencies:

Participants will gain the following competencies during the Archiving and Knowledge Management program:

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- Advanced digital archiving techniques.
- Knowledge organization and structure.
- Information lifecycle governance.
- Strategic policy design and enforcement.
- Data preservation and protection.
- Records classification and indexing.
- Use of KM tools and systems.
- Change management in knowledge-based projects.
- Collaboration and knowledge-sharing facilitation.
- Evaluation and performance measurement.

Course Content:

Unit 1: Foundations of Archiving and Knowledge Management:

- Define core concepts in modern archiving and knowledge management.
- Explore the evolution from traditional archives to digital solutions.
- Understand the organizational value of information assets.
- Differentiate between data, information, and knowledge.
- Assess organizational readiness for archiving and KM systems.
- Analyze common challenges in implementing KM frameworks.
- Identify key stakeholders in knowledge and information processes.
- Examine the lifecycle of institutional records.
- Introduce global standards for information governance.

Unit 2: Digital Archiving and Record Management Systems:

- Explore the architecture of digital archiving systems.
- Select suitable tools for e-archiving and electronic records management ERM.
- Understand metadata standards and indexing principles.
- Examine security protocols in managing electronic records.
- Develop policies for retention, disposal, and backup.
- Implement automated workflows for information capture.
- Understand interoperability in integrated systems.
- Address accessibility and user rights in digital repositories.
- Use audit trails to track and manage data access.

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Unit 3: Strategic Knowledge Management Implementation:

- Design and apply knowledge management models.
- Align KM strategies with corporate goals.
- Identify knowledge gaps and create solutions.
- Foster a knowledge-sharing environment.
- Develop communities of practice and knowledge networks.
- Apply storytelling and case study methods for capturing tacit knowledge.
- Utilize content management systems CMS for collaboration.
- Promote organizational learning through KM integration.
- Benchmark best practices in knowledge-led innovation.

Unit 4: Legal, Compliance, and Risk Considerations:

- Understand regulatory frameworks and data privacy laws to ensure compliance.
- Comply with ISO standards and archiving legislation.
- Assess the legal implications of improper record handling.
- Implement access control and confidentiality measures.
- Manage risks associated with data retention and leaks.
- Establish frameworks for audit readiness.
- Handle intellectual property and sensitive knowledge.
- Apply disaster recovery and continuity planning in archiving.
- Audit documentation for quality assurance and compliance.

Unit 5: Performance Evaluation and Future Trends:

- Define metrics for evaluating KM and archiving systems.
- Measure organizational impact through key performance indicators KPIs.
- Use feedback loops for continuous improvement.
- Introduce AI and machine learning in knowledge systems.
- Examine trends in cloud-based archives and blockchain security.
- Explore the role of digital twins and knowledge graphs.
- Plan for sustainable and scalable knowledge practices.
- Create roadmaps for transformation in information governance.
- Develop strategic plans for long-term knowledge preservation and management.

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Final Insights & Key Takeaways:

The course empowers professionals to manage and leverage knowledge and archival systems as strategic assets. Participants gain the tools to ensure long-term organizational learning, data integrity, and compliance. By applying cutting-edge techniques and adhering to global standards, organizations can mitigate operational risk and improve information accessibility. Effective archiving and knowledge management directly support innovation, decision-making, and institutional resilience.