



Records & Archive Management: Practical Workshop

Administration, Communication & Customer Service

QGT-ADM-145 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Records & Archive Management: Practical Workshop is a hands-on workshop built around exercises and real site problems in Records & Archive Management. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Records & Archive Management
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Records & Archive Management scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
15–19 Feb 2027	Budapest	Classroom	5 days	\$5,500
21 Jun – 2 Jul 2027	Houston	Classroom	10 days	\$9,900
12–16 Jul 2027	Sharjah	Classroom	5 days	\$5,500
19–30 Sep 2027	Alexandria	Classroom	10 days	\$9,900
29 Nov – 3 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
24–28 Jan 2028	Bangkok	Classroom	5 days	\$5,500
7–18 Feb 2028	Madrid	Classroom	10 days	\$9,900
21–25 Feb 2028	Amsterdam	Classroom	5 days	\$5,500
5–16 Mar 2028	Riyadh	Classroom	10 days	\$9,900
22–26 May 2028	Online (live)	Online (live)	5 days	\$3,000
8–12 Jan 2029	Brussels	Classroom	5 days	\$5,500
30 Jul – 10 Aug 2029	Tbilisi	Classroom	10 days	\$9,900
5–9 Aug 2029	Cairo	Classroom	5 days	\$5,500
13–24 Aug 2029	Bangkok	Classroom	10 days	\$9,900
10–14 Sep 2029	Online (live)	Online (live)	5 days	\$3,000
11–15 Mar 2030	Abu Dhabi	Classroom	5 days	\$5,500
6–17 May 2030	Sharjah	Classroom	10 days	\$9,900
24–28 Jun 2030	Milan	Classroom	5 days	\$5,500
16–27 Sep 2030	Houston	Classroom	10 days	\$9,900
11–15 Nov 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/records-and-archive-management-practical-workshop/>

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