



Administration, Legal & Public Sector

Records & Document Management

إدارة الوثائق والسجلات

Duration

5 or 10 days

Language

English or Arabic

Formats

Classroom, online, in-house

Hours

35 / 70

Overview

Records & Document Management is part of the Administration, Legal & Public Sector track at Garnet Global Training Center. Programs for government entities, legal departments and the offices that keep organisations running. The course is taught in English or Arabic as a 5-day or 10-day program, in classrooms in cities such as Dubai, Riyadh, Cairo, London and Istanbul, or live online, and it can be delivered in-house with examples and exercises built around your own operations.

What you will be able to do

- Explain the principles, terminology and standards that govern Records & Document Management.
- Apply proven methods and tools to real situations from your own workplace.
- Analyse performance gaps, risks and root causes, and choose the right response.
- Measure results with practical indicators and report them clearly to management.
- Leave with a personal action plan you can start using the following week.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

Formats and fees

5-day classroom	USD 4,750
5-day online	USD 2,950
10-day classroom	USD 8,950
10-day online	USD 5,450
In-house	Quotation per group

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: www.garnettrainings.com

Sharjah Publishing City Free Zone,
Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Foundations of Records & Document Management

- Scope, terminology and governing standards
- Regulatory and legal frameworks

Day 2 Methods and tools

- Drafting and documentation
- Service design and performance

Day 3 Application and case studies

- Compliance and controls
- Digital government practices

Day 4 Performance, risk and compliance

- Communication and protocol
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

10-day outline

Day 1 Foundations of Records & Document Management

- Scope, terminology and governing standards
- Regulatory and legal frameworks

Day 2 Methods and tools

- Drafting and documentation
- Service design and performance

Day 3 Application and case studies

- Compliance and controls
- Digital government practices

Day 4 Performance, risk and compliance

- Communication and protocol
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Hands-on workshop on a workplace challenge
- Final assessment and personal action plan

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- International case studies

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
15–19 Feb 2027	5-day classroom	Dubai	Arabic	4,750
10–21 May 2027	10-day online	Live online	Arabic	5,450
7–18 Jun 2027	10-day classroom	Istanbul	English	8,950
5–9 Sep 2027	5-day classroom	Cairo	Arabic	4,750
20–24 Dec 2027	5-day online	Live online	English	2,950
1–12 May 2028	10-day online	Live online	English	5,450
19–30 Jun 2028	10-day classroom	Istanbul	English	8,950
11–15 Sep 2028	5-day classroom	Casablanca	Arabic	4,750
13–17 Nov 2028	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
18–22 Dec 2028	5-day classroom	Dubai	Arabic	4,750
5–9 Feb 2029	5-day online	Live online	English	2,950
9–13 Jul 2029	5-day classroom	Dubai	Arabic	4,750
8–19 Oct 2029	10-day online	Live online	Arabic	5,450
5–9 Nov 2029	5-day classroom	Paris	English	4,750
3–14 Dec 2029	10-day classroom	Amsterdam	English	8,950
10–21 Mar 2030	10-day classroom	Amman	Arabic	8,950
6–10 May 2030	5-day online	Live online	English	2,950
12–23 Aug 2030	10-day online	Live online	English	5,450
2–6 Sep 2030	5-day classroom	Barcelona	English	4,750
4–8 Nov 2030	5-day classroom	Vienna	English	4,750

Customised and in-house versions of this course are available on request. www.garnettrainings.com/en/customise/