

Digitization and File Management

Professional training programme



SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Digitization is a major challenge for all organizations. As digital content continues to grow at a fast rate, policies, processes and systems are required to manage demand to help drive business operations and become more effective. This process is also known as digital transformation, and professionals and organizations are increasingly required to adopt global standards and international best practices to improve how digital content is captured, managed and controlled. Digitization and File Management is the specification of establishing digital controls and accountability frameworks to encourage desirable behavior in the valuation, creation, storage, use, archiving and deletion of digital information. The processes involved include scanning, workflow, Optical Character Recognition (OCR); processes, roles, standards and metrics must be implemented that ensure the effective and efficient use of information in enabling an organization to achieve its goals. This course provides participants with in-depth knowledge in Digitization as well as with practical skills to help manage, plan, analyze, deliver and support an ever-growing volume of data and information within their organizations. The course covers international best practices, industry regulations, legal requirements, information compliance, auditing and security standards; including National Archives Digitization and Guidelines, Scanning, Archiving and Digital Preservation and ISO 13008 Digital Records Conversion and Migration.

Why Attend

The material used in the training course will be based on exercises as well as regional and international case studies. Participants will frequently work in pairs with one another as well as in larger teams.

Who Should Attend

This course is suitable for IT professionals, document controllers, auditors, site administrators, general management and anyone tasked with managing and protecting data and information. This also includes professionals already familiar and involved with data management and seeking to build on their fundamental principles of

— Learning Objectives

- Understand how data and information can be digitized and managed more efficiently and effectively within organizations
- Develop action plans for scanning, workflow and integration of digital information to support compliance, audits, legislation and regulations
- Establish and implement a Data Digitization project, including systems, roles and responsibilities
- Manage data against international best practices, including ISO 13008 Digital Records Conversion and Migration

- Develop digitization policies and working procedures
- Formulate and manage data in accordance with ISO 27001 Information Security standards

Course Outline

DAY
1

Introduction to Digitization and Standards

- Introduction to digitization and file management
- Managing structured and unstructured data
- Scanning and capture
- Workflow
- Metadata, indexing and classification
- Enterprise search and archiving

DAY
2

Compliance, Regulations and Digitization ISO 13008

- ISO 13008 digital records conversion and migration
- Archiving and preservation
- Data protection and data privacy
- Document and records management compliance
- ISO 27001 information security and cyber security

DAY
3

Developing Policy, Procedures and Action Plans

- Digitization management policies
- Develop data lifecycle management procedures and guidelines
- Create programme and project implementation action plan
- Case studies

— Upcoming Classroom Dates

DATE	LOCATION	FEE
12 - 16 October 2026	Barcelona - Spain	€1,925
9 - 13 November 2026	Paris - France	€2,250
14 - 18 December 2026	Frankfurt - Germany	€1,625
18 - 22 January 2027	Kuala Lumpur - Malaysia	€1,400
15 - 19 February 2027	Barcelona - Spain	€1,925
15 - 19 March 2027	Geneva - Switzerland	€2,625
19 - 23 April 2027	Munich - Germany	€2,125
17 - 21 May 2027	Barcelona - Spain	€1,925

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.