Preservation Policies Training Course

Professional Development Training Course Outline

Category	Library Institute	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Preservation Policies Training is designed to equip professionals with advanced knowledge and practical skills for developing, implementing, monitoring, and continuously improving preservation frameworks that protect physical, digital, archival, cultural, environmental, and institutional assets. The course emphasizes governance, regulatory compliance, digital transformation, sustainability, risk management, business continuity, records management, disaster preparedness, data integrity, and international best practices. Participants will explore globally recognized preservation standards, lifecycle management, policy development methodologies, stakeholder engagement, and emerging technologies supporting long-term preservation.

Organizations increasingly require resilient preservation strategies that align with legal obligations, environmental sustainability, digital innovation, organizational resilience, and operational excellence. Preservation Policies Training Course provides practical approaches for creating preservation policies, managing preservation risks, improving compliance, optimizing resource allocation, strengthening institutional memory, enhancing information governance, and ensuring long-term accessibility of valuable assets. Participants will gain practical knowledge through global case studies, collaborative exercises, and policy development workshops.

Programme Curriculum

Preservation Policies Training Course

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Course Objectives

After completing this course, participants will be able to:

1. Develop comprehensive preservation policies aligned with international standards.
2. Apply digital preservation and information governance best practices.
3. Strengthen regulatory compliance and organizational resilience.
4. Implement sustainable preservation strategies.
5. Conduct preservation risk assessments using modern frameworks.
6. Enhance records and archival management systems.
7. Integrate business continuity into preservation planning.
8. Improve digital asset lifecycle management.
9. Design preservation performance monitoring frameworks.
10. Promote stakeholder engagement in preservation initiatives.
11. Apply disaster preparedness and recovery strategies.
12. Utilize emerging technologies for preservation management.
13. Evaluate continuous improvement opportunities through policy reviews.

Organizational Benefits

- Improved regulatory compliance
- Stronger institutional memory
- Reduced preservation risks
- Enhanced operational resilience
- Better governance and accountability
- Increased digital sustainability
- Improved asset protection
- Higher organizational efficiency

Target Audience

- Records Managers
- Archivists
- Information Managers
- Compliance Officers

- Librarians
- Museum Professionals
- Risk Management Professionals
- Government and Institutional Administrators

Course Duration: 5 days

Course Modules

Module 1: Foundations of Preservation Policies

- Principles of preservation policy development
- International preservation standards
- Preservation governance frameworks
- Legal and ethical responsibilities
- Policy planning methodologies
- Case Study: Preservation framework at UNESCO

Module 2: Records and Digital Preservation

- Records lifecycle management
- Digital preservation principles
- Electronic document management
- Metadata standards
- Long-term accessibility planning
- Case Study: The National Archives digital preservation program

Module 3: Risk Management and Compliance

- Preservation risk identification
- Compliance assessment techniques
- Business continuity integration
- Disaster preparedness planning
- Audit and monitoring practices
- Case Study: Library of Congress preservation risk management

Module 4: Preservation Strategy Development

- Strategic preservation planning
- Resource allocation techniques
- Stakeholder engagement
- Performance measurement
- Continuous policy improvement

- Case Study: National Archives of Australia preservation strategy

Module 5: Sustainable Preservation Practices

- Environmental sustainability
- Sustainable storage solutions
- Green preservation initiatives
- Resource optimization
- Climate risk adaptation
- Case Study: Sustainable preservation initiatives at The British Library

Module 6: Technology in Preservation

- Artificial Intelligence applications
- Cloud preservation solutions
- Digital repositories
- Cybersecurity for preservation
- Automation technologies
- Case Study: Digital preservation innovation at Europeana

Module 7: Policy Implementation and Monitoring

- Policy implementation roadmap
- Performance indicators
- Compliance reporting
- Internal audits
- Corrective action planning
- Case Study: Preservation governance at National Archives and Records Administration

Module 8: Future Trends and Best Practices

- Emerging preservation technologies
- Global preservation trends
- Digital transformation
- Innovation in preservation
- Future policy development
- Case Study: Digital heritage preservation at International Council on Archives

Training Methodology

- Interactive lectures and expert presentations

- Practical workshops and policy development exercises
- Group discussions and collaborative learning
- Case study analysis using global best practices
- Hands-on demonstrations of preservation tools
- Risk assessment simulations
- Policy drafting exercises
- Participant presentations and peer review
- Continuous facilitator feedback
- Action planning for workplace implementation

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com