

Training

Arcline has developed and expanded its range of records management training presentations, providing the only comprehensive source for your records management training needs.

Our presentations and workshops cover all aspects of records management, from introductory courses on the main features and objectives of records management to specialised courses on particular elements of records management programmes.

Our own trainers are Ireland's most experienced records managers. They are joined by a series of guest speakers, who are uniquely placed to provide delegates with the benefit of their experience and expertise.

Choose from one of our open events or work with us to design a tailor-made package, specific to your particular requirements.

Our most popular open events include:

- Introduction to Records Management for Managers and Decision-Makers
- HR Records: Issues and Solutions
- Managing Electronic Records: Legalities and Practicalities
- ISO 15489: Design and Implementation of Recordkeeping Systems (Workshop)

Customised training courses tailored to your specific requirements are available on request. Amongst those who have availed of this option are NUI Galway, Fingal County Council, the Health & Safety Authority and the National Standards Authority of Ireland.

Call us to discuss your specific requirements and allow us to design and deliver training tailored specially for your staff.