



GLOBOLDOCS RECORDS INFORMATION MANAGEMENT



Program

2026

Business Process Reengineering (BPR) and Service Improvement

Leadership, Governance and Strategic Management

Business Intelligence and Data Analytics with Power BI

Procurement Risk, Compliance & Anti-Corruption

Strategic Planning and Performance Management

Sustainable & Green Procurement for the Public Sector

Applying Knowledge Management: Principles and Practices

Effective Knowledge Management (KM) for Development Impact

Business Process Improvement and Service Delivery Excellence

Digital Records Management and Electronic Records Management Systems (ERMS/EDRMS)

Leadership, Governance and Public Sector Accountability

Innovation Management

Fundamentals of Content Management

Transferring Critical Knowledge

Results-Based Management (RBM) and Monitoring & Evaluation

IT Governance

Records Management, Information Governance and Compliance

Effective Business Communication and Collaboration with Digital Tools

Global Procurement & Supply Chain Management for the Oil & Gas Industry

AI, Automation and Emerging Technologies in Records Management

Advanced Enterprise Risk Management

Artificial Intelligence in Digital Marketing

Data Governance, Privacy with General Data Protection Regulation (GDPR) Master class

Maximizing Personal Productivity and Positive Thinking

Strategic Quality Management: A Roadmap to Organizational Brilliance

Operational Business Development

Transformational leadership

Service Quality Management

Enterprise Content Management

Customer Service Excellence and Stakeholder Engagement

Leadership and Supervisory Skills Development

Data Analysis and Dashboard Reporting with Excel & Power BI

Cloud Computing and Digital Collaboration Tools

Improving public sector performance in the 21st century

Digital Transformation for Effective Public Service Delivery

Organizational Excellence and Continuous Improvement

Change Management and Organizational Transformation

Risk Management and Business Continuity Planning

Corporate Governance, Ethics and Accountability

Effective Project Management for Public Institutions

Workplace Productivity and Performance Improvement

Records Management: Best Practices and Technologies

Innovation and Design Thinking for Public Service Delivery

Quality Management and ISO Standards for Organizational Excellence

Stakeholder Engagement, Communication and Public Relations

Emotional Intelligence and Workplace Effectiveness

Professional Ethics and Workplace Conduct

Conflict Management and Negotiation Skills

Artificial Intelligence for Workplace Productivity

Digital Transformation and E-Government

Occupational Health, Safety and Workplace Wellness

Knowledge Management and Organizational Learning

Internal Controls and Institutional Risk Management

Effective Report Writing and Business Communication

Data-Driven Decision Making

Team Building and Collaborative Workplace Culture