

**COURSE OVERVIEW TM0528-3D**  
**Data Management & Handling**

**Course Title**

Data Management & Handling

**Course Date/Venue**

Session 1: July 28-30, 2026/Sur Meeting Room,  
 Royal Tulip Muscat, Muscat, Oman  
 Session 2: October 04-06, 2026/Tamra Meeting  
 Room, Al Bandar Rotana Creek, Dubai,  
 UAE



**Course Reference**

TM0528-3D



**Course Duration/Credits**

Three days/1.8 CEUs/18 PDHs

**Course Description**



***This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.***

Effective data management and handling are fundamental to ensuring data quality, security, accessibility, compliance and value creation within organizations. As businesses increasingly rely on data for decision-making, operational efficiency and regulatory compliance, professionals must understand how to properly collect, store, manage, protect, process and utilize data throughout its lifecycle.



This intensive course provides participants with practical knowledge and best practices for managing data assets, maintaining data integrity, ensuring data security, supporting governance initiatives and improving organizational data management capabilities. The course combines foundational principles with practical applications to help organizations maximize the value of their data resources.



Further, the course will also discuss the various types of data and data structures including data governance frameworks; the data quality management, data collection and acquisition as well as data documentation and metadata management; and the data storage and database fundamentals, data security and protection including data privacy and regulatory compliance.

During this interactive course, participants will learn the data handling best practices, data backup and recovery, data integration and data exchange; preparing data for analysis and reporting; the data lifecycle management and risk management; the data management technologies and tools and building a data-driven organization; and the continuous improvement in data management.

### **Course Objectives/Outcomes & Benefits for the Participants**

Upon the successful completion of this course, each participant will be able to:-

- Apply and gain a good working knowledge on data management and handling
- Identify the various types of data and data structures including data governance frameworks
- Carryout data quality management, data collection and acquisition as well as data documentation and metadata management
- Discuss data storage and database fundamentals and apply data security and protection including data privacy and regulatory compliance
- Employ data handling best practices, data backup and recovery, data integration and data exchange
- Prepare data for analysis and reporting and apply data lifecycle management and risk management
- Identify data management technologies and tools, build a data-driven organization and apply continuous improvement in data management

### **Exclusive Smart Training Kit - H-STK®**



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes electronic version of the course materials conveniently saved in a Tablet PC.*

### **Who Should Attend**


This course provides an overview of all significant aspects and considerations of data management and handling for data managers, data governance professionals, data analysts, business analysts, database administrators (DBAs), data architects, information management specialists, records management professionals, compliance and regulatory officers, risk management professionals, IT managers and IT administrators, cybersecurity and information security personnel, data quality specialists, digital transformation professionals, project managers handling data-driven projects, operations managers, document controllers, knowledge management professionals, system administrators, and any personnel responsible for data collection, storage, processing, protection or reporting and other technical staff.

### Course Certificate(s)


Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

### Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations: -

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **1.8 CEUs** (Continuing Education Units) or **18 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. John Kruger is a Senior Management Consultant with over 30 years of extensive experience. His expertise includes Human Resource Management, Performance Management, Technical Management, Crisis Management, Quality Management, Management of Change, Root Cause Analysis, Productivity & Efficiency Improvements, Time Management, Project Management, Contract Management, Financial Management, Strategic Management, Change Management, People Management, Production Management, Toolkit Management, Public Relations & Organisational Communication, Public Speaking, Social & Environmental Projects, Business Development, Psychometric Assessment and Strategic Change.** Further, his specialization covers **Effective Team Leaders, Negotiation Skills, Communication Skills, Coaching, Counselling & Mentoring, Strategic Planning, Problem Solving, Decision Making, Budgeting & Cost Control, Supply Chain Management, Operational Management, Adult Education, Turnaround and Re-Engineering Projects and Macro-Economics.**

During his career, Mr. Kruger has contributed his expertise and held prestigious positions as a **Business Analyst Manager, Business Development Manager, Project Manager, Strategic & Divisional Plan Manager, Warehouse Manager, Supply Chain Manager** as well the **Technical & Management Consultant/Instructor** for major organizations worldwide like the **Ministry of Finance (Uganda), Cybercity (Mauritius), Stock Exchange (Taiwan), Candlewick Development (USA)** and many more.

Mr. Kruger has a **Post Graduate Diploma in IPM Industrial Psychology Management** and in **UNISA Advanced Leadership Programme** as well as **Bachelor** degree in **Communications** from the **Northwest University**. He is a **Registered Assessor & Moderator, a Certified Instructor/Trainer** and a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)**. Further, he is an active member of **The Institute of Management Consultants of South Africa** and he has delivered various trainings, workshops, courses and conferences worldwide.

### Course Fee

**US\$ 3,750** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

### Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

### Training Methodology

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

### Learning Design & Customization

This course can be customized to the exact requirements of clients. Haward Technology is so proud of our huge capabilities in tailoring our courses to the training needs of our valued clients.

### Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the workshop for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

#### **Day 1**

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction to Data Management</b> <i>Understanding Data as a Strategic Asset • Data Management Principles &amp; Objectives • Data Lifecycle Management Overview • Business Value of Effective Data Management</i>
0930 – 0945	<i>Break</i>
0945 – 1030	<b>Types of Data &amp; Data Structures</b> <i>Structured, Semi-Structured &amp; Unstructured Data • Master Data, Reference Data &amp; Transactional Data • Internal &amp; External Data Sources • Data Classification &amp; Categorization</i>
1030 – 1100	<b>Data Governance Frameworks</b> <i>Principles of Data Governance • Roles &amp; Responsibilities in Data Governance • Data Ownership &amp; Stewardship • Governance Policies &amp; Standards</i>
1100 – 1130	<b>Data Quality Management</b> <i>Dimensions of Data Quality • Data Accuracy, Completeness &amp; Consistency • Data Validation &amp; Verification Techniques • Managing Data Quality Issues</i>
1130 – 1215	<b>Data Collection &amp; Acquisition</b> <i>Data Collection Methods &amp; Techniques • Data Entry Standards &amp; Procedures • Data Acquisition from Multiple Sources • Managing Data Collection Risks</i>
1215 – 1230	<i>Break</i>
1230 – 1300	<b>Data Documentation &amp; Metadata Management</b> <i>Importance of Metadata • Data Dictionaries &amp; Data Catalogs • Metadata Standards &amp; Practices • Documentation for Data Traceability</i>



1300 – 1420	<b>Workshops</b> Data Classification & Inventory Exercise • Data Governance Framework Development Workshop • Data Quality Assessment Case Study • Metadata & Data Dictionary Creation Exercise
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2**

0730 – 0830	<b>Data Storage &amp; Database Fundamentals</b> Database Concepts & Architectures • Relational & Non-Relational Databases • Data Warehouses & Data Lakes • Storage Selection & Management Strategies
0830 – 0930	<b>Data Security &amp; Protection</b> Data Security Principles • Data Confidentiality, Integrity & Availability • Encryption & Access Control Mechanisms • Securing Sensitive & Confidential Information
0930 – 0945	Break
0945 – 1100	<b>Data Privacy &amp; Regulatory Compliance</b> Data Privacy Principles • Regulatory Requirements (GDPR, PDPL, etc.) • Personal Data Protection Practices • Compliance Monitoring & Reporting
1100 – 1130	<b>Data Handling Best Practices</b> Data Access & Usage Controls • Secure Data Sharing Procedures • Managing Sensitive Information • Handling Data Throughout its Lifecycle
1130 - 1215	<b>Data Backup &amp; Recovery</b> Backup Strategies & Scheduling • Disaster Recovery Planning • Data Restoration Procedures • Business Continuity Considerations
1215 – 1230	Break
1230 – 1330	<b>Data Integration &amp; Data Exchange</b> Data Integration Concepts • Data Mapping & Transformation • Interoperability Standards • Data Exchange Security Controls
1330 – 1420	<b>Workshops</b> Data Security Risk Assessment • Privacy Compliance Evaluation Exercise • Backup & Recovery Planning Workshop • Data Handling & Access Control Simulation
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Two

**Day 3**

0730 – 0830	<b>Preparing Data for Analysis &amp; Reporting</b> Data Cleansing & Preparation Techniques • Managing Missing & Duplicate Data • Data Transformation & Standardization • Preparing Data for Analytics Applications
0830 – 0930	<b>Data Lifecycle Management</b> Data Creation & Utilization • Data Retention & Archiving Policies • Data Disposal & Destruction Procedures • Lifecycle Risk Management

0930 – 0945	Break
0945 – 1100	<b>Data Risk Management</b> <i>Identifying Data-Related Risks • Data Breach Prevention Strategies • Risk Assessment &amp; Mitigation Techniques • Incident Response &amp; Escalation Procedures</i>
1100 – 1130	<b>Data Management Technologies &amp; Tools</b> <i>Data Management Platforms • Master Data Management (MDM) Solutions • Data Governance &amp; Catalog Tools • Emerging Technologies in Data Management</i>
1130 - 1215	<b>Building a Data-Driven Organization</b> <i>Data Culture &amp; Organizational Readiness • Promoting Data Literacy • Supporting Data-Driven Decision-Making • Change Management for Data Initiatives</i>
1215 – 1230	Break
1230 – 1300	<b>Continuous Improvement in Data Management</b> <i>Data Management Maturity Models • Performance Measurement &amp; KPIs • Continuous Monitoring &amp; Auditing • Developing a Data Management Roadmap</i>
1300 – 1345	<b>Workshops</b> <i>Data Cleansing &amp; Standardization Exercise • Data Lifecycle Management Case Study • Data Risk Assessment Workshop • Organizational Data Management Improvement Plan</i>
1345– 1400	<b>Course Conclusion</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course</i>
1400 – 1415	<b>POST-TEST</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

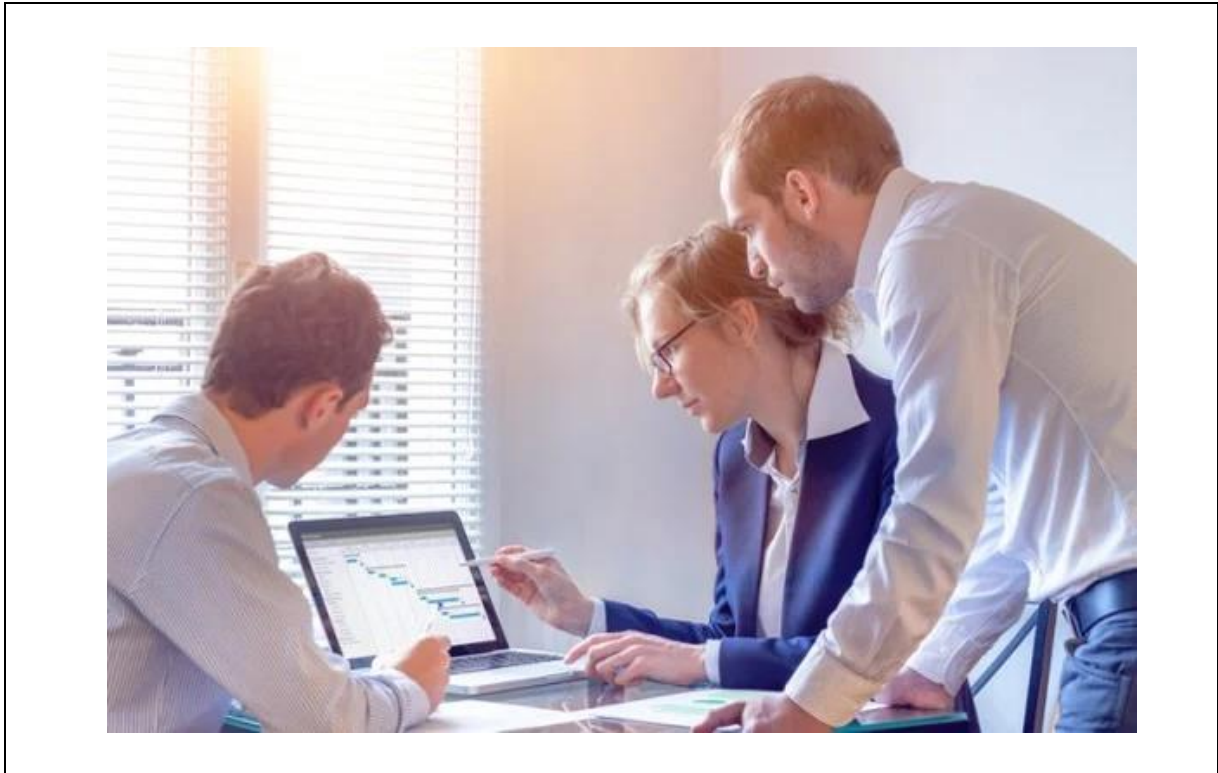
### Learning Outcomes

By the end of this course, participants will be able to:

- Understand the principles and importance of effective data management
- Establish data governance frameworks and accountability structures
- Improve data quality through validation, cleansing and monitoring practices
- Apply best practices for secure data handling and storage
- Ensure compliance with data privacy and regulatory requirements
- Implement data backup, recovery, and business continuity measures
- Manage data throughout its lifecycle from creation to disposal
- Identify and mitigate data-related risks
- Prepare data effectively for analytics, reporting, and decision-making
- Develop a sustainable data management strategy that supports organizational objectives and data-driven operations

**Practical Sessions**

This practical and highly-interactive course includes real-life case studies and exercises:-



**Course Coordinator**

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