

# € TRAINING

Digitization and File Management

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is blurred, showing a bright, modern office environment.

2 - 6 September 2024  
Geneva (Switzerland)



# Digitization and File Management

REF: K1422 DATE: 2 - 6 September 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## Introduction:

This training program focuses on equipping participants with the skills needed to navigate the digital landscape effectively. Through this program, participants will gain proficiency in leveraging digital tools to streamline workflows and enhance productivity.

## Program Objectives:

At the end of this program, participants will be able to:

- Acquire modern office management skills.
- Prepare both public and private correspondence effectively.
- Document, archive, and save files electronically.
- Create comprehensive work reports using proper writing techniques.
- Understand the importance of electronic supervision.

## Targeted Audience:

- Information staff concerned with the electronic preservation of documents.
- Secretarial staff.
- All staff in the field of keeping and controlling documents and records.
- Secretaries, office management, and document and data preservation.

## Program Outlines:

### Unit 1:

Document Preparation and Electronic Filing:

- The concept and importance of preparing correspondence, filing, and reporting.
- Archiving and the methods of archiving and review electronically.
- Methods and methods of modern detection and archiving documents and files electronically.

## Unit 2:

### ISO Standards and Effective Communication:

- ISO International Standard for the preservation of documents and files and archived.
- Types of correspondence and official reports and their characteristics.
- Proper phrases in writing correspondence and reports.

## Unit 3:

### Electronic Document Management:

- Methods of saving files and documenting them electronically.
- Means of archiving, record keeping, and electronic documentation.
- Methods of interaction and increase productivity in offices.

## Unit 4:

### Foundations of Office Management:

- The five foundations of good work in the management of the work of the bureau, offices, and secretaries.
- Methods of dealing with electronic records and documents.
- Methods of communication and dealing with electronic customers.

## Unit 5:

### Report Writing and Practical Application:

- Writing techniques and preparing work reports.
- The components of the reports and the stages of preparation and the tasks of each stage.
- Exercises and practical situations.