€TRAINING

Digitization and File Management

19 - 23 January 2025
Dubai (UAE)

Digitization and File Management

REF: K1422 DATE: 19 - 23 January 2025 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program focuses on equipping participants with the skills needed to navigate the digital landscape effectively. Through it, 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.

- Acknowledge the importance of electronic supervision.

Targeted Audience:

- Administrative professionals and office managers.

- Secretaries and executive assistants.

- Records and document management specialists.

- IT personnel involved in document management systems.

- Employees aspiring to enhance their skills in office management and documentation.

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 reviewing documents electronically.

- Modern methods for detecting and managing documents and files electronically.

- Common challenges in document preparation and how to address them.

- Ensuring security and confidentiality in electronic document management.

Unit 2:

ISO Standards and Effective Communication:

- ISO International Standard for the preservation of documents and files and their archiving.

- Types of correspondence and official reports and their characteristics.

- Proper phrases and language in writing correspondence and reports.

- The role of ISO standards in ensuring document quality and consistency.

- Enhancing communication skills for creating clear and concise documentation.

Unit 3:

Electronic Document Management:

- Methods of saving files and documenting them electronically.

- Means of archiving, record keeping, and electronic documentation.

- Techniques to improve interaction and productivity in office environments.

- Choosing the right tools and software for electronic document management.

- Monitoring and auditing electronic document management systems.

Unit 4:

Foundations of Office Management:

- The five foundations of good practices in office and secretarial work.

- Methods of dealing with electronic records and documents efficiently.

- Advanced communication strategies for managing electronic customers.

- Organizing workflows and setting priorities in office environments.

- The role of technology in enhancing office management operations.

Unit 5:

Report Writing and Practical Application:

- Writing techniques and preparing detailed work reports.

- Components of reports and the stages of preparation for each task.

- Common errors in report writing and how to avoid them.

- Developing visual aids charts, graphs to enhance report presentations.

- How to implement feedback from stakeholders to refine reporting processes.