

Digital Document Management Essentials for Office Managers

Paris (France)

5 - 9 August 2024

UK Training

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Digital Document Management Essentials for Office Managers

Code: SA28 From: 5 - 9 August 2024 City: Paris (France) Fees: 4400 Pound

Introduction

In today's rapidly evolving digital landscape, the need for efficient document management and archiving has become more crucial than ever. Transitioning from traditional paper-based methods to electronic systems not only streamlines processes but also enhances accessibility, security, and collaboration. This comprehensive course is designed to equip participants with the latest tools, techniques, and best practices in electronic document management and archiving, tailored specifically for the role of office administrators.

Objectives

- Understand the importance of transitioning from paper-based to electronic document management systems.
- Learn how to effectively organize, classify, and store electronic documents for easy retrieval.
- Explore advanced techniques for data security, backup, and disaster recovery.
- Gain proficiency in using electronic archiving software and tools.
- Develop skills in managing version control, document retention policies, and compliance requirements.
- Enhance collaboration and communication within the organization through efficient document sharing and workflow automation.
- Master the role of an office administrator in overseeing document management processes and ensuring compliance with organizational policies and regulations.
- Acquire practical knowledge through hands-on exercises, case studies, and real-world scenarios.

Course Outlines

Day 1

Introduction to Electronic Document Management

- Understanding the need for electronic document management
- Benefits and challenges of transitioning from paper-based to electronic systems
- Introduction to document management software and tools

Day 2

Organizing and Classifying Electronic Documents

- Principles of effective document organization and classification
- Creating a taxonomy and metadata schema
- Implementing folder structures and naming conventions

A graphic of a chessboard with several chess pieces. In the foreground, there are three pieces: a silver pawn, a silver king, and a gold king. The background shows concentric circles and a checkered pattern.

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Day 3

Security and Compliance in Document Management

- Data security best practices for electronic documents
- Implementing access controls and encryption
- Overview of compliance regulations e.g., GDPR, HIPAA and their implications

Day 4

Electronic Archiving and Retrieval

- Introduction to electronic archiving systems
- Strategies for efficient document retrieval and search
- Managing document versions and revisions

Day 5

Role of the Office Administrator in Document Management

- Responsibilities of an office administrator in document management
- Developing document management policies and procedures
- Case studies and practical exercises to reinforce learning

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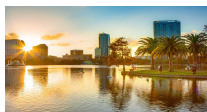


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