

Professional Training in Artificial Intelligence for
Document Management

Paris (France)

10 - 14 February 2025

UK Training

PARTNER



Professional Training in Artificial Intelligence for Document Management

Code: PS28 From: 10 - 14 February 2025 City: Paris (France) Fees: 4400 Pound

Introduction

Document management using artificial intelligence AI is a modern field that enhances business efficiency and reduces the time and effort required for managing data and documents. This training program provides participants with the knowledge and skills necessary to understand AI fundamentals and its applications in document management, including intelligent classification, advanced search, and automation.

The course is designed to meet the needs of individuals and organizations looking to improve their document management processes and transition to smarter workflows using modern tools and technologies.

Workshop Objectives

Understand the basic principles of AI and its application in document management.

Learn about the latest technologies and software used in automation and data management.

Acquire the skills to develop intelligent systems for document classification and organization.

Analyze challenges related to using AI in document management and devise innovative solutions.

Apply acquired skills in real-life scenarios to enhance business performance.

Day 1: Introduction to AI and Document Management

Introduction to AI: Definition and fields.

The evolution of AI in document management.

Basics of digital document classification and organization.

Overview of specialized AI tools.

Day 2: AI for Document Classification and Retrieval

Intelligent classification techniques: Concepts and applications.

Optical Character Recognition OCR and content analysis.

Methods for document retrieval using smart search.

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned over a background of a chessboard with several chess pieces (a king, a pawn, and a knight) and a series of concentric white circles radiating from behind the pieces.

Practical application: Setting up a simple document classification system

Day 3: Automating Document Management Processes

Introduction to document management automation: Concept and benefits.

Creating workflows using AI.

Common tools and software for automation.

Workshop: Designing an automated process for managing documents in a virtual company.

Day 4: Securing Documents with AI

Challenges of protecting digital documents.

Identity verification techniques using AI.

Data security and privacy protection.

Practical application: Setting up a system to secure digital documents.

Day 5: Practical Applications and Participant Projects

Comprehensive review of the learned concepts.

Examples of successful case studies using AI.

Preparing individual or group projects to improve document management using acquired technologies.

Project evaluation and recommendations for performance improvement.

Final Outcomes:

By the end of the course, participants will have a clear understanding of AI applications in document management, practical skills in using related tools, and an actionable plan to improve document management in their professional environments.

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