

# € TRAINING

Digitization and File Management





# Digitization and File Management

## Introduction:

Over time important business documents, such as letters, contracts, or project documentation, can reach significant volumes and take up precious and expensive storage space. Moreover manually searching for relevant data can consume an untold amount of employees' time. this course helps organizations to save on facility costs, reduce working hours, and significantly speed up business processes by converting business documents into digital records that can be electronically archived, efficiently managed, and easily accessed.

## Course Objectives:

At the end of this course the participants will be able to:

- Provide participants with modern and modern skills in office management.
- Enable participants to prepare public and private correspondence.
- Enable participants to document, archive, and save files electronically. "
- Enable participants to prepare work reports and written techniques.
- Inform the participants of electronic supervision and its importance.

## Targeted Audience:

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

## Course Outlines:

### Unit 1:

- 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 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:

- 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:

- 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:

- 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