€TRAINING

Management of Organizational Documentation Systems

22 - 26 September 2024
Dubai (UAE)

Management of Organizational Documentation Systems

REF: K821 DATE: 22 - 26 September 2024 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program is designed to equip participants with the knowledge, skills, and techniques necessary to effectively oversee and optimize document management processes within an organization. By mastering these techniques, individuals can enhance productivity, streamline workflows, and ensure compliance with regulatory requirements.

Program Objectives:

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

- Implement effective strategies for organizing and categorizing organizational documentation.

- Utilize document management systems proficiently to store, retrieve, and share information.

- Implement protocols for ensuring document security, version control, and compliance with relevant regulations.

- Develop procedures for facilitating collaboration and communication among team members through document sharing.

- Evaluate and optimize document management processes to improve efficiency and productivity within their organization.

Targeted Audience:

- Managers.

- Admin Staffs.

- Document Controller.

- Secretary Hr employees.

- Supervisors of all industries who are interested in learning about tomorrows technologies for the paperless working environment and minimizing the volume of paper.

Program Outlines:

Unit 1:

Changing Your Department's Effectiveness Productivity:

- Changing Your Department Effectiveness Productivity.

- Engineering Document Management Systems -Technology Issues.

- Document Management Systems available today.

Unit 2:

Features and Their Impact on Productivity:

- Features and What Impact they have on Productivity.

- Management of Documentation Systems.

- Basic Implementation Issues.

Unit 3:

Subcontracting, Quality Monitoring, and Engineering Documentation:

- Subcontracting Issues.

- Quality of Service Monitoring and Evaluation.

- Engineering Drawings and Maps.

Unit 4:

Implementation Strategies and Future Planning:

- Implementation Strategies for your Organization.

- Project Management Implementations.

- Planning for the Future Needs - 5/10 years from Now.

- What you will need to do to go to the Next Step: Drawing Intelligence/GIS/FM.

Unit 5:

Document Support for Organizational Knowledge Management:

- Providing Document Support for your Organizational Knowledge Management System.

- EDMS Resources and Data Sources.

- Workshop Case Study.