€TRAINING

File Management and Digitization

13 - 17 May 2024
Kuala Lumpur (Malaysia)

File Management and Digitization

Introduction:

The File Management and Digitization training program teaches effective management of digital files, including digitization of physical records and optimizing storage systems. Participants gain skills to streamline workflows, improve accessibility, and ensure security of digital assets. Through hands-on exercises and practical instruction, the program aims to streamline workflows, enhance accessibility, and ensure the security and integrity of digital assets.

Program Objectives:

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

- Learn how firms may manage data and information more effectively and efficiently by digitizing it.

- To support compliance, audits, legislation, and regulations, create action plans for scanning, processing, and integrating digital information.

- Create and carry out a project for data digitization that includes systems, roles, and responsibilities.

- Organize information in accordance with global best practices, such as ISO 13008 Digital Records Conversion and Migration.

- Create working guidelines and rules for digitizing.

- Create and handle data in compliance with the information security principles set out in ISO 27001.

Targeted Audience:

- IT professionals.

- Document controllers .

- Auditors.

- Site administrators.

- General management and anyone tasked with managing and protecting data and information.

Program Outline:

Unit1:

Standards and Introduction to Digitization;

- Introduction to file management and digitisation.

- Taking care of both structured and unstructured data.

- Scan and take a picture.

- Workflow.

- Indexing, classification, and metadata.

- Search and archiving for businesses.

Unit2:

Digitalization, Compliance, and ISO 13008:

- Migration of digital documents to ISO 13008.

- preservation and archiving.

- Privacy and data protection.

- compliance with document and records management.

- Information security and cyber security standards ISO 27001.

Unit3:

Project Management and Implementation:

- Creating the desired operating model.

- responsibilities, roles, and reporting.

- Program elaboration.

- planning for quality management.

- Management of issues and risks.

Unit4:

IT Solutions for Data Digitization:

- Optical character recognition and scanning OCR.

- Databases and metadata.

- Automation of work flows and business processes.

- systems for managing large-scale content.

- management of documents and records.

- preservation and archiving.

Unit5:

Making policies, procedures, and action plans:

- Governing procedures for digitization.

- Create protocols and principles for data lifecycle management.

- Plan the implementation of programs and projects.