

Files Management and Organization – Advanced

General Objectives:

At the end of the course, professionals are able to:

Enable participant's knowledge and skills to make the planning and implementation of Documental Management Systems and Workflow in their organizations.

Target Audience:

Mainly intended for Leaders and Technicians.

Hours:

30 Hours

Program Contents:

1 - DESIGNING A DOCUMENT MANAGEMENT SYSTEM AND WORKFLOW (SGD)

Effective management of electronic documents , images and processes to control the track

The update

Security

The file of an organization's documents: physical and electronic

2 - PLATFORMS AND SUPPORTING TECHNOLOGIES

Electronic Management Systems Documents, Pictures and Processes

Computer Networks / Intranets / Extranets.

GroupWare

Workflow

Computer Security

Scanning, Electronic Archive and Optical Disks

3 - IMPLEMENTATION OF DOCUMENTARY AND WORKFLOW MANAGEMENT

Review of existing documents and processes

Reformulation of documents and processes

Development of standards and procedures to adopt

Implementation Considerations Systems

4 - INTEGRATE THE DOCUMENT MANAGEMENT WITH OTHER SYSTEMS AND CHANGE PROCESSES

5 - TECHNOLOGICAL INTEGRATION A SGD WITH THE PROCESS OF QUALITY

6 - PRACTICAL EXERCISES