Course: Archiving & Filing

Code	City	Hotel	Start	End	Price	Language - Hours
418	Paris (France)	Hotel Meeting Room	2025-01-13	2025-01-17	5450 €	En - 25

Course Overview

To provide more information to management in a more flexible, practical, and efficient way and to improve your regulatory process by reducing the cost of receiving, processing, storing and retrieving all documents (internal and external), you need to attend this training course. This five-day course covers filing definition, purpose and requirements. It also addresses professional filing systems, modern office technology & electronic filing, office practices & retention, and records Management.

Course Objectives

By the end of the course, participants will be able to

- Determine filing and archiving requirements and rules
- Understand needs of filing systems
- Be familiar with professional filing and archiving systems
- Maintain a unified filing system..
- Have index for all existing records.
- Maintain well controlled computerized filing system
- Have a unified well organized filing and archiving procedures

Course Outline

Filing and archiving

- Useful Terms
- Filing and Archiving Definition
- Filing and Archiving Rules
- Filing and Archiving Requirements
- Functional Requirements
- Performance Requirements
- Documents and Records Requirements
- Security Requirements
- Professional Filing and Archiving Systems
- Needs of Filing Systems
- Filing Systems
- Selecting Filing System
- Changing Filing System

Records Management

- Classifying Records
- Records Cycle
- Records Creation and Design
- Forms Management and Control
- Storing of Records

Modern Office Technology

- Using Current Technology in Filing and Archiving
- Modern Office Technology & Electronic Filing and Archiving
- Office Practices & Retention
- Applying Rules Using Excel

The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.