



**SCANDINAVIAN ACADEMY**  
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# Course: Control and electronic archiving for Office Managers

| Code | City                    | Hotel              | Start      | End        | Price  | Language - Hours |
|------|-------------------------|--------------------|------------|------------|--------|------------------|
| 543  | Geneva<br>(Switzerland) | Hotel Meeting Room | 2024-12-30 | 2025-01-03 | 5450 € | En - 25          |

## Overview :

This training help participants acquire basic knowledge and skills of electronic archiving system.

## Outcomes

**By the end of this program, each participant will be able to:**

- To differentiate between conventional and electronic archiving
- Develop the skills of the participants in the field of secretarial work.
- Be Introduced to the importance of files and archiving.
- Be familiarized with the scientific methods to save and archive documents
- Get acquainted with the modern archiving systems and how they work
- To list basic e-Archive requirements, features and characteristics.
- To identify distinguishing features of e-Archiving System available in the market.
- Ability to archive and retrieve various types of documents (hardcopies ,emails, fax ...etc)Ability to manage a customized e-Archival system.
- Log register for in/out documents to CEO office

## Course Outline

### Introduction to Archiving



- Definition of conventional Archive
- Executive Secretary .. concept & importance
- Definition of e-Archiving
- e-Archiving management system

## **Requirements of e-Archive system**

- Hardware.
- Software.
- Utility programs.

## **e-Archive System Cycle**

## **e-Archive System features and characteristics**

## **Currently available e-Archive System**

- Closed Sources Applications.
- Open Source Applications.
- Visiting a selected set of e-archive system websites

## **Hands on training in**

- How to create repository for categorized documents
- Using ready made packages
- Using customized software like MS-Access, Windows explorer, Portal and SharePoint).
- How to uploading and download files.
- How to archive different types of documents.
- How to retrieve stored document or files.

## **Tips on how best to manage your e-Archive system.**



## **Comparison bet. Archive , document management system**



**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.