



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Electronic Document Management System with Business Process Automation

Code	City	hotel	Start	End	price	Hours
668	Geneva (Switzerland)	Hotel Meeting Room	2025-01-20	2025-01-24	5450 €	25

## Program Overview

In this program you will learn about...

### Assisting You Provide Better

- Business Processes Support
- Customer Satisfaction
- Manage Knowledge
- Increase Management Control
- Empower Employees
- Preparing Request for Proposals
- Preparing Bidding Documents

Covering: Needs Analysis, Implementation Strategies, Technical Specifications & Procedures, Security and Compliance with Good & Best Management Practices

Includes: A Hands On-Workshop to Apply the Methods Discussed

## Program Content

### Objective of Document Management Systems

### EDMS Systems and Direction of the Technology



## **Role to Documents in our Business**

- Supporting Business Processes
- Legal Requirements
- Knowledge Management

## **Features of EDMS Systems**

## **Strategies for EDMS Implementation**

## **Understanding Good Management Practices and Role Documents Play**

## **Assessing Documentation Needs for the Business Processes**

## **Knowledge Management through EDMS Systems**

## **EDMS System Implementation**

- Analyzing Needs
- Choosing Implementation Strategy
- Technical Specifications & Procedures
- Scanning
- Storage Structure
- OCR or Vectorization
- Indexing
- Security
- Workflow
- Contracting Arrangement
- Monitoring Implementation
- Testing and Acceptance



- Operation Support

## **Business Process Automation & Workflow Systems**

### **Understanding Workflow Integration**

### **Identification of Business Processes**

### **Identification of Business Processes Needing Workflow**

### **Technical Specifications and Implementation Procedures**

### **Implementing Workflow with EDMS and Knowledge Management Systems**

### **Program Recommendations & Action Plan**



**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.