



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Strategies for the security of documents and electronic information

Code	City	Hotel	Start	End	Price	Language - Hours
506	Manama (Bahrain)	Hotel Meeting Room	2025-01-26	2025-01-30	2950 €	En - 25

The Goals

- Learning Documentation and indexing, archiving, securing, and retrieving documents electronically.
- Learning to deal with Computer Applications
- Learn to use the computer at the conservation, recovery of the management and handling of documents.
- Learning means retrieving files
- Learn the rules of the establishment, preservation and handling and shredding official papers and methods of maintaining confidentiality

Outline

- IT rules
- Elements of the electronic management
- Electronic systems that are used in electronic administration.
- Electronic transactions
- Elements of the electronic management
- Specification office manager and secretary electronic
- The security of documents.
- Concepts and scientific terms.
- The historical development of the science of information security
- Information Security Policy
- The concept of information security management



- Safeguard and Insurance the documents and information
- The establishment of official papers
- Save documents
- Insurance documents
- Circulation of documents
- Get rid of official documents
- Data Protection
- Electronic archive
- Advantages of keeping information electronically
- Disadvantages of keeping information electronically
- Human errors
- Viruses and hacking
- Security programs
- Security requirements for those working in the field of documents.
- Backup
- Email Protection
- Viruses and hacking
- Security programs
- Security requirements for those working in the field of documents.
- Case Study



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.