



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	Language - Hours
668	Hong Kong	Hotel Meeting Room	2024-11-18	2024-11-22	5450 €	En - 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.