Administration and Secretarial

SCANDINAVIAN ACADEMY
Training and Development

Course: Control and electronic archiving for Office Managers

Code	City	hotel	Start	End	price	Hours
543	ONLINE	ONLINE	2024-05-06	2024-05-10	1450 €	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 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 buffet sessions for light meals during lectures.