



Asia Masters Center

Documentation & Electronic Archiving Using Computers- Reducing the Use of Plain Paper





Documentation & Electronic Archiving Using Computers- Reducing the Use of Plain Paper

➔ Course Objective

- To understand information and documentation compliance, regulations, standards and best practice
- To create information and documentation policies, procedures, standards including information security standards
- Create an information and documentation action plan to implement in their organisation and learn from best practice implementations and case studies
- Learn advanced concepts for managing information and documentation, such workflow, file plan, archiving, auditing, compliance and version control
- Review industry leading solutions and vendors in this marketplace
- Use metadata, business classification scheme, taxonomy and setting retention plan
- Learn how to implement legislation, standards and regulation
- Create advanced policies and procedures
- Setting up access controls and security procedures
- Develop storage models, audit trail and storage technologies



➔ Target Audience

- Secretaries and administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career-development
- People working in an office role supporting management and/or working in project teams
- Anyone wanting to develop their practical skills and personal strengths to help them succeed in an office environment

➔ Course Outline

- DAY 1
 - Strategy and Understanding Key Elements
 - Introduce information and documentation management
 - Review standards, ISO9001, ISO27001 and ISO15489
 - Creating information and documentation audit
 - Create file plans, metadata plan, retention schedule and other information controls
- DAY 2
 - Concepts and Set-up Components
 - Compliance, controls and security
 - Legislation, standards and regulation
 - Business classification scheme and taxonomy
 - Document control
 - Understanding security and compliance
- DAY 3
 - IT Process and Delivery
 - Review IT information and documentation management systems



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- Review scanning, storage and archiving systems that meet compliance
- Scanning and legal issues
- Archiving and retention requirements
- Digital signatures and digital rights management
- DAY 4
- Implementation Planning
- Implementation planning
- Setting up action plan for information and documentation compliance
- Creating policies and procedures
- Creating an action plan
- DAY 5
- Case Studies
- Introduction to case studies
- Group 1 – Strategy
- Group 2 – Concepts
- Group 3 – Process
- Presentations
- Evaluation and discussion



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➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➔ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.



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Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null