Training Course:
Advanced Document Management System

21 - 25 April 2025
Milan (Italy)

Training Course:
Advanced Document Management System

Training Course code: MA235231 From: 21 - 25 April 2025 Venue: Milan (Italy) - Training Course Fees: 5250 ⬜ Euro

Introduction:

Welcome to the Advanced Document Management System Training Program, designed by Global Horizon Training Center. In this program, you will gain a comprehensive understanding of advanced document management techniques, tools, and best practices. You will learn to harness the power of document management systems to enhance productivity, reduce errors, and streamline information workflows.

Objectives:

Upon completion of this training program, participants will be able to:

- Understand the fundamentals of document management and its importance.

- Implement advanced document indexing and retrieval strategies.

- Efficiently organize and categorize documents within a digital environment.

- Implement version control and document tracking mechanisms.

- Utilize security and access control features in document management systems.

- Automate document workflows and collaboration processes.

- Evaluate and select appropriate document management software for specific organizational needs.

Methodology:

This training program will employ a combination of teaching methods, including:

- Lectures and Presentations: Instructors will provide in-depth knowledge of document management concepts.

- Hands-on Exercises: Participants will have the opportunity to practice using document management software.

- Case Studies: Real-world examples will be analyzed to illustrate best practices.

- Group Discussions: Participants will collaborate to solve document management challenges.

- Practical Assignments: Tasks and projects will be assigned to reinforce learning.

Target Audience:

This program is designed for:

- Professionals involved in document handling and management.

- Information Technology specialists responsible for implementing document management systems.

- Office managers and administrators seeking to enhance document organization.

- Small business owners interested in improving document management processes.

- Individuals looking to advance their careers in information management and related fields.

Outlines:

Day 1: Introduction to Document Management

- Understanding the importance of document management.

- Types of document management systems.

- The role of document management in organizational efficiency.

- Selecting the right document management system.

Day 2: Document Organization and Indexing

- Document categorization and classification.

- Metadata and tagging for efficient retrieval.

- Best practices for naming conventions.

- Folder structures and hierarchies.

Day 3: Version Control and Tracking

- Implementing version control strategies.

- Tracking document revisions and changes.

- Auditing and maintaining document history.

- Managing document life cycles.

Day 4: Security and Access Control

- User authentication and access permissions.

- Data encryption and security features.

- Compliance and regulatory considerations.

- Disaster recovery and backup strategies.

Day 5: Workflow Automation and Collaboration

- Streamlining document workflows.

- Collaboration tools within document management systems.

- Integrating document management with other business processes.

- Measuring and improving document management system performance.

Registration form on the Training Course:
Advanced Document Management System

Training Course code: MA235231 From: 21 - 25 April 2025 Venue: Milan (Italy) - Training Course Fees: 5250 Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Company Information

Company Name: ....
Address: ....
City / Country: ....

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): ....
Position: ....
Telephone / Mobile: ....
Personal E-Mail: ....
Official E-Mail: ....

Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

☐ Please invoice me

☐ Please invoice my company

Easy Ways To Register

| Telephone: +201095004484 to provisionally reserve your place. | Fax your completed registration form to: +20233379764 | E-mail to us : info@gh4t.com or training@gh4t.com | Complete & return the booking form with cheque to:Global Horizon 3 Oudai street, Aldouki, Giza, Giza Governorate, Egypt. |