PAPERLESS OFFICE: NEW PROPOSAL FOR ORGANIZATIONS

This Course Will Help You Develop An Assertive And Organized Approach To Paperless Documentation, People And Processes In Your Office, To Facilitate Harmonious And Productive Working. It Includes Key Management Skills And Planning Techniques To Improve Information Flow And Achieve Objectives.
Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients.

VISION

“The only thing worse than being blind is having sight but no vision.”
To be recognized as the partner’s first choice in the field of Learning and Development locally and globally.

MISSION

Enable our partners achieving their objectives by designing innovative learning and development solutions which will boost people performance and business results as well.

VALUES

Driven by five core values which will form the basis for every decision…
✓ Result Orientation
✓ Partners’ Success
✓ Passion
✓ Commitment
✓ Innovation

Why Us?

01 Interactive Engaging Courses
02 Recognized Certificates
03 Wide Range Of Training Subjects

04 Global Training Centers
05 In-House & Customized Courses
06 Internationally Certified Instructors
07 Advanced Reporting System

10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won’t keep the company ‘up there’.

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COURSE INTRODUCTION

PAPERLESS OFFICE: NEW PROPOSAL FOR ORGANIZATIONS

Paperless Office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form. “Going paperless” can save money, boost productivity, save space, make documentation and information sharing easier, keep personal information more secure, and make an eco-friendly office. The concept can also be extended to communications outside the office. This course will help you develop an assertive and organized approach to paperless documentation, people, and processes in your office, to facilitate harmonious and productive working. It includes key management skills and planning techniques to improve information flow and achieve objectives.

OBJECTIVES

BY THE END OF THIS LEARNING EXPERIENCE, THE PARTICIPANT WILL BE ABLE TO:

✓ Define and comprehend the role of the office manager/administrator
✓ Implement communication relevant strategies required for carrying out responsibilities in an effective manner
✓ Appreciate the change of reducing papers
✓ Organize E-filling
✓ Discuss the advantages of paperless office
✓ Implement systems and procedures for keeping information confidential
✓ Develop how to manage the electronic documents in your office
✓ Handle data management systems properly and professionally

TRAINING METHODOLOGY

The course is designed to be interactive and participatory, and includes various learning tools to enable the participants to operate effectively and efficiently in a multifunctional environment. The course is built on four learning pillars: concept learning (lectures and presentations), role playing (group exercises), experience sharing (roundtable discussions) and exposure to real world problems and policy choices confronting delegates.
Course Outline  
PAPERLESS OFFICE: NEW PROPOSAL FOR ORGANIZATIONS

THE ROLE OF THE OFFICE MANAGER/ADMINISTRATOR
✓ Competencies for Success  
✓ Perception versus Reality  
✓ Be a “Star” at Work  
✓ Recognizing your role

GO PAPERLESS: DIGITALIZE YOUR OFFICE
✓ The Advantages of Paperless Office  
✓ Planning for Paper Reduction  
✓ Gather Baseline Information  
✓ Set Goals: Set clear, measurable, incremental goals  
✓ The Mindset of Change

PILLARS OF PAPERLESS OFFICE
✓ Document Management Tools  
✓ Adjusting Software Settings:  
✓ Computer Settings  
✓ Other Applications

E-FILING AND THE PAPERLESS OFFICE
✓ Electronic Filing  
✓ Ms outlook  
✓ My documents  
✓ Scanning documents  
✓ Searching for documents  
✓ Alphabetical filing

Duration: Five Days  
Location: TBD  
Date: TBD
Course Outline

PAPERLESS OFFICE: NEW PROPOSAL FOR ORGANIZATIONS

DATA MANAGEMENT SYSTEMS
✓ What is database?
✓ What is database management system?
✓ Example of database management system
✓ History if DBMS
✓ Characteristic of DBMS
✓ Users in a DBMS environment

DATA MANAGEMENT SYSTEM TYPES AND APPLICATION
✓ Archiving
✓ Security
✓ Confidentiality
✓ Filing systems
✓ Indexing

CONFIDENTIALITY
✓ Systems and procedures for keeping information confidential
✓ Keeping documents secure
✓ Security breaches

PROFESSIONAL DOCUMENTS
✓ Intelligent Emails
✓ Reports
✓ Minutes of meetings

GO PAPERLESS SOLUTIONS
✓ Paperless Collaboration
✓ Paperless Advertising and Communication
✓ Paperless Internal Communication
✓ Paperless Task Management and Note Taking

TIPS & TRICKS FOR A PROFESSIONAL OFFICE MANAGER
✓ How to Manage the Electronic Documents in Your Office
✓ Making Sure Everything Gets Scanned
✓ Making Sure that Everything Gets Put in the Right Place
✓ Backing up Your Paperless Office
Thank You

For any clarification or information. Please do not hesitate to contact us

Phone: +971 2 449 6000 / +971 50 412 3294
Email: info@boostuae.com

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