فهم إدارة السجلات والوثائق لشركتك: دليل سهل ومفيد

Duration: 5 Days

Language: ar

Course Code: MG1-105

Objective

During this course, you'll learn to:

- Understand ISO15489 on records management and when it's required.
- Discover the ISO27001 procedure on information security.
- Discuss Enterprise Content Management (ECM) in line with archiving and categorisation models.
- Create advanced data classification models and put them to use.
- Unearth advanced tools and methodologies to store data securely.
- Understand the importance of data recall, archiving security, and why a company may need to store data.
- Develop key strategies to audit documents and records following legal compliance requirements effectively.
- Work with key contacts to implement records management across an organisation.

Audience

This course is for you if you work as an:

- IT Manager.
- Technical Executive.
- Document controller.
- Administrator.
- Executive.
- Operations Manager.
- Data Analyst.
- Data Controller.
- Information Security Officer.
- People moving into leadership or management roles.

Training Methodology

This training course is developed for specific use in practical upskilling. You'll work through various strategic models using real data sets to uncover various instructional techniques.
You'll experience in-depth group work, critical analysis, and discussion groups to determine how accurate and secure document and record management can assist in the success of a business.

Summary

Throughout this course, you will acquire the essential skills and knowledge needed to secure contracts successfully. You'll learn to effectively integrate new contracts into your business model and meet client commitments. The course will guide you through various management strategies to oversee new contracts and review your performance, ensuring continuous improvement and development to maintain steady revenue growth.

Course Content & Outline

Section 1: Managing Information

- Creating accurate data and metadata file plans.
- Understanding why accurate record-keeping is essential for your business.
- Referencing and how to make it work for you.
- Create an accurate and amendable index.
- Gaining company buy-in to new record-keeping processes – pushing the benefits.

Section 2: Key Policies & Procedures

- Delve into the ISO15489 policy on record management.
- Understand ISO27001 and what it means for your audits.
- Digital signatures and their merits.
- Preserving documents and keeping traceable audit trails for amendments.
- Learning about your businesses' taxonomy and advanced classification schemes/

Section 3: Storage Models & Audit Trails

- Selecting the most appropriate storage systems.
- How to create an effective audit rota.
- Categorising documents and understanding multi-pathway recall.
- Planning and implementation of new data.

Section 4: Learning Security Procedures

- Reviewing security and compliance in your business.
- Selecting an ECM system.
- Retention and archiving requirements.
- Creating new policies and procedures and enforcing them.

Section 5: Reporting & Displaying Findings

- How to pull data quickly and easily based on requirements.
- Understanding and displaying data.
- Pulling and sending records to a quick turnaround.
- Presenting findings with real-life data and documents.

Certificate Description

Holistique Training عند إتمام هذه الدورة التدريبية بنجاح، سيحصل المشاركون على شهادة إتمام التدريب من (e-Certificate) وبالنسبة للذين يحضرون ويكملون الدورة التدريبية عبر الإنترنت، سيتم تزويدهم بشهادة إلكترونية من Holistique Training.

شهادات Holistique Training معتمدة من المجلس البريطاني للتقييم واعتماد خدمة التطوير المهني (BAC) المستمر (CPD)، كما أنها معتمدة وفق معايير ISO 9001 وISO 21001 وISO 29993.

لهذه الدورة من خلال شهاداتنا، وستظهر هذه النقاط على شهادة إتمام (CPD) يتم منح نقاط التطوير المهني المستمر التدريب من Holistique Training. واحدة عن كل ساعة CPD يتم منح نقطة CPD، ووفقًا لمعايير خدمة اعتماد حضور في الدورة. ويمكن المطالبة بحد أقصى قدره 50 نقطة CPD واحدة نقدمها حاليًا لأي دورة.

Categories

الإدارة والسكرتارية, الجودة والإنتاجية

Related Articles

كيف تدير السجلات بفعالية؟ دليل شامل للعمليات والممارسات الذكية

في ظل التوسع المتسارع في حجم المعلومات والبيانات داخل المؤسسات، أصبحت إدارة السجلات عملية حيوية تضمن التنظيم، الكفاءة، والامتثال للأنظمة. فالسجل ليس مجرد وثيقة، بل هو دليل رسمي يعكس الأنشطة، القرارات، والمعاملات التي تتم داخل بيئة العمل. إن فهم مفهوم إدارة السجلات، وآلية التعامل معها طوال دورة حياتها، يمثل أساسًا

YouTube Video

https://www.youtube.com/embed/Z6AIj4dUssk?si=eiJ2aNI5I2uvS6hY