

# Document Management for Secretaries

1 Day

BGID

## OVERVIEW

This workshop will help your participants to become acquainted with, and to learn how to apply, recommended procedures for registration and filing.

## DESIGNED FOR

Suitable for secretaries, personal assistants, administrators and reception staff who are looking to improve their document management skills.

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- Define the concepts of «document», «archives» («current» and «semi-current»), «analysis», «filing plan», «filing» and «retention».
- Define and apply a method of document management using the appropriate tools, including the filing plan and the file list.

## TOPICS COVERED

### Introduction

#### Principles and Functions of Document Management

- Life cycle of documents
- Document management functions

#### Analysis and Registration of Documents

- Documents to be registered
- Steps in registration
- Working tools: registers and inventories

#### Files and the Filing Plan

- Organising documents in files
- Categorising files
- Filing documents

#### Storage

- Filing and storage
- Retention periods

## EXTRA NOTES

*An equivalent course is available in Arabic. Please call us for details.*