

Scandinavian Academy Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Electronic Document Management System with Business Process Automation

Code	City	hotel	Start	End	price	Language - Hours
IT-668SA	Dammam	Hotel Meeting Room	2027-02-07	2027-02-11	9950 SR	En - 25

Program Overview

In this program you will learn about...

Assisting You Provide Better

- Business Processes Support
- Customer Satisfaction
- Manage Knowledge
- Increase Management Control
- Empower Employees
- Preparing Request for Proposals
- Preparing Bidding Documents

Covering: Needs Analysis, Implementation Strategies, Technical Specifications & Procedures, Security and Compliance with Good & Best Management Practices
Includes: A Hands On-Workshop to Apply the Methods Discussed

Program Content

Objective of Document Management Systems

EDMS Systems and Direction of the Technology

Role to Documents in our Business

- Supporting Business Processes
- Legal Requirements
- Knowledge Management

Features of EDMS Systems

Strategies for EDMS Implementation

Understanding Good Management Practices and Role Documents Play

Assessing Documentation Needs for the Business Processes

Knowledge Management through EDMS Systems

EDMS System Implementation

- Analyzing Needs
- Choosing Implementation Strategy
- Technical Specifications & Procedures
- Scanning
- Storage Structure
- OCR or Vectorization
- Indexing
- Security
- Workflow
- Contracting Arrangement
- Monitoring Implementation
- Testing and Acceptance
- Operation Support

Business Process Automation & Workflow Systems

Understanding Workflow Integration

Identification of Business Processes

Identification of Business Processes Needing Workflow

Technical Specifications and Implementation Procedures

Implementing Workflow with EDMS and Knowledge Management Systems

Program Recommendations & Action Plan

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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