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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: Archiving & Filing

Code	City	hotel	Start	End	price	Language - Hours
AC-418SA	Dammam	Hotel Meeting Room	2027-05-23	2027-05-27	9950 SR	En - 25

Course Overview

To provide more information to management in a more flexible, practical, and efficient way and to improve your regulatory process by reducing the cost of receiving, processing, storing and retrieving all documents (internal and external), you need to attend this training course. This five-day course covers filing definition, purpose and requirements. It also addresses professional filing systems, modern office technology & electronic filing, office practices & retention, and records Management.

Course Objectives

By the end of the course, participants will be able to

- Determine filing and archiving requirements and rules
- Understand needs of filing systems
- Be familiar with professional filing and archiving systems
- Maintain a unified filing system..
- Have index for all existing records.
- Maintain well controlled computerized filing system
- Have a unified well organized filing and archiving procedures

Course Outline

Filing and archiving

- Useful Terms

- Filing and Archiving Definition
- Filing and Archiving Rules
- Filing and Archiving Requirements
- Functional Requirements
- Performance Requirements
- Documents and Records Requirements
- Security Requirements
- Professional Filing and Archiving Systems
- Needs of Filing Systems
- Filing Systems
- Selecting Filing System
- Changing Filing System

Records Management

- Classifying Records
- Records Cycle
- Records Creation and Design
- Forms Management and Control
- Storing of Records

Modern Office Technology

- Using Current Technology in Filing and Archiving
- Modern Office Technology & Electronic Filing and Archiving
- Office Practices & Retention
- Applying Rules Using Excel

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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