MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

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DIGITIZATION AND FILE MANAGEMENT

"Preserving Information, Enhancing Access — Mastering the Art of Digital Record Management."

Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

Introduction

In an era where information is the lifeblood of every organization, effective digitization and file management have become essential for operational efficiency, transparency, and long-term sustainability. The growing shift from paper-based to digital workflows demands robust systems for managing, securing, and retrieving records.

This course provides participants with the practical knowledge and technical skills to digitize, organize, and manage records efficiently. It focuses on the full document lifecycle — from creation and scanning to classification, storage, retrieval, and disposal — while ensuring data integrity, confidentiality, and accessibility. Participants will also explore international standards and best practices for digital record management, helping organizations transition toward smarter, paperless operations.

Objectives

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

- Understand the fundamentals of digitization and document management.
- Develop strategies for converting paper archives into digital formats.
- Implement proper file classification, indexing, and retrieval systems.
- Manage electronic documents in accordance with organizational policies.
- Ensure data security, privacy, and compliance in file management systems.
- Design workflows that enhance efficiency and reduce duplication.
- Utilize document management software and cloud-based storage solutions.
- Establish long-term preservation and disaster recovery strategies.

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Why Attend

Effective digitization and file management are key to operational excellence in the digital age. This training empowers professionals to streamline record-keeping, improve access to information, and reduce administrative burdens. By attending, you will gain practical skills to manage both legacy and current records digitally — ensuring your organization remains efficient, compliant, and environmentally responsible.

Target Audience

This course is suitable for:

- Records and Archive Officers
- Administrative and Documentation Staff
- IT and Information Management Professionals
- Librarians and Knowledge Managers
- Compliance and Quality Assurance Officers
- Project and Operations Managers
- Anyone responsible for handling, storing, or organizing organizational records

Individual Benefits

- Learn modern techniques for document digitization and e-filing.
- Enhance your skills in managing records using digital tools.
- Improve accuracy, accessibility, and security of stored information.
- Gain confidence in handling document retrieval and backup systems.
- Increase career potential in administration, data management, and archiving.
- Contribute to eco-friendly and paperless workplace initiatives.

Organizational Benefits

- Streamline workflows and reduce reliance on physical files.
- Improve transparency, accountability, and information sharing.
- Reduce storage costs and administrative inefficiencies.
- Strengthen compliance with legal and regulatory requirements.
- Ensure data security and protection through controlled access.
- Support sustainability through digital transformation and paper reduction.

Instructional Methodology

The course emphasizes hands-on, practical learning through:

- Expert-led lectures and interactive discussions
- Step-by-step demonstrations of digitization processes
- Case studies of successful document management systems
- Practical exercises in file classification and metadata tagging
- Group workshops on developing digital filing frameworks
- Real-world problem-solving and policy drafting sessions

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Course Outline

Module 1: Introduction to Digitization and Records Management

Module 2: Document Lifecycle and Classification Systems

Module 3: Techniques and Tools for Document Scanning and Conversion

Module 4: Metadata, Indexing, and File Naming Conventions

Module 5: Digital Storage Systems and Cloud-Based Solutions

Module 6: Data Security, Privacy, and Access Controls

Module 7: Records Retention, Archiving, and Disposal Policies

Module 8: Legal and Compliance Aspects of File Management

Module 9: Designing and Implementing a Digital File Management System

Module 10: Case Studies and Best Practices in Digital Transformation

Certification

Participants who successfully complete this training will receive a Certificate in Digitization and File Management, recognizing their ability to design, implement, and maintain efficient and compliant digital records systems that enhance organizational performance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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