

Filing and Archiving

Course Overview

This course acquaints the trainees with filing and archiving systems highlighting the proper document handling and best ways to design, operate and maintain a suitable archiving system for various departments.

Course Outline

- Why do organizations maintain good archiving system?
- Definitions:
 - a. Document
 - b. Record
 - c. Archived document
- How to establish a good archiving system
- Handling archived documents
- Retention periods and shredding
- How to establish and maintain archiving system in a any department (case study)
- Introduction to electronic archiving

Who Should Attend

All employees specially admin jobs responsible for archiving system.

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Fees

- 1700 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks, juices and light lunch

Course Venue:

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

For Registration

- Logon to www.topbusiness-hr.com/Course_Register to fill a registration form. Alternatively you can request a registration form by mail from: training@topbusiness-hr.com.
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

For More Information

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