

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 Venue

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

Registration & Payment:

- 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.
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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