



London TDM

# Administration and Office Management Training Courses

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 22 March 2026 To 26 March 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

This 5-day professional course on "Filing Systems and Data Organization" is designed to equip participants with the knowledge and skills necessary to effectively manage and organize data within both physical and digital environments. Throughout the course, attendees will learn about the principles of organizing data, the technology used in modern systems, and the implementation of strategies to maintain efficient filing systems. Participants will leave with practical tools and best practices to enhance data management in their workplaces.

## Objectives

- Understand the fundamental concepts of filing systems and data organization.
- Identify different types of filing systems and their appropriate applications.
- Learn to implement data organization strategies using current technologies.
- Develop skills for maintaining and updating filing systems effectively.
- Evaluate and improve existing data organization practices.

## Course Outlines

### Day 1: Understanding Filing Systems and Data Organization

- Introduction to filing systems and their importance.
- Types of filing systems: physical, digital, and hybrid.
- Basic principles of data organization.
- Challenges in maintaining effective filing systems.
- Overview of the course and expected outcomes.

### Day 2: Physical Filing Systems

- Setting up an efficient physical filing system.
- Labeling, categorizing, and archiving paper documents.
- Space management and organization techniques.
- Security and access control for physical files.
- Converting from physical to digital: scanning and digitizing documents.

### Day 3: Digital Filing Systems

- Introduction to digital filing systems and software options.
- Organizing digital folders and files: best practices.
- Data backup and recovery strategies.
- Ensuring data security and privacy protection.
- Collaboration tools and shared access to digital data.

### Day 4: Implementing Data Organization Strategies

- Developing customized filing systems for specific needs.
- Training staff and creating guidelines for data organization.
- Integrating technology to streamline data management.
- Regular maintenance and auditing of filing systems.

- Case studies: successful implementations and lessons learned.

### **Day 5: Evaluating and Improving Filing Systems**

- Assessing the effectiveness of existing filing systems.
- Identifying areas for improvement and innovation.
- Feedback collection and analysis for continuous improvement.
- Creating action plans for enhancing data organization.
- Course recap and Q&A session with participants.