



Consulting and Training | Reach New Heights

**Course Name**

# Innovative Document Workflow Optimization

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**Sector Name**

Administration and Office Efficiency

**Document Type**

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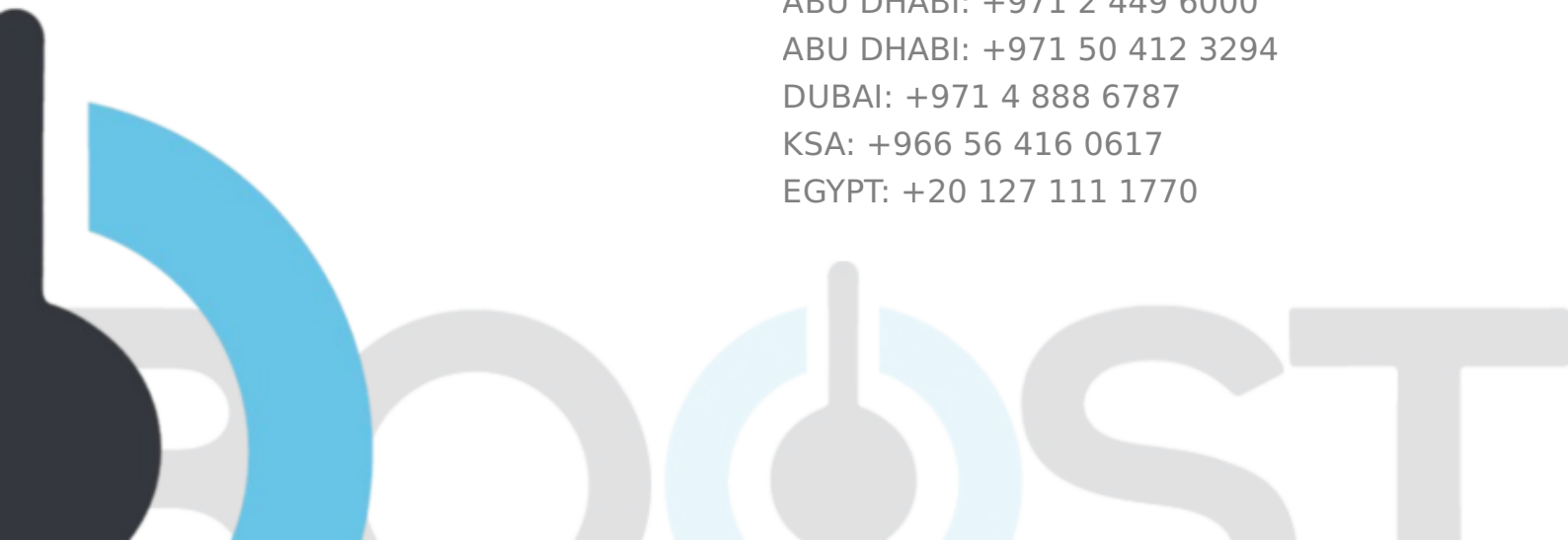
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## Innovative Document Workflow Optimization

### Course Introduction

This program is designed by Boost to help administrative leaders redesign document-intensive processes for speed, accuracy, and compliance. It blends lean office methods with modern tools—templates, e-signature, metadata, and automation—to eliminate rework, reduce cycle times, and improve accountability across teams.

Participants will map current workflows, identify bottlenecks, standardize document lifecycles, and deploy quick-win automations. Emphasis is placed on interoperability with existing systems, audit-ready trails, and measurable gains in turnaround, quality, and user satisfaction.

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## Innovative Document Workflow Optimization

### Target Audience

- ✓ Office Managers
- ✓ Administrative Officers
- ✓ Executive Assistants
- ✓ Document Controllers

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## Innovative Document Workflow Optimization

### Learning Objectives

- ✓ Map and diagnose document workflows end-to-end
- ✓ Standardize templates, metadata, and routing rules
- ✓ Automate approvals, signatures, and notifications
- ✓ Integrate with DMS/ECM and analytics dashboards
- ✓ Measure turnaround, accuracy, and compliance improvements

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## Innovative Document Workflow Optimization

### Course Outline

#### ✓ DAY 01

##### **Current-State Mapping and Bottlenecks**

##### **Workflow Discovery**

- ✓ Intake-to-Archive Mapping
- ✓ Stakeholders & Hand-Off Points
- ✓ Pain Points & Delay Drivers

##### **Baseline & Goals**

- ✓ Cycle-Time & Error Baselines
- ✓ Cost-to-Serve Estimates
- ✓ Improvement Targets & KPIs

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### Course Outline

#### ✓ Day 02

##### **Standardization and Lifecycle Design**

##### **Template & Metadata Standards**

- ✓ Template Libraries & Style Guides
- ✓ Mandatory Fields & Taxonomy
- ✓ Versioning & Naming Conventions

##### **Lifecycle & Routing Rules**

- ✓ Draft-Review-Approve-Publish-Archive
- ✓ RACI & Approval Matrices
- ✓ SLAs, Cutoffs & Escalations

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### Course Outline

#### ✓ Day 03

##### **Automation and E-Signature**

###### **Process Automation**

- ✓ Low-Code Forms & Triggers
- ✓ Auto-Routing & Reminders
- ✓ Exception Queues & Rework Loops

###### **e-Signature Enablement**

- ✓ Signature Types & Policies
- ✓ Audit Trails & Certificate Files
- ✓ Mobile & External Signer Experience

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### Course Outline

#### ✓ Day 04

##### **Integration, Compliance, and Security**

###### **Systems Integration**

- ✓ DMS/ECM, ERP/HRIS Connectors
- ✓ API/iPaaS Patterns & SSO
- ✓ Search, Retrieval & Share Links

###### **Risk & Compliance Controls**

- ✓ Access Roles & Data Classification
- ✓ Retention, Legal Hold & Disposition
- ✓ Read Receipts & Disclosure Logs

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### Course Outline

#### ✓ Day 05

##### **Analytics, Adoption, and Scale-Up**

##### **Dashboards & Insights**

- ✓ Turnaround, Backlog & First-Pass Yield
- ✓ Bottleneck Heatmaps
- ✓ Continuous Improvement Cadence

##### **Change & Rollout**

- ✓ Playbooks, Micro-Learning & FAQs
- ✓ Champions Network & Feedback Loops

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## Innovative Document Workflow Optimization

### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai
May 10, 2026	May 14, 2026	5 days	4250.00 \$	KSA , Riyadh
Aug. 17, 2026	Aug. 21, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
March 29, 2027	April 2, 2027	5 days	5950.00 \$	Switzerland , Zurich

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