Overcoming Barriers to Going Digital	**Full Day**

Background to the Workshop

This practical workshop will provide participants with the skills and knowledge to carry out a practical risk assessment of the barriers and obstacles preventing the organisation from Going Digital and using Digital documents only.

Course Objectives

On completion of the course, participants will be able to:

- Assess the different interpretations of what Going Digital means to an organisation.
- Identify, assess, and evaluate any barriers and obstacles preventing the organisation from Going Digital.
- The course will provide the training participants with a method to progressively remove the barriers and obstacles to Going Digital as outlined below.

Course Outcomes

It is known that within many organisations today, there are at least a few business processes/operations which are still using paper (physical/hard copy) somewhere.

It is also known:

- most documents today are born digital, because most of them are created using a Microsoft Office product such as Word or Excel.
- only a very small number of documents today are created on a typewriter or handwritten.
- most organisations are already either digitising/scanning any documents they receive in physical format/hard copy, or they are now receiving most documents in digital format only.
- most documents that are created on a typewriter or handwritten are usually digitised and legitimately converted to digital format as stated above.

So why is it that many organisations still have several business processes/operations that still use physical documents somewhere?

The Overcoming Barriers to Going Digital training course will support training participants:

- to fully test the many and varied reasons that your organisation has not been able to Go Digital.

- to then evaluate, address, and/or mitigate each of those reasons.

The course uses a Risk Assessment process based on the following four key aspects:

- The Digitisation process used within the organisation,

- Legal requirements,

- Business requirements, and

- Technological requirements.

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If you have any questions please contact:

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