

## FROM PAPER TO DIGITAL: TRANSFORMATION TOOLKIT

<b>Start Date:</b>	27/04/2026	<b>End Date:</b>	01/05/2026
<b>Categories:</b>	Digital Literacy	<b>Venues:</b>	Chicago
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This course helps organizations and professionals shift from paper-based systems to efficient digital workflows. It provides tools and strategies for digitization, including file management, cloud platforms, and change readiness.

### OBJECTIVES

By the end of this course, participants will be able to:

- Understand the benefits and challenges of digital transformation at the document level.
- Scan, convert, and organize paper records into structured digital systems.
- Choose tools and platforms for file management, forms, and workflows.
- Build digital habits that replace outdated paper practices.
- Plan for team adoption and long-term change management.

### COURSE OUTLINE

1- Why Go Digital: Benefits, Risks, and Realities  
2- Scanning, Conversion, and Digital Filing  
3- Forms, Signatures, and Workflow Automation  
4- Building Habits and Digital Workplace Norms  
5- Digital Change Strategy and Communication

### TARGET AUDIENCE

All Supervisory Levels, Operations staff, HR/admin teams, document controllers, and organizations looking to modernize work processes.

### METHODOLOGY

Live digitization labs, platform demos, workflow design projects, change communication templates, and hands-on digitization planning.

### CONCLUSION

Participants will leave with a toolkit and workflow plan to begin or accelerate their digital transformation journey.

## DAILY AGENDA

### **Day 1: Ready to Go Digital?**

Explore the value of digital transformation and assess your starting point.

### **Day 2: Scan, Sort & Store**

Learn to convert paper records and organize digital files securely.

### **Day 3: Digitize the Process**

Use tools to digitize forms, approvals, and checklists.

### **Day 4: Build a Digital Culture**

Create daily digital habits and norms for your team.

### **Day 5: Make It Happen**

Plan a digital transition strategy tailored to your workplace.

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*For more information, please contact us:*

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