Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com

FROM PAPER TO DIGITAL: TRANSFORMATION TOOLKIT

Start Date:	27/07/2026	**End Date:**	31/07/2026
Categories:	Digital Literacy	**Venues:**	Chicago
Formats:	In Person	**Instructors:**	

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 – Build digital habits that replace outdated paper practices.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.

For more information, please contact us:
Email: info@gatewayconsulting.com | Phone: +96522968641
https://gatewayconsulting.com