



Using PCM for Secretaries Training

Course Audience: Document Controllers

Course Duration: 2 days 4H/Day

Course Location: Internal Training: SOFT-SYMBOLS
Premises External Training: Client's
Premises

What will you learn?

You will learn:

- ✓ Maintain Company Directory and Contacts
- ✓ Create and Log Letters and Notices
- ✓ Create and Log Meeting Minutes
- ✓ Create and Log RFI
- ✓ Create and log Submittals and Drawings

Course Topics:

- ✓ Create a project
- ✓ Develop a company directory
- ✓ Communicate Project Information
- ✓ Record Project Communications
- ✓ Work with the Control Center
- ✓ Maintain Company Directory and Contacts
- ✓ Document Project Issues
- ✓ Log and Track Submittals
- ✓ Track Drawings
- ✓ Work with the Control Center

Course Requirements by client in case of external training:

- ✓ PC for each trainee
- ✓ Projector
- ✓ White Board

Course Fees

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