RiseUp Solutions

COURSE OUTLINE

How to Digitalize Your Company Working Process Efficiently with DingTalk

OVERVIEW

This hands-on course shows SMEs how to move their daily work processes onto DingTalk to cut paperwork, speed up approvals and make data easier to collect and find. Participants set up DingTalk for their company and practise chat, file sharing, e-approvals, attendance, tasks and reporting, with live demos and system testing. The course ends with each participant drafting a DingTalk rollout plan for their own business.

WHO IT'S FOR
Managers, executives, supervisors, field engineers and technicians, and all general employees.

DURATION
Duration on request

DELIVERY
In-house · Public

OBJECTIVES

- Use DingTalk as a remote working platform
- See how time spent on operations management can be reduced
- Run internal operations on DingTalk: chat, e-approval, attendance and task distribution
- Cut the time taken by approval processes
- Set up automatic approval routing

MODULES

1. Introduction to Going Digital
- What going digital means for a business
- Why it matters for SMEs
- Key benefits and challenges

2. Overview of DingTalk
- Introduction to DingTalk
- Features and capabilities
- How DingTalk helps a business go digital

3. Security and Privacy in DingTalk
- Keeping data secure
- Managing user access and permissions
- Complying with data protection rules

4. Case Studies and Best Practices
- Real-world examples of SMEs using DingTalk
- Best practices for efficiency
- Lessons learned and success stories

5. Planning Your Digital Roadmap
- Building a digital roadmap for your SME
- Overcoming resistance to change
- Continuous improvement and updates

6. Setting Up DingTalk for Your Company
- Creating an account
- Customising settings for SME needs
- Fitting DingTalk into existing workflows
- Mapping your company's general process flows

7. Communication and Collaboration
- Messaging and chat
- File sharing and collaboration tools
- Project management with DingTalk

8. Paperwork Reduction and Document Management
- Digitising paperwork with DingTalk
- Document sharing and version control
- Collaborating on documents
- Auto-routing approvals to the right people
- Putting your workflow into daily operations
- Finding and using data whenever you need it

9. Data Collection and Analysis
- Using forms and surveys in DingTalk
- Collecting and analysing data efficiently
- Reporting tools for decision-making
- Extracting data by mobile or laptop
- Viewing your own records: approvals, approval times, attendance, leave and more

10. Time-Saving Techniques
- Scheduling and managing appointments
- Task management and to-do lists
- Automation for routine tasks
- Assigning tasks and adding them to colleagues' calendars

11. Training and Supporting Employees
- Running training sessions for staff
- Providing ongoing support
- Encouraging adoption and feedback

12. Measuring Success and ROI
- Key performance indicators for going digital
- Evaluating return on investment
- Adjusting based on feedback and results

13. Conclusion: Future Trends and Continuous Innovation

- Staying up to date with technology trends
- Encouraging a culture of innovation
- Planning your digital future

HRD Corp claimability confirmed in your proposal