Skills of Dealing with Electronic Government

Objectives:

This program aims at developing participants' awareness with modern methods and strategies related to management in e-government, providing them with the skills and information necessary for their work and familiarizing them with using electronic management and programs needed.

Expected Accomplishments:
By the end of the program, participants will be able to:

- Define the importance of electronic management
- Use various smart methods of management effectively and efficiently
- Define effective strategies of orientation towards e-government systems
- Acknowledge e-government methods and ways
- Use computer systems supporting e-government

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Contents:

Approach towards e-government:

- E-government concept
- Origin and progress of e-government
- E-government importance, dimensions and its application externally
- E-government goals
- Governmental level- internal (G2E)
- Governmental level- external (G2G)
- Governmental level- public (G2G)
- Governmental level- economic (G2B)
- Relationship between e-management and e-government
- Practical application: how to reach e-government site

Requirements of e-government implementation:

- Essential requirements of implementing e-government
- Implications of applying e-government

- Is e-government concerned with improving government performance or establishing better one?
- Are e-government and e-management capable of eliminating bureaucrat?
- Why it is necessary to employ secretary change methodology
- E-government goals
- Success perquisites of e-government
- Experiences of some countries concerning informational technology and e-government

Strategies of e-government success:

- E-government implementation stages
- E-government implementation scenarios
- Measuring e-government performance
- Electronic systems necessary for e-government
- Features and characteristics of employees working in e-government system
- Employees' administrative and behavioral skills in secretary and offices department
- Programs supporting electronic secretary
- Electronic correspondence management
- Information security and safety within using e-government

E-government basic designs (blueprint):

- Role of work procedures documentation in shifting to e-government
- Interoperability Framework
- Business Processes
- Content Management
- Publishing Content
- Standards and Forms
- Knowledge Management
- Secretary essential skills when dealing with e-government

Practical model of e-government:

- Advantages and disadvantages of e-government implementation
- Transformation stages from traditional management to e-management
- Problems that may face e-government implementation
- Dealing with Saudi e-government

Methodology and Delivery Method:

- Instructor Presentations (20%)
- Workshops (30%)
- Practice (50%)

Target Group:

- Leaders and senior management, decision makers and those interested in identifying the requirements and skills of effective electronic management in modern institutions.
- Those who seek excellence in the management of their organizations and linking it to electronic systems.
- Those who should be qualified to occupy such positions.

Language:

- The language of instruction will be in English
- The materials for the trainees will be in English.