

Improving the efficiency of document management at the Center for Vocational Education - Continuing Education, Quoc Oai District, Hanoi.

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Abstract: In the current context, improving the efficiency of document management at vocational education and continuing education centers has become an urgent requirement. This topic aims to research and propose solutions to improve the document management process, thereby enhancing the quality of training services and student management. The method combines theoretical research with practical surveys at the Vocational Education - Continuing Education Center, Quoc Oai District, Hanoi. It is expected that this topic will significantly contribute to improving work productivity and enhancing the information management efficiency of the center.

Keywords: document management, vocational education, field survey, process improvement, training quality