

Systematic Filing and Record Management

- ▶ 24 - 25 September 2018
- ▶ Hotel Premiera, Kuala Lumpur

SHRED, SCAN or STORE? Tips to help eliminate those piles of paperwork.

PARTICIPANTS (TARGET GROUP)

- Executive
- Supervisor
- Support staff

LEARNING OUTCOME

After attending this programme, the participants will be able to:

- ☑ Understand the importance of proper records management practices in an organisation.
- ☑ Learn the essential principles, techniques & procedures of Filing & Records Management.
- ☑ Organise records more systematically and efficiently.

CONTENTS

FILING, RECORDS & RECORDS MANAGEMENT

- Files vs records.
- The importance of records to organisation.
- Life cycle of records.
- The importance of a good filing and records management system.
- Challenges in filing and records management.
- The essentials of a good filing system.

FILING SYSTEMS AND CLASSIFICATIONS

- Understanding the different types of filing systems.
- Different types of filing classifications.
 - Alphabetical, Numerical and Alpha-numerical.
 - Examples of each filing classification.
 - Strength and Weaknesses of each filing classification.

OPENING, MANTAINING & CLOSING FILES

- Procedures of opening a file.
- Keeping and maintaining files.
- Procedure of closing a file.

CONTROLLING FILES AND RECORDS

- Preventing the loss of records that are borrowed from files.
- Preventing lost of records within the files.
- Design and apply the system for files and records control.

RECORDS DETENTION AND DISPOSAL

- Records Retention Schedule.
- Different values of records and its usage.
- Determine the methods of disposition of records.

MANAGING ELECTRONIC RECORDS

- Managing Folders.
- Managing electronic records in networking environment.
- Current issues and challenging in managing electronic records.

FACILITATOR



MOHD RAZALI ABDUL RASHID

is the Head of Public Programme Department of Irshad HR Consulting. He has experience in designing, developing and conducting training an development programmes for various private and public organisations (Minister, Department and Agencies of the Malaysia and Brunei Government) and NGOs - for the last 20 years. Graduated from School of Admin & Law (ITM), he is also a Certified Trainer (PSMB), Certified Professional Coach (Univ. of Ballarat, Aus), Certified Training and Development Manager (MIHRM) and hold a Professional Certificate in Event Management. He has 25 years working experience with more than 15 years in Training and Development. He has conducted training for various companies and government agencies in Malaysia and Brunei.

FEE

- Normal fee: RM 950 per pax
Group registration:
- 2-4 Pax: RM 840 per pax
 - 5-9 Pax: RM 790 per pax



Organised by:

802 Block B, Phileo Damansara II, Jalan 16/11,
46350 Petaling Jaya, Selangor Darul Ehsan
Contact Person : Meiza/Razali/Jaslizan
Tel : +603.7956.0010
Fax : +603.7954.9802
Website : www.irshad.com.my
Email : ppd@irshad.com.my



BORANG PENYERTAAN KURSUS

COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: ppd@irshad.com.my

Tajuk Kursus / <i>Course Title</i> : Systematic Filing & Record Management	Tarikh/ <i>Date</i> : 24 -25 Sept 2018	Tempat/ <i>Venue</i> : Premiera Hotel, KL
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Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

No.	Nama/ <i>Name</i>	Jawatan/ <i>Designation</i>	E-mel/ <i>Email</i>	No. <i>Handphone</i>

* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM _____ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

Herewith I enclosed Cheque/ M.O/ P.O worth RM _____ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)

OR

SBL SBL KHAS

* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF www.hrdf.com.my

** SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal www.hrdf.com.my*

TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD
(748222-W)

802, Block B, Phileo Damansara II,
Jalan 16/11, 46350 Petaling Jaya,
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

BAHAGIAN KURSUS UMUM

For further information and registration:

PUBLIC PROGRAMME DEPARTMENT

(Meiza/Jaslizan/Raihana)

Tel : 603 7956 0010

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