

SMARTEST WAYS OF ORGANIZING BUSINESS/ OFFICE RECORDS AND FILES



COURSE OVERVIEW

Records management is an efficient and effective ways of controlling and managing the records and files of an organization through their life span right from the creation to disposal. It will ensure an organizations' records are well organized, accurately, reliable and are able to retrieve them fast and efficiently. In business world today, very often we hear business is as good as its records. All correspondences with clients, financial records, marketing and clients particulars are all well kept in files. With inefficient record management practices, an agency can lose time, money and information.

OBJECTIVES

- Better awareness of the importance and good record management practices
- Smartest ways of organizing the records of an organization including - creation, caring of records and disposal of inactive records.

COURSE OUTLINE

- Module 1: Introduction to Records Management
- Module 2: Filing Operation
- Module 3: Filing Operation (continuation)
- Module 4: Caring and Maintenance of Records
- Module 5: Disposal of inactive records - last destiny
- Module 6: Rules / Procedures involved in records management
- Module 7: Practical Sessions

TARGET AUDIENCE

Administrative Officer
Administrative Assistant
Personal Assistant
Secretary
Clerk
Support Staff

COMFORI SDN BHD

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