

EFFECTIVE FILING, RECORDS & OFFICE MANAGEMENT SKILLS



OVERVIEW

Records Management is an efficient and effective way of controlling and managing the records and files of an agency throughout their life span right from creation to disposal. It will ensure that records are well organized, accurate, reliable and are able to retrieve them fast and efficiently. Today in business very often we have to depend very much on information and documents. All correspondences with clients, financial records, in particular must be very well kept in files.

Usually, problems highlighted were: difficult to retrieve documents, no knowledge under which files the documents are filed, ways to file documents, labelling and naming the folders etc. Therefore employee who are handling company's records, need to get some knowledge on good filing system so that documents are well organized and easy to track them whenever they are needed. Hence this programme will be helpful, particularly the secretaries and clerical who are handling the records.

WORKSHOP OBJECTIVES

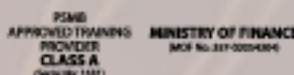
- Understanding the importance of today's office management
- Understanding the importance of an effective filing system and records management system
- Organised files and records more systematically and efficiently
- Increase the efficiency in processing records and files in respect of arrangement, keeping, filing, retrieving maintaining and disposing of records.

WHO SHOULD ATTEND?

- Clerks
- Admin Assistants
- Admin Executives
- Office Administrators
- Secretaries
- Personal Assistants
- Frontlines
- Management Support Staff



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