

SMARTEST WAYS OF ORGANISING OFFICE RECORDS & FILES



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. 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.

OBJECTIVES

- Better awareness of the importance and good record management practices
- Smartest ways of organising the records of an organisation 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

WHO SHOULD ATTEND?

All Executives, Officers,
Administrators and
support Staff



COMFORI SDN BHD

E-02-03, East Wing,

Subang Square Business Centre Jalan SS15/4G,
47500 Subang Jaya, Selangor Malaysia

If you have any enquiries, please call us at
03-56213630 OR email to info@comfori.com

