

SBL CLAIMABLE

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.

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

COURSE OUTLINE

- The Important of Today's Office Management
- Filing System
- Filing Management
- Caring and Maintenance of Records
- Disposal of inactive Records
- Procedures/ Guidelines involved in disposal of records



WHO SHOULD ATTEND?

- Clerk
- Administrative Assistants
- Administrative Executives
- Office Administrators
- Secretaries
- Personal Assistant
- Frontlines



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