Effective Filing and Record Management
An intensive practical & hands-on workshop.

14 April 2015 | 23 September 2015, Armada PJ

*Check out the latest dates and training venues on [http://www.itrainingexpert.com/course-calender.asp](http://www.itrainingexpert.com/course-calender.asp)

YOU WANT TO ATTEND THIS COURSE

At the end of this workshop, participants will be able to, among others:

- Learn the essential principles, techniques & procedures of Filing & Records Management
- Manage their files and records efficiently & effectively
- Learn the principle of “5S” in the work place
- Generally contribute to the improved quality & productivity at the work place

SUITABLE FOR

Administrators, Personal Assistance, Secretaries, Executives and anyone who’s involved in records management.

COURSE OUTLINE

- Introduction to Filing, Records Management (FRM)?
  - What is FRM?
  - Why we need a good FRM system?
  - What are the problems of FRM?
  - The Essentials of good Filing System
  - The complete life cycle of a record

- Filing Systems and Classifications
  - Types of Filing Systems
    - Centralized, Decentralized and Semi-centralized filing system
    - Strength and Weaknesses of each Filing System
  - Different Types of Filing Classifications
    - Alphabetical, Numerical and Alpha-numerical
    - Examples of each filing classification
    - Strength and Weaknesses of each filing classification

- Files and Records Control
  - How to prevent the Loss of Records that are borrowed from files?
  - How to prevent Records from becoming Lost Within the Files?
  - Applying the Charge System for Files and Records Control
  - Importance of SOP for Improving Files and Records Control
  - Examples of SOP in FRM
Records Detention and Disposal
- What is a Records Retention Schedule?
- The Benefits of a Records Retention Schedule
- Government Regulations on record retention and disposal
- Factors in evaluating records
- Examples of records retention period
- Setting up a retention schedule
- Transfer and Disposal - Factors to consider
- Plans for transfer of records
- How to determine disposal schedule
- Destruction of files

Filing Equipment and Layout
- Factors to consider when choosing filing equipments
- Sample of different types of filing equipments
- What constitute a Good Layout?

5S Practices in the Office
- The meaning of Seiri, Seiton, Seiketsu, Seisutu and Shitsuke
- Some Example of good 5S practices in the office
- The Benefits of 5S
- 5S and Records Management

METHODOLOGY
This workshop’s methodology is a combination of expert input, interactive practical exercises, active group discussions and expert sharing.

COURSE LEADER
Mr. R. Kana started as a sales executive and he has since worked his way up to become the MD of his own practice that specializes in Record Management, Filing Systems, Storage Products, Offsite Records Center and Electronic Records Management. He introduced a revolutionary filing system called Jopa from Sweden to the Malaysian market in 1991 and has helped more than 200 companies redesign their entire filing for better efficiency and productivity.

An honor graduate in Hotel Management from Toulouse, France and later became a Certified Records Manager (CRM) which is a professional International Records Management Certification. Ravi has had different exposures within the organization. He has been managing different aspects of the business from Business Development to Procurement, Finance to General Management. He has 15 years of working experience with many organizations to help them manage their records. In wanting to help companies manage their records better, Ravi developed this program and has since implemented it for companies such as Telekom, Tenaga Nasional Berhad, Techart Sdn. Bhd., PJ Indah, Ericsson, Kementerian Tanah, Ministry of Finance, Dewan Bahasa dan Pustaka and many more.

His passion to help companies set up proper systems, improve work processes and develop their people to become better has helped organizations achieve higher productivity and thus reduction in expenses and increase in profitability. He is a dedicated trainer whose main interest lies in the area of motivating people to continuously manage records professionally. His managerial training and various training experiences stand to ensure the moulding of candidates to facilitate the expansion of their various organizations.

TESTIMONIES
a) “I am very satisfy with the content of this Filing and Records Management course. I learned a lot from this course.” – Ms See, Personal Assistant – Optotronic Semiconductors Sdn Bhd

b) “The trainer is good! I have learned a lot of new ideas on how to manage filing in a more proper way.” – Suzilawati, Procurement – Ajinomoto (Malaysia) Berhad
c) “I am full of confident on creating a new filing system for the company.” – Intan, Secretary – Ekuiti Nasional Berhad

d) “I always wanted to improve the filing system in daily task. I am glad I attended the training and I found a good way for my filing now.” – Hazli, EA – Khazanah Nasional Berhad

e) “Mr Ravi Kana is a good trainer. He has taught us some skills on how to create an effective filing system in a clear and simple matter.” – HR – Dewan Filharmonik Petronas

f) “The trainer is a subject matter expert. I feel motivated to apply the skills I have learned to reorganize the filing system at my working place.” – Dewan Filharmonik Petronas

g) “This training is good. It helps to improve our Filling and Records Management Skills” – QA Assistant – Upeca Aerotech Sdn Bhd

h) “Mr Ravi Kana can interact well with all participants and advise accordingly on the filing and records problem that the participants are facing.” – QDC Executive – Upeca Aerotech Sdn Bhd

INVESTMENT

Normal fee: RM 1390.00 | USD 500.00 per person
Early Bird: RM 1190.00 | USD 450.00 per person (Payment must be 14 days before the course commence.)
Group Discount: RM 1090.00 | USD 400.00 per person for 3 registrants together
(Fee inclusive of refreshment and Lunch, Course Manual & Materials, Welcome pack, Certificate of Achievement. Effective 1 April 2015, an additional 6% GST is chargeable.)

REGISTRATION

Download Registration from: www.iTrainingExpert.com /Registration
Registration Online: http://itrainingexpert.com/course/46/Filing-and-Records-Management.html

This training programme is SBL Claimable *Subject to PSMB conditions.

We Are An Approved Training Provider Under SBL Scheme With Pembangunan Sumber Manusia Berhad, Malaysia. (PSMB/HRDF).

All registrations MUST be accompanied with PAYMENT 14 days after the issuance of invoice or fully paid before the event.