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

16 October 2014, Armada PJ

*Checkout 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, Seiketsu 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.

INVESTMENT

Normal fee: RM 1299.00 per pax
Early Bird: RM 1099.00 per pax (Payment must be 14 days before the course commence.)
Group Discount: RM 999.00 per pax for 3 registrants together
(Fee inclusive of refreshment and Lunch, Course Manual & Materials, Welcome pack, Certificate of Achievement)

REGISTRATION

Download Registration from: www.iTrainingExpert.com /Registration
Registration Online: www.iTrainingExpert.com /Registration
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.
TRAINING REGISTRATION FORM (PUBLIC PROGRAM)

Upon submission of this registration form, you undertake the Registration Policies and have read and understood the terms and regulations.

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<th>No</th>
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Authorised Signature

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Company Stamp

By submitting the registration form, you have fully read and understand the policy stated:
PLEASE FAX THIS FORM TO +603-8082 4164 or email to info@itrainingexpert.com
For enquiry, please contact us at +603 8074 9056
INVOICE, REGISTRATION, CANCELLATION, PAYMENTS, DISCOUNT, AND REFUND POLICIES

PAYMENT AGREEMENT

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the programme.
2. To join, please complete this Registration Form and return to us via FAX NO. +603-8082 4164, send a signed scanned copy to info@itrainingexpert.com or register online. Reservation or Registration by Telephone WILL NOT BE ACCEPTED.
3. A pro-forma invoice will be emailed to you upon acceptance of the Registration Form. Payment is required within 14 days upon receipt of the invoice. All payment must be before to the training date. Confirmation letter will be issued to participants once payments have been received. All payments must be banked into the organiser’s bank account and email or fax payment slip as proof of payment.
4. Payment MUST BE DONE prior to the event’s commencement otherwise the registrant can be refused entry.
5. For late payment, we will start charging a 10% interest for payment not received 7 days after the completion of the program.
6. Please make cheque payable to: "ITRAININGEXPERT GLOBAL PLT".
7. Bank into "CIMB BANK BERHAD” Account No: 800 356 1683. Swift Code: CIBBMYKL. Scan & email to info@itrainingexpert.com the bank-in slip to us.
8. The course offered is SBL claimable under Human Resources Development Fund (Malaysia).

CANCELLATION POLICY

1. The organiser shall confirm all registrations latest by one (1) week before the commencement of the course.
2. Once a registration is confirmed, NO CANCELLATION IS ALLOWED. If the registered delegate is unable to attend, a substitute is allowed. A registration cancelled on the week of confirmation will be charged the full training fee.
3. All cancellations will incur a 10 per cent administration fee.
4. Cancellations made less than seven working days before the training event will not be eligible for a refund.
5. If you cannot attend an event, you can nominate a substitute at any time without payment of an administration fee.
6. In case of registrations that have been paid in advance, no refunds or credits will be given for registrations cancelled on the week of confirmation or for no-shows. A substitute may be sent.
7. A full (100%) refund may be granted if the course is cancelled by the organiser. The organiser reserves the right to postpone or cancel any course and/or change instructors at any time.

PROGRAM POLICY

Please note that consultant and topics are confirmed at the time of publishing. However, should circumstances beyond the control of the organizer may occur, we reserve the right to alter or modify the advertised speakers/topics/dates if necessary.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709).

PAYMENT DETAILS

ORGANIZER’S RIGHT TO CANCEL OR RESCHEDULE

We reserve the right to cancel or reschedule any program or course. In the event that, the organizer cancels a program or course, a full refund of the amount paid for the program or course will be issued or applied as a credit toward a rescheduled program or course. We cannot and do not assume responsibility for any other costs (i.e. non-refundable airline tickets or hotel reservations) or damages (including consequential, exemplary, incidental, or tort damages) or for any lost profits resulting from the rescheduling or cancelling a program or course.

Email to info@itrainingexpert.com with any questions or concerns.