



# PENGURUSAN REKOD DAN FAIL YANG EFEKTIF

**1 AUGUST 18, 2022 (THURSDAY) 8.45AM – 5.00PM**  
**REMOTE ONLINE LEARNING VIA ZOOM**



The term records management refers to the administrative function in any organisation concerned with the creation, organisation, maintenance, use, retrieval and disposition of records. An organisation can save on time and money if it practises efficient record management as vital information can be retrieved and processed. This program will help guide participant through the enormous task of keeping their records in order in the most efficient and effective manner.

## COURSE CONTENTS

### TEORI DAN PRAKTIS DALAM PENGURUSAN REKOD

- Pengurusan rekod sebagai salah satu kaedah dalam pengurusan
- Peringkat-peringkat dalam Pengurusan rekod
- Konsep dan kitaran hidup rekod
- Faedah program pengurusan rekod
- Pengurusan rekod secara elektronik

### OPERASI FAIL

- Pembukaan dan penutupan fail
- Surat-menyurat dan fail
- Penentuan tajuk dan pengkelasan
- Rekabentuk fail yang praktikal
- Kertas minit dan fungsinya

### CIRI-CIRI TEMPAT MENYIMPAN REKOD YANG BAIK

- Kesesuaian
- Keperluan
- Syarat-syarat
- Kawalan dan makhluk perosak

### PERUNDANGAN DALAM PENGURUSAN REKOD

- Akta dan pekeliling-pekeliling yang berkaitan
- Arahan-arahan umum
- Kesedaran umum mengenai peraturan pengurusan rekod
- Apa peranan anda?

### PERINGKAT AKHIR PENGURUSAN REKOD

- Apa akan terjadi kepada rekod?
- Nilai-nilai rekod
- Bagaimana menentukan kaedah pemisahan rekod?
- Hasil aktiviti pemisahan rekod

## OBJECTIVES

Participant would be able to:-

- Propose and set up an efficient and effective records management system for the company
- Plan and organise proper records and filing system throughout the company
- Maintain proper records according to company, legal and statutory requirements
- Maintain safe and secure filing system
- Ensure proper retrieval, archival and disposal of records

## LEARNING OUTCOMES

At the end of the programme, participants will be able to:

- gain a better understanding of the importance of proper record management practices;
- organise the records of an organisation more systematically and efficiently; and
- increase efficiency in processing records and files in respect of arrangement, keeping, filing, retrieving, maintaining and disposing of records.

## TRAINER

**DR AHMAD FAUZI ABDUL WAHAB** holds a Doctor of Philosophy in Family Economics and Management from UPM, an MBA from USM and a Bachelor Degree in Applied Science from Curtin University, Australia. In the past, he has conducted courses such as Management and Supervisory Development, Performance Appraisal, Project Management, Quality Awareness, Leadership & Team Building, Motivation, Communications, Time Management, KPI, Problem Solving Skills, Balanced Scorecard and Good Manufacturing Practices. His working experience includes being a Training Officer with Philips Audio Electronics, a Senior HR Officer with Philips Electronics Supplies, a HR Development Manager with Palmco Holdings and Unico Technology and a Program Manager with Solectron Technology.

**DR FAUZI**, a certified trainer registered with PSMB, is a regular speaker for University Malaya's Faculty of Education, School of Radiography (Hospital KL) and Jabatan Pembangunan Koperasi and has lectured at ITM Shah Alam's School of Arts & Design. During his employment with KODAK Malaysia, he has conducted the popular Audio Visual Workshop & Presentation Skills organized by KODAK for Trainers and Presenters. Since 1993 he has conducted courses for Body Fashion, Yamaha, Silitek, Southern Steel, Casuarina Beach Hotel, KOBE, Mitsuoka, Dai-ichi, AKN Industries, Isuta, MODENAS, MINDEF, MMI, Matsushita, Sharp-Roxy, Panasonic, Palmco, Sony, Yuasa Bateri, Singapore Air Security, Aicello Sanipak, Singapore Air Terminal Services (SATS) and many others.

## WHO SHOULD ATTEND

The program has been designed for staffs that need to filed and managed office/operational records properly

## TRAINING METHODOLOGY

Lecture, practical, group discussion, quiz

## COURSE DETAILS

Date **August 18, 2022 (Thursday)**

Time **8.45am - 5.00pm**

Platform **Remote Online Learning via Zoom**

Medium of Instruction **Bahasa Malaysia**

CPD **7 hours**

Fees  **Members RM477.00/pax**  **Non-Members RM636.00/pax**

(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

## ADMINISTRATIVE DETAILS

### HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W\_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

### DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

### REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

### PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

### CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ Registration Form ~

# PENGURUSAN REKOD DAN FAIL YANG EFEKTIF

FMM Institute,  
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

**Closing Date:**  
**AUGUST 11, 2022**

Dear Sir / Madam, please register the following participant(s) for the above programme.

1.	Name	Designation
	NRIC	HP No
2.	Name	Designation
	NRIC	HP No
3.	Name	Designation
	NRIC	HP No

(Please attach a separate list if space is insufficient)

We hereby confirmed that (Please tick (✓) in appropriate box):-

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name:	Designation:	
Company:	Tel:	Fax:
Address:		
Email:	FMM Membership No	