



#Public Training/Workshop#

PENGURUSAN REKOD DAN FAIL YANG EFEKTIF

"The Art Of Adventure For Lifelong Learning"

OBJEKTIF PROGRAM

Selepas menghadiri kursus, peserta dapat mendalami fahaman pengurusan rekod dan fail:

- ◆ Dapat mempertingkatkan kesedaran tentang amalan pengurusan rekod yang berkesan
- ◆ Dapat mempertingkatkan kemahiran dalam mengendalikan rekod
- ◆ Dapat mempertingkatkan fahaman mendalam pengurusan rekod secara teori dan praktikal yang akan membolehkan pelaksanaan dan tanggungjawab
- ◆ Dapat meningkatkan lagi kemahiran memproses rekod-rekod khususnya dalam mengendalikan rekod-rekod di peringkat penyusunan, penyimpanan, penjagaan dan pelupusan rekod.
- ◆ Dapat memperbaiki dan mengurangkan masa mengesan rekod/maklumat serta dapat memberi maklumat dengan cepat dan tepat.
- ◆ Dapat meningkatkan kecekapan dan imej agensi masing-masing

METHODOLOGI

- ◆ Proses Pembelajaran Interaktif
- ◆ Bengkel Praktikal
- ◆ Diskusi Kumpulan dan Individu
- ◆ Latihan

SIAPA PATUT HADIR

- ◆ Eksekutif pentadbiran
- ◆ Penyelia
- ◆ Pentadbir Pejabat
- ◆ Eksekutif
- ◆ Pembantu Tadbir
- ◆ Kakitangan Keranian
- ◆ Kakitangan Pembantu
- ◆ Setiausaha, Jurutrenkas
- ◆ Kakitangan Sokongan
- ◆ Receptionists

Tarikh:

22-23 Mar 2017

16-17 May 2017

13-14 Nov 2017

Durasi:

2 days (9am - 5pm)

Bahasa:

Bahasa Malaysia

Tempat:

Vistana Hotel, KL

Trainer:

EN. S.ADIKALSAMY (EDDIE)

Jadual Program :

Pendaftaran : 8.30am

Sesi Pagi : 9.00am-10.30am

Minum Pagi : 10.30am-10.45am

Makan T/Hari : 1.00pm - 2.00pm

Sesi Petang : 2.00pm-3.30pm

Minum Petang : 3.30pm-3.45pm

Tamat : 5.00pm



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TEL : 603 - 55420023

FAX : 603 - 55451978

PENGISIAN PROGRAM

PENGISIAN PROGRAM

1. PRAKTIS DAN AMALAN DALAM PENGURUSAN REKOD

- ◆ Pengurusan rekod sebagai salah satu teknik dalam pengurusan
- ◆ Istilah-istilah dan penggunaannya
- ◆ Ciri-ciri rekod dan fail
- ◆ Peringkat-peringkat dalam pengurusan rekod
- ◆ Konsep dan kitaran hidup rekod
- ◆ Faedah program pengurusan rekod / kegunaan rekod

2. OPERASI FAIL

- ◆ Kaedah pengendalian surat-menyurat dan fail
- ◆ Penentuan tajuk dan nombor / pengelasan
- ◆ Kaedah Pengindeksan
- ◆ Reka bentuk fail yang praktikal
- ◆ Kaedah membuka fail baru
- ◆ Kaedah menutup fail/syarat menutup fail
- ◆ Penggunaan dan fungsi kertas minit Mengandungkan lampiran dan penomborannya
- ◆ Pegesanan / pegawalan pergerakan rekod
- ◆ Penyimpanan dan pengesanan
- ◆ Operasi File softcopy dan platform yang wujud.

3. CIRI-CIRI TEMPAT MENYIMPAN KESELAMATAN REKOD YANG BAIK

- ◆ Kesesuaian / lokasi tempat simpanan rekod
- ◆ Keperluan dan keselamatan rekod
- ◆ Pencegahan dari kebakaran
- ◆ Kawalan suhu dan kelembapan
- ◆ Kawalan dari mahluk perosak
- ◆ Penggunaan peralatan yang sesuai
- ◆ Penyimpanan file softcopy

4. PERUNDANGAN DALAM PENGURUSAN REKOD

- ◆ Akta dan pekeliling-pekeliling yang berkaitan
- ◆ Arahan-arahan umum
- ◆ Kesedaran umum mengenai peraturan pengurusan rekod

5. PERINGKAT AKHIR PENGURUSAN REKOD / PELUPUSAN REKOD TIDAK AKTIF

- ◆ Aktiviti diperingkat akhir rekod
- ◆ Beberapa nilai rekod
- ◆ Bagaimana menentukan kaedah pemisahan / pelupusan rekod
- ◆ Aktiviti-aktiviti di peringkat pemisahan / pelupusan rekod / Penilaian
- ◆ Faedah selepas pemisahan / pelupusan rekod
- ◆ Bagaimana mengarkibkan rekod tidak aktif (Archiving)



PROFILE PENCERAMAH

EN. S.ADIKALSAMY (EDDIE)

Seorang Jurulatih yang berpengalaman praktikal yang mendalam dalam bidang Pengurusan Rekod dan Fail (Rekod Konvensyenal).

Beliau telah bertugas di Arkib Negara Malaysia hampir 30 tahun dimana sebahagian besar daripada tugasnya terlibat dalam bidang pengurusan rekod dan fail. Jawatan terakhirnya sebelum bersara adalah sebagai Pegawai Latihan di Cawangan Latihan Dan Pembangunan Kerjaya. Beliau terlibat secara langsung dalam mengendalikan kursus-kursus Pengurusan Rekod dan Sistem Fail kepada semua peringkat Pegawai dan Kakitangan Kerajaan dan swasta serta juga peserta-peserta dari luar negeri. Pengkhususan beliau adalah dalam bidang system fail, pengelasan perkara, pengindeksan dan lain-lain perkara berkaitan.

Diantara agensi-agensi dimana beliau terlibat secara langsung mengendalikan program kursus berkenaan ialah Jabatan Peguam Negara, Jabatan Pendidikan, Jabatan Galian, Polis DiRaja Malaysia, Jabatan Penerangan, Jabatan Pengangkutan Jalan, Syarikat Fiberail Sdn. Bhd. Syarikat KUB Textile Sdn Bhd. Syarikat Leader Cable Sdn. Bhd. BP Chemical Sdn. Bhd. Lembaga Pelabuhan Johor, Universiti Putra Malaysia, Hicom-Honda Sdn. Bhd. Syarikat Sharp Roxy Sdn. Bhd. Universiti Multimedia, Syarikat International Paint Sdn. Bhd. Malaysia Airport Bhd. Lembaga Air Kuching, Majlis Perbandaran Pulau Pinang, Jana Letrik TNB Bank Simpanan Nasional, Universiti Pendidikan Sultan Idris, Universiti Kebangsaan Malaysia, Westports Sdn Bhd, White Horse Ceramic, Toko Electronics Sdn Bhd, Majlis Bandaraya Kuala Lumpur, Majlis Bandaraya Miri, Jabatan Perkhidmatan Awam, Jabatan Kerja Raya Sarawak dan beberapa agensi lagi.

Beliau berkelulusan Diploma dalam bidang Perhubungan Awam dan memiliki Sijil dalam bidang Archives Studies (United Kingdom). Beliau juga telah menghadiri pelbagai kursus tempatan dalam bidang pengurusan dan pentadbiran serta program Training Metodologi. Beliau juga telah disahkan sebagai "Certified Trainer" oleh PSMB.

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Registration Form

PENGURUSAN REKOD DAN FAIL YANG EFEKTIF

Date : 22-23 Mar, 16-17 May, 13-14 Dec 2017 | Venue: Vistana Hotel, KL

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5545 1978 ; TEL : +603-5542 0023 (Hunting Line)

PARTICIPATION FOR TWO DAYS WORKSHOP FEE :

RM 1380 Per Pax (Normal Price)

GROUP REG: RM 1,104 PER PAX!!

(UPON MINIMUM 4 PAX's REGISTRATION— T&C APPLY)

Or Single Reg: RM 1,035 PER PAX

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PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

(Authorization (Signatory must be authorized on behalf of the company)

Person In Charge:

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is **invalid** without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking (LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a **50% cancellation** liability should the notice given is less than two(2) weeks and **100% cancellation** liability 7-days prior to the event

Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

ASL Group reserves the right to change the content without notice.

6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

ASL Training & Consultancy Sdn. Bhd.

COMPANY STAMP



PUBLIC TRAINING CALENDAR JAN - DEC 2017

PROGRAM / COURSE	DURATION (DAY)	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Effective Budgeting & Cost Control Training	2		15 - 16					18 - 19					5 - 6.
Finance Management Course for Non-Finance Professionals	2		22 - 23						16 - 17				5 - 6.
Quality Performance Indicator For Accounting Personnel	2		22 - 23								10 - 11.		
Human Resource Management Training	2	11 - 12.								19 - 20			
Training Needs Analysis	2				18 - 19							1 - 2.	
5 Star Customer Services	2			29 - 30							24 - 25		
Managing Customer & Complaints	2		15 - 16							26 - 27			
Leaders of 21st Century	2	18 - 19										21 - 22	
Management, Leadership and People Skills for New Leader & Executive	2				18 - 19					12 - 13.			
Higher Productivity & Effective Supervisory Skills	2							11 - 12.					12 - 13.
Kepimpinan & Penyeliaan Yang Berkesan	2	25 - 26											
People Skill For Making Result	2	18 - 19										21 - 22	
Sefiasaha Cemerlang 2017	2				19 - 20				9 - 10.				
Positive Attitude At Work	2					18 - 19		25 - 26					6 - 7.
Bengkel Sikap Kerja Positif	2					18 - 19							
EQ & Stress Management	2				25 - 26								11 - 12.
Pengurusan Rekod Dan Fail Yang Efektif	2			22 - 23		16 - 17						13 - 14	
Pengurusan Stor Dan Inventori Berkesan	2			22 - 23		16 - 17						13 - 14	
Pengurusan Masa, Multitasking & Tekanan Secara Efektif	2								22 - 23		23 - 24		
Behavioral Interview Technique	2					22 - 23					10 - 11.		
Recruitment & Selection Training	2					22 - 23					10 - 11.		
Professional Sale Excellence	2	25 - 26											
Closing Sale With The Power of Profiling	2				18 - 19								13-14.
Jom Jadi Kreatif!	2			22 - 23						26 - 27			
Excellent Business Communication Skills (Using NLP)	2					23 - 24							
Kemahiran Interpersonal (NLP)	2									7 - 8.			
Writing Good Business Documents & Reports	2	11 - 12.						11 - 12.					
Professional Grooming	2		22 - 23									3 - 4.	5 - 6.
Microsoft Excel Training (Intermediate)	2				11 - 12.					22 - 23			
Microsoft Excel Training (Advance)	2				11 - 12.					22 - 23			
Communicating In English - Speak Well, Present Yourself Well	2					3 - 4.							4 - 5.
Awareness On Rigging & Slings Training	2			8 - 9.							10 - 11.		
14 Quality Tools For Decision Making & Process Improvement	2			14 - 15									1 - 2.
Poka Yoke - Achieving Zero Defects in Production Operation	2									26 - 27			
Expanding Future Success Through Lean Manufacturing Program	2					8 - 9.				12 - 13.			

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