



## KURSUS PENGURUSAN FAIL & REKOD

Pelajari Teknik Pengurusan Fail Dan Rekod Yang Efektif

CIDB

**KOD KURSUS:** C-SS-03

**LEVEL:** Asas

**BAHASA PENGANTARA:** Bahasa & English

### PENGENALAN

Rekod merupakan satu alat atau satu komponen dalam pengurusan sesebuah syarikat yang dianggap amat penting. Pada hari ini diperhatikan kejayaan urus-urusan bisnes sebuah organisasi banyak bergantung kepada informasi dan dokumen berkaitan. Pada lazimnya pengurusan rekod dari segi penyimpanan, pengesanan, pemfailan maklumat tidak diuruskan dengan betul akan sedikit sebanyak menjejaskan perjalanan bisnes sesebuah organisasi. Di antara masalah yang diutarakan seperti sukar mengesan maklumat, dokumen, tidak dapat dikesan dengan cepat, tidak pasti dimana dokumen berkenaan difailkan, penomboran dan pemberian tajuk, nombor rujukan dll. Oleh itu amatlah wajar bagi anggota-anggota yang mengendalikan rekod mendapatkan sedikit ilmu pengetahuan berhubung dengan kaedah-kaedah yang sesuai menguruskan rekod dengan lebih efektif dan efisien. Justeru itu rekod sesebuah organisasi dapat dikendalikan dengan lebih teratur, sistematik, konsisten serta penjimatan kos. Dengan ini secara tidak langsung dapat juga meningkatkan imej koprat.

### OBJEKTIF KURSUS

Melalui kursus ini peserta akan:

- Dapat mempertingkatkan kesedaran tentang pentingnya amalan pengurusan rekod yang baik disyariatkan masing-masing.
- Dapat mempertingkatkan kemahiran dalam mengendalikan rekod syarikat masing-masing.
- Dapat mempertingkatkan fahaman mendalam pengurusan rekod secara teori dan praktikal yang akan membolehkan pelaksanaan dan tanggungjawab terhadap rekod di syarikat masing-masing.
- 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.

### TEMPOH KURSUS

2 hari (9am - 5pm)

Rehat: 10:30am & 3:30pm | Makan Tengahari: 1:00pm-2:00pm

**Nota:** Hubungi pejabat kami untuk tarikh kursus atau layari laman web kami untuk maklumat lanjut ([www.zohlgroupp.com](http://www.zohlgroupp.com))

### METODOLOGI

- Ceramah
- Persembahan MS Powerpoint
- Latihan Dalam Kumpulan
- Perbincangan Dua Hala | Kajian Kes

### KUMPULAN SASARAN

- ⇒ Pembantu tadbir | Setiausaha | Setiausaha Eksekutif
- ⇒ Setiausaha Pejabat, Pembantu Khas Pengurusan Perhubungan Pelanggan
- ⇒ Pegawai Khas | Kerani
- ⇒ Penolong Sumber Manusia

### LOKASI LATIHAN

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region(s)

### KANDUNGAN KURSUS

#### **KONSEP DAN KEPENTINGAN PENGURUSAN FAIL DAN REKOD**

- Apa yang dimaksudkan dengan rekod?
- Jenis-jenis rekod
- Rekod dan signifikannya kepada syarikat

#### **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
- Pengurusan Rekod Penting
- Perbezaan rekod konvensional / rekod elektronik

#### **OPERASI FAIL**

- Sistem fail | Klasifikasi sistem fail
- Perlaksanaan sistem-sistem gabungan
- Mengenali rujukan surat dan fail
- Prosedur pembukaan dan penutupan fail
- Kaedah pengendalian surat-menyurat dan fail
- Penentuan tajuk dan nombor pengelasan yang standard
- Kaedah Pengindeksan
- Reka bentuk fail yang praktikal dan kualiti
- Kaedah membuka fail baru
- Kaedah menutup fail/panduan menutup fail
- Penggunaan dan fungsi kertas minit

#### **CIRI-CIRI DAN KAWALAN KESELAMATAN REKOD**

- Kesesuaian / lokasi tempat simpanan rekod
- Pencegahan dari kebakaran
- Kawalan suhu dan kelembapan
- Kawalan dari makhluk perosak

#### **PERUNDANGAN DALAM PENGURUSAN REKOD**

- Akta dan pekeliling-pekeliling yang berkaitan
- Arahan-arahan umum
- Penggunaan peralatan yang sesuai.

#### **PENGENALAN DAN APLIKASI 5S**

- Pengenalan kepada 5 Tonggak 5S
- "Overview" 5 Tonggak
- Kenapa 5 Tonggak menjadi asas kepada aktiviti 5S?
- Maksud 5 Tonggak
- Faedah pelaksanaan sistem 5S
- Halangan dan cabaran kepada pelaksanaan 5S

Customized In-House Training Program is available in the following areas:

Accounting & Finance | Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Digital & Social Media Marketing | Cust Svc | SCM | Entrepreneurship | Soft Skills | HSE | Engineering | Telecoms | ICT | ISO | PM | TQM

CALL US FOR DETAILS OR VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



Sebarang pertanyaan sila hubungi Cik Niesa  
ZOHL Consultancy Sdn Bhd (332967-D) (SST ID: W10-1810-32000429)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

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CIDB

## COURSE FEE

### PHYSICAL CLASSROOM (FACE-TO-FACE)

#### Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

#### Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
  - **Without Green Card: RM742.00** per person incl. 6% SST
- (Fee inclusive of Course Material, Attendance Certificate, and Meals)

### ONLINE

- **With Green Card: RM477.00** per person incl. 6% SST
- **Without Green Card: RM530.00** per person incl. 6% SST

## CERTIFICATE

Participants will be issued a Certificate of Attendance/ Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

## CIDB CCD Points

20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. **Online:** <https://zohlgroup.com/mdc/cidb-registration/> **OR**
2. Download this brochure at: <https://zohlgroup.com/mdc/cidb-brochure/> and fill up the required information. Then please **fax** to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.398.1038

## FACILITATOR

**Alauddin Razali** - has more than 23 years of experience in Business Coaching, Consultancy, Master Trainer, and Facilitator. He is one of the Senior Trainers with ZOHL Consultancy Sdn Bhd for the past 5 years. His primary responsibilities included business turnaround and entrepreneurship development with major emphasis in business model canvassing, business management, sales & marketing strategy, communication skills and upgrading of personal soft skills and working skills in the following sectors:

- GLC | MNC, and | Government Agencies.

Since 2013, Alauddin has been trainer for Mindset Discovery Centre@ZOHL for their CIDB and HRDF training programs. Some of the programs include Effective Leadership & Supervisory Skills and Office Management. In addition, he has also conducted training programs for MARA, PUNB, INSKEN, AIM, and IPTAs. He was also involved in providing Soft Skills training for Khazanah SLIM-GREEN Program for 3 years and TalentCorp GEMS Program for 3 years on the following subjects:

- Mindset Transformation | Business Etiquette and Personal Grooming
- Leadership & Influence | Organizational Skills
- Time Management | Leadership & Supervisory Skills
- Team Building | Office Administration & Management
- Moment of Truth | Entrepreneurship
- Sales & Marketing Strategy | Business Model Canvassing
- Customer Service Excellence | Business Operations
- Business Coaching & Mentoring | Business Planning, and
- Interpersonal Communication Skills.

Alauddin served the Royal Malaysian Navy as Chief of the Boat and On-shore for about 16 years. Later, he built his own business related to engineering, IT and construction. He was also invited to appear in a local TV show on a program called 'Developing Negotiation Skills' in the year 2000.

### Education:

- Engineering major from HMAS Nirimba, NSW, Sydney, Australia
- Royal Australian Navy: Nuclear, Biological, Chemical & Damage control Course
- BPMB: Executive Bumiputra Entrepreneur

\*Note: Trainer availability is subject to change

## REGISTRATION FORM

Participant : \_\_\_\_\_

Position : \_\_\_\_\_

IC No: \_\_\_\_\_

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

Training Date: \_\_\_\_\_

Training Venue: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

## PAYMENT

**CASH:** RM \_\_\_\_\_ **OR**

**CHEQUE** No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to plbk@zohlgroup.com

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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