



# ARCHIVING & RECORDS MANAGEMENT for CONSTRUCTION COMPANIES

CIDB

[www.zohlgroup.com](http://www.zohlgroup.com)

**COURSE CODE:** NT-AS-03

**LEVEL:** Basic

**LANGUAGE:** Bahasa & English

## INTRODUCTION

Every organization is responsible for maintaining records. The ability to create, organize, and maintain records and archives is essential to success. Correct records keeping will not only offer liability protection; it will also increase efficiency and productivity. To put it simply, maintaining records and archives will improve the bottom line.

With our Archiving and Records Management workshop the participants will know how to classify records, define and maintain different systems, and develop a keen understanding of the importance of records management.

## OBJECTIVES

At the end of this training, the participants will be able to:

- Learn what is required of you to support your project team and project manager more effectively
- Learn how to effectively provide administrative support for projects
- Learn how to manage and organise small events and meetings
- Learn how to effectively manage, source and negotiate with customers, suppliers and sub-contractors
- Learn how to handle confrontation and difficult situations with all project stakeholders
- Learn how to plan and prioritise your workload so as to support project team

## COURSE FEATURES

This course will feature:

- Best practices for managing your daily responsibilities to achieve maximum output and success.
- Best practices for streamlining your workflow and office environment (main office and project site office).
- Best practices for communicating effectively and assertively at all levels, especially, with staff at project management office
- Best practices for releasing your personal potential, increasing self-discipline & self-awareness.
- Best practices for creative thinking, problem solving, planning, and decision making.

## COURSE DURATION

2 days (9am—5pm) | Tea Breaks: 10:30am & 3:30pm. | Lunch: 1:00pm-2:00pm | **Note:** Please contact our office for Training Date or visit our website for details

## METHODOLOGY

Experiential based workshop | Highly interactive | Games | Role play | Brainstorming | Case studies | Videos

## TARGET AUDIENCE

In particular, this group of staff is recommended: Office Administrators, Secretaries, Personal Assistant, New Project Managers, Project Executives, Project Clerks, Site Supervisors

## LOCATION

Mindset Discovery Center™@ZOHL, M2-6-08, Level 6, 8trium Tower 2, Bandar Sri Damansara, Kuala Lumpur (other Regions please contact our office)

## COURSE CONTENT

### Module One: Getting Started

- Icebreaker | Housekeeping Items
- The Parking Lot | Workshop Objectives

### Module Two: Understanding Records

- What is Records Management?
- Defining Records | Archives vs. Records
- Life Cycle | Case Study | Module Two: Review Questions

### Module Three: Management of Records

- What Is and Is Not a Record? | Record Programs
- Management of Systems | Developing Standards
- Case Study | Module Three: Review Questions

### Module Four: Context (I)

- Techniques for Analyzing Records | Collecting Information
- Organizational Needs | Legal Demands
- Case Study | Module Four: Review Questions

### Module Five: Context (II)

- Routine Process | Creative Process | System Analysis
- Records Survey | Case Study
- Module Five: Review Questions

### Module Six: Classification

- Functionality | Prioritize | Assess and Review
- Develop a Tool | Case Study
- Module Six: Review Questions

### Module Seven: Paper-Based Systems

- Arranging and Grouping | Building Files
- Elementary & Intermediate | Metadata
- Case Study | Module Seven: Review Questions

### Module Eight: Electronic Records

- Classifying | Folders and Directories
- Groupings | Metadata | Case Study
- Module Eight: Review Questions

### Module Nine: Hybrid Systems

- Routine Processes | Creative Processes
- Design | Limitations
- Case Study | Module Nine: Review Questions

### Module Ten: Appraisals & Systems

- Taxonomy of Values
- Macro Appraisal
- Strategy & Criteria
- Document & Review Decisions
- Case Study
- Module Ten: Review Questions

### Module Eleven: Record Maintenance

- Paper | Electronic
- Create Archives | Conversion
- Case Study
- Module Eleven: Review Questions

### Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

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)(GST ID:000327831552)

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

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.398.1038 E: [plbk@zohlgroup.com](mailto:plbk@zohlgroup.com)



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## INVESTMENT

### KUALA LUMPUR

With Green Card: RM500.00 per person  
Without Green Card: RM600.00 per person

### SEMENANJUNG (other than KL)

With Green Card: RM600.00 per person  
Without Green Card: RM700.00 per person

### SABAH & SARAWAK

With Green Card: RM700.00 per person  
Without Green Card: RM800.00 per person

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

## 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 (Pending Approval from CIDB)

Requested: 20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. Online: [www.zohlgroup.com/cidb\\_registration/](http://www.zohlgroup.com/cidb_registration/) OR
2. Download this brochure at <http://zohlgroup.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279.9276 / 013.206.1038

## FACILITATOR

Alauddin Bin Razali



### Education:

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

### Experience:

- Over 23 years of experience
- Business Coach, Consultant, Master Trainer and Training Provider/Facilitator
- Primary responsibilities included business turn-around, entrepreneur development in management, marketing, selling, communication and upgrading personal soft skills and working skills for staff including government and private companies.

\*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: \_\_\_\_\_

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](mailto: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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