



Formerly Known As
National Productivity Corporation (NPC)



EFFICIENT RECORD MANAGEMENT

1 & 2 APRIL 2008
M-SUITE HOTEL, JOHOR BAHRU

Who Should Attend?

- ✓ Top management
- ✓ Senior executives
- ✓ Executives

No Admission Fee

RATIONAL
Often we hear a business is only as good as its records. All correspondence with clients, financial information, market and clients' facts are all kept in files. With inefficient management practices your agency can lose time, money and information. Effective filing and record management will help organization in systematic decision-making and lead the organization towards organizational excellence.

OBJECTIVE
Participants will be able to gain the following benefits and knowledge:

- Better awareness of the importance of proper Records Management practices in an agency
- Ability in organizing the records of an agency more systematically and efficiently
- Able to increase basic knowledge on Records Management of an agency
- Able to increase efficiency in processing the records/ files of an agency especially on the aspect of arrangement, keeping, filing retrieving, maintaining and dispositioning of records

Please the registration before:

24 March 2008

For more information, please contact:

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COURSE CONTENT

- Theory and practice in Records Management
- File Operation
- Security and characteristics of a good record / filing room
- Rules / Regulation Governing Management
- Last stages in Records Management – Final Destiny