



biluF

TEKNIK PENGURUSAN REKOD & FAIL PEJABAT YANG EFEKTIF

10 - 11 JUN 2024



TARIKH TUTUP PENDAFTARAN

20 Mei 2024

PENGENALAN

Dalam konteks persaingan pasaran yang semakin kompetitif, adalah kritikal untuk membentuk pendekatan yang inovatif dan proaktif demi meningkatkan perkhidmatan organisasi sejurus dengan piawaian antarabangsa. Oleh itu, tiba masanya bagi kita untuk menilai serta melaksanakan kemajuan dalam sistem fail, rekod, dan pengurusan pejabat agar menjadi lebih efisien dan efektif.

Kursus ini akan membantu kakitangan pentadbiran untuk membangun kecekapan dan keyakinan di dalam kerja mereka agar dapat menyumbang kepada peningkatan produktiviti pentadbiran organisasi. Peserta juga akan didedahkan kepada pelbagai maklumat dan tips efektif untuk menjadi pekerja yang berhemah tinggi.

OBJEKTIF

- Mempertingkatkan kesedaran tentang pentingnya amalan pengurusan rekod yang baik di pejabat masing-masing.
- Mempertingkatkan kemahiran dalam mengendalikan rekod agensi masing-masing.
- Memperkukuhkan kefahaman tentang pengurusan rekod secara teori dan praktikal, yang membolehkan pelaksanaan dan tanggungjawab terhadap rekod di agensi masing-masing menjadi lebih efektif.
- Mempertingkatkan lagi kemahiran memproses rekod-rekod khususnya dalam mengendalikan rekod-rekod di peringkat penyusunan, penyimpanan, penjagaan dan pelupusan.
- Memperbaiki dan mempercepatkan proses pengesanan serta pengurangan waktu yang diperlukan untuk mendapatkan rekod/maklumat, sehingga memungkinkan penyediaan maklumat dengan cepat dan tepat.
- Meningkatkan kecekapan dan imej agensi masing-masing.

SASARAN PERSERTA

- Pegawai tadbir
- Pembantu tadbir
- Pembantu peribadi
- Setiausaha
- Kerani
- Staf sokongan
- Penyelia dan kerani fail

METODOLOGI

Kursus ini akan menggunakan pendekatan berbentuk “belajar melalui pengalaman” (experiential learning), termasuk: kuliah interaktif, pembincangan dan aktiviti berkumpulan, permainan peranan serta kajian kes.



BUTIRAN PROGRAM

| DATE | TIME |
|------------------|---|
| 10 - 11 Jun 2024 | 8:30 pagi - 12:00 tengahari 1:30 petang- 5:00 petang |

** Tertaluk kepada perubahan
Sila rujuk www.bilif.com.bn untuk maklumat terkini**

MODUL

| MODUL | |
|---------|---|
| Modul 1 | Praktis dan amalan dalam pengurusan rekod |
| Modul 2 | Operasi pemfailan |
| Modul 3 | Ciri-ciri tempat menyimpan rekod yang baik dan selamat |
| Modul 4 | Kawalan keselamatan rekod |
| Modul 5 | Langkah terakhir pengurusan rekod/pelupusan rekod tidak aktif |
| Modul 6 | Sesi latihan |

KETUA PROGRAM

RAVI KANA

Ravi Kana bermula sebagai seorang eksekutif jualan, dan sejak itu beliau telah menapak langkah untuk menjadi Pengarah sebuah organisasi yang pakar dalam pengurusan rekod dan maklumat, menyediakan pelbagai penyelesaian dari sistem penyusunan fail, penyimpanan dan produk.

Beliau jugak memperkenalkan sistem penyusunan fail revolusioner yang dikenali iaitu "Actual Jopa Binder" dari Sweden ke pasaran Malaysia pada tahun 1991 dan telah membantu lebih dari 200 syarikat untuk menyesuaikan semula sistem penyusunan fail demi meningkatkan kecekapan dan produktiviti.

Dengan pengalaman kerja selama 18 tahun, beliau telah membantu banyak organisasi untuk menguruskan rekod mereka dengan lebih baik. Dengan usahanya untuk tersebut, beliau telah mula membangun program ini sejak tahun 1996 dan telah berjaya melaksanakannya kepada banyak syarikat.

Beliau adalah seorang jurulatih yang sangat berdedikasi dengan minat utama dalam memberi motivasi untuk terus menguruskan rekod secara profesional. Pengalaman latihan pengurusan dan pelbagai pengalaman latihan beliau yang lainnya menjamin peningkatan kebolehan peserta yang akan memudahkan perkembangan organisasi mereka.

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10 - 11 Jun 2024



Bagi pendaftaran program ini, sila isi borang yang lengkap dan emel ke askSEED@bilif.com.bn sebelum 20 Mei 2024.

| KATEGORI | STAKEHOLDERS | NON-STAKEHOLDERS |
|----------|------------------------------------|--------------------------------------|
| YURAN | <input type="checkbox"/> \$ 900.00 | <input type="checkbox"/> \$ 1,000.00 |

Dengan mengisi dan menandatangani borang ini, dengan ini anda bersetuju dengan terma dan syarat di bawah:

| | | | |
|-------------|----------------------|------------|----------------------|
| Nama Penuh: | <input type="text"/> | Nombor IC: | <input type="text"/> |
| Jawatan: | <input type="text"/> | Jabatan: | <input type="text"/> |
| Emel: | <input type="text"/> | Telefon: | <input type="text"/> |

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| Emel: | <input type="text"/> | Telefon: | <input type="text"/> |

APPROVING OFFICER

| | | | |
|----------|----------------------|----------|----------------------|
| Nama: | <input type="text"/> | Emel: | <input type="text"/> |
| Jawatan: | <input type="text"/> | Jabatan: | <input type="text"/> |

Sila emel invois kepada:

Tandatangan dan Cop Syarikat

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants up until a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership.

Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards, especially in the areas of Islamic finance.

All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Since its inception, BILIF has conducted 809 programmes and 83 events for more than 16,900 participants, including a suite of Virtual Instructor-Led Training (VILT) programmes and online events (as of December 2023).

BILIF has forged strategic partnerships with local and international organisations over the past 10 years which have allowed us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators, particularly in the areas of Islamic finance and leadership. Amongst these strategic partners include The London Institute of Banking & Finance (LIBF), United Kingdom; the Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) and Bahrain Institute of Banking and Finance (BIBF), Bahrain; Islamic Development Bank Institute (IsDBI), Kingdom of Saudi Arabia, Singapore

Management University (SMU), Singapore and INCEIF University, Malaysia. Locally, BILIF has also partnered with two of the top higher education institutions in Brunei Darussalam; Universiti Brunei Darussalam (UBD) and Universiti Sultan Sharif Ali (UNISSA) in our joint efforts to impart invaluable knowledge and skills for students and professionals in not only finance but also other private and government sectors.

Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and the Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and AAOIFI. BILIF has also recently been accepted as a Pearson Vue Authorised Test Centre which can house more than hundreds of examinations such as Certificate in Climate Risk, Certified Internal Auditor® (CIA®) and Certified Associate in Project Management (CAPM), amongst others.

BILIF has received multiple accolades including the "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022; "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards® and "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony. BILIF was also awarded its third "GIFA Excellence Award (Islamic Finance Training & Education) 2022, which has been previously received in 2019 and 2021.

83

Events

809

Programmes
and Examinations

16,900+

Participants

INTERNATIONAL AWARD WINNING INSTITUTE





Discover our upcoming programmes and events

bilif.com.bn

Contact our Sales and Marketing Department
for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also whatsApp us at
+673 8271140 to learn more about our offerings*