

WEBINAR: Filing and Records Management



Overview

Records management is from creation and disposal of documents. Keeping good records help companies protect institutional memory. This course will assist you to implement a solid records management to improve organizational efficiency.

Records are a basic tool of business and organizational administration. Records provide information for planning and decision making, form the foundation for accountability, and are often subject to specific legal requirements. Records are essential for effective and efficient business and organizational administration, but if poorly managed they can become a liability, hampering operations and draining resources.

An effective records management program helps an organization get the most out of its records. It also helps limit costs and the risks that can come with poorly managed records.

Objectives

- To learn all the aspects of record and data management related to understanding the processes involved, the guidelines that apply, the steps that need to be taken, best practice examples and easy reference templates for use, storage and retrieval of data.

Who Should Participate

- Anyone in the workplace whose job requires systematic filing and records management.

Key Topics

- I. Understanding record and data management and the related processes
- II. Overview of the guidelines that relate to record and data management
- III. Record and data management: data, storage and retrieval aspects
- IV. Planning a storage and retrieval system
- V. Implementing and maintaining a filing system
- VI. Guidelines for retention and disposal of records
- VII. Practical tips and templates for use at work
- VIII. Practical application to own work environment and related types of data that are worked with

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Duration

- 3 hours

Webinar Fee

- Php 1,500.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

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