APLIKASI DAN AMALAN 6S DALAM PENGURUSAN REKOD & FAIL

Trainer

S Adikalsamy has wide experience in the field of Filing and Record Management. He was formerly with Arkib Negara Malaysia for more than 30 years where he was in-charged of Record Management work. He started his career at the Arkib Negara Malaysia in 1966 and retired as a Senior Assistant Archivist in 1998. While serving in Arkib Negara Malaysia, he has trained extensively within the organisation and other government agencies both locally and internationally. He has conducted numerous programmes on Record Management, Filing System, Subject Classification, Indexing and Archiving which are his forte. He holds a Diploma in Public Relations, Bachelor Of Business Management(US) and also Certificate in Archives Studies (United Kingdom).

Currently he is a freelance trainer and hand conducted in-house training for numerous agencies both for government and the private sectors. Among them are Education Department, Road Transport Department, Information Department, Universiti Putra Malaysia, Port Authority Johor, Fiberail Sdn Bhd, Laeder Cables Sdn Bhd, KUB Textile Sdn Bhd, BP Chemicals, Hicom-Honda Sdn Bhd, Multimedia University and many others.

Organised by:

FMM Institute
Sabah Representative Office
Lot 143, 1st Floor, Block Q
Alamesra Plaza Permai
Sulaman Coastal Highway
88400 Kota Kinabalu.

SBL Scheme Claimable

Introduction

6S adalah lima perkataan Jepun iaitu Seiri (Sisih/Sort), Seiton (Susun/Systemize), Seiso (Sapu/Shine), Seiketsu (Seragam/Standardize), Shitsuke (Sentiasa Amal/Self discipline/Sustain), Seijitsu (Sikap jujur/Sincerety). Konsep 6S ini amatlah sesuai diamalkan dan ianya merupakan satu keperluan dan amalan asas bagi meningkatkan produktiviti, kualiti dan keselamatan rekod. Dalam bidang pengurusan rekod, pelaksanaan 6S ini akan memberi kesan yang efektif dan juga akan membawa banyak perubahan kepada agensi dan juga memberi keselesaan bekerja kepada semua warga kerja. Tempat simpanan rekod/fail dikemas, bersih serta dapat melupuskan mana-mana rekod yang tidak bernilai kekal. Dapat mengenalpasti rekod-rekod bernilai kekal dan dapat diuruskan mengikut prosedur. Apabila semua aspek 6S diamalkan dalam bidang pengurusan rekod, semua maklumat/dokumen agensi dapat diuruskan dengan lebih teratur dan sistematik

Contents

Modul 1: Konsep dan Praktis dalam Pengurusan Rekod
- Ciri-ciri dalam pengurusan rekod
- Peringkat-peringkat dalam pengurusan rekod.
- Fungsi dan kegunaan rekod
- Aplikasi dan pelaksanaan 5S dalam pengurusan rekod dan fail

Modul 2: Seiri (Sisih)
- Mengenalpasti rekod bernilai kekal
- Melupuskan rekod yang tidak aktif dan tidak mempunyai nilai kekal dan maklumat penting.

Modul 3: Seiton (Susun)
- Rekod dan fail disusun mengikut abjad, nombor dan mengikut siri
- Penggunaan label-label yang sesuai /tagging dan penggunaan warna (colour coding)

Modul 4: Seiso (Sapu)
- Kaedah pengamalan persekitaran yang bersih di tempat penyimpanan rekod.

Modul 5: Seiketsu (Seragam)
- Aktiviti-aktiviti penyediaan pengklasan / klasifikasi, penomboran difail, penyimpanan secara fizikal, pengeluaran, pengedaran, pelabelan dapat distandadkan.

Modul 6: Shitsuke (Sentiasa Amal)
- Sentiasa berdisiplin dalam menguruskan rekod dan fail agensi.
- Mematuhi semua peraturan dan undang-undang berkaitan.

Modul 7 – Seijetsu (Sikap Jujur/Sincerety)
- Setiap anggota yang menguruskan rekod seharusnya mempunyai sikap jujur dan ikhlas.
- Menguruskan rekod dengan lebih berhati-hati supaya dapat mengelakan kebocoran maklumat agensi.

Who Should Attend

This programme is specially designed for Administrative, secretarial and clerical staff in all organisations who need to keep their records properly filed and managed

Objective

- Pemahaman dan kaedah meningkatkan produktiviti, kualiti perkhidmatan, penjimatan kos, ruang, masa, meningkatkan kecekapan, mewujudkan suasana yang selesa ditempat kerja dan meningkatkan imej agensi.
- Tempat simpanan rekod/fail dikemas, bersih serta dapat melupuskan mana-mana rekod yang tidak bernilai kekal.
- Dapat mengenalpasti rekod-rekod bernilai kekal dan diuruskan mengikut prosedur.
- Apabila semua aspek 5S diamalkan dalam bidang pengurusan rekod, semua maklumat/dokumen agensi akan dapat diuruskan dengan lebih teratur dan sistematik.

Administrative Details

Registration :
- Completed registration form received by fax or mail to FMM Institute would be deemed as confirmed.

Payment:
- Cheques made in favour of **FMM Institute** should be forwarded to the FMM Sabah Representative Office.

Closing Date : June 1, 2015

Cancellation and Refunds:
- Must be in writing with reasons
- 7 days before the course   -100% refund
- 3-6 days before the course   - 50% refund
- < 3 days before the course   - No refund
- Replacement can be accepted at no additional cost.

Those who register but fail to turn up for the programme will be billed accordingly. FMM Institute reserves the right to change the facilitator, cancel or reschedule the above course and all efforts will be taken to inform participants of the changes.

June 10-11, 2015 (Wed &Thu)

Date : ~~June 15-16, 2015 (Mon & Tue)~~

Time : **8.30am – 4.30pm**

Venue : **FMM Sabah Representative Office**
No. 143, 1st Floor, Block Q
Lorong Plaza Permai 1, Alamesra Plaza Permai
88400 Kota Kinabalu

Fee : **RM 689.00 per pax** (FMM member)
RM 901.00 per pax (Non member)
(Fees include course materials, lunch and refreshments & certificate of attendance)

For further enquiries, please contact: **Nelly/Florisa**

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E-mail : fmmsabah@fmm.org.my /
nelly@fmm.org.my / florisa@fmm.org.my

Aplikasi dan Amalan 6S dalam Pengurusan Rekod & Fail
~~June 15-16, 2015~~ **June 10-11, 2015 (Wed &Thu)**

- Registration Form -

Dear Miss/Madam,

Please register the following participant(s) for the above programme

Submitted by:

1 Name   :
   Designation   :
   Nationality   :
   I/C No   :

2 Name   :
   Designation   :
   Nationality   :
   I/C No   :

Name   :
Designation   :
Company   :
Address   :

Email   :
Tel no   :
Fax no   :

(if space is insufficient, please attach a separate list)