

GENERAL MANAGEMENT

FILING MANAGEMENT

Durasi: **2 hari** (16 jam) | Duration: **2 days** (16 hours)

Menjawab Masalah Apa

Seiring dengan berkembangnya bisnis perusahaan, urusan administrasi – khususnya dalam pengelolaan informasi dan dokumen perkantoran – terasa semakin penting. Manajemen arsip yang efektif akan memperlancar kinerja perusahaan.

Manfaat Apa yang Anda Peroleh

Setelah selesai mengikuti program ini, peserta diharapkan mampu:

- Menyusun klasifikasi dokumen
- Menyusun prosedur penyimpanan, pengambilan kembali, pemindahan, serta pemusnahan arsip
- Menyusun jadwal retensi arsip

Apa Saja yang Dibahas

- Pengantar manajemen arsip
- Sistem klasifikasi & indeks
- Prosedur pengelolaan arsip
- Jadwal retensi arsip

Siapa yang Perlu Ikut

- Manajer kantor atau staf yang bertanggung jawab mengelola arsip

Problems to Be Addressed

As business activities are increasing, administrative activities in a company – especially in managing business records are getting more important. An effective records management will speed up company performance.

Objectives

Having attended this program, the participants are expected to be able to:

- *Understand techniques to classify files*
- *Understand techniques to develop storage, retrieval and disposal system*
- *Develop file retention schedule*

Subjects Covered

- *Introduction to filing system*
- *Classification and indexing*
- *Filing system and procedures*
- *File retention schedule*

Who Should Attend

- *Office managers or staffs who are responsible in managing files*

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