

## Apakah perbezaan Manual Prosedur Kerja (MPK) dan Fail Meja (FM)?

Antara perbezaan MPK dan FM ialah:

MANUAL PROSEDUR KERJA (MPK)	FAIL MEJA (FM)
<p>Dokumen rujukan peringkat jabatan;</p> <p>Merincikan fungsi dan bidang tugas jabatan;</p> <p>Satu MPK untuk satu jabatan;</p> <p>Mengandungi maklumat menyeluruh mengenai semua aktiviti dalam jabatan.</p>	<p>Dokumen rujukan peringkat individu/jawatan;</p> <p>Merincikan tugas dan tanggungjawab individu;</p> <p>Satu FM bagi satu jawatan;</p> <p>Mengandungi maklumat/panduan untuk mengendalikan tugas yang ditetapkan bagi satu-satu jawatan.</p>

### PENGASASAN UPR : DASAR PERSENYAHDATAN MALAYSIA

Persenyaidatan Malaysia

Objektif

Persenyaidatan Malaysia bertujuan mengujutkan satu kerjasama yang erat, bermakna dan berkesan di antara pihak sektor awam dengan pihak swasta dalam memajukan pembangunan negara yang akan membolehkan munafakat yang akan dicapai oleh kedua-dua pihak.

T.A.B. Perdana Menteri sendiri menerangkan konsep Persenyaidatan Malaysia memerlukan kedua-dua sektor menghapungkan sikap permusuhan dan sebaliknya bersama berkongsi maklumat, tanggungjawab, cubaan serta memahami polisi, objektif dan prosedur-prosedur dalam usaha-usaha memperingkatkan pembangunan sosial, pertadbiran dan ekonomi negara. Hubungan kerjasama yang erat ini selamanya akan menguntungkan semua pihak di mana dasar-dasar awam akan mudah difahami, dilaksanakan dan diterima oleh segemag lapisan masyarakat. Keuntungan yang diperolehi oleh sektor swasta pula akan dapat dicapai bersama-sama melalui cukai dan penglibatan sosial secara bersungguh oleh pihak swasta.

Strategi Pelaksanaan

Kesefahaman dan kerjasama di antara kedua-dua sektor boleh dicapai melalui:

- 1) Sikap kurang faham terhadap pihak awam dengan pihak swasta perlulah dihapungkan.

# Perbezaan Manual Prosedur Kerja Dan Fail Meja

**Rosina Ehmann**



### **Perbezaan Manual Prosedur Kerja Dan Fail Meja:**

*Pengurusan Sumber Manusia dalam Sektor Awam* Sakinah Muslim, Low Kah Choon, Halimah Abdul Manaf, Vally Senasi, Nor Faizzah Dollah, 2024-01-01 Buku ini ditulis dengan harapan ia dapat membantu pembaca mendapatkan bahan rujukan yang tepat dan terkini dalam bidang Pengurusan Sumber Manusia. Sebelum ini kebanyakan buku Pengurusan Sumber Manusia yang ada dalam pasaran ditulis secara umum, buku ini sebaliknya memberikan fokus khusus kepada konsep dan amalan Pengurusan Sumber Manusia dalam sektor awam. Buku ini meneroka semua tema dan konsep utama Pengurusan Sumber Manusia dan memperkenalkan isu-isu penting yang mempengaruhi amalan kontemporari dalam organisasi, terutamanya sektor awam. Ia juga menyajikan maklumat dengan penerangan yang jelas dan mudah difahami. Sasaran utama buku ini adalah golongan pelajar sarjana muda kerana ia menepati tahap dan keperluan mereka. Namun begitu, ia juga sesuai untuk pekerja sektor awam dan pembaca umum yang ingin meningkatkan lagi pengetahuan berkaitan bidang Pengurusan Sumber Manusia. Pembaca buku ini akan dapat belajar tentang konsep-konsep terkini, teknik dan praktis terbaik dalam merekrut, mengembangkan dan mengekalkan pekerja. Buku ini juga berperanan penting dalam membantu organisasi dan individu memahami, mengelola dan memanfaatkan pekerja secara efektif dalam mencapai tujuan organisasi dan peribadi.

**Citra karya**, 1994 Civil service philosophy values and ethics of Malaysia

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## **Table of Contents Perbezaan Manual Prosedur Kerja Dan Fail Meja**

1. Understanding the eBook Perbezaan Manual Prosedur Kerja Dan Fail Meja
  - The Rise of Digital Reading Perbezaan Manual Prosedur Kerja Dan Fail Meja
  - Advantages of eBooks Over Traditional Books
2. Identifying Perbezaan Manual Prosedur Kerja Dan Fail Meja
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Perbezaan Manual Prosedur Kerja Dan Fail Meja
  - User-Friendly Interface
4. Exploring eBook Recommendations from Perbezaan Manual Prosedur Kerja Dan Fail Meja
  - Personalized Recommendations
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja User Reviews and Ratings
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja and Bestseller Lists
5. Accessing Perbezaan Manual Prosedur Kerja Dan Fail Meja Free and Paid eBooks
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja Public Domain eBooks
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja eBook Subscription Services
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja Budget-Friendly Options
6. Navigating Perbezaan Manual Prosedur Kerja Dan Fail Meja eBook Formats

- ePub, PDF, MOBI, and More
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja Compatibility with Devices
  - Perbezaan Manual Prosedur Kerja Dan Fail Meja Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Highlighting and Note-Taking Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Interactive Elements Perbezaan Manual Prosedur Kerja Dan Fail Meja
  8. Staying Engaged with Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Perbezaan Manual Prosedur Kerja Dan Fail Meja
  9. Balancing eBooks and Physical Books Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Perbezaan Manual Prosedur Kerja Dan Fail Meja
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Setting Reading Goals Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Fact-Checking eBook Content of Perbezaan Manual Prosedur Kerja Dan Fail Meja
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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