

Book Review 'The Effective Executive' (Malay Version)

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Book Review

Written by Samsudin Wahab, science discussed in this book is about the science of management and strengthening yourself in pursuing a career choice. Each man has his own career. Career should be well planned so that the results obtained by the provision of permanent and blessing. This book focuses on career planning in the office. Office where all information is processed, analyzed and distributed to other parts of the organization. Through exposure on the skills needed in each office workers, the author hope will be born brilliant and world-class office workers in Malaysia. The Faculty of Management and Technology Office Universiti Teknologi MARA proud of the increase in writing in a series of office management, which indirectly helps the community in Malaysia to deepen the knowledge of the management of the office as an important asset for a successful executive career in the endeavor.

In general, reading books in the Malay language in Malaysia is less. But with the initiative of the issuer to publish this book, it can meet the demands of society on the books in languages other than English and subsequently managed to fulfill the voids shortage of books in Malaysia. This book can help readers regarding career as executive officers effective especially in the era of globalization. Growth and development in information technology and ICT pose many challenges to executives in Malaysia. Busy in serving customers is not a hindrance to all executives to add the latest in management science by reading this book. This book can help everyone, including students, university graduates, employees of public and private as well as executives who have worked to improve and provide new input for achieving excellence in their chosen career.

The first chapter describes the career fields offered in the office. Many are uninformed about career opportunities in the office, especially for those who have never worked after graduation. University graduates who do not follow the industry practice or practical training during their studies have not been exposed to the work of the office. This chapter provides a guide to our respective positions that are offered in the office whether government or private agencies. Among the key positions in the administration office clerks, administrative assistants, secretaries, chief clerks, typists and managers in various fields.

Chapter two describes the environment experienced by workers

in the office. Information in this chapter brings the reader closer to the role of the office as a whole, the specific functions of the office, liaison office with the entire organization and internal structure of an office. In addition, this chapter also provides a stunning experience in preparation for joining the world of work in the office. Chapter three gives guidance to office workers on the concept of good and ethical practices in the office. Ethics is a science born of religion that we profess. When we assumed the position in the organization, we receive the trust that needs to be implemented. Willingness to shoulder the trust makes us paid wages in the form of a monthly salary. Chapter four provides a deeper explanation, especially matters related to the implementation of the tasks in the office. In addition, this chapter also explains the concept of learning in the organization. Among the skills that need to be known by all the office staff are personnel management skills, teamwork skills as well as some other general and specific.

Chapter five is about the latest knowledge in office skills. In accordance with the borderless world of globalization and the challenges of today, every office worker needs to prepare for a situation at work. Chapter six explains the challenges faced by those working in the office. These include discrimination, office politics and sexual harassment. Chapter seven is about the opportunities for training and promotion. Chapter eight is about the relationship between colleagues. Chapter Nine explains the concept of managing work, time management, calendar of activities and security measures or ergonomics in the office. Chapter ten describes some interesting guidelines regarding communication such as the importance of communication, types of communication, communication and communication provider customers. Chapter eleven provide guidance regarding the preparation of speeches, speeches made and destination tips provide good speech. Chapter twelve describes ordinary events organized by the organization periodically or on an ad-hoc basis. Chapter thirteen is about the relevant records management skills. All recording activities involving the use of certain documents and media in various forms. Chapter fourteen is about the skills to handle mail. Chapter fifteen describing the skills to conduct the meeting in the office for managers, supervisors, administrators, clerks and so on. Chapter sixteen describes a guide in answered the phone and make a phone call in a good way. Chapter seventeen describes the list of tasks a secretary.

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