

SERTIFIKASI NASIONAL

HUMAN RESOURCE MANAGER

Durasi: **4 hari** (32 jam) | Duration: **4 days** (32 hours)

Menjawab Masalah Apa

Berdasarkan Surat Edaran Menteri Tenaga Kerja nomor M/5/HK.04.00/VII/2019 tanggal 22 Juli 2019, berlaku Wajib Sertifikasi Kompetensi terhadap Jabatan Bidang Manajemen Sumber Daya Manusia. Dengan demikian, praktisi Manajemen SDM di Indonesia sudah harus memiliki kompetensi tersebut, yang dinyatakan dengan Sertifikasi Profesi Manajer SDM. Standar kompetensi kerja yang berlaku secara nasional telah ditetapkan melalui SK Menakertrans nomor 307 tahun 2014 tentang Standar Kompetensi Kerja Nasional Indonesia (SKKNI) bidang MSDM dan SK Menaker nomor 435 tentang Kualifikasi Kerja Nasional Indonesia (KKN) bidang MSDM.

Untuk dapat memenuhi ketentuan tersebut melalui program ini para peserta akan mempersiapkan diri untuk mengikuti uji sertifikasi nasional profesi manajer SDM Indonesia.

Manfaat Apa yang Anda Peroleh

Anda akan mendapatkan konsep yang komprehensif di bidang Manajemen SDM yang merangkum seluruh pengetahuan di 31 unit kompetensi yang dituntut dalam Sertifikasi Nasional Manajer SDM Indonesia. Anda juga akan mendapatkan pembelajaran dari kasus-kasus riil perusahaan Indonesia. Konsep dan studi kasus riil perusahaan Indonesia akan dibawakan secara integratif antara pengajar dengan konsep akademik yang kuat dan pengajar dengan latar belakang pengalaman praktisi yang mumpuni di lapangan

Apa Saja Yang Dibahas

Konsep dan studi kasus riil perusahaan Indonesia, terkait berbagai topik berikut ini yang merujuk kepada 31 unit kompetensi:

Hari ke-1:

- Pengantar Program: PBK dan Sertifikasi Nasional Profesi MSDM
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Menjelaskan isi dan manfaat program PBK
 - Menjelaskan persyaratan dan prosedur perolehan sertifikasi Nasional Profesi Manajer SDM
- Strategi dan Kebijakan MSDM serta Pengadaan SDM
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Menjelaskan cara merumuskan Strategi dan Kebijakan MSDM yang selaras dengan Strategi dan Kebijakan Organisasi

Problems to be addressed

According to Manpower Minister Circular Letter no. M/5/HK.04.00/VII/2019 dated 22 July 2019, it is mandatory to hold Competency Certification for position in Human Resources Management. Hence, person who practices HR Management in Indonesia needs to acquire such competency, which is stated by HR Manager Profession Certification. Work competency standard which is applied nation-wide has been governed by Manpower Minister Decree no. 307/2014 regarding Indonesia National Work Competency Standard (Standar Kompetensi Kerja Nasional Indonesia/SKKNI) in the area of HR Management and Manpower Minister Decree no. 435 regarding Indonesia National Work Qualification (Kualifikasi Kerja Nasional Indonesia/KKN) in the area of HR Management.

In order to abide to Manpower Minister the Decree, by attending this program, participants will be able to prepare to take national certification test for Indonesia HR Manager profession.

Objectives

You will be acquiring comprehensive concept in the area of HR Management which gathers all items in 31 competency units, required in Indonesia HR Manager National Certification. You learn from real cases of Indonesian companies. These concepts and real case study of an Indonesian company will be brought integratively between instructor with strong academic concept and by instructor with many experiences in the field.

Subjects Covered

Concept and real case study of Indonesian company, related to various topics which are based on 31 competency units:

Day -1 :

- Introduction to the Program: PBK and National Certification Profession
Having attended this session, participants will be able to:
 - Explain the content and benefits of PBK Program
 - Explain the requirements and procedures to acquire National Certificate of HR Manager Profession
- Strategy and Policy of HR Management/MSDM and HR Recruitment
Having attended this session, participants will be able to:
 - Explain how to conceive Strategy and Policy of HRM/MSDM which is aligned to Strategy and Policy of the Organization

- Menjelaskan cara merancang struktur organisasi
- Menjelaskan cara menetapkan kebutuhan pekerja

Hari ke-2:

- Pengembangan Organisasi
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Merumuskan permasalahan organisasi dan menyusun intervensi interpersonal, teknologi, manajemen pekerja, dan perubahan dalam organisasi
 - Merancang Model Kompetensi → ada case yang menjadi bukti portofolio
 - Merancang metode pengukuran kompetensi
- Manajemen Remunerasi
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Merancang kebijakan remunerasi di tingkat organisasi
 - Menyusun struktur dan skala upah di tingkat organisasi
 - Menyusun sistem penentuan upah pekerja di tingkat organisasi
 - Menyusun sistem tunjangan dan benefit di tingkat organisasi
 - Menyusun program insentif di tingkat organisasi

Hari ke 3:

- Manajemen Kinerja
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Menjelaskan cara menyusun strategi pengelolaan kinerja
 - Menjelaskan cara mengelola proses perumusan indikator kinerja
 - Menjelaskan cara mengelola proses pemantauan pencapaian kinerja pekerja
 - Menjelaskan cara merancang tindak lanjut hasil penilaian kinerja
- Pembelajaran dan Pengembangan
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Menjelaskan cara menyelaraskan strategi pembelajaran dan pengembangan sesuai dengan strategi organisasi.
 - Menjelaskan cara menyusun kebutuhan pembelajaran dan pengembangan
 - Menjelaskan cara merancang program pembelajaran dan pengembangan
 - Menjelaskan cara mengevaluasi pelaksanaan program pembelajaran dan pengembangan

Hari ke-4:

- Manajemen Talenta

- *Explain how to design organization structure*
- *Explain how to determine the needs of manpower*

Day – 2 :

- *Organization Development*
Having attended this session, participants will be able to:
 - *Formulate the organization's problems and conceive interpersonal intervention, technology, manpower management and changes in organization*
 - *Design the Competency Model → there is a case which constitutes as portfolio evidence*
 - *Design the method of competency measurement*
- *Remuneration Management*
Having attended this session, participants will be able to:
 - *Design the remuneration policy at organization level*
 - *Conceive the structure and salary scale at organization level*
 - *Conceive the system in determining the worker salary at organization level*
 - *Conceive the system of determining the allowances and benefits at organization level*
 - *Conceive the incentive program at organization level*

Day – 3 :

- *Performance Management*
Having attended this session, participants will be able to:
 - *Explain how to conceive the performance management strategy*
 - *Explain how to manage the process of formulating performance indicator*
 - *Explain how to manage the process of monitoring worker's performance achievement*
 - *Explain how to design the follow-up of performance assessment result*
- *Learning and Development*
Having attended this session, participants will be able to:
 - *Explain how to align the learning and development strategy to organization strategy*
 - *Explain how to conceive the needs of learning and development*
 - *Explain how to design the learning and development program*
 - *Explain how to evaluate the implementation of learning and development program*

Day – 4 :

- *Talent Management*

Setelah selesai mengikuti sesi ini, peserta mampu:

- Mengelola kegiatan asesmen
- Menentukan kelompok pekerja bertalenta (menyusun Talent Pool)
- Mengelola program pengembangan talent pool
- Mengelola sistem karir pekerja
- Mengelola program suksesi
- Mengelola proses mentoring karir
- Hubungan Industrial dan Sistem Informasi Pekerja
Setelah selesai mengikuti sesi ini, peserta mampu:
 - Menjelaskan cara menyusun peraturan perusahaan dan/atau perjanjian kerja bersama
 - Menjelaskan cara membangun kerja sama dan komunikasi organisasi yang efektif
 - Menjelaskan cara menjalin kerja sama tripartite
 - Mengelola proses pelaksanaan tindakan disiplin
 - Menjelaskan cara melaksanakan proses pemutusan hubungan kerja
 - Menjelaskan cara menyelesaikan perselisihan hubungan industrial
 - Menjelaskan cara memfasilitasi pengelolaan kepuasan dan keterlekatan pekerja
 - Menjelaskan cara menyelesaikan mogok kerja dan/ atau lock out
 - Menjelaskan pentingnya sistem informasi pekerja

Siapa yang Perlu Ikut

Para profesional di bidang MSDM yang telah berpengalaman sebagai Manajer SDM, namun masih memerlukan pendalaman konsep yang lebih komprehensif tentang Manajemen SDM dalam lingkup sebagai seorang manajer.

Peserta Ujian

- Pendidikan & Pengalaman
 - S1 atau setara dan berpengalaman minimal 3 tahun pada posisi supervisor SDM
 - D3 atau setara dan berpengalaman minimal 6 tahun pada posisi supervisor SDM
- Telah mengikuti 32 jam pelatihan

Ujian Sertifikasi

Observasi & wawancara atas portofolio/bukti kerja yang dimiliki (3-4 jam)

Having attended this session, participants will be able to:

- *Manage assessment activities*
- *Determine the talented worker group (conceive the Talent Pool)*
- *Manage the talent pool development program*
- *Manage the career system*
- *Manage succession program*
- *Manage the career mentoring process*
- *Industrial Relation and Worker Information System*
Having attended this session, participants will be able to:
 - *Explain how to conceive the company regulation and/or work agreement*
 - *Explain how to build work relation and effective organization communication*
 - *Explain how to build tripartite work relation*
 - *Manage the process of implementing the disciplinary action*
 - *Explain how to carry-out the process of terminating the work relation*
 - *Explain how to resolve the industrial relation dispute*
 - *Explain how to facilitate worker's satisfaction and engagement*
 - *Explain how to resolve the workers' strike and/or lock out*
 - *Explain the importance of worker information system*

Who should attend

Professionals in the scope area of HRM who have the experiences as HR Manager, but need to deepen the concept and more comprehensive regarding HR Management in a scope of a manager.

Examination Participants

- *Study & Experiences*
 - *S1 or equivalent and has experiences in minimum of 3 years in HR Supervisor position*
 - *D3 or equivalent and has experiences in minimum of 6 years in HR Supervisor position*
- *Has attended 32 hours of training*

Certification Examination

Observation & interview of portofolio/work evidences (3-4 hours)

IDR 10.500.000

