

HUMAN RESOURCE MANAGEMENT

DESIGNING TRAINING PROGRAM

Durasi: **2.5 hari** (20 jam) | Duration: **2.5 days** (20 hours)

Menjawab Masalah Apa

Organisasi saat ini mengalami tantangan bisnis yang sangat luar biasa, sehingga setiap organisasi dituntut untuk memiliki Sumber Daya Manusia yang memiliki kompetensi tinggi. Dengan demikian peran suatu pelatihan dan pengembangan karyawan menjadi semakin crucial dalam setiap organisasi. Unit kerja yang bertanggung jawab dalam mengelola suatu pelatihan pengembangan karyawan, termasuk di dalamnya adalah para designer training program, memiliki peran yang sangat signifikan untuk mendesain sebuah program pelatihan yang efektif dan tepat sasaran. Untuk itu, mendesain suatu program pelatihan yang high impact menjadi suatu keharusan.

Tanpa desain yang meaningful serta efektif, maka sasaran sebuah pembelajaran tidak akan tercapai. Kemampuan mendesain serta mengidentifikasi kebutuhan pelatihan secara tepat akan melahirkan suatu program yang mendorong engagement dari peserta terhadap suatu pembelajaran. Pelatihan yang disusun secara efektif akan menunjang keberhasilan sasaran suatu pembelajaran. Dengan kata lain, kemampuan merancang suatu pelatihan menjadi kunci keberhasilan sebuah training.

Manfaat Apa yang Anda Peroleh

Setelah mengikuti program ini, peserta diharapkan mampu:

- Menjelaskan dengan benar tahapan dalam merancang program pelatihan mulai dari Analisis Kebutuhan Pelatihan sampai dengan Evaluasi Pelatihan.”
- Mengidentifikasi kebutuhan pelatihan yang ada di dalam organisasi.”
- Merancang program pelatihan menggunakan konsep ADDIE (Analyze, Design, Development, Implement, Evaluation) sampai menghasilkan silabus.
- Mengidentifikasi berbagai tingkat evaluasi pelatihan dan cara melakukan alih pelatihan.

Apa Saja Yang Dibahas

- Proses Perancangan Pelatihan (Designing Training Program)
- Identifikasi Kebutuhan Pelatihan
- Merancang Modul Pelatihan
- Menyusun Evaluasi Pelatihan

Outline

- Kerangka berpikir dalam mendesain pelatihan
 - Konsep ADDIE Model dalam pelatihan

Problems to Be Addressed

Nowadays, organization is experiencing tremendous business challenges, whereas each organization is expected to acquire high competent human resources on board. Hence, the roles of staff in Training and Development Department become more crucial within the organization. Unit which has the responsibility in managing the staff training development, which includes training program designers, has significant roles to design an effective and accurately-targeted training program. As such, designing a high-impact training program is required.

Without a meaningful and effective training design, the target of particular learning initiative will not be achieved. Ability to design and identify training needs accurately will conceive a training program which will be able to urge engagement from participants of a learning initiative. Training program that has been conceived effectively will support in achieving the target of a learning initiative. In other words, ability to design a training program will become a key factor for training success.

Objectives

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

- Explain accurately regarding the stages in designing training program, which starts with Training Needs Analysis to Training Evaluation.
- Identify training needs in the organization.
- Design training program using ADDIE concept (Analyze, Design, Development, Implement, Evaluation) which resulted in the form of syllabus.
- Identify various levels of training evaluation and ways to carry-out cross training

Subjects Covered

- Designing Training Process
- Identifying Training Needs
- Designing Training Module
- Conceiving Training Evaluation

Outline

- Framework of thinking in training design
 - ADDIE concept model in training

- Peran penting proses mendesain program pelatihan dalam organisasi
 - Transformasi peran dari desainer pelatihan dalam organisasi
 - **Identifikasi kebutuhan pelatihan**
 - Mengapa perlu melakukan identifikasi kebutuhan pelatihan
 - Bagaimana melakukan identifikasi kebutuhan pelatihan
 - 5 (Lima) Jenis identifikasi kebutuhan pelatihan : Business Needs, Performance Needs, Trainee Needs, Trainer Needs, Work Environment Needs
 - Metode dalam melakukan identifikasi kebutuhan pelatihan
 - Memilih metode pengumpulan data dalam identifikasi kebutuhan pelatihan
 - **Mendesain suatu program pelatihan**
 - Menyusun sasaran pelatihan yang efektif dengan metode ABCD (Audience, Behavior, Condition, Degree)
 - Menentukan durasi pelatihan
 - Menentukan **Metode pelatihan**
 - Menyusun materi pelatihan
 - Merancang silabus pelatihan
 - Memilih dan mempersiapkan peserta pelatihan
 - Memilih dan mempersiapkan instruktur
 - Mempersiapkan implementasi pelatihan
 - **Evaluasi & alih pelatihan**
 - Manfaat evaluasi pelatihan
 - Tingkat evaluasi pelatihan Kirk Patrick: reaction, learning, behavior, result, and return on training investment (ROTI).
 - Alih pelatihan (transfer of training) yang sesuai dengan kebutuhan organisasi.
- Important role of the process of designing the training program in the organization
 - The transformation role of training designer in the organization
 - **Training Needs Identification**
 - Why is it necessary to identify training needs?
 - How to identify training needs?
 - 5 (five) items in identifying training needs : Business Needs, Performance Needs, Trainee Needs, Trainer Needs, Work Environment Needs
 - Methods in identifying training needs
 - Choosing the method of data collecting in identifying training needs
 - **Designing a training program**
 - Conceive effective training **Objectives** with ABCD method (Audience, Behavior, Condition, Degree)
 - Determine the duration of training
 - Determine the **Training Method**
 - Conceive the training content
 - Design the training syllabus
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 - Select and prepare for the instructors
 - Prepare the training implementation
 - **Evaluation & cross training**
 - The advantages of training evaluation
 - Training Evaluation Levels (ROTI).
 - Transfer of training which will be aligned with organization needs

Siapa yang Perlu Ikut

- Supervisor & manajer SDM
- Supervisor & manajer bagian pelatihan dan pengembangan SDM
- Instruktur internal perusahaan
- Para pengambil keputusan dalam pelatihan dan pengembangan SDM

Who Should Attend

- HR Supervisor & HR Manager
- Supervisor & Manager in HR Training and Development Department
- Corporate's internal instructors
- Decision makers in HR Training & Development Department

IDR 5.500.000

