



JALUR KOMPREHENSIF: PERENCANAAN & PENGADAAN SDM

Menjawab Masalah Apa

Program ini diperuntukkan bagi Anda, para profesional SDM (Manajer SDM) yang masih memerlukan peningkatan kompetensi dalam:

- Mengidentifikasi, menganalisis dan mendokumentasikan kebutuhan SDM
- Membuat rencana pencarian sumber calon pekerja, menentukan proses seleksi, melaksanakan seleksi, melakukan penawaran kerja pada calon pekerja, hingga menempatkan pekerja

Manfaat Apa yang Anda Peroleh

Setelah mengikuti pelatihan ini, peserta diharapkan mampu:

- Menentukan metode analisis dan menganalisis kebutuhan organisasi terhadap perencanaan SDM
- Menetapkan kebutuhan SDM di masing-masing unit dan mendokumentasikannya
- Membuat rencana pencarian sumber calon pekerja, menentukan proses seleksi, melaksanakan seleksi, melakukan penawaran kerja pada calon pekerja, hingga menempatkan pekerja

Apa Saja Yang Dibahas

- Hari ke-1:

* Pengantar Program: PBK dan Sertifikasi Nasional Profesi Manajer SDM

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan isi dan manfaat program PBK
- Menjelaskan persyaratan dan prosedur perolehan sertifikasi Nasional Profesi Manajer SDM
- Menyiapkan syarat dan dokumen yang diperlukan untuk mengikuti Uji Kompetensi Sertifikasi Nasional Profesi Manajer SDM

* Perencanaan SDM

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Mengidentifikasi kebutuhan organisasi terhadap perencanaan SDM
- Menganalisis kebutuhan SDM

Problems to be Addressed

This program is intended for you, HR professional (HR Manager) who still need to enhance competency in the area of:

- *Identify, analyze and record the needs of HR*
- *Formulate plan to search for employee candidates, determine selection process, carry-out the selection, prepare job offer for employee candidates, until employee placement*

Objectives

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

- *Determine analysis method and analyze the needs of organization's HR planning*
- *Determine needs of HR in each unit and record it*
- *Formulate plan to search for source of employee candidates, determine selection process, carry-out the selection, carry-out work offer to employee candidates, until employee placement*

Subjects Covered

- Day 1:

* Program Introduction: Competency-Based Training Program and HRM Professional National Certification

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

- *Explain content and benefits of Competency-Based Training Program*
- *Explain requirements and procedures to obtain HRM Professional National Certification*
- *Prepare the requirements and documents needed to sit the Competency Test for HRM Professional National Certification*

* HR Planning

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

- *Identify the needs of organization for HR planning*
- *Analyze HR needs*



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- Hari ke-2:

* **Perancangan Sistem Rekrutmen dan Seleksi SDM**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Mengidentifikasi kebutuhan calon pekerja
- Membuat rancangan program rekrutmen dan seleksi calon pekerja

* **Penyusunan Action Learning**

- Day 2:

* **Designing HR Recruitment and Selection System**

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

- *Identify the needs for candidates for new employees*
- *Develop the design of recruitment and selection program for new employees*

* **Developing Action Learning**

- Uji Kompetensi Nasional (1 hari): IDR 2.500.000
- Uji kompetensi dapat diselenggarakan di Tempat Uji Kompetensi PPM (TUK PPM), pada jadwal yang tersedia.

IDR 6.100.000