



PROFESI MANAJER SDM JALUR AKSELERASI

Menjawab Masalah Apa

Program ini diperuntukkan bagi Anda, para profesional di bidang MSDM yang telah cukup berpengalaman sebagai Manajer SDM selama 3 – 5 tahun, namun masih memerlukan pendalaman konsep yang lebih komprehensif tentang Manajemen SDM

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, di bidang:

- Hari ke-1:

* **Pengantar Program: PBK dan Sertifikasi Nasional Profesi MSDM**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan isi dan manfaat program PBK
- Menjelaskan persyaratan dan prosedur perolehan sertifikasi Nasional Profesi Manajer SDM

* **Strategi Pengelolaan, Perencanaan dan Pengadaan SDM**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan cara merumuskan Kebijakan Organisasi yang selaras dengan Strategi Pengelolaan SDM
- Menjelaskan cara membuat Rancangan Model/ Struktur Organisasi
- Menjelaskan cara menetapkan Kebutuhan akan Pekerja

Problems to be Addressed

This Program is intended for you, professional in HR Management, who has sufficient experiences as HR Manager for 3-5 years, but still need a more insightful comprehensive concept regarding HR Management

Objectives

You will be receiving a comprehensive concept in the area of HR Management, which cover all knowledge in 31 competencies that required in HR Manager National Certification. You will be obtaining learning lessons from real cases of Indonesia companies. The concept and real case studies of Indonesia companies will be delivered in integrative manner, between the facilitator with strong academic concept and facilitator with background of abundant practice experiences in the field.

Subjects Covered

Concept and real case study of Indonesia companies, in the area of:

- 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

* **HRM Strategy, HR Planning & Acquisition**

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

- Explain how to formulate Organization Policy which aligned to HRM Strategy
- Explain how to formulate Model Design/ Organization Structure
- Explain how to determine the needs for workers



PROFESI MANAJER SDM JALUR AKSELERASI

- Hari ke-2:

* **Pengembangan Organisasi**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Mengidentifikasi permasalahan organisasi
- Menjelaskan cara penyusunan Intervensi Interpersonal, teknologi, manajemen pekerja dan perubahan dalam organisasi
- Menjelaskan cara merancang model dan metode pengukuran kompetensi

* **Pembelajaran dan Pengembangan**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan cara menyelaraskan strategi pembelajaran dan pengembangan sesuai dengan strategi organisasi.
- Menjelaskan cara merancang program pembelajaran dan pengembangan

- Hari ke 3:

* **Manajemen Talenta**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menentukan pekerja bertalenta
- Mengembangkan manajemen suksesi di organisasi
- Melaksanakan program manajemen suksesi

* **Pengelolaan Karir**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan cara menyelaraskan strategi pengelolaan karir dan strategi organisasi
- Menjelaskan cara membuat sistem dan prosedur pengelolaan karir
- Menjelaskan cara melakukan pemetaan potensi dan kompetensi individu
- Menjelaskan cara menyusun rencana implementasi pengembangan karir
- Menjelaskan cara menerapkan pengembangan karir
- Menjelaskan cara melaksanakan evaluasi pengelolaan karir

- Day 2:

* **Organization Development**

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

- *Identify the problems of organization*
- *Explain how to develop Interpersonal Intervention, Technology Intervention, People Management and Change Management in the organization*
- *Explain how to design a model and method of competency assessment*

* **Learning and Development**

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

- *Explain how to align learning and development strategy with organization strategy*
- *Explain how to design learning and development program*

- Day 3:

* **Talent Management**

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

- *Determine the talented worker*
- *Develop succession management in the Organization*
- *Carry out the succession management program*

* **Career Management**

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

- *Explain how to align career management strategy with organization strategy*
- *Explain how to formulate systems and procedures of career management*
- *Explain how to map out the individual potential and competency*
- *Explain how to develop career development implementation plan*
- *Explain how to implement career development*
- *Explain how to evaluate career management*



PROFESI MANAJER SDM JALUR AKSELERASI

- Hari ke-4:

* **Manajemen Kinerja**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menjelaskan cara menyusun strategi pengelolaan kinerja.
- Menjelaskan cara mengelola proses perumusan indikator kinerja.
- Menjelaskan cara merancang tindak lanjut hasil penilaian kinerja

* **Manajemen Remunerasi**

Setelah selesai mengikuti sesi ini, peserta diharapkan 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-5:

* **Hubungan Industrial**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Membangun komunikasi yang harmonis dengan pekerja di tingkat organisasi
- Mengembangkan peranan pemangku jabatan lini dalam menjalankan fungsi MSDM
- Membuat peraturan perusahaan/ kepegawaian di tingkat organisasi
- Membuat perjanjian kerja bersama di tingkat organisasi
- Melaksanakan proses pemutusan hubungan kerja di tingkat organisasi
- Melaksanakan mekanisme penyelesaian perselisihan hubungan industrial yang efektif
- Membangun hubungan industrial yang harmonis dengan wakil pekerja atau serikat pekerja/ serikat buruh administrasi dan sistem informasi pekerja

* **Administrasi dan Sistem Informasi Pekerja**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:

- Menentukan sistem informasi pekerja di perusahaan.

- Day 4:

* **Performance Management**

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

- *Explain how to design performance management strategy*
- *Explain how to manage the performance indicator formulation process*
- *Explain how to design the follow-up steps of performance evaluation result*

* **Remuneration Management**

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

- *Design the remuneration policy at organization level*
- *Develop the salary structure and salary scale at organization level*
- *Develop the employee salary system at organization level*
- *Develop the allowances and benefits system at organization level*
- *Develop the incentive program at organization level*

- Day 5:

* **Industrial Relations**

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

- *Establish harmonious communication with workers, at organization level*
- *Develop the role of line managers in carrying out as the HR Manager function*
- *Formulate the company regulations/personnel, at organization level*
- *Formulate the working agreement, at organization level*
- *Carry out the process of work termination, at organization level*
- *Carry out the mechanism of effective industrial relation dispute settlement*
- *Establish harmonious industrial relation with worker representatives or worker union/labor union/trade union*

* **Administration and Human Resources Information System**

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

- *Determine the Human Resources Information System (HRIS) at the company*

- 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 8.100.000