



JALUR KOMPREHENSIF: MANAJEMEN KINERJA

Menjawab Masalah Apa

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

- Implementasi penyusunan pengelolaan kinerja pekerja agar mudah diterapkan sesuai dengan strategi organisasi
- Mengelola rencana sasaran kerja organisasi secara umum sekaligus menjabarkannya kedalam rencana sasaran kerja unit kerja maupun pekerja sesuai dengan prosedur operasi standar yang telah ditetapkan.
- Menetapkan beberapa alternatif langkah tindak lanjut yang dapat direkomendasikan untuk dilaksanakan untuk memberikan penghargaan kepada pekerja karena tingkat pencapaian kinerja yang telah dihasilkan sesuai dengan kebutuhan pekerja dan kemampuan organisasi.

Manfaat Apa yang Anda Peroleh

Setelah mengikuti pelatihan ini, peserta diharapkan mampu:

- Menerjemahkan hasil analisis lingkungan eksternal ke dalam strategi pengembangan usaha dan pengelolaan kinerja
- Mengevaluasi dan menyempurnakan kebijakan pengelolaan kinerja yang lebih sesuai dengan strategi organisasi
- Mempersiapkan perangkat dan administrasi untuk pelaksanaan pengelolaan kinerja organisasi
- Mengevaluasi sistem, prosedur, dan kebijakan pengelolaan kinerja dan mengaitkannya dengan pengelolaan penghargaan

Problems to be Addressed

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

- *Implementation of employee performance management, to be applied smoothly as aligned to organization strategy*
- *Managing the organization working target plan in general, subsequently to cascade it down to unit's or individual's working target plan, as aligned to standard operation procedures that have been determined*
- *Determining several alternatives follow-up actions which may be recommended to be implemented, to give commendation for employee, due to achievement performance results are aligned to employee's needs and organization capability*

Objectives

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

- *Translate the result of external environment analysis into business development strategy and performance management*
- *Evaluate and enhance performance management policy which will be more aligned to the organization strategy*
- *Prepare the infrastructures and the administration for the implementation of organization performance management*
- *Evaluate the system, procedures, and policy of performance management and relate it with reward management*



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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
 - * **Strategi Pengelolaan Kinerja**
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:
 - Menyelaraskan strategi pengelolaan kinerja dengan strategi pengembangan usaha organisasi
 - Melakukan pengkajian strategi pengelolaan kinerja
 - Merancang strategi pengelolaan kinerja
 - * **Penyusunan Sasaran Kinerja**
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:
 - Menyiapkan pelaksanaan penjabaran rencana sasaran kerja unit-kerja ke rencana sasaran kerja pekerja
 - Melaksanakan penjabaran rencana sasaran kerja unit-kerja ke rencana sasaran kerja pekerja
 - Menganalisa kesesuaian indikator kerja pekerja dengan indikator kerja unit-kerja
- Hari ke-2:
 - * **Tindak Lanjut Pengelolaan Kinerja**
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:
 - Mengidentifikasi jenis-jenis tindak lanjut hasil penilaian kinerja
 - Merumuskan penghargaan kinerja sesuai kebutuhan
 - * **Penyusunan 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

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
 - * **Performance Management Strategy**
Having attended this session, participant will be able to:
 - Align the performance management strategy with the business development strategy
 - Study the performance management strategy
 - Design the performance management strategy
 - * **Performance Objectives Development**
Having attended this session, the participants are expected to be able to:
 - Prepare the cascading of working unit's objectives into individual's working objectives plan
 - Implement the cascading of working unit's objectives into individual's working objectives plan
 - Analyze the alignment of individual's work indicator with the working unit's indicator
- Day 2:
 - * **Performance Management Follow-ups**
Having attended this session, the participants are expected to be able to:
 - Identify the types of follow-up actions of performance evaluation result
 - Formulate the performance rewards as needed
 - * **Deloping Action Learning**