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## Menjawab Masalah Apa

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

- Memberikan remunerasi secara luas baik dalam hal remunerasi langsung/tidak langsung maupun tunai/tidak tunai kepada pekerja serta memformulasikan kebijakan remunerasi agar mudah diimplementasikan berdasarkan kemampuan dan strategi organisasi
- Melakukan analisis data upah, baik di dalam organisasi maupun hasil survei pasar pengupahan untuk dijadikan sebagai dasar dalam merekomendasikan dan atau menentukan beberapa alternatif pilihan dalam menetapkan struktur dan skala upah yang sesuai dengan kemampuan dan kebutuhan organisasi
- Menetapkan kriteria untuk melakukan penggolongan dan penetapan golongan pekerja serta menentukan hak remunerasi pekerja sesuai dengan prosedur operasi standar yang telah ditetapkan
- Implementasi pemberian tunjangan dan benefit yang berlaku secara umum untuk digunakan sebagai dasar dalam merekomendasikan sistem tunjangan dan benefit yang sesuai dengan kemampuan dan kebutuhan organisasi
- Menyusun program insentif yang berlaku secara umum untuk digunakan sebagai dasar dalam merekomendasikan sistem insentif yang sesuai dengan kemampuan dan kebutuhan organisasi.

## Manfaat Apa yang Anda Peroleh

Setelah mengikuti pelatihan ini, peserta diharapkan mampu memahami sekaligus mempraktekkan cara:

- Merancang kebijakan remunerasi di tingkat organisasi
- Menyusun struktur skala upah di tingkat organisasi
- Menyusun sistem penentuan upah pekerja di tingkat organisasi
- Menyusun sistem tunjangan dan benefits di tingkat organisasi
- Menyusun program insentif di tingkat organisasi

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## Problems to be addressed

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

- *Offering remuneration, in general, includes direct/indirect remuneration, cash/non-cash, for the employees and formulating the remunerating policy, simple to be implemented as aligned to organization capability and strategy*
- *Carrying-out salary data analysis, either within organization or by salary market survey result, to be utilized as a base for recommending and or determining several alternative options to decide on salary structure and salary scale, which are aligned to organization capability and organization needs*
- *Determining the criteria to classify and deciding on employee classification and on employee remuneration rights, as aligned with standard operation procedures that have been established*
- *Implementing the offering of allowances and benefits which applied and valid in common, to be used as a base for recommending the system allowance and benefits in the organization, which aligned to organization capability and needs*
- *Developing the incentive program, to be valid in common, to be used as a base for recommending an incentive system, as aligned to organization capability and needs*

## Objectives

*Having attended this program, the participants are expected to be able to understand and subsequently, to carry-out on how to:*

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

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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
  - \* **Perancangan Kebijakan Remunerasi di Tingkat Organisasi**  
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu menyusun kebijakan remunerasi yang selaras dengan strategi organisasi.
  - \* **Penyusunan Struktur, Skala Upah dan Penentuan Upah Pekerja**  
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:
    - Menyusun struktur gaji dan skala upah
    - Menentukan sistem upah pekerja berdasarkan kemampuan organisasi
- Hari ke-2:
  - \* **Penyusunan Struktur, Skala Upah dan Penentuan Upah Pekerja**  
Setelah selesai mengikuti sesi ini, peserta diharapkan mampu:
    - Merancang kebijakan remunerasi di tingkat organisasi
    - Menyusun struktur, skala upah dan penentuan upah pekerja
    - Menyusun sistem tunjangan, benefit, dan program insentif
  - \* **Penyusunan Action Learning**

## E

**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 for the Competency Test for HRM Professional National Certification
  - \* **Design of Remuneration Policy, at Organization Level**  
*Having attended this session, the participants are expected to be able to develop the remuneration policy which aligned to organization strategy*
  - \* **Developing Salary Structure, Salary Scale and Salary System**  
*Having attended this session, the participants are expected to be able to:*
    - Develop the salary structure and salary scale
    - Decide on salary system which is based on organization capability
- Day 2:
  - \* **Developing Salary Structure, Salary Scale and Salary System**  
*Having attended this session, the participants are expected to be able to:*
    - Design the remuneration policy, at organization level
    - Develop the structure, salary scale and determining worker's salary level
    - Develop the allowances, benefits and incentive program system
  - \* **Developing Action Learning**

Price: IDR 6.100.000,-

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