

JALUR KOMPREHENSIF: SISTEM INFORMASI & ADMINISTRASI SDM 07 | 10

I

Menjawab Masalah Apa

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

- Pengadaan dan penerapan sistem informasi pekerja sesuai dengan kebutuhan dan kemampuan organisasi.

Manfaat Apa yang Anda Peroleh

Setelah mengikuti pelatihan ini, peserta diharapkan mampu:

- Memfasilitasi pembangunan sistem informasi pekerja (SIP)
- Menerapkan pilihan sistem informasi 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

* **Definisi, Tujuan & Manfaat Sistem Informasi Pekerja (SIP)**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu memahami definisi, tujuan, dan manfaat SIP.

* **Analisis Kebutuhan & Perencanaan**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu merencanakan SIP sesuai dengan kebutuhan dan kemampuan organisasi.

E

Problems to be Addressed

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

- *Procurement and implementation of employee information system as aligned to organization needs and capability*

Objectives

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

- *Facilitate the establishment of employee information system (SIP/EIS)*
- *Implement after the selecting employee information system*

Subjects Covered

- Day 1:

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

After 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*

* **Definition, Objectives & Benefits of Human Resources Information System (HRIS)**

Having attended this session, the participants are expected to be able to understand definition, objectives and benefits of HRIS.

* **HRIS Needs and Planning Analysis**

Having attended this session, the participants are expected to be able to determine and to apply HRIS as aligned to organization needs.

- Hari ke-2:

* **Proses Penyusunan SIP dan Rencana Aplikasi**

Setelah selesai mengikuti sesi ini, peserta diharapkan mampu menentukan dan mengaplikasikan SIP yang sesuai dengan kebutuhan organisasi.

* **Penyusunan Action Learning**

- Day 2:

* **HRIS Development Process and Application Plan**

Having attended this session, the participants are expected to be able to determine and to apply HRIS as aligned to organization needs.

* **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.