



MANAGEMENT TRAINING PROGRAM

IN HOUSE TRAINING COURSE HUMAN RESOURCES MANAGEMENT HR FOR NON HR (BHE – M – 007) (2 Days)

Batam Human Excellence ®

CV. Winstar International

Low Cost Training Provider with Excellence Services

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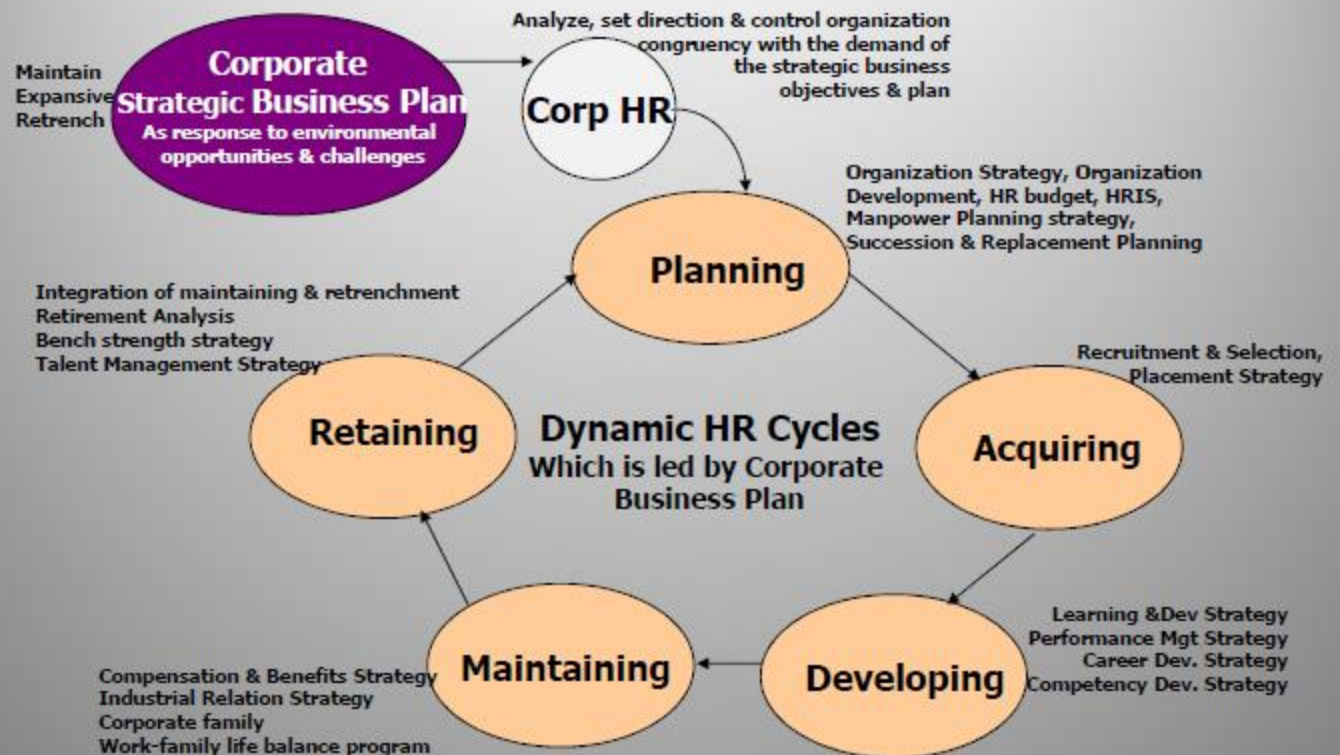
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HUMAN RESOURCES FOR NON HR

INTRODUCTION



HUMAN RESOURCE FRAMEWORK



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1. INTRODUCTION PLANNING

A comprehensive Human Resource Strategy plays a vital role in the achievement of an organization's overall strategic objectives and visibly illustrates that the human resources function fully understands and supports the direction in which the organization is moving. A comprehensive HR Strategy will also support other specific strategic objectives undertaken by each departments.

In essence, an HR strategy should aim to capture "the people element" of what an organization is hoping to achieve in the medium to long term, ensuring that:-

1. it has the right people in place
2. it has the right mix of skills
3. employees display the right attitudes and behaviors, and
4. employees are developed in the right way.



The human resources practitioner should ensure that the HR Strategy is integrated with broader organizational objectives. Above all, it should ensure that the rest of the organization accepts the Strategy

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2. INTRODUCTION ACQUIRING (3)

It refers to the process of bringing together prospective employers and employees. The purpose of recruitment is to prepare an inventory of people who meet the criteria in job specifications so that the organization may choose those who are found most suitable for the vacant positions.

The process begins by specifying the human resource requirements, initiating activities and actions to identify the possible sources from where they can be met, communicating the information about the jobs, terms and conditions and the prospects they offer and encourage people who meet the requirements to respond to the invitation by applying for the job(s). Then the selection process begins with the initial screening of applications and applicants.



Talent Acquisition

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3. INTRODUCTION DEVELOPING (4)

Learning and development (L&D) strategy is an organizational strategy that articulates the workforce capabilities, skills or competencies required, and how these can be developed, to ensure a sustainable, successful organization and that sets out the means of developing these capabilities to underpin organizational effectiveness.



A key element of an organization's learning strategy will target the long-term development of those identified as exceptionally high-performing or high-potential individuals (sometimes defined as 'talent'), who are critical to long-term business success. This typically includes techniques such as mentoring programs with senior leaders, in-house development courses and project-based learning

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4. INTRODUCTION MAINTAINING (5)



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5. INTRODUCTION RETAINING

The phrase “talent management” was coined many years ago and initially referred to the programs we used to manage the “top talent” in an organization. Over the last five years, with the help of our Talent Management Framework, organizations have come to realize that integrated talent management strategies should be applied to all workforces in the organization.

As a matter of fact, organizational talent management has become one of the most critical priorities in human resources. Even more importantly, we now clearly understand that highly integrated and business-focused talent management strategies directly drive business results.



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COURSE OBJECTIVE

After studying this chapter, you should be able to:

1. Understand Hierarchy of Guideposts
2. Establish Organization Strategy in line with corporate strategy
3. Establish Performance Indicator every function in Organization
4. Establish Manpower Planning Strategy tally with Organization Goal
5. Conduct Effective & Efficient process Recruitment, Selection and Placement Strategy
6. Establish Gap competency analysis and close gap more efficient
7. Able to manage training activities more efficient
8. Implementing compensation & benefit strategy
9. Implementing talent Management and establish bench strength Strategy more efficient
10. Conduct retirement analysis and use the result as OFI



*Enhance the employees'
performance and align them to
the organizational objectives*

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COURSE ACTIVITY (1)



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COURSE & ACTIVITIES (2)



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COURSE & ACTIVITIES (3)



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COURSE AGENDA (Day 1)

I. PLANNING FRAMEWORK

- Understanding Corporate Strategy & Direction
- Manpower Planning & Organization Strategy & Structure
- Set performance objective strategy into Job Description

II. ACQUIRING FRAMEWORK

- Effective Recruitment Process
- Effective Selection Process
- Efficient Placement Strategy

III. DEVELOPING FRAMEWORK

- Performance Management Analysis (Gap Analysis)
- Define Learning & Development base on Performance Gap
- Career & Development Strategy
- Managing training department more effective & Efficient

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COURSE AGENDA (Day 2)

IV. MAINTAINING FRAMEWORK

- Compensation & Benefit Strategy (Structure & Salary Scheme)
- Industrial Relation Strategy
- Work Life Balance



V. RETAINING FRAMEWORK

- Talent Management Strategy
- Bench Strength Strategy
- Effective exit interview & retirement analysis

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PARTICIPANT'S

1. Manager, section head and supervisor in all business unit function
2. All Human resources department member

VENUE & DELIVERY DATE

Training will be conducted in 2 Days with 16 hours

Date ; 4th & 5th May 2019

Venue ; Harmoni One Hotel

Batam Centre

Time ; 08;00 ~ 17;00



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FACILITIES

Batam Human Excellence shall be responsible for the:

1. Course presentation material
2. Training Handouts
3. Certificate
4. Training venue – Harmoni One Hotel
5. Two Coffee Break and Lunch
6. Training equipment : (Projector & Speaker Active, Flip-chart, White board Marker (3 color), White board)



COURSE FEE

NON IPSM Member : IDR 2.500.000 / pax

IPSM Member (20% Discount) : IDR 2.000.000 / pax

GET SPECIAL PRICE if assign more than 3 participants

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TRAINER PROFILE



FARIS GATENEH ST, HRA is a consultant of management system and is also director and a trainer specialist of Batam Human Excellence. He specializes in Human Resources Management.

Besides that he also has expertise in delivery of soft skills, such as Basic personality, Communication Skill, Team Work, and also Supervisory and Leadership Management,

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GUARANTEE

To demonstrate our commitment to your satisfaction,
Batam_Human_Excellence guarantee you to provide free
re-training if there is a dissatisfaction of our Training result.

THANK YOU FOR YOUR TRUST & KIND ATTENTION
SEE YOU AGAIN IN OTHER TRAINING TOPIC



Client Satisfaction

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LIST OF SOME CLIENTS



SANMINA-SCI



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LIST OF SOME CLIENTS



PT. PEPPERL+FUCHS BINTAN





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CONTACT US

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