

Prepared by: T&D Div – HRD Dept.	EXISTING STAFF DEVELOPMENT PLAN	Date : 1 March 2020
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Approved by: QA / MR	Doc. No.: sop-hrd/esdp/02/ikb/03/2020/00	Page : 01 of 01

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Menjelaskan langkah-langkah yang harus diambil ketika melakukan perencanaan pelatihan untuk karyawan.

2. Ruang Lingkup:

Scope:

HRD
T&D Manager
Head of HRD

3. Tanggung Jawab:

Responsibilities:

T&D Manager: Membuat dan mengajukan perencanaan pelatihan
Head of HRD: Mereview perencanaan pelatihan

4. Referensi:

Reference:

5. Definisi:

Definition:

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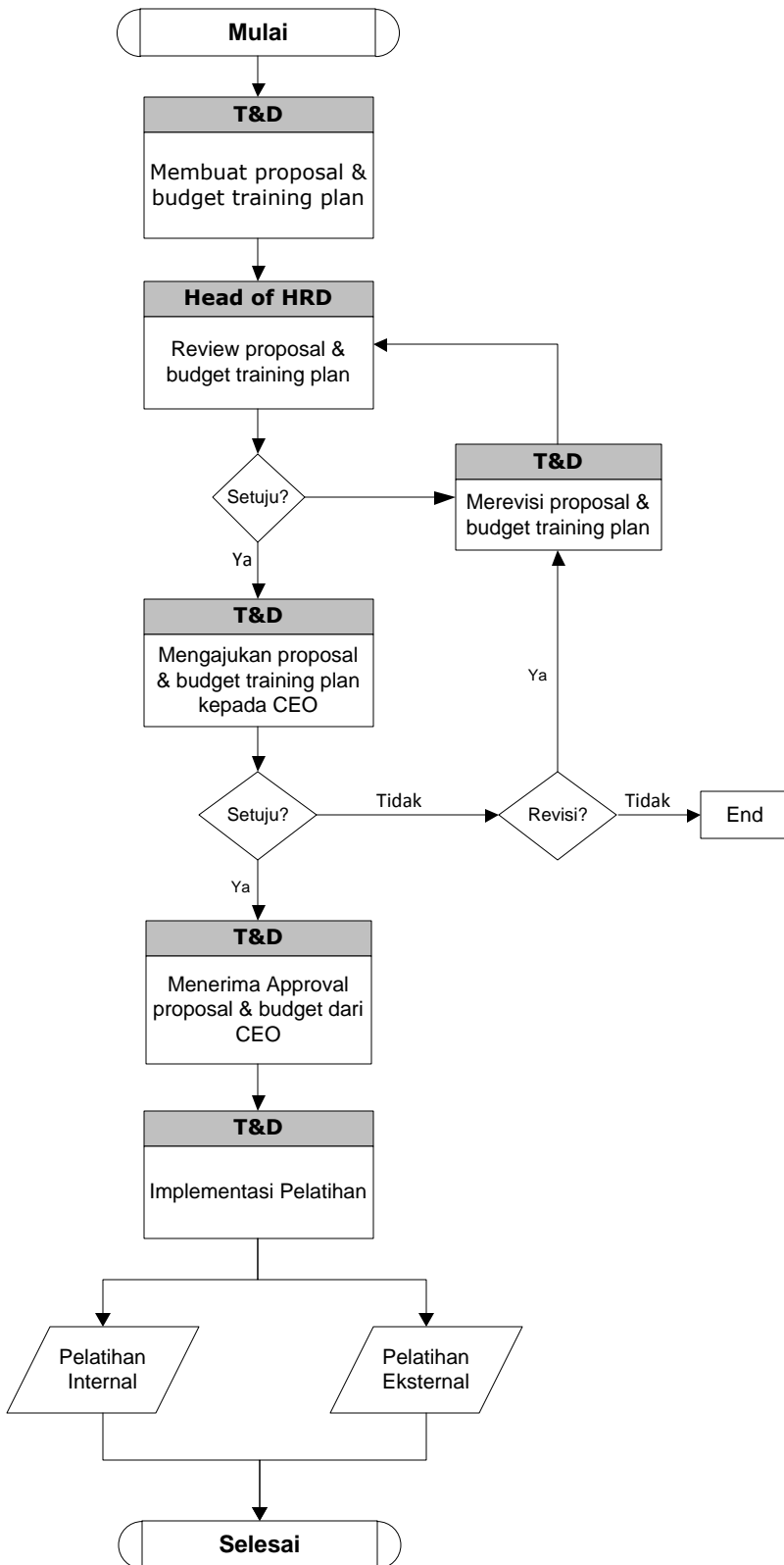
Approved by :

Head of HRD

QA /MR

Document Control

STANDARD OPERATING PROCEDURE



Dokumen	Instruksi Kerja
Laporan Kinerja Karyawan Laporan Gap Analysis Karyawan	
Internal Communication kepada CEO	Mengajukan proposal budget training plan kepada CEO setiap bulan April dan November
Approval Proposal & Budgeting dari CEO Fund Request Form	