

JOB DESCRIPTION

1.0 JOB DESC # : JD-PCI/05	3.0 DESIGNATION : TRAINING MANAGER
2.0 DEPARTMENT : TRAINING	4.0 LEVEL : M

5.0 SCOPE OF JOB

- 1.0 Identify/assess future/current training needs through job analysis & performance appraisals
- 2.0 Draw an overall or individualized training and development plan that addresses needs and expectations
- 3.0 Conduct effective induction and orientation training for on boarding employees.
- 4.0 Deploy a wide variety of training methods
- 5.0 Manage training budget.
- 6.0 Resolve any specific problems and tailor training programs as necessary
- 7.0 Monitor and evaluate training program's effectiveness, success, and ROI periodically and report on them.
- 8.0 Maintain a keen understanding of training trends, developments, and best practices.
- 9.0 Resolve any specific problems and tailor training programs as necessary.
- 10.0 Design and ensure the training record is up to date, reliable and accurate.

6.0 Reporting Relationship

6.1 Reports to	:	HRD Manager
6.2 Supervises	:	Trainer Trainer Officer

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7.0 QUALIFICATION

7.1 Graduate from University with minimum 5 years experience in similar position.

8.0 COMPETENCIES :

- 8.1 Quality Management System
- 8.2 Interpersonal skills and communication with all levels of management
- 8.3 Leadership
- 8.4 Presentation Skill
- 8.5 Time management and scheduling
- 8.6 Training Need Analysis

9.0 TRAINING NEEDS :

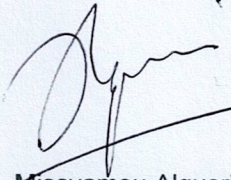


9.1 Mandatory Training

- 9.1.1 General Orientation (Company Regulation, SHE, 5S, ESD Control)
- 9.1.2 Quality Management System
- 9.1.3 Leadership
- 9.1.4 Training of Trainer
- 9.1.5 Communication and Presentation Skills

8.2 Supplementary Training

- 8.2.1 Continous Improvement Program (Six Sigma, Lean Manufacturing, etc)
- 8.2.2 7 habits of highly effective people
- 8.2.3 4 essential roles of leadership

10.0 REVISION HISTORY

Rev.	Description	Prepared by : Manager	Approved by : Dept Manager	Ack by : Personal Manager
0	Initial release	 Missyamsu Alagusri	 Arif Rahman Hakim	 Arif Rahman Hakim

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