



PT. DHARMA POLIMETAL

AUTOMOTIVE COMPONENT AND METAL FINISHING

SURAT KEPUTUSAN DIREKSI

PT. DHARMA POLIMETAL

NO: 36 / SKD / DIR / DP / VII / 2020

TENTANG

**PENYESUAIAN STANDAR KOMPETENSI MANAJERIAL &
MANDATORY TRAINING**



CEO Dharma Group,

- I. Menimbang : 1.1. Setiap jabatan memiliki standar kompetensi manajerial dan *mandatory training*.
1.2. Dibutuhkan ketentuan mengenai standar kompetensi manajerial dan *mandatory training* di Dharma Group sebagai salah satu syarat untuk menduduki suatu jabatan tertentu.
1.3. SKD tentang Standar Kompetensi Manajerial & Mandatory Training nomor 68/SKD/DIR/DP/IV/15
1.4. SKD tentang Peraturan Jabatan *Acting* nomor 006/SKD/DIR/DP/VI/12.
1.5. SKD Promosi Khusus nomor 006/SKD/DIR/DP/V/12.
1.6. Triputra Competency Model
- II. Mengingat : Perlunya penyesuaian standar kompetensi dan standar *mandatory training* bagi pemegang jabatan di Dharma Group yang selaras dengan Triputra Competency Model

III. Memutuskan :

MENETAPKAN

1. Setiap karyawan yang akan menduduki jabatan tertentu wajib memenuhi **Standar Kompetensi Manajerial yang dapat dilihat dari hasil *Assessment* dan *Mandatory Training*** yang telah ditetapkan (tabel terlampir).
2. Apabila karyawan tersebut sudah menduduki jabatan tertentu namun belum memenuhi Standar Kompetensi dan *Mandatory Training*, maka pemegang jabatan wajib melengkapinya.
3. Proses pemenuhan Standar Kompetensi dan *Mandatory Training* akan diatur oleh HRD berkoordinasi dengan pimpinan terkait.



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Lampiran Standar Kompetensi Manajerial & Mandatory Training :

LEVEL JABATAN	KOMPETENSI MANAJERIAL	MANDATORY TRAINING
Divisi	<i>Managing Change</i>	<ol style="list-style-type: none"> 1. <i>Triputra General Manager Development Program.</i> 2. <i>Financial Workshop Advance</i> 3. <i>Coaching & Developing / Mentoring</i> 4. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Empowerment</i>	
	<i>Fostering Teamwork</i>	
	<i>Analysis & Decision Making</i>	
	<i>Planning & Controlling</i>	
	<i>Integrity & Ethics</i>	
	<i>Excellence</i>	
	<i>Compassion</i>	
	<i>Humility</i>	
Deputy Divisi	<i>Managing Change</i>	<ol style="list-style-type: none"> 1. <i>Triputra Manager Development Program.</i> 2. <i>Financial Workshop Advance</i> 3. <i>Leadership Workshop</i> 4. <i>Coaching & Developing / Mentoring</i> 5. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Empowerment</i>	
	<i>Fostering Teamwork</i>	
	<i>Analysis & Decision Making</i>	
	<i>Planning & Controlling</i>	
	<i>Integrity & Ethics</i>	
	<i>Excellence</i>	
	<i>Compassion</i>	
	<i>Humility</i>	
Department Head	<i>Managing Change</i>	<ol style="list-style-type: none"> 1. <i>Triputra Manager Development Program</i> 2. <i>Dharma Leadership Training Program 4</i> 3. <i>Financial Workshop</i> 4. <i>Practical Problem Solving</i> 5. <i>Leadership Workshop</i> 6. <i>Coaching & Developing /Mentoring</i> 7. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Empowerment</i>	
	<i>Fostering Teamwork</i>	
	<i>Analysis & Decision Making</i>	
	<i>Planning & Controlling</i>	
	<i>Integrity & Ethics</i>	
	<i>Excellence</i>	
	<i>Compassion</i>	
	<i>Humility</i>	



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LEVEL JABATAN	KOMPETENSI MANAJERIAL	MANDATORY TRAINING
Section Head	<i>Managing Change</i>	<ol style="list-style-type: none"> 1. <i>Dharma Leadership Training Program 3</i> 2. <i>QCC/P for Facilitator</i> 3. <i>Awareness Finance & Accounting</i> 4. <i>Coaching & Developing / Mentoring</i> 5. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Empowerment</i>	
	<i>Fostering Teamwork</i>	
	<i>Analysis & Decision Making</i>	
	<i>Planning & Controlling</i>	
	<i>Integrity & Ethics</i>	
	<i>Excellence</i>	
	<i>Compassion</i>	
	<i>Humility</i>	
Staff 3-UP	<i>Leads Courageously</i>	<ol style="list-style-type: none"> 1. <i>Dharma Basic Habit Training Program / Corporate Culture</i> 2. <i>QCC</i> 3. <i>Awareness Safety</i> 4. <i>Awareness 5R</i> 5. <i>Dharma Leadership Training Program 3</i>
	<i>Coach & Develop Others</i>	
	<i>Teamwork</i>	
	<i>Trouble Shooting</i>	
	<i>Customer Satisfaction</i>	
	<i>Cross Fuctional Capability</i>	
	<i>Quality Focus</i>	
	<i>Cost Efficiency</i>	
	<i>Continous Improvement</i>	
	<i>Planning Monitoring</i>	
	<i>Personal Integrity</i>	
	<i>Drive for Result</i>	
	<i>Learning</i>	
Unit Head	<i>Directiveness</i>	<ol style="list-style-type: none"> 1. <i>Dharma Leadership Training Program 2</i> 2. <i>QCC for Circle Leader</i> 3. <i>Awareness Safety</i> 4. <i>Awareness 5R</i> 5. <i>Coaching & Counselling</i> 6. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Monitoring</i>	
	<i>Teamwork</i>	
	<i>Quality & Customer Focus</i>	
	<i>Continous Improvement</i>	
	<i>Personal Integrity</i>	
	<i>Drive for Result</i>	
Group Head	<i>Directiveness</i>	<ol style="list-style-type: none"> 1. <i>Dharma Leadership Training Program 1</i> 2. <i>QCC for Tema Leader</i> 3. <i>Awareness Safety</i> 4. <i>Awareness 5R</i> 5. <i>Coaching & Counselling</i> 6. <i>Dharma Basic Habit Training Program / Corporate Culture</i>
	<i>Monitoring</i>	
	<i>Teamwork</i>	
	<i>Quality & Customer Focus</i>	
	<i>Continous Improvement</i>	
	<i>Personal Integrity</i>	
	<i>Drive for Result</i>	

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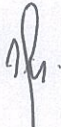


Surat Keputusan ini berlaku sejak tahun 2020 dan menjadi referensi dalam melakukan Promosi Jabatan dan Pengembangan Karyawan di Dharma Group.

Apabila dikemudian hari terdapat kekurangan didalamnya, segala sesuatunya akan disesuaikan sebagaimana mestinya.

Ditetapkan di : Cikarang

Pada Tanggal : 1 Juli 2020

 **IRIANTO SANTOSO** 
CEO Dharma Group