



# PT. DHARMA POLIMETAL

AUTOMOTIVE COMPONENT AND METAL FINISHING



SURAT KEPUTUSAN DIREKSI  
PT. DHARMA POLIMETAL  
NO: 27 / SKD / DIR / DP / XII/19

**TENTANG**  
**PEMBARUAN STANDAR KOMPETENSI MANAJERIAL &**  
**MANDATORY TRAINING**

CEO Dharma Group,

- I. Menimbang :
- 1.1. Setiap jabatan memiliki standar kompetensi manajerial yang dituangkan ke dalam *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 No 006/SKD/DIR/DP/VI/12 tentang Jabatan Acting
  - 1.4. SKD No 006/SKD/DIR/DP/V/12 tentang Promosi Khusus
- II. Mengingat :
- Perlunya standar kompetensi dan standar *mandatory training* bagi pemegang jabatan di Dharma Group yang disesuaikan dengan kompetensi dari Triputra.

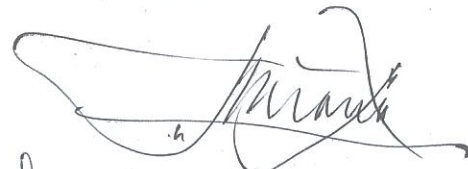
III. Memutuskan :

**MENETAPKAN**

1. SKD No : 68/SKD/DIR/DP/IV/15 tentang Standar Kompetensi Manajerial dan mandatory Training dinyatakan tidak berlaku lagi
2. Setiap karyawan yang menduduki jabatan tertentu wajib memenuhi standar **kompetensi manajerial yang dapat dilihat dari hasil *assessment* dan *mandatory training*** yang telah ditetapkan (tabel terlampir). ✓
3. Apabila karyawan yang menduduki jabatan tertentu namun belum memenuhi standar kompetensi dan *mandatory training*, maka pemegang jabatan wajib melengkapinya.

Surat Keputusan ini berlaku sejak tanggal 10 Desember 2019 dan menjadi referensi dalam melakukan promosi jabatan dan pengembangan karyawan di Dharma Group, dengan catatan apabila dikemudian hari terdapat kekurangan didalamnya, segala sesuatunya akan disesuaikan sebagaimana mestinya.

Ditetapkan di : Cikarang  
Pada Tanggal : 10 Desember 2019

  
Irianto Santoso  
CEO Dharma Grup



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Automotive IATF 16949  
SAI GLOBAL  
Environment ISO 14001  
SAI GLOBAL

## Lampiran Standar Kompetensi Manajerial & Mandatory Training

LEVEL JABATAN	KOMPETENSI MANAJERIAL	MANDATORY TRAINING
Divisi	Change Leadership	1. Triputra General Manager Development Program. 2. Financial Workshop Advance 3. Coaching & Developing/Mentoring ✓ 4. Dharma Basic Habit Training Program/Corporate Culture
	Attracting & Developing Talent	
	Foster Teamwork	
	Cross Functional Capability	
	Analyse Issue	
	Strategic Decision Making	
	Focus on Customer Need	
	Financial Statement	
	Establish Plan	
	Personal Integrity	
	Learning	
Deputy Divisi	Change Leadership	1. Triputra General Manager Development Program. 2. Financial Workshop Advance 3. Coaching & Developing/Mentoring ✓ 4. Dharma Basic Habit Training Program/Corporate Culture
	Attracting & Developing Talent	
	Foster Teamwork	
	Cross Functional Capability	
	Analyse Issue	
	Strategic Decision Making	
	Focus on Customer Need	
	Financial Statement	
	Establish Plan	
	Personal Integrity	
	Learning	
Department Head	Developing People	1. Dharma Leadership Training Program 4 2. Financial Workshop 3. Practical Problem Solving 4. Leadership Workshop 5. Coaching & Developing/Mentoring ✓ 6. Dharma Basic Habit Training Program/Corporate Culture
	Leads Courageously	
	Foster Teamwork	
	Cross Functional Capability	
	Commit to Quality	
	Problem Solving & Decision Making	
	Customer Service Orientation	
	Budgeting	
	Planning & Organizing	
	Personal Integrity	
	Learning	

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LEVEL JABATAN	KOMPETENSI MANAJERIAL	MANDATORY TRAINING
<b>Section Head</b>	<i>Coach and Develop others</i>	1. Dharma Leadership Training Program 3 2. Practical Problem Solving 3. QCC for Facilitator 4. Awareness Finance & Accounting 5. Coaching & Counselling 6. Mentoring ✓ 7. Dharma Basic Habit Training Program/Corporate Culture
	<i>Leads Courageously</i>	
	<i>Teamwork</i>	
	<i>Cross Functional Capability</i>	
	<i>Quality Focus</i>	
	<i>Trouble Shooting</i>	
	<i>Customer Satisfaction</i>	
	<i>Cost Efficiency</i>	
	<i>Planning &amp; Monitoring</i>	
	<i>Personal Integrity</i>	
	<i>Learning</i>	
	<i>Continuous Improvement</i>	
	<i>Drive for Result</i>	
<b>Staff 3-UP</b>	<i>Directiveness</i>	1. Dharma Basic Habit Training Program/Corporate Culture 2. QCC 3. Communication, Coaching & Counselling 4. Safety 5. 5R
	<i>Teamwork</i>	
	<i>Quality &amp; Customer Focus</i>	
	<i>Mentoring</i>	
	<i>Personal Integrity</i>	
	<i>Continuous Improvement</i>	
	<i>Drive for Result</i>	
<b>Unit Head</b>	<i>Directiveness</i>	1. Dharma Leadership Training Program 2 2. QCC for Circle Leader 3. Awareness Safety 4. Awareness 5R 5. Coaching & Counselling 6. Dharma Basic Habit Training Program/Corporate Culture
	<i>Teamwork</i>	
	<i>Quality &amp; Customer Focus</i>	
	<i>Mentoring</i>	
	<i>Personal Integrity</i>	
	<i>Continuous Improvement</i>	
	<i>Drive for Result</i>	
<b>Group Head</b>	<i>Directiveness</i>	1. Dharma Leadership Training Program 1 2. QCC for Tema Leader 3. Awareness Safety 4. Awareness 5R 5. Coaching & Counselling 6. Dharma Basic Habit Training Program/Corporate Culture
	<i>Teamwork</i>	
	<i>Quality &amp; Customer Focus</i>	
	<i>Mentoring</i>	
	<i>Personal Integrity</i>	
	<i>Continuous Improvement</i>	
	<i>Drive for Result</i>	

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