



PT Indonesian Tobacco Tbk.

No. Dokumen: IT/HRGA/FR/15

ANALISA KEBUTUHAN PELATIHAN

PERIODE: \_\_\_\_\_

| NO | TRAINING YANG DIPERLUKAN<br><i>(Training needed)</i> | PELAKSANAAN TRAINING<br><i>(Training implementation)</i> |                      |                              |                                 | PESERTA TRAINING<br><i>(Training participant)</i> |              |     | INSTRUKTUR | TRAINING |          |      | ALASAN TRAINING |
|----|--|--|----------------------|------------------------------|---------------------------------|---|--------------|-----|------------|----------|----------|------|-----------------|
|    |  | TGL/ BULAN<br><i>(Date/ month)</i>                       | WAKTU <i>(Time)</i>  |                              | TEMPAT<br><i>(Place/ Venue)</i> | JUMLAH ORANG <i>(no of person)</i>                | GROUP/ SHIFT | NIK |            | INTERNAL | EXTERNAL | COST |                 |
|    |  |  | JAM<br><i>(hour)</i> | LAMANYA<br><i>(Duration)</i> |                                 |   |              |     |            |          |          |      |                 |
| 1  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 2  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 3  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 4  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 5  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 6  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 7  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 8  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 9  |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 10 |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 11 |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |
| 12 |  |  |                      |                              |                                 |   |              |     |            |          |          |      |                 |

DIBUAT OLEH (prepared by):

\*) DIKETAHUI OLEH (Acknowledge by):

DISETUJUI OLEH (Approved by):

PIC/ Departemen

PIC/ Manager HRGA

Direktur

Catatan\*):

Bila ada perubahan yang berkaitan dengan penerapan pelatihan akan di jelaskan dalam "Jadwal Pelatihan" (IT/HRD/FR/17)