

UNIVERSITAS INTERNASIONAL BATAM

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DESIGN AND IMPLEMENTATION OF JOB TRAINING FOR EMPLOYEES OF PT. INDO BATAM PENTA

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ABSTRACT

Work practice at PT. Indo Batam Penta aims to provide input and advice to companies to implement work training programs for employees which will be useful in improving employee performance.

In designing training that will be applied at PT. Indo Penta Batam, the writer follows the ADDIE steps which start from the analysis of training needs. The training method that will be suggested is the on-the-job training method by applying the work instruction exercise or job instruction and off the job training. While the output obtained in the form of training SOPs, employee needs analysis forms, training plan forms, training attendance forms, training instruction forms, training evaluation forms, and OJT (On The Job Training) guidelines.

Thus it is hoped that PT. Indo Penta Batam can be superior to its competitors, by having more qualified and professional human resources (HR). Also expected by the design and implementation of job training for employees of PT. Indo Penta Batam can be used by companies for a longer period of time.

Keywords: job training, training needs analysis, job training methods, quality human resources