

BERITA ACARA PERKULIAHAN

Universitas Kristen Krida Wacana Jakarta

FR-UKW-3.1/R2

Periode : Genap 2022/2023	Hari : Rabu
Program Studi : Manajemen	Jam : 08:00 - 10:30
NID - Nama Dosen : 1361 - Hery Winoto Tj	Kelas : 2PMNA (K)
KMK - Mata Kuliah : MN2WP002 - MANAJEMEN	Ruang : A404
SUMBER DAYA MANUSIA I (3 sks)	

Tatap Muka Ke	Hari / Tanggal	Waktu	Pokok Bahasan	Materi	Jml Mhs Hadir	Ruangan	Pengajar	Tanda Tangan
1	Rabu, 15 Mar 2023	08:00 - 10:30	Introduction to Human Resource Management	1.1 Explain what human resource management is and how it relates to the management process.1.2 Briefly discuss and illustrate the important trends influencing human resource management.1.3 Briefly describe six important components or pillars of human management	(23/23)	A404	Hery Winoto Tj	
2	Rabu, 29 Mar 2023	08:00 - 10:30	Human Resource Management Strategy and Performance	3.1 Give examples of each of the seven steps in the strategic management process.3.2 List with examples the main types of strategies.3.3 Define strategic human resource management3.4 Explain how you would design	(21/23)	A404	Hery Winoto Tj	
3	Rabu, 05 Apr 2023	08:00 - 10:30	Human Resource Management Strategy and Performance	Diskusi management Strategy and Performance	(24/24)	A404	Hery Winoto Tj	
4	Rabu, 12 Apr 2023	08:00 - 10:30	Job Analysis and Talent Management Process	1 Define talent management and explain what talent management-oriented managers do.2 Discuss the process of job analysis, including why it is important.3 Explain and use at least three methods of collecting job analysis information.4 Explain how you would write a	(22/24)	A404	Hery Winoto Tj	
5	Rabu, 03 May 2023	08:00 - 10:30	Job Analysis and Talent Management Process	Diskusi Model Job Characteristics	(24/24)	A404	Hery Winoto Tj	
6	Rabu, 10 May 2023	08:00 - 10:30	Personnel planning and recruiting	1. Define workforce planning, and explain how to develop a workforce plan.2. Explain the need for effective recruiting and how to make recruiting more effective.3. Discuss the main internal sources of candidates.	(24/24)	A404	Hery Winoto Tj	
7	Senin, 22 May 2023	13:30 - 15:30	UTS	UTS	(24/24)	A404	Hery Winoto Tj	
8	Rabu, 31 May 2023	08:00 - 10:30	Personnel Planning and Recruiting	1. Describe how to use recruiting to improve employee engagement.2. Discuss the main outside sources of candidates, and create an employment ad.3. Explain how to recruit a more diverse workforce.4. Discuss practical guidelines for obtaining application	(24/24)	A404	Hery Winoto Tj	

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9	Rabu, 07 Jun 2023	08:00 - 10:30	Employee Testing and Selection	1. Why is it important to test and select employees?2. Explain what is meant by reliability and validity.3. List and briefly describe the basic categories of selection tests, with examples.4. Explain how to use two work simulations for selection.5. Describe four ways	(24/24)	A404	Hery Winoto Tj	
10	Rabu, 14 Jun 2023	08:00 - 10:30	INTERVIEWING CANDIDATES	1. Give examples of the main types of selection interviews.2. Give examples of the main errors that can undermine an interview's usefulness3. Define a structured situational interview and explain how to conduct effective selection interviews.4. Give examples of how to use employee selection methods to improve	(24/24)	A404	Hery Winoto Tj	
11	Rabu, 21 Jun 2023	08:00 - 10:30	Training and Developing Employees	1 Summarize the purpose and process of employee orientation.2 Give an example of how to design onboarding to improve employee engagement.3 List and briefly explain each of the steps in the training	(17/24)	A404	Hery Winoto Tj	
12	Rabu, 28 Jun 2023	08:00 - 10:30	Training and Developing Employees	1. Explain how to use five training techniques.2. List and briefly discuss four management development methods.3. List and briefly discuss the importance of the steps in leading organizational change.4. Explain why a controlled study may be superior for evaluating	(24/24)	A404	Hery Winoto Tj	
13	Rabu, 05 Jul 2023	08:00 - 10:30	Performance management and appraisal	1 Describe the performance appraisal process.2 Discuss the pros and cons of at least eight traditional performance appraisal methods.3 Give examples of how to deal with potential appraisal error problems.4 List steps to take in the appraisal interview.5 Explain key points in how to use the appraisal interview to boost	(24/24)	A404	Hery Winoto Tj	
14	Rabu, 12 Jul 2023	08:00 - 10:30	Managing Careers and Retention	1. Discuss what employers and supervisors can do to support employees' career development needs.2. Explain why career development can improve employee engagement.3. Discussion	(15/24)	A404	Hery Winoto Tj	

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15	Senin, 31 Jul 2023	13:30 - 15:30	UAS	UAS	(24/24)	A404	Hery Winoto Tj	

*) Dokumen BAP di isi oleh dosen yang bersangkutan dengan melakukan login menggunakan ID. dan di anggap sah tanpa tanda tangan dosen terkait.

Mengetahui,
Kepala Unit Administrasi Akademik,


(Selamat)

Jakarta Barat, 14 Agustus 2023
Ketua Program Studi,

(Daniel Widjaja)