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| **Tarikh :** |  |

Sila isikan borang bagi permohonan-permohonan latihan berikut:

* Modul / Aplikasi GEMS
* Pengisian Template Penentuan Peranan (*Role Mapping*)
* Pengisian Template Melapor Kepada (*Reporting To*)
* Peranan Pengguna *Self Service* / *Line Manager* / *Human Resource Specialist*

Dan dihantar ke Unit Pengurusan Perubahan (Latihan) melalui alamat emel: herman.duraman@psd.gov.bn

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| 1. **MAKLUMAT BAGI PERMOHONAN LATIHAN GEMS**   (sila isikan semua maklumat dam tandakan pada yang berkenaan) | | | | | | | | | | | | | | | | | | | | |
| **Tahap Keutamaan Permohonan:** | | | | | |  | | | | | | |  | | | | | |  | |
| **Tarikh Dipohonkan:**  (Sila nyatakan dua tarikh yang bersesuaian) | | | | | | |  | | | | | | | | **atau** | |  | | | |
| **Latihan bagi Modul:** | | | |  | *Data Management*  (Rekod Perkhidmatan & Maklumat Peribadi) | | |  | | *Absence Management*  (Hal Ehwal Cuti, Kebenaran Keluar Negeri dan Kedatangan) | | | | | |  | *ePerformance Management*  (Pengurusan Penilaian Prestasi) | | | |
|  | *Recruitment Management*  (Hal Ehwal Pengambilan Baru) | | |  | | *Compensation Management*  (Pengurusan Tanggagaji) | | | | | |  | *Organization Management*  (Pengurusan Struktur Organisasi) | | | |
|  | *Reporting To*  (Melapor Kepada) | | |  | | *Benefits Management*  (Pengurusan Faedah dan Elaun) | | | | | |  | *Termination & Retirement*  (Ehwal Persaraan dan Penamatan) | | | |
|  | *Role Mapping*  (Penentuan Peranan) | | |  | | *Employee Deployment*  (Hal Ehwal Penempatan dan Pemindahan | | | | | |  | *Development Management*  (Pengurusan Perkembangan dan Kemajuan) | | | |
|  | Lain-lain, sila nyatakan : | | |  | | | | | | | | | | | | |
| **Latihan bagi:** | | | |  | *Self-Service*  (Pengguna) | | | |  | | *Line Manager*  (Pegawai yang Membenarkan) | | | | |  | Human Resource Specialist  (Pentadbiran) | | | |
| **Sesi :** | |  | | | | | | | | | | | |  | | | | | | |
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| **Senarai Peserta Latihan** | | | | | | | | | | | | | | | | | | | | |
| **BIL** | **NO.KPP** | | **NAMA** | | | | | | | | | **JAWATAN** | | | | | | ***CHANGE*** | | |
| ***AGENT*** | | ***TRAINER*** |
| 1. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 2. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 3. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 4. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 5. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 6. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 7. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 8. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 9. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 10. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 11. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 12. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 13. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 14. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 15. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 16. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 17. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 18. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 19. |  | |  | | | | | | | | |  | | | | | |  | |  |
| 20. |  | |  | | | | | | | | |  | | | | | |  | |  |

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| 1. **MAKLUMAT PEMOHON** | | | | | | | | | | | | | | | | |
| Nama Penuh : | | | |  | | | No. Kad Pengenalan : | | | | |  | | | | |
| Jawatan : |  | | | | | | Kementerian / Jabatan : | | | | | |  | | | |
| Alamat emel : | | |  | | | | No. Perhubungan : | | | |  | | | | Ext : |  |
| Bahagian : | |  | | | | | Unit : |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| 1. **BAGI KEGUNAAN UNIT PENGURUSAN PERUBAHAN, BAHAGIAN GEMS, JPA** | | | | | | | | | | | | | | | | |
| Rujukan : |  | | | | Diterima oleh : |  | | | Untuk tindakan : | | | | |  | | |
|  | | | | | | | | | | | | | | | | |
| **CHECKLIST UNIT PENGURUSAN PERUBAHAN (LATIHAN)** | | | | | | | | | | | | | | | | |
| **Perkara** | | | | | | | | |  | **Ulasan (jika perlu)** | | | | | | |
| *Trainer* dan *Support Trainer* (jika perlu) | | | | | | | | |  |  | | | | | | |
| Kesediaan Bilik Latihan | | | | | | | | |  |  | | | | | | |
| Peranan Peserta-Peserta Latihan | | | | | | | | |  |  | | | | | | |
| Logistik Latihan (Kedatangan, Borang Maklum Balas Latihan, Alat tulis) | | | | | | | | |  |  | | | | | | |
| Jamuan ringan (jika perlu) | | | | | | | | |  |  | | | | | | |
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