

ABSTRACT

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This report describes the internship experience in the Human Resource and General Affair Division of PT Enviromate Technology International (ETI), which focuses on the key role of Organization and People Development. This internship provides an opportunity to directly observe and be actively involved in the formulation and implementation of effective employee training and certification strategies. The main focus is to improve employee competencies and ensure alignment between individual capabilities and the evolving needs of the company.

The main tasks during the internship included several important aspects of HR development. First, practitioners play an active role in facilitating the annual training program, starting from the adjustment of training materials, instructor selection, to post-training evaluation. This includes identifying training needs based on employee performance analysis and current industry trends. Second, practitioners are involved in managing the employee certification process, including identification of certification needs, registration, and monitoring the certification process until completion. Third, intensive collaboration with the entire HR team and line managers is the key to success in deeply understanding existing employee competencies, identifying competency gaps, and formulating targeted development solutions.

Keywords: Organizational Development, Human Resource Development, Development Strategy, Employee Training, Employee Certification