

## **ABSTRACT**

Syiva Berliandini (2019021100)

### **HUMAN RESOURCE DEPARTMENT ACTIVITIES ON TRAINING AND DEVELOPMENT SECTION PT. AEON INDONESIA**

*Internship program is one of the programs or activities organized by Pembangunan Jaya University, which aims to introduce students to the world of work as well as a form of application of material that has been learned while sitting in lectures. Practitioners do Internship Program in the Human Resources Department at PT. AEON Indonesia. This Internship Program is carried out by the practitioner for approximately 3 months, starting from June, 13th 2022 until August, 31th 2022. In this Internship Program, the practitioner is given the opportunity to participate, especially in the employee training and development section. However, at certain times Practitioners are also involved in participating in the administration and recruitment sections.*

*Specifically, the tasks carried out by the practitioner are arranging training schedules for all employees, sending zoom meeting links and training attendance links to all employees, making employee birthday announcement videos every month, inputting best employee of the month data, distributing employee insurance cards, inputting data employees on the Power Plus application, compile and customize employee data, contact potential candidates, and operate the JobStreet application.*

**Keywords:** *Training, Administration, Recruitment*