

SERTIFIKAT

No. 1724/TO-MPP2/LSN/X-25



diberikan kepada

Safira Dias Setyo Putri

Sebagai Peserta

PELATIHAN DARING DENGAN JUDUL : **MANPOWER PLANNING**
YANG DISELENGGARAKAN OLEH PT LEARNTING SOLUSI NEGERI
PADA TANGGAL 8 - 9 OKTOBER 2025



MEGA CHENDRA S.E., M.M., CGMHRM

Trainer



MUHAMMAD ROBIT AMZARI

Direktur

MATERI TRAINING

No. 1724/TO-MPP2/LSN/X-25

Nama. Safira Dias Setyo Putri



1. Pengertian & Filosofi dalam perencanaan SDM
2. Skema & Tahapan dalam perencanaan SDM
3. MPP & Strategy BIsnis
4. Prinsip Dasar Man Power Planning (Variabel/Faktor Kunci dalam penyusunan MPP)
5. Asumsi Dasar MPP & Estimasi jumlah MPP
 - Production Analysis
 - Workload Analysis
 - Full Time Equivalent
6. Long Term, Medium & Short Term MPP
7. HR Budgeting dalam Proses MPP
8. Recruitment, Career, Training Development



MEGA CHENDRA S.E., M.M., CGMHRM

Trainer



MUHAMMAD ROBIT AMZARI

Direktur

CERTIFICATE

No: B17.1341/WORKSHOP/WLA/VIII/2025

This certificate is presented to:

Safira Dias Setyo Putri

Has attended and completed the online class:

"Workload Analysis (Analisis Beban Kerja) Batch 17"

With facilitator **Novanda, S.E., M.M.**

On August 15th - 16th, 2025.

 KelasHR

Saiful Anwar Al-Fatih

CEO KelasHR



SERTIFIKAT

No. 1199/TO-PKK5/LSN/VIII-25

SERTIFIKAT INI DIBERIKAN KEPADA

Safira Dias Setyo Putri
SEBAGAI PESERTA

PELATIHAN DARING DENGAN JUDUL:
PENYUSUNAN KAMUS KOMPETENSI
YANG DISELENGGARAKAN OLEH PT LEARNTING SOLUSI NEGERI
PADA TANGGAL 7 - 8 AGUSTUS 2025



AMELIA ELVINA DEVI, M.PSI, PSIKOLOG

Trainer



M ROBIT AMZARI

Direktur

MATERI TRAINING

No. 1199/TO-PKK5/LSN/VIII-25

Nama: Safira Dias Setyo Putri

1. Pengertian kompetensi & Jenis kompetensi: Core, Leadership, Functional
2. Fungsi kompetensi dalam sistem SDM: rekrutmen, pengembangan, appraisal
3. Struktur dan Format Kamus Kompetensi
4. Proses penyusunan kamus kompetensi secara umum
5. Peran HR dalam memfasilitasi, menyusun, dan mengelola dokumen kompetensi
6. Implementasi & Integrasi ke sistem manajemen SDM:
 - Recruitment & Selection
 - Performance Management
 - Individual Development Plan
 - Dukungan manajemen & sosialisasi kepada seluruh lini



AMELIA ELVINA DEVI, M.PSI, PSIKOLOG

Trainer



M ROBIT AMZARI

Direktur



Congratulations,

Safira Dias Setyo Putri

*For successfully completing the training program:
"Membuat Training Need Analysis untuk Learning Development"*

This certificate is awarded for successfully completing the Practical Workshop at Ioda Academy, demonstrating competence in the course material.

Jakarta, 5 Agustus 2025

 *Heldi Muhammad Rizki*

Heldi Muhammad Rizki
Chief Executive Officer Ioda Academy

Certificate Number: 1676/TNA-WPB/VIII/2025



Certificate of Excellence

Certificate of Course Completion

E-Learning - MySkill

Topic: Organization Development

Course Title:

TALENT MANAGEMENT

Date: July 10, 2025

Learning & Self-Practice Duration: 1 hour

This certificate is awarded to:

SAFIRA DIAS SETYO PUTRI



Angga Fauzan
CEO MySkill



CERTIFICATE

No: B20.1700/WORKSHOP/KPI/III/2025

This certificate is presented to:

Safira Dias Setyo Putri

Has attended and completed the online class:

**"Cara Menyusun Key Performance Indicator (KPI) yang
Selaras dengan Strategi Perusahaan Batch 20"**

With facilitator **Saiful Anwar Al-Fatih, M.M., CHRM.**

On March, 24th - 25th , 2025.



Saiful Anwar Al-Fatih

CEO KelasHR

Certificate of Completion

this certificate is awarded to

Safira Dias Setyo Putri

for successfully completing a 12 weeks online class offered by Tempat Belajar

Professional Human Resource Bootcamp

Student ID: PB-HR8-015

Certificate ID: TBJR-PBHR-241019-015

Batch: #8

Held On: 15th July - 19th October 2024



tempat belajar
Tempat Berkarya Indonesia

Rico Marcelino
CEO & FOUNDER



Divandra Prameswari
LEARNING DESIGNER LEAD



Final Report Card

Name: **Safira Dias Setyo Putri**

Student ID: **PB-HR8-015**



Final Grade Result

A-

12 weeks online class offered by Tempat Belajar

Professional Human Resource Bootcamp

Grading System

Score	Grade	Description
90 - 100	A	Exceptional
85 - 90	A-	Very Good
80 - 85	B	Good
70 - 80	B-	Average
60 - 70	C	Below Average
< 60	D	Very Poor

Notes:

Final Grade shows the overall result obtained by student at Professional Bootcamp Program held by Tempat Belajar

Rico Marcelino
CEO & FOUNDER

Divandra Premeswari
LEARNING DESIGNER LEAD

Final Report Card

Name: **Safira Dias Setyo Putri**

Student ID: **PB-HR8-015**



Detail Summary Assestment

No	Assestment	Score
1	Post-Test	93 -----
2	Assignment	83 -----
3	Final Exam	- -----

Assignment Score

No	Assestment	Score	No	Assestment	Score
1	Talent Management	83 -----	5	People Development	83 -----
2	Recruitment Process	83 -----	6	Legal & Administration	85 -----
3	Key Performance Measures	85 -----	7	Conflict Management	80 -----
4	Performance Appraisal	82 -----	8	Industrial Relationship	83 -----

Final Report Card

Name: **Safira Dias Setyo Putri**

Student ID: **PB-HR8-015**



Learning Subject Detail

No	Learning Subject
1	Introduction to Human Resource
2	Company Culture: Understanding Company, Value, and Culture
3	Talent Management: Talent mapping, job requirement, and publication
4	Recruitment – Part 1: Screening candidates from Documents and Test
5	Recruitment – Part 2: Selection Process and Offering
6	Performance Evaluation – Part 1: Introduction to Performance Evaluation
7	Performance Evaluation – Part 2: Practice to create OKR & KPI for HRM
8	People Development: Training and Development for company
9	HR Legal and Administration – Part 1: Kontrak Kerja, UU Ketenagakerjaan, dll
10	HR Legal and Administration – Part 2: Legal documents flow, BPJS, dll

No	Learning Subject
11	Payroll and Benefits: Compensation and benefit
12	Basic of HRIS and tools: Basic introduction to HRIS and other tools in HRM
13	People Analytic: Fundamentals & implementation to People Analytic
14	Conflict management: Prevention and Resolving Conflict Management
15	Industrial Relationship: Role in Industrial Relationship in company
16	Employer Branding: Digging into employer branding for company
17	Career Preparation for Human Resource
18	Final Exam – HR Strategy for Business

Notes:

Program Detail at Professional Bootcamp Human
Resource held by Tempat Belajar (12 Weeks).

Rico Marcelino
CEO & FOUNDER

Divandra Premeswari
LEARNING DESIGNER LEAD

FAZZ Learning DAY **SERTIFIKAT**

Diberikan Kepada

Safira Diaz

atas partisipasinya sebagai PEMBICARA dalam kegiatan
FAZZLEARNING - Mental Health Edition yang dilaksanakan pada
Kamis, 8 Oktober 2020 dengan judul

“ Understanding Mental Health & Mental Illness ”

diberikan oleh:
PT PAYFAZZ TEKNOLOGI NUSANTARA

FAZZFINANCIAL
REINVENT FINANCIAL ACCESS





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CERTIFICATE OF ATTENDANCE

No. Sertifikat: 004/BPM-APQC/V/LPK-TMI/2022

————— This certificate is awarded to —————

Safira Dias Setyo Putri

As participant in Online Webinar

BUSINESS PROCESS MANAGEMENT Based on APQC

On May, 21th 2022

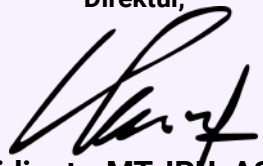
Lentera Prokualita Karsa - Teknik dan Manajemen Industri

Jakarta, 21th May 2022

Narasumber,


Dawera Taher

Direktur,


Ir. Yenny Widiyanti, MT, IPJ, ASEAN Eng



MODULES BUSINESS PROCESS MANAGEMENT BASED ON APQC

No.	Modules	Hours
1	Introduction	0,5
2	About American Productivity & Quality Center (APQC)	1
3	2022 Process & Performance Management Survey	0,5
4	Business Process Management	0,5
5	APQC Process Clarification Framework (End-to-end Process Mapping)	0,5
6	Exercise through APQC* Website	0,5
7	Exercise Process Mapping with APQC* benchmarking	0,5
8	Determine Key Performance Indicators (KPIs)	0,5
9	Balanced Scorecard (BSC)	0,5
Total Time		5