



Aden
Indonesia

HR Site Training

September 2026

Presented by People Development

Why People Development Matters

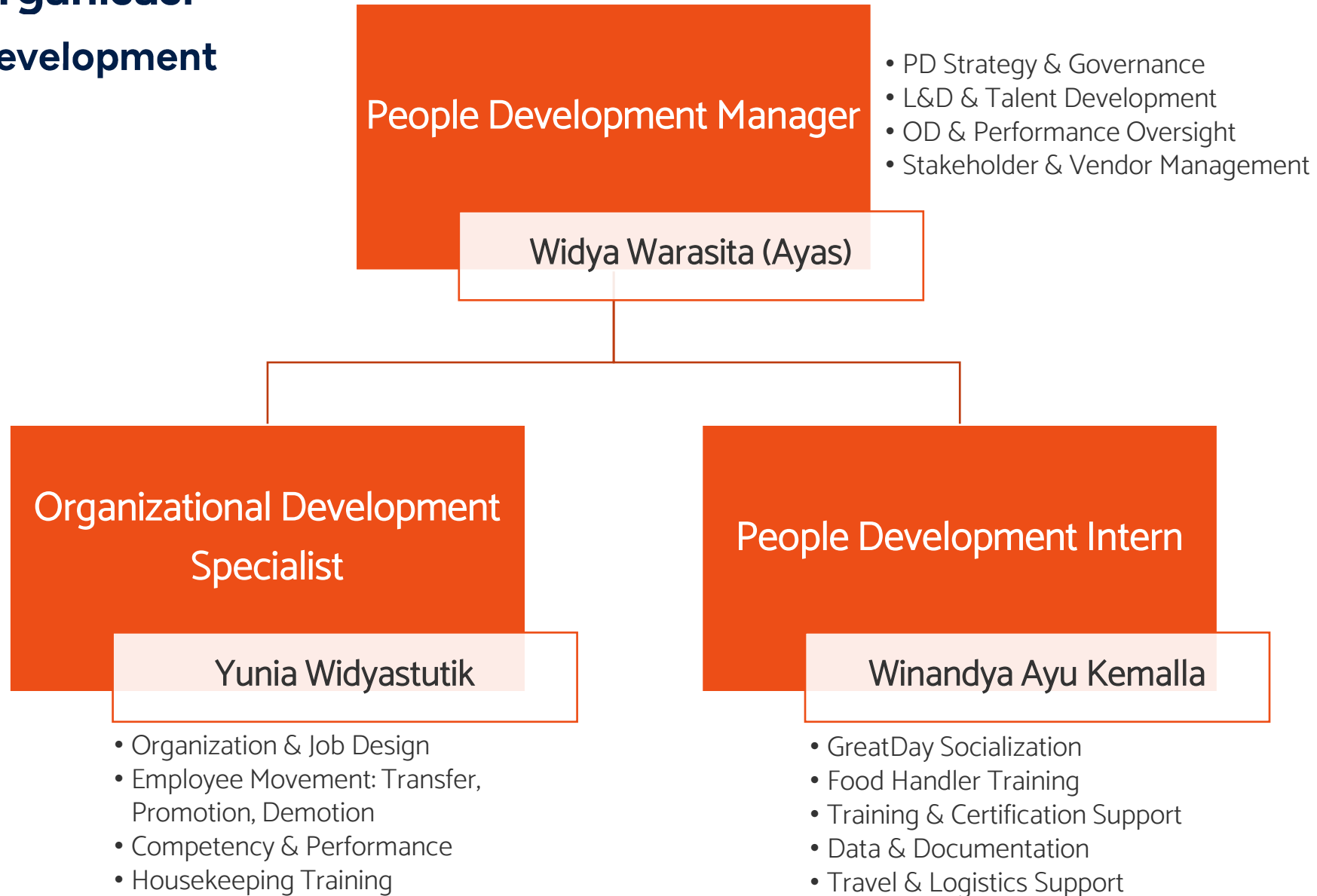


Objectives

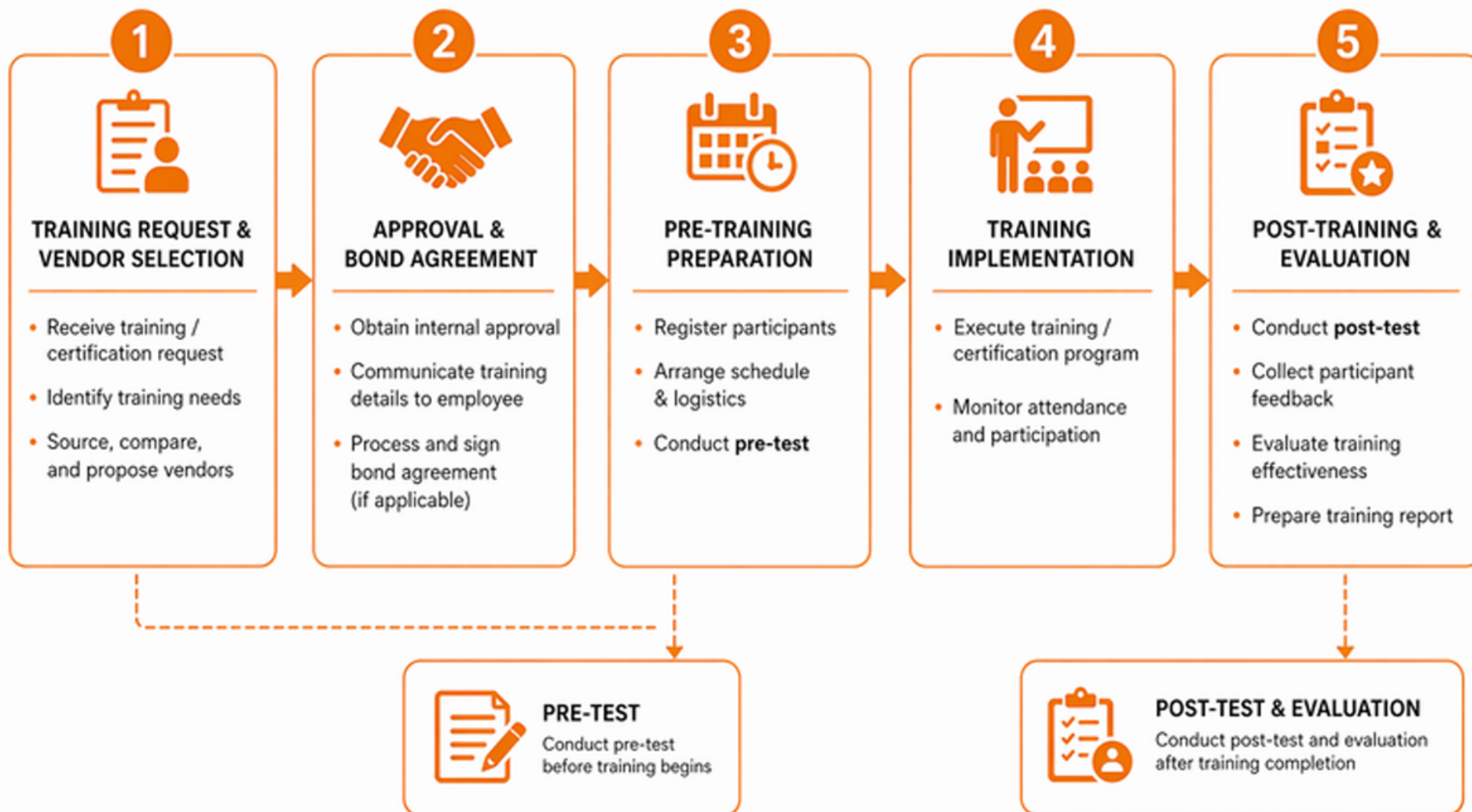
- Understand the role and responsibilities of HR Site in People Development
- Understand the end-to-end Training & Development process
- Understand training documentation and reporting requirements
- Understand the fundamentals of Organization Development (OD)
- Understand when to involve HO People Development
- Ensure proper training data and documentation are maintained at site level

Struktur Organisasi

HR People Development



TRAINING & CERTIFICATION PROCESS FLOW



Internal Development Programs

An internally developed talent pipeline that transforms new hires into job-ready talent through structured learning and hands-on experience.

Storekeeper Trainee

1

A structured development program designed to prepare Storekeeper talent through hands-on OJT, mentor-guided learning, and final assessment to determine placement readiness.

Internship Program

2

Providing practical work experience while building a potential talent pipeline for future workforce needs.

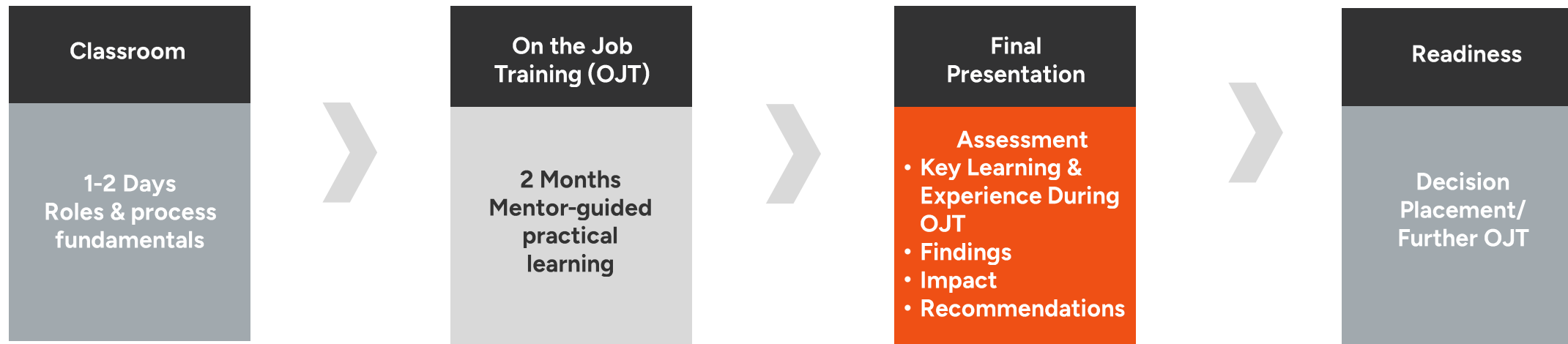
FA Site Admin Academy

3

A **planned** development program designed to build standardized Finance & Accounting capabilities for Site Admin through structured, role-based learning and practical application.

Storekeeper Trainee Program

> Program Journey



> Progress

Batch 1 (4 Trainees)



2 Placed

Two top-performing trainees were placed at MIP and PGP sites at the end of July 2026.



1 Further OJT

One trainee still needs to continue OJT at HPAL Obi site per 20 July 2026.



1 Resigned

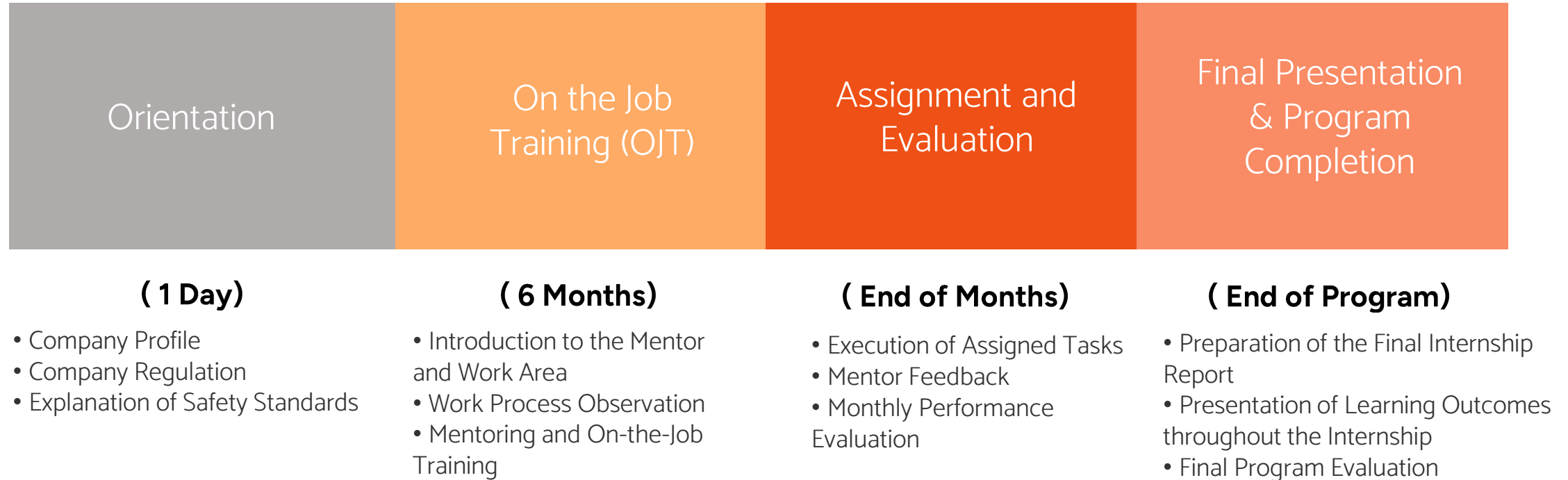
Batch 2 (2 Trainees)



2 Currently in OJT

Two trainees started their OJT at HTE and HPAL Obi Sites on 15 August 2026

Internship Program



Site Training & Certification

Mandatory/Operational Training, Certification, and Competency Requirements Across Sites



Operational Capability Training

- > Food Safety
- > Basic Sea Survival (BSS)
- > Housekeeping
- > Quality Control



Certification

- > Pengawas Operasional Pertama (POP)
- > Training of Trainer (TOT)
- > Pengelolaan Keamanan Pangan Berbasis HACCP
- > First Aid (Petugas P3K)
- > Implementasi Sistem Manajemen Keselamatan Pertambangan (SMKP)
- > Ahli K3 Umum
- > Ahli K3 Listrik
- > Teknisi K3 Listrik
- > SIO Gondola

Examples of Documents Provided for POP

PERSYARATAN DASAR

No	KEBUTUHAN PROSEDUR DAN FORMULIR	Format File
1	Foto KTP Elektronik	Pdf
2	Foto Ijasah Asli minimal SLTA sederajat	Pdf
3	Surat Keterangan Pengalaman Kerja dan Surat Keterangan Kerja dengan keterangan jumlah bawahan (min 2 orang). • Pendidikan S1 - min 1 Tahun pengalaman kerja (wajib di Minerba) • Pendidikan D3 - min 3 Tahun pengalaman kerja (wajib di Minerba) • Pendidikan SLTA - min 10 Tahun pengalaman kerja (wajib di Minerba)	Pdf
4	Foto Terbaru Ukuran 3 x 4 Sebanyak 3 Lembar latar merah (kemeja Berdasi)	Jpg
5	Curriculum Vitae (CV) Terbaru – Dibubuhi tanda tangan	Pdf
6	Struktur Jabatan dan Job Description	Pdf
7	Foto Tanda Tangan di atas kertas putih - <i>khusus uji kompetensi online</i>	Png
8	Sertifikat Diklat POP (Di keluarkan oleh prosyd)	Pdf

Examples of Documents Provided for POP

PERSYARATAN ADMINISTRASI (PORTOFOLIO)

No	Dokumen Portofolio	Format File
1	Laporan Persiapan Pertemuan KP	Pdf
2	Laporan Evaluasi Pertemuan KP	Pdf
3	Laporan Shift Report/Daily Report/Work Permit	Pdf
4	Laporan Sosialisasi SOP	Pdf
5	Laporan Investigasi Kecelakaan	Pdf
6	Laporan IBPR	Pdf
7	Laporan Inspeksi Lingkungan	Pdf
8	Laporan Inspeksi Terencana / Inspeksi Alat	Pdf
9	Laporan JSA	Pdf
10	SOP Inspkesi, SOP IBPR, SOP Investigasi dan SOP JSA	Pdf

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Example of Knowledge Sharing Session at HO

> **Sharing Knowledge Supply Chain Dept**

The sharing session on Sourcing & Procurement was conducted after Bu Maria (Food Categories Manager) and Pak Bayu (Non Food & Services Manager) successfully completed the CPSP (Certified Professional in Sourcing & Procurement) certification.

Key topics discussed:

- The strategic roles of sourcing and procurement
- Category Management
- Strategic Sourcing
- Supplier Selection

> **HR site are expected to support and facilitate knowledge sharing sessions led by employees who have recently completed a certification program.**



Training/Certification Documentation



Storekeeper Trainee Program



Internship Program Orientation



Knowledge Sharing – Supply Chain Dept



Basic Sea Survival (BSS)



Food Safety



SIO Gondola

Thank you !

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Aden Indonesia

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