SEMESTER LEARNING PLAN

Courses	CODE	Course Family	Credit Weight			SEMESTER	Compilation Date
Training Management	8610402096		T=2	P=0	ECTS=4.48	1	July 18, 2024

AUTHORIZATION	SP Developer	Course Cluster Coordinator	Study Program Coordinator
	....	....	Dr. Amrozi Khamidi, S.Pd., M.Pd.

Learning model	Case Studies

Program Learning Outcomes (PLO)	**PLO study program that is charged to the course**
	Program Objectives (PO)
	PLO-PO Matrix

	P.O

PO Matrix at the end of each learning stage (Sub-PO)

P.O	Week															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Short Course Description	Scope of training, andragogical approach, training methods, training media, training needs analysis, planning, implementation and evaluation.

References	**Main :**	
	1. Silberman,M Auerbach, C. 2013. Active Training; pedoman Praktis tentang Teknik, Desain, contoh Kasus dan Kiat. Nusa Media. Bandung. 2. Sudjana S.2007. Sistem dan Manajemen Pelatihan . Teori dan Aplikasi.Falah Production.Bamdung.	
	Supporters:	

Supporting lecturer	Dr. Retno Tri Hariastuti, M.Pd., Kons. Dr. Umi Anugerah Izzati, M.Psi., Psikolog.

Week-	Final abilities of each learning stage (Sub-PO)	Evaluation		Help Learning, Learning methods, Student Assignments, **[Estimated time]**		Learning materials **[References]**	Assessment Weight (%)
		Indicator	Criteria & Form	Offline (*offline*)	Online (*online*)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students understand the important role of training and the objectives of training	Material accuracy	**Criteria:** Good, Enough, Poor	Contextual Instraction 2 X 50			0%

No	Learning Outcome	Indicator	Criteria	Method			Percentage
2	Students understand the concept of education, training and development of the andragogy approach	Accuracy and sharpness of analysis	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
3	Students understand the importance of the basic principles of training management	Accuracy and sharpness of analysis	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
4	Students understand the importance of the basic principles of training management	Accuracy in conducting analysis	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
5	Students are able to understand and analyze training needs (TNA)	Accuracy in compiling TNA	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
6	Students are able to understand and analyze training needs (TNA)	Accuracy in compiling TNA	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
7	Students are able to understand and plan training activities	Accuracy in preparing training plans	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
8	Midterm Exam (UTS)	Midterm Exam (UTS)	**Criteria:** Good, Enough, Poor	Midterm Exam (UTS) 2 X 50			0%
9	Students are able to understand the concept of evaluation and are able to prepare evaluation drafts in training	Accuracy in preparing evaluations	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
10	Students are able to prepare training proposals	· Accuracy of training activities · Completeness of components in the training design	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
11	Students are able to prepare training proposals	· Accuracy of training activities · Completeness of components in the training design	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
12	Students understand the implementation of the training	Skills in carrying out training	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
13	Students understand the implementation of the training	Skills in carrying out training	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
14	Students understand the implementation of the training	Skills in carrying out training	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
15	Students are able to make presentations	Accuracy and completeness of the training presentations carried out	**Criteria:** Good, Enough, Poor	Contextual Instruction 2 X 50			0%
16	Final Semester Examination (UAS)	Final Semester Examination (UAS)	**Criteria:** Good, Enough, Poor	Final Semester Examination (UAS) 2 X 50			0%

Evaluation Percentage Recap: Case Study

No	Evaluation	Percentage

	0%

Notes

1. **Learning Outcomes of Study Program Graduates (PLO - Study Program)** are the abilities possessed by each Study Program graduate which are the internalization of attitudes, mastery of knowledge and skills according to the level of their study program obtained through the learning process.

2. **The PLO imposed on courses** are several learning outcomes of study program graduates (CPL-Study Program) which are used for the formation/development of a course consisting of aspects of attitude, general skills, special skills and knowledge.

3. **Program Objectives (PO)** are abilities that are specifically described from the PLO assigned to a course, and are specific to the study material or learning materials for that course.

4. **Subject Sub-PO (Sub-PO)** is a capability that is specifically described from the PO that can be measured or observed and is the final ability that is planned at each learning stage, and is specific to the learning material of the course.

5. **Indicators for assessing** ability in the process and student learning outcomes are specific and measurable statements that identify the ability or performance of student learning outcomes accompanied by evidence.

6. **Assessment Criteria** are benchmarks used as a measure or measure of learning achievement in assessments based on predetermined indicators. Assessment criteria are guidelines for assessors so that assessments are consistent and unbiased. Criteria can be quantitative or qualitative.

7. **Forms of assessment:** test and non-test.

8. **Forms of learning:** Lecture, Response, Tutorial, Seminar or equivalent, Practicum, Studio Practice, Workshop Practice, Field Practice, Research, Community Service and/or other equivalent forms of learning.

9. **Learning Methods:** Small Group Discussion, Role-Play & Simulation, Discovery Learning, Self-Directed Learning, Cooperative Learning, Collaborative Learning, Contextual Learning, Project Based Learning, and other equivalent methods.

10. **Learning materials** are details or descriptions of study materials which can be presented in the form of several main points and sub-topics.

11. **The assessment weight** is the percentage of assessment of each sub-PO achievement whose size is proportional to the level of difficulty of achieving that sub-PO, and the total is 100%.

12. TM=Face to face, PT=Structured assignments, BM=Independent study.