

ABSTRAK

PT Elang Mahkota Teknologi Tbk (Emtek) merupakan perusahaan yang bergerak dalam bidang telekomunikasi, media dan solusi TI serta konektivitas yang memiliki tiga divisi usaha utama yang bergerak dalam bidang Media, Telekomunikasi & Solusi IT serta Konektivitas. Emtek memerlukan peningkatan dan pengoptimalan program Emtracks sebagai program *induction training* untuk mampu beradaptasi dan meningkatkan kemampuan sumber daya manusia akibat perubahan pola aktivitas masyarakat saat pandemi. Dengan berjalannya waktu, program *induction training* dapat disempurnakan dengan melihat beberapa tahapan konsep *training design process* oleh *Raymond Noe* yaitu tahap *ensuring employees' readiness, creating learning of environment, ensuring transfer of training*. Adapun, tujuan penelitian ini adalah teridentifikasi kebutuhan penyempurnaan desain *induction training* dan tersusunnya rancangan penyempurnaan desain *induction training*. Hasil penelitian menunjukkan rancangan penyempurnaan *induction training* meliputi pemberian informasi pelatihan bagi peserta, atasan dan seluruh pemangku kepentingan didalamnya dengan alokasi waktu yang tidak dekat dengan pelaksanaan, penyempurnaan kertas kerja *lesson plan*, uji coba LMS, penetapan durasi dan pelaksanaan pelatihan, persiapan pembuatan evaluasi reaksi, metode pembelajaran. Metode penelitian merupakan penelitian kualitatif deskriptif dengan metode pengumpulan data yaitu studi dokumen. Secara keseluruhan program *induction training* 5th Emtracks sudah terlaksana cukup baik namun, beberapa hal mampu untuk ditingkatkan untuk kesempurnaan program Emtracks berikutnya melalui 3 tahap *training design process*.

Kata Kunci:

Induction Training, Training Design Process, Ensuring Employees' Readiness, Creating Learning of Environment, Ensuring Transfer of Training.

ABSTRACT

PT Elang Mahkota Teknologi Tbk (Emtek) is a company engaged in telecommunications, media, and IT solutions as well as connectivity which has three main business divisions engaged in media, telecommunications & IT solutions, and connectivity. Emtek requires the improvement and optimization of the Emtracks program as an induction training program to be able to adapt and improve the ability of human resources due to changes in community activity patterns during a pandemic. Over time, the induction training program can be perfected by looking at several stages of the concept of the training design process by Raymond Noe, namely the stage of ensuring employees' readiness, creating a learning environment, and ensuring transfer of training. Meanwhile, the purpose of this study is to identify the need for improving the induction training design and the preparation of the induction training design improvement design. The results of the study showed that the design of improving induction training includes providing training information for participants, superiors, and all stakeholders in it with time allocations that are not close to the implementation, improving lesson plan working papers, LMS trials, determining the duration and implementation of training, preparation for making reaction evaluations, learning methods. The research method is descriptive qualitative research with a data collection method, namely document study. Overall, the 5th Emtracks induction training program has been carried out quite well however, some things can be improved for the perfection of the next Emtracks program through a 3-stage training design process.

Keywords:

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