

# FM KPI Related to Self-Development

## A. FM KPI

Komponen	Bobot	1	2	3	4	5	6
Mengajar (Rata2 IKADQ)	40%						
<b>Pengembangan Diri</b>	10%	Tidak ikut		Mengikuti tidak lengkap	mengikuti lengkap 1 program 1 tahun	2 program dan salah satunya pelatihan dari BCL&D	>2program dan salah satunya pelatihan dari BCL&D
Publikasi	30%						
Pengabdian Kepada Masyarakat	10%						
Academic Advisory *	10%						
Tutorial *							
Other Activities *							

### Notes:

*Mengikuti pelatihan secara lengkap artinya*

1. *Jika pelatihan internal, maka peserta hadir pelatihan tepat waktu dan lulus module/program.*
2. *Jika pelatihan external, maka peserta melengkapi paket realisasi external training (dokumen paska training)*

## B. Definition of Professional Development

Professional Development is defined as **any planned activity to improve faculty member's competencies**, in terms of knowledge, skill and attitude in order to fulfil employee and lecturer requirements at BINUS University and to:

1. Support project/programs that **linked to current year strategy/project** ("must go" project) assigned by organization.
2. Fill in the **employee's performance gap**.
3. Equip **future career development**.

Trainings, workshops, seminars, and other similar activities will be classified under the term 'Professional Development'.

Professional Development that is not facilitated by BCL&D must be reported to BCL&D through Study Program by completing with Certificate and/or attendance list at least two weeks after the training conducted for analysis and documentation, using the following table:

## A. Individual Development

Lecturer ID		Lecturer Name	
Study Program		Faculty/School	
Training Name		Schedule <i>(date, time, venue)</i>	
Facilitator Name		Training Provider	
Training Objective			
Training Agenda			
Post Training Plan			
Checklist Evidence Documents	<input type="checkbox"/> Undangan/Flyer Pelatihan <input type="checkbox"/> Sertifikat (scan) <input type="checkbox"/> Information Alignment Development with the study program strategy/ project		

## B. InHouse Development conducted by Study Program

PIC Lecturer ID		PIC Name	
Study Program		Faculty/School	
Training Name		Schedule <i>(date, time, venue)</i>	
Facilitator Name		Training Provider	
Training Objective			
Training Agenda			
Post Training Plan			
Checklist Evidence Documents	<input type="checkbox"/> Undangan Pelatihan Peserta <input type="checkbox"/> Daftar hadir (scan) <input type="checkbox"/> Foto pelatihan <input type="checkbox"/> Materi pelatihan <input type="checkbox"/> Sertifikat (scan)		

## C. Definition of Program Completion

Program facilitated by BCL&D:

- Participant should complete a program in order to get Certificate of Completion from BCL&D.
- Program complete means participant has fulfilled one or series of learning modules aligned with the procedures.

# Contact Us

For further information regarding FM KPI Related to Self-Development, please contact.



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