

APPRENTICESHIP REPORT
PT.WILMAR NABATI INDONESIA

*In Partial Fulfillment of the Requirements for Applied Bachelor Study Program of
English for Business and Professional Communication of Language Department
of State Polytechnic of Bengkalis*



By:
OCTAVIA HERAWATI
Reg. Number: 5504201051

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
ENGLISH DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET

APPROVAL SHEET APPRENTICESHIP REPORT KAWASAN INDUSTRI DUMAI DEPARTMENT HRGA

Name : Octavia Herawati
Reg. Number : 5504211051
Study Program : English for Business and Professional Communication
Collage : State Polytecnic of Bengkalis
Time : 1st August – 30th November 2024

Unit / Department : KID – HRGA

APPROVED BY:

Dumai, 30 November 2024

Mentor

Advisor



Jefri Yanto



Dr. Halim Dwi Putra, S.Pd., M.AB
NIP. 198307112014041001

Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis


Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACCAPTANCE SHEET

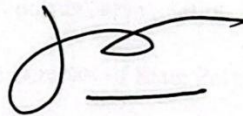
ACCEPTANCE SHEET

This is to certify that we have examined the internship report on behalf of **Octavia Herawati Reg, Number 5504211051** who has carried out an internship at PT Wilmar Nabati Indonesia, starting from August 1 - November 30, 2024. This report is used as a partial fulfillment of graduation requirements from Politeknik Negeri Bengkalis. This report is complete and satisfactory in all respects, and all revisions required by the internship report examining committee have been made.

Bengkalis, April 24th, 2025

Accepted by:

Advisor



Dr. Halim Dwi Putra, S.Pd., M.AB
NIP. 198307112014041001

Approved by,

Head of English for Business and Professional Communication

Study Program

State Polytechnic of Bengkalis



Fanalisa Elfa, M.Pd
NIP.198510082019032015

ACKNOWLEDGEMENT

Praise and gratitude the author offers to the presence of ALLAH SWT for all His gifts and grace, so that the author can complete the apprenticeship activities and completed the apprenticeship report that the author did at PT. Wilmar Nabati Indonesia on time, namely from August 1, 2024 to November 30, 2024. The author is very grateful to certain parties who have helped and provided guidance during the author's internship. who are very kind and accept the author to join and have the opportunity to become one of the members of the big family of PT. Wilmar Nabati Indonesia.

The author realizes that the preparation of this internship report cannot be separated from the support, guidance, and motivation from various parties. Therefore, on this occasion, the author would like to express his deepest appreciation and gratitude to:

1. Johny Custer ST, MT as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari M. Pd as Former Head of Language Department.
3. Fanalisa Elfa, M. Pd Former Head of the English for Business and Professional Study Program.
4. Arita Destianingsih, M.Pd, M.Ed. as the apprenticeship coordinator.
5. Dr. Halim Dwi Putra, S.Pd., M. AB as advisor in the English for Business and Professional Communication Study Program.
6. Andy Krisna as the Head of HRGA of PT. KID
7. Jefri Yanto as Supervisor our apprenticeship and Head of Training Division of PT. KID

Hopefully all the support that has been given will be rewarded accordingly. The author also hopes that this report can provide benefits and positive contributions to all related parties. There may still be many mistakes in writing this internship report. Therefore, suggestions and criticisms from anyone are very important in making this report.

Bengkalis, 09 January 2025


(OCTAVIA HERAWATI)
5504201051

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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a higher education institution located in Bengkalis Regency, Riau Province. As the only state polytechnic in the region, State Polytechnic of Bengkalis has become a center of excellent vocational education since its establishment in 2000. With a commitment to producing quality graduates, this polytechnic offers eight majors, including the Language Department which houses two study programs: D3-English and D4-English for Business and Professional Communication. This major is designed to produce competent graduates in various fields such as tourism, hospitality, professional administration, business communication, translation, and public relations.

As an important component of the curriculum, the internship program is a strategic opportunity for students to apply the theory they have learned during their studies into real practice. This program not only aims to strengthen students' technical skills but also to build qualifications that are recognized in the world of work. Through internships, students are invited to dive directly into professional activities, learn the dynamics of the workplace, and develop the ability to face global challenges.

The internship program is also one of the graduation requirements at Bengkalis State Polytechnic. In this process, students are directly involved in the operational activities of the company or organization where they are interning. This gives them the opportunity to develop interpersonal skills, work ethic, and build a portfolio that is relevant to industry needs.

As a Language major, the internship program provides valuable experience to connect academic knowledge with real-world situations. Skills such as cross-cultural communication, negotiation skills, and professional translation can be directly applied during the internship, enriching students' perspectives on their future profession.

State Polytechnic of Bengkalis has a vision to produce competent, adaptive graduates who are able to compete at national and international levels. In supporting this vision, the internship program is an important bridge that not only provides practical work experience but also helps students prepare themselves as superior professionals in the era of globalization.

This internship program not only gives students the opportunity to apply the theories they have learned in class, but also trains them to face the challenges of the real world of work. Through internships, students are required to develop adaptability, instill a strong work ethic, and build a high level of discipline and responsibility.

In this case, the author was given the opportunity to carry out an internship program at PT. Wilmar Nabati Indonesia, a subsidiary of Wilmar International Limited. Wilmar is a multinational company based in Singapore and is known as one of the largest integrated agribusiness groups in the world. Founded in 1991, Wilmar International focuses on various agribusiness activities such as the production and processing of vegetable oils, oleochemicals, wheat flour, sugar, and biodiesel.

Internship program at PT. Wilmar Nabati Indonesia Unit Pelintung Dumai, located in Dumai Industrial Area (KID). KID is a strategic area in Riau Province which is the center of palm oil processing industry, oleo chemicals, and renewable energy. Wilmar Unit Pelintung Dumai plays an important role in the production of cooking oil, margarine, oleo chemicals, and biodiesel, which meet the needs of domestic and international markets.

The internship was conducted in the HRGA (Human Resources & General Affairs) Department, especially the Training section. This division is tasked with developing employee competencies through training needs analysis, program preparation, and evaluation of training results. Through this internship, the author had the opportunity to understand human resource management in a multinational company, get involved in real projects, and improve professional skills.

Through an internship program at PT. Wilmar Nabati Indonesia, especially in the Training section, the author had the opportunity to implement the knowledge gained during lectures into real work practices, while gaining valuable professional experience. This program is designed to improve the author's knowledge capacity, creativity, and professional skills, which also supports the fulfillment of academic requirements and career development. The purpose of this internship program is to understand the various types of work carried out in the Training section of the HRGA Department at PT Wilmar Nabati Indonesia, as well as to apply the knowledge gained during lectures to the real world of work. In addition, this internship also aims to get to know and study the documents used in daily activities in the Training Section, so that it can provide practical experience in administrative and operational management that is relevant to the field of work.

1.2. Purpose of the Apprenticeship

The purpose of the Job Training program conducted at PT. KID (Kawasan Industri Dumai) is:

1. Provide an understanding of the details of the tasks that will be carried out during the internship period, so that participants can develop skills and knowledge according to the field of study being studied.
2. Convey clear information regarding the location and schedule of internship activities, so that participants can plan and adjust their time well.
3. Understand the systems and procedures that apply in the work environment, to ensure that interns can adapt and carry out tasks efficiently.
4. Identify challenges that may be faced during the internship and find appropriate solutions to overcome these obstacles, with the aim of making the internship experience productive and providing optimal results.

1.3. Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1.3.1 Significance for Students

The apprentice is given the opportunity to apply the knowledge and theoretical concepts learned during their studies to real-world work situations. This experience also allows them to analyze and solve problems related to their field of study in a professional environment.

1.3.2 Significance for Companies

Collaboration between educational institutions and industry allows companies to access a pool of potential employees who have demonstrated quality, commitment and credibility. This creates an avenue for companies to identify and recruit skilled individuals.

1.3.3 Significance for State Polytechnic of Bengkalis

State Polytechnic of Bengkalis receives valuable feedback from companies, which helps in refining the curriculum and improving the learning experience. This collaboration contributes to improving the quality of graduates by incorporating practical work experience into their education.

1.4. Time and Length of Practical Work

The internship program will be held from August 1 to November 30, 2024 in the Training section of the HRGA (Human Resources & General Affairs) Department at the Central Office of PT. Wilmar Nabati Indonesia. The HRGA Department is one of the key elements in the company that is responsible for human resource management, corporate relations, and compliance with legal regulations. The internship schedule at PT. Wilmar Nabati Indonesia-Pelintung is as follows:

Table 1.1 Office Hours Schedule

No	Day	Working hours	Rest
1	Monday - Friday	08.00 - 16.00	12.00 - 13.00
2	Saturday	08.00 - 13.00	12.00 - 12.30

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Wilmar International Limited is a leading agribusiness group in Asia. The company owns the world's largest oil palm plantations, mainly in Indonesia, East Malaysia, and Africa. Wilmar also has various related businesses such as vegetable oil processing and food products. Wilmar has a number of subsidiaries, one of which is Wilmar Nabati Indonesia. Wilmar Nabati Indonesia is an oleochemical company established in 1991. PT. Wilmar Nabati Indonesia is abbreviated as PT. Wilmar Nabati Indonesia. Wilmar Nabati Indonesia expanded by building a second factory located on Jalan Datuk Laksamana Dumai, which was then used as a production facility and regional headquarters for the Dumai area. In addition, the strategic location of the PT Wilmar Nabati Indonesia factory, which is located at the dock facility within the Pelindo complex, allows for the docking of international standard ships to export products. Another initiative taken by PT Wilmar Nabati Indonesia management was the reconstruction of the factory in the Dumai-Pelitung industrial area in the early 2000s

PT Kawasan Industri Dumai (PT. KID) is one of the constituent companies of the Wilmar Group, located in Pelitung Village, Medang Kampai District, Dumai City, Riau Province. As the largest industrial area in Riau Province with a land area of 1,792 hectares, this area plays an important role in supporting an integrated agribusiness model that covers the entire value chain of agricultural commodities. Its construction began on 31 August 2000, and its operation officially began in 2007, under the management of Wilmar International Ltd as part of the company's strategy to create dynamic growth while maintaining its position as a global market leader.

In supporting the sustainability of the company's vision as a dynamic world-class company in the agricultural business and related industries, as well as its mission to become a superior and trusted business partner for stakeholders, PT

Kawasan Industri Dumai instills core values as the foundation of its operations. These values include professionalism based on a sense of belonging, humility based on simplicity, integrity based on honesty, hard work based on team synergy, and leadership with a global perspective.

PT Kawasan Industri Dumai is operationally one of the supporting units of Wilmar Group Dumai, which is a regional unit of Wilmar Group. This area is also supported by a workforce of 9,524 people who work efficiently and sustainably. In addition, this area includes several PT Wilmar Group work units, making it one of the exclusive economic zones that has obtained a management permit from the government of the Republic of Indonesia. The following are PT Wilmar Group units located in the Dumai Industrial Area:

1. PT. Wilmar Nabati Indonesia-Pelitung
2. PT. Wilmar Nabati Indonesia Flourmill
3. PT. Wilmar Nabati Indonesia Oleochemical
4. PT. Wilmar Bioenergi Indonesia
5. PT. Sentana Adidaya Pratama (PT. SADP)
6. PT. Murini Samsam II (PT. MSS)
7. PT. Kawasan Industri Dumai (PT. KID)
8. PT. Petro Andalan Nusantara
9. PT. Wilmar Chemical Indonesia

The unit's operating in PT Kawasan Industri Dumai reflect the diversity of Wilmar Group's business covering various strategic sectors, ranging from vegetable oil processing, oleo chemicals, bioenergy, to chemical production. The existence of these units not only supports the development of the area as an exclusive economic zone but also creates synergy between units to achieve operational efficiency and sustainable growth. In supporting the operations of these various units, good coordination is required, especially in the management of human resources and

general administration. Therefore, the Department 8 Human Resource and General Affairs (HRGA) at PT Kawasan Industri Dumai plays an important role in ensuring smooth operations, both in terms of workforce management and logistics support.

2.2 Vision and Mission

2.2.1 Vision

A dynamic world-class company in the agricultural and related industrial business with dynamic growth while maintaining its position as a global market leader through partnerships and good management.

2.2.2 Mission

“To become a superior and trustworthy business partner for stakeholders.”

2.3 Kind of Business

PT. Wilmar Nabati Indonesia has several business units and business products, including oil palm cultivation, oilseed crushing, vegetable oil refining, sugar milling and refining, consumer product manufacturing, specialty fats, oleochemicals, biodiesel, fertilizers, and flour milling. PT. Wilmar Nabati Indonesia produces oleo chemicals and food manufacturing. The main products of PT. Wilmar Nabati Indonesia is a cooking oil processed through oil palm fruit into crude palm oil (CPO), the derivatives of which are refined bleached deodorized palm oil (RBDPO), further broken down into refined bleached deodorized olein (RBDO), refined bleached deodorized sterin (RBDS), and other palm oil derivatives. The leading brands of cooking oil products produced by PT. Wilmar Nabati Indonesia are Sania, Fortune, Sovia, and Siip.



Figure 2.1. Product Type PT. Wilmar Nabati Indonesia

2. 4 Organization Structure

The Human Resource and General Affairs (HRGA) Department is a strategic division in PT Kawasan Industri Dumai which is responsible for managing human resources and general administration of the company. The main functions of HRGA include managing recruitment, training, employee development, industrial relations management, payroll, and employee welfare. In addition, this department also handles logistics needs, facility maintenance, and coordination of operational activities that support smooth work in various divisions. HRGA acts as a bridge between company management and employees, ensuring that company policies are implemented properly while maintaining the welfare of the workforce. The HRGA Department is a combination of the Human Resources Department and the General Affairs Department. HRGA is a department that regulates human resources, general assets, and everything related to corporate relations. The Human Resource and General Affairs (HRGA) Department at PT Kawasan Industri Dumai has various important functions that are managed through several sections with focused responsibilities. The following is an explanation of each section in the HRGA structure:

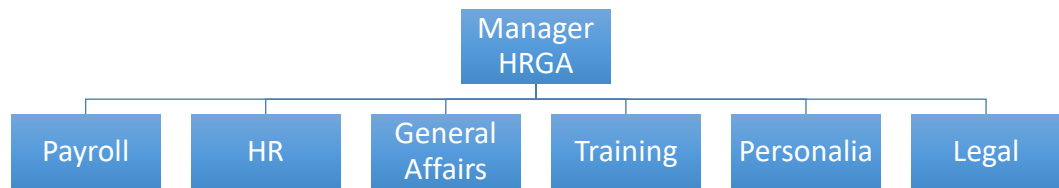


Figure 2.2. The Organization structure of HRGA Department

Source: PT. Wilmar Nabati Indonesia- Pelintung

1. Human Resources & General Affairs (HRGA) Manager As the department leader, the HRGA Manager is responsible for managing all sections under him/her with an effective and efficient management approach. The manager ensures that every task in the department runs in accordance with the Hu company's goals and coordinates with other divisions to support smooth operations.
2. Payroll Section This section is tasked with ensuring the payroll process runs smoothly, starting from salary calculations, overtime pay, to payment distribution through employee accounts. Accuracy and timeliness are priorities in carrying out its duties.
3. General Affairs (GA) Section General Affair supports the company's operations by managing various needs such as employee transportation, provision of office stationery, to procurement and maintenance of company assets. This section also ensures that work facilities remain in optimal condition.
4. Training Section This section focuses on employee competency development. Its duties include analyzing training needs, designing development programs, managing their implementation, and evaluating training results to improve employee performance. This section also actively coordinates with trainers and related work units.
5. Human Resources Development (HRD) Section HRD plays a strategic role in implementing company policies and strategies, including recruitment. In

addition, HRD is responsible for maintaining a harmonious relationship between employees and the company, while ensuring that all policies are in accordance with applicable laws and regulations.

6. Personnel Section Personnel plays a role in administrative tasks that support work relationships, such as managing employee data, recording leave, attendance, and providing other compensation. This section ensures that all data is stored neatly and accurately to support operational processes.
7. Legal and Public Relations (PR) Department This section plays an important role in managing company permits and building good relations with the community and related parties. Legal and Public Relations also ensure that the company fulfills legal obligations and maintains a positive image in the eyes of the public.

2. 5 The Working Process

The work process of the Training Section in the Human Resource and General Affairs (HRGA) Department:

1. Analyzing training needs.
2. Designing and managing development programs.
3. Implementing and evaluating training results to improve employee performance.
4. Coordinating with trainers and related work units to ensure smooth processes.

2. 6 Documents Used for Activities

PT. Kawasan Industri Dumai (KID), particularly in the Training Division, utilizes various documents in its operational activities. The division uses the following documents:

1. Employee Certificate
2. Employee License

3. Evaluation Form
4. Attendance form
5. Report Worksheet

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

During the internship period, job training participants are placed in the central office. There are several tasks during the practical work training section at PT. kid are as follows:

1. Archiving and recording employee certificates and SIO data.
2. Recapping training report data.
3. Designing an archive layout for managing training evaluation report data using Mapp.
4. Document archiving.
5. Managing training, including preparing materials, moderating activities, conducting ice breakers, and ensuring the training runs smoothly.

3.2. System and Procedure

The training process at PT Wilmar Pelintung is designed to ensure the development of employee competencies in line with the company's operational needs and industry demands. This training involves several stages, which include:

3.2.1 Training Needs Analysis (TNA)

Training Needs Analysis (TNA) is a critical initial step in the human resource development cycle within an organization. This process ensures that the training designed meets the specific needs of the company while also supporting its strategic and operational objectives. In an increasingly dynamic work environment, TNA not only serves as a tool for identifying competency gaps but also as a way to maximize employee potential, enabling them to contribute optimally to the company's success.

The primary goal of TNA is to identify the gap between the competencies employees currently possess and the abilities needed to meet the demands of their

jobs. Through TNA, the company ensures that the training designed is truly relevant to the organization's needs. This helps improve operational efficiency, reduce workplace errors, and support business sustainability through focused human resource development. Additionally, TNA serves as a guide in designing training programs aligned with company strategies, such as adapting to new technologies or improving operational efficiency.

The implementation of TNA typically involves structured steps that prioritize observation and in-depth analysis. One of the main methods used is direct observation of employees' work activities. This process allows the company to understand the challenges workers face daily and areas where competencies need improvement. In addition, document analysis such as performance reports, work evaluation records, and job descriptions are used to identify the skills required for each role. Through this approach, TNA produces a clear training needs profile, covering the competencies to be developed and the training priorities based on urgency and relevance to the company's goals.

One of the data collection methods in the Training Needs Analysis (TNA) process is through discussions with supervisors or managers. This approach is used to gain in-depth and relevant information about training needs that align with workplace conditions and operational demands in the field. Supervisors and managers play a crucial role in providing strategic insights on team performance, competency gaps, and training priorities that need to be implemented.

A. Data Processing Process

1. **Categorizing Data by Job Position.** Data is organized by job position, rather than by employee grade, to ensure that the analysis conducted is relevant to the operational needs of each position.
2. **Identification of Competency Gaps.** A comparison is made between the competencies that employees currently possess and the ideal competencies

required to perform their tasks. The identified gaps become the basis for determining training needs.

3. Determining Training Priorities. Gaps that most affect productivity, workplace safety, or the achievement of company targets are given higher priority.

4. Training Program Design. The results of the analysis are compiled into a specific training program, including the type of training, methods, and expected outcomes. The table below shows the Competency Performance and Training Plan.

The table below shows the Competency Performance and Training Plan.

Table 3.1 Competency Performance and Training Plan

No	Kompetensi	Aktual Kompetensi	Gap Analysis	Terpenuhi atau belum	Rekomendasi
1.	Skill kelahlian				
2.	Training mandatory				
3.	Pelatihan Pilihan				
4	Training level up				

2. Training Matrix in Training Plan Development

The Training Matrix is a subsequent step after conducting the Training Needs Analysis (TNA). The purpose of this Training Matrix is to summarize the training needs that align with the requirements of each department and division

within the company, ensuring that the planned training programs effectively support the company's goals.

Benefits of the Training Matrix in Training Planning, The Training Matrix facilitate efficient and focused training planning, ensuring that each training aligns with the results of the needs analysis. Additionally, this matrix ensures that the implementation of training can be adjusted to organizational resources, time, and priorities. With the Training Matrix, training can be designed to include both scheduled and unscheduled programs in a flexible manner.

The Training Matrix not only serves to plan and manage routine training but also becomes a crucial tool in ensuring that training related to certifications and Operational Licenses (SIO) can be integrated effectively. In the context of certification, the matrix helps identify employees who require specialized training to obtain official competency recognition, ensures that the training schedule aligns with the company's priority needs, and allocates the necessary resources to achieve these goals. With the matrix, certification training programs can be structured, allowing each step from preparation to evaluation to be well-managed, thus supporting the achievement of legally and professionally recognized competency standards.

3. Training Implementation

Training is carried out according to the set schedule, with both technical and non-technical sessions aligned with the Training Matrix. This phase is critical and must be executed carefully to ensure it follows the planned structure. Key factors for successful training include logistical preparation, monitoring during the session, and boosting participant engagement.

- a) Logistics play a crucial role in smooth training execution. All necessary materials, technology, and facilities, such as comfortable rooms and refreshments, must be prepared in advance. Any logistical issues can disrupt the session and reduce its effectiveness.

- b) Monitoring and guidance from the training team are essential. The team ensures that instructions are clear, participants understand the content, and any issues are addressed promptly to maximize learning.
- c) Encouraging participation through interactive techniques, such as ice-breaking or Q&A sessions, helps increase engagement. For example, starting with a Safety Greeting can build rapport and trust, creating a more active and enjoyable learning environment.

4. Training Evaluation

Training evaluation is a critical step performed after the training process. Its main purpose is to assess the effectiveness of the training, determine if the objectives were met, and understand its impact on participants' competencies and overall organizational performance. Evaluation is typically done at three levels: during training (Level 1), immediately after training (Level 2), and long-term (Level 3). Each level focuses on different aspects but all contribute to providing a comprehensive view of the training's success and areas for improvement.

1. Level 1: Participant Reaction

Level 1 evaluation focuses on participant satisfaction and their experience during the training. Feedback is collected through evaluation forms or short surveys distributed during the training. The goal is to assess if the material was easy to understand, if the trainer explained well, and how relevant the training was to the participants' jobs. This evaluation provides immediate feedback on the quality of the training experience.

Aspek Penilaian		Tingkat Kepuasan					Komentar
		Sangat Kurang	Kurang	Cukup	Baik	Sangat Baik	
		1	2	3	4	5	
Materi	Menambah Wawasan						
	Menarik minat						
	Sistematika						
	Mudah Dipahami						
Trainer	Relevansi materi dengan pekerjaan						
	Kemampuan instruktur dalam menjelaskan materi						
	Kemampuan instruktur dalam menjawab pertanyaan						
	Kemampuan instruktur dalam berinteraksi dengan peserta						
Service	Audio Visual (Proyektor)						
	Ketersediaan fasilitas dan alat bantu pelatihan (Flipchart, Spidol, Alat peraga, dll)						
	Ketersediaan snack dan minuman selama pelatihan						
saran :		kebutuhan topik raining lainnya:					

Figure 3.1. Level 1 Evaluation Checklist sheet (Scale 1-5)

2. Level 2: Participant Learning

Level 2 evaluation measures the improvement in participants' knowledge and skills gained from the training. Methods like pre-tests and post-tests or specific assessments are used to compare participants' competencies before and after the training. This helps determine if the training objectives were achieved.

Judul Training		Score
Hari/ Tanggal		
Jam		
Nama Participan		
Nama Trainer		

Figure 3.2. Level 2 Evaluation Sheet

3. Level 3: Post-Training Evaluation

Level 3 evaluation focuses on the long-term impact of the training on participants' performance in the workplace. This evaluation is usually done some time after the training to see if participants have implemented what they learned in their daily tasks. The main goal is to assess whether the training has positively influenced individual and team performance and contributed to organizational goals.

Materi/ Judul :															
Tanggal Training :															
Tanggal Evaluasi :															
No	Nama Peserta	Dept/ Unit	Pengevaluasi / Jabatan	Post test	Apakah menurut kamu ada peningkatan pemahaman dari karyawan ybs setelah		Apakah menurut kamu ada peningkatan Cara kerja dari karyawan ybs		Apakah menurut kamu ada peningkatan sikap / attitude dari karyawan		Apakah menurut kamu karyawan ybs paham dan mampu		apakah menurut kamu karyawan ybs masih perlu diberikan training yang sama		
					ya	tidak	ya	tidak	ya	tidak	ya	tidak	ya	tidak	ya
					70-100	0-69	70-100	0-69	70-100	0-69	70-100	0-69			

Figure 3.3. Level 3 Evaluation Sheet

4. Training Documentation and Reports

Documentation and reporting are critical parts of the training process, ensuring that all training-related data is systematically recorded and organized. This step not only supports administrative efficiency but also facilitates the evaluation and future development of training programs.

A. Digital Data Management

1. Training Matrix

The Training Matrix is a worksheet used to plan and manage training details. It includes training schedules, materials, objectives, participant targets, and locations. This ensures that training aligns with the operational needs of the company and meets set goals.

2. Control Worksheet

The control worksheet monitors the entire training process. It records the type of training (internal or external), training title, implementation date, attendance, training category (e.g., K3, System, or Technical), and supporting document numbers (e.g., Learning Certificate). This ensures proper documentation and easy auditability.

3. Training Summary

The training summary provides an overview of completed training sessions, including the training title, attendance rate, and participation details. This serves as an initial evaluation and a basis for planning future training, ensuring equal opportunities for employee competency development.

4. Departmental Data

This worksheet records training data based on the participant's department, including names, post-test scores, and post-training performance. It helps evaluate the effectiveness of training within specific units.

5. Employee Database

The employee database serves as the primary source of basic employee information, such as names, ID numbers, departments, and job classifications. It is essential for linking employees with their respective training sessions, facilitating data analysis, and supporting decision-making for human resource development.

6. Post-Test Data Management

Post-test scores are recorded in the Departmental Data worksheet, linked to the participant's name, department, and training type. This ensures accurate data tracking and simplifies evaluating training effectiveness based on achieved competencies, informing the design of future training.

Digital data management offers significant benefits, including easy access, efficient administration, continuous evaluation support, and compliance with

internal and external audits. A well-organized documentation system ensures effective training and positive impacts on employee competency development.

B. Physical Training Document Storage

Physical training documents are stored systematically to facilitate future searches, management, and auditing. These documents include attendance lists, evaluation forms, and other related documents. The storage procedures include:

1. Classification by Department

Documents are categorized according to the department or unit of the participants, simplifying retrieval for departmental evaluations or audits.

2. Grouping by Training Month

Documents are arranged by training month, from January to December. Within each month, documents are organized chronologically by the training date, ensuring easy tracking based on the training period.

3. Categorization by Training Type

Documents are also classified by training type:

1. K3 (Occupational Safety and Health Training): Focused on safety and compliance with K3 regulations.
2. System Training: Pertains to work systems or technology management.
3. Technical Training: Focused on developing employees' technical skills for daily tasks.

4. Storage in Specific Binders

All physical documents are stored in labeled binders based on the training category. Labels include:

1. K3 – PT KID
2. System – PT KID
3. Technical – PT KID

Each binder is organized by month (January to December) with dividers separating the documents by month, ensuring quick and easy access to specific documents.

3.3. Place of Apprenticeship

This internship was conducted at PT. Kawasan Industri Dumai (KID), located at Jl. P. Sumatra No. 1, Dumai Pelintung Industrial Area, Medang Kampai, Dumai, Riau. During the internship, the author was assigned to the Training Department of the central office.

3.4. Kind of Description of Activity

Description of Activity at the Training Section of the HRGA Department, PT. Wilmar Nabati Indonesia:

1. Archiving and Recording Employee Certificate and SIO Data Any certificates and licenses held by employees should be stored in a folder and then logged back to prevent them from being misplaced or lost. This also ensures that when employees need to renew their licenses, department heads can easily locate the relevant certificate or license. First, certificates and licenses must be arranged alphabetically and grouped by ownership. After that, they are compiled into an Excel sheet containing the employee's personal data, including registration number, certificate number, license number, and license expiration date.
2. Data Recapitulation Procedure for Training Reports. After the training session, the training section head will send the attendance list and evaluation form to the training department. The post-test scores from the training evaluation form will be entered into an Excel sheet that already contains the employee's personal data and the business unit's details. Next, after filling out the report worksheet, the data must be inputted and checked against the resume data. Then, data must be entered into the training control sheet, including the training name, whether it has been conducted or not, the name of the mentor, the training date, the number of participants, the type of training (K3, System, Technical), and the LC, LP, LR numbers.
3. Design of Monthly Dividers for Training Evaluation Report Archives these monthly dividers are designed to enhance the aesthetics and organization of the training evaluation report archives. The divider serves as a separator

between months within the folders containing the training evaluation reports, making it easier to search for and organize documents based on the time period.

4. Procedure for Archiving Training Data from Hard Files to Soft Files
this procedure aims to simplify the reporting process related to training that has been or has not been conducted by Wilmar business units. It also serves as part of the documentation required for internal audits, where the training attendance data will be submitted when the department head requests an internal audit to ensure the completeness and accuracy of the recorded training data.
5. Managing Training. Managing training includes various tasks, starting from preparing training supplies such as snacks, attendance sheets, and evaluation forms, as well as supporting facilities, to acting as a moderator to ensure the smooth running of activities and maintaining interaction between participants and the trainer. Additionally, the manager is responsible for conducting ice-breaking activities to create a conducive atmosphere, ensuring the training proceeds as planned, and addressing any technical or non-technical issues that arise. All activities are concluded with documentation and evaluation to improve the quality of future training sessions.

The daily activities in central office PT Wilmar Nabati Indonesia can be seen in the table below:

Table 3.2. Daily Activities of August 01Th 2024 to August 3rd 2024

No	Day& Date	Time	Description of activities	Assignor
1	Thursday, August 1 st 2024	08.00-12.00 12.00 – 12.30 (rest) 13.00- 16.00	1. Safety training induction 2. Exam about company security	Firman Saragih
2	Friday, August 2 nd 2024	08.00-12.00 12.00 – 12.30 (rest) 13.00- 16.00	1. Company and Department Introduction 2. Exam about company security	Herlina Ginting

3	Saturday, August 3 rd 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name, Wilmar Nabati Indonesia Dumai.	Jefri Yanto
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Table 3.3. Daily Activities of August 05Th 2024 to August 10th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, August 5 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name, Wilmar Nabati Indonesia Dumai.	Jefri Yanto
2	Tuesday, August 6 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	Archiving certificate and license data: Scanned and created folders based on the company name, Wilmar Nabati Indonesia Flour Mill.	Jefri Yanto
3	Wednesday, August 7 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name, Wilmar Nabati Indonesia Oleo Chemical.	Jefri Yanto
4	Thursday, August 8 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name, Wilmar Nabati Indonesia Pelintung.	Jefri Yanto
5	Friday, August 9 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name, Wilmar Nabati Indonesia Pelintung.	Jefri Yanto
6	Saturday, August 10 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Staff management training smk3 audit training in illies room 2. Archiving certificate and license data:	Jefri Yanto

			Scanned and created folders based on the company name, wilmar nabati indonesia pelintung.	
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Table 3.4. Daily Activities of August 12Th 2024 to August 17th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, August 12 th 2024		OFF (thesis proposal binding)	
2	Tuesday, August 13 th 2024		OFF (thesis proposal binding)	
3	Wednesday, August 14 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	Jefri Yanto
4	Thursday, August 15 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management training 2. Sustainability training in illies room 3. Sorting data with or without certificates	Jefri Yanto
5	Friday, August 16 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	Jefri Yanto
6	Saturday, August 17 th 2024		OFF (independence day)	

Table 3.5. Daily Activities of August 19Th 2024 to August 24th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, August 19 Th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management training Sustainability 2. Training in illies room (first session) 3. Staff management training Sustainability 4. Training in illies room (second session)	Jefri Yanto

2	Tuesday, August 20 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management training MSDS 2. Training in RWTP 3. Brainstorming ice breaking training	Jefri Yanto
3	Wednesday, August 21 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Brainstorming ice breaking training	Jefri Yanto
4	Thursday, August 22 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Discuss ice breaking training	Jefri Yanto
5	Friday, August 23 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Looking and figure out ice breaking ideas for training	Jefri Yanto
6	Saturday, August 24 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Staff management Sustainability training in MTC Central 2. Looking and figure out ice breaking ideas for training	Jefri Yanto

Table 3.6. Daily Activities of August 26th 2024 to August 31st 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, August 26 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Translate and check the grammar in wilmar standard operation	Jefri Yanto
2	Tuesday, August 27 th 2024	08.00-12.00 13.00-13.30 (rest)	1. Translate and check the grammar in wilmar standard operation	Jefri Yanto

		13.00- 16.00		
3	Wednesday, August 28 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month and type of training.	Jefri Yanto
4	Thursday, August 29 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill sadp department training report in excel	Jefri Yanto
5	Friday, August 30 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill sadp department training report in excel	Jefri Yanto
6	Saturday, August 31 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Staff management Sustainability training in MTC Central 2. Go to Store KID To take Training Equipment.	Jefri Yanto

Table 3.7. Daily Activities of September 2nd 2024 to September 7st 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, September 2 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1.Fill WINA Oleochemical department training report in excel	Jefri Yanto
2	Tuesday, September 3 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: scanned and created folders based on types of certificate,PAA.	Jefri Yanto

3	Wednesday, September 4 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month and type of training.	JefriYanto
4	Thursday, September 5 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month and type of training.	JefriYanto
5	Friday, September 6 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill WBI department training report in excel	JefriYanto
6	Saturday, September 7 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1.Fill WINA Pelintung department training report in excel	JefriYanto

Table 3.8. Daily Activities of September 9th 2024 to September 14th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, September 9 th 2024		OFF (family matters)	
2	Tuesday, September 10 th 2024		OFF (family matters)	
3	Wednesday, September 11 th 2024		OFF (family matters)	
4	Thursday, September 12 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management Hotweek training in Illies Room	JefriYanto
5	Friday, September 13 th 2024	08.00-12.00 13.00-13.30 (rest)	1. Fill SADP department training report in excel	JefriYanto

		13.00- 16.00	2. Fill Flour Mill department training report in excel	
6	Saturday, September 14 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Fill Flour Mill department training report in excel	JefriYanto

Table 3.9. Daily Activities of September 16th 2024 to September 21st 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, September 16 th 2024		OFF (Maulid Nabi MUHAMMAD SAW)	
2	Tuesday, September 17 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month type of training and Department.	JefriYanto
3	Wednesday, September 18 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1.Making Resume Report Wilmar Nabati Indonesia Dumai	JefriYanto
4	Thursday, September 19 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1.Making Resume Report Wilmar Nabati Indonesia Dumai	JefriYanto
5	Friday, September 20 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill KID department training report in excel	JefriYanto
6	Saturday, September 21 st 2024	08.00-12.00 12.00-12.30 (rest)	1.Prepare and Deliver Training Equipment to WBI, EHS , and MSS	JefriYanto

		12.30- 13.00		
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Table 3.10. Daily Activities of September 23rd 2024 to September 28th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, September 23 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1.Prepare and Deliver Training Equipment to WBI, WILMAR NABATI INDONESIA Pelintung , and SADP 2. Input KID Report Data	JefriYanto
2	Tuesday, September 24 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill KID & MSS department training report in excel 2. Fill WINA Plintung department training report in excel	JefriYanto
3	Wednesday, September 25 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: scanned and created folders based on the company name, WBI & MSS	JefriYanto
4	Thursday, September 26 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: scanned and created folders based on the company name, WBI & MSS	JefriYanto
5	Friday, September 27 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1.Prepare and Deliver Training Equipment to WBI, Wilmar Nabati Indonesia Pelintung, And Wilmar Nabati Indonesia Oleo	JefriYanto
6	Saturday, September 28 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Go to the kid's store to pick up snacks and sort out the expiration dates.	JefriYanto

Table 3.11. Daily Activities of September 30th 2024 to October 5th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, September 30 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill KID department training report in excel 2. Prepared training equipment for new employees	JefriYanto
2	Tuesday, October 1 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: 2. Scanned and created folders based on the company name	JefriYanto
3	Wednesday, October 2 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: Scanned and created folders based on the company name 2. Creating Duplicate of Employee Licenses	JefriYanto
4	Thursday, October 3 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archiving certificate and license data: scanned and created folders based on types of certificate, PAA. 2. Creating duplicates licenses	JefriYanto
5	Friday, October 4 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill SADP department training report in excel	JefriYanto
6	Saturday, October 5 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Prepare and Deliver Training Equipment to WBI, Wilmar Nabati Indonesia Oleo, MSS, and SADP 2. Fill WBI department training report in excel	JefriYanto

Table 3.12. Daily Activities of September 7th 2024 to October 12th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, October 7 th 2024		OFF (sick)	
2	Tuesday, October 8 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill Wilmar Nabati Indonesia Flourmill, WBI, Wilmar Nabati Indonesia Pelintung, Wilmar Nabati Indonesia Oleo department training report in excel	JefriYanto
3	Wednesday, October 9 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Filing the latest employee license 2. Prepare training equipment in fortune room	JefriYanto
4	Thursday, October 10 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management Internal Auditor training in Illies Room 2. Archiving certificate and license data: scanned and created folders based on the company name	JefriYanto
5	Friday, October 11 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management 5S2R training in MTC 2. Staff management 5S2R training in RWTP	JefriYanto
6	Saturday, October 12 th 2024		OFF (Wilmar Festival)	

Table 3.13. Daily Activities of October 14th 2024 to October 19th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, October 14 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month ,type of training and Department. 2. Filing new licenses	JefriYanto
2	Tuesday, October 15 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Filing the latest employee license 2. Make duplicate new licenses	JefriYanto
3	Wednesday, October 16 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Filing the latest employee license	JefriYanto
4	Thursday, October 17 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Filing the latest employee license 2. Staff management Total Productive Maintenance with training in Wilmar Nabati Indonesia Oleo	JefriYanto
5	Friday. October 18 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
6	Saturday, October 19 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Meeting TNA	JefriYanto

Table 3.14. Daily Activities of October 21st 2024 to October 26th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, October 21 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month, type of training and Department.	JefriYanto
2	Tuesday, October 22 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Archive attendance sheets and training evaluations by month, type of training and Department.	JefriYanto
3	Wednesday, October 23 rd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Filing the latest employee licenses	JefriYanto
4	Thursday, October 24 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
5	Friday, October 25 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
6	Saturday, October 26 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Archive attendance sheets and training evaluations by month, type of training and Department. 2. Checking report and control.	JefriYanto

Table 3.15. Daily Activities of October 28st 2024 to November 2nd 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, October 28 th 2024	08.00-12.00	1. Workshop TNA (Training Need Analysis)	JefriYanto

		13.00-13.30 (rest)		
		13.00- 16.00		
2	Tuesday, October 29 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
3	Wednesday, October 30 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
4	Thursday, October 31 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Workshop TNA (Training Need Analysis)	JefriYanto
5	Friday, November 1 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Workshop TNA (Training Need Analysis) 2. Scanning certificates and licenses of MSS employee	JefriYanto
6	Saturday, November 2 nd 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Archive attendance sheets and training evaluations by month ,type of training and Department.	JefriYanto

Table 3.16. Daily Activities of November 4th 2024 to November 9th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, November 4 th 2024	08.00-12.00 13.00-13.30 (rest)	1. Sorting data with or without certificates	JefriYanto

		13.00- 16.00		
2	Tuesday, November 5 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Sorting data with or without certificates	JefriYanto
3	Wednesday, November 6 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Organize folders of attendance and evaluation forms according to the type of training.	JefriYanto
4	Thursday, November 7 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff Management Hot work Training In Wilmar Nabati Indonesia Flour Mill Go to store WINA Pelintung	JefriYanto
5	Friday, November 8 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management Hotwork training in MTC Central 2. Input Report Attendance and Evaluation Form.	JefriYanto
6	Saturday, November 9 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Staff management Loto training in Illies Room	JefriYanto

Table 3.17. Daily Activities of November 11th 2024 to November 16th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, November 11 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Fill department training report in excel	JefriYanto
2	Tuesday, November 12 th 2024	08.00-12.00 13.00-13.30 (rest)	1. Safety talk & Prepare Training Equipment	JefriYanto

		13.00-16.00	2. Staff management First Aid training in WINA FM	
3	Wednesday, November 13 th 2024		OFF (sick)	
4	Thursday, November 14 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00-16.00	1. Staff management Hotwork training in MTC Central 2. Organize training equipment.	JefriYanto
5	Friday, November 15 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00-16.00	1. Staff management MSDS training in WINA Oleo 2. Organize training equipment.	JefriYanto
6	Saturday, November 16 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30-13.00	1. Staff management MOC training in Refinery 1 	JefriYanto

Table 3.18. Daily Activities of November 18th 2024 to November 23rd 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, November 18 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Recapitulate snack expenses for meetings in September.	JefriYanto
2	Tuesday, November 19 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Recapitulate snack expenses for meetings in September.	JefriYanto

3	Wednesday, November 20 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management Incident Investigation Report training in MTC Central and Safety Awareness in SADP	JefriYanto
4	Thursday, November 21 st 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management Emergency Action Plan training in MSS 2. Sorting 2023 Training Document	JefriYanto
5	Friday, November 22 nd 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Staff management MSDS training in WINA Oleo 2. Sorting 2023 Training Document	JefriYanto
6	Saturday, November 23 rd 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Staff management MOC training in Refinery 1	JefriYanto

Table 3.19. Daily Activities of November 25th 2024 to November 30th 2024

No	Day & Date	Time	Description of activities	Assignor
1	Monday, November 25 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Prepare reports, ppt and other files for presentation	JefriYanto
2	Tuesday, November 26 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Prepare reports, ppt and other files for presentation 2. Presentation	JefriYanto
3	Wednesday, November 27 th 2024		OFF (Electionship)	
4	Thursday, November 28 th	08.00-12.00	1. Complete the internship documents.	JefriYanto

	2024	13.00-13.30 (rest) 13.00- 16.00		
5	Friday, November 29 th 2024	08.00-12.00 13.00-13.30 (rest) 13.00- 16.00	1. Complete the internship documents.	JefriYanto
6	Saturday, November 30 th 2024	08.00-12.00 12.00-12.30 (rest) 12.30- 13.00	1. Complete the internship documents & farewell	JefriYanto

CHAPTER IV

CONCLUSION AND SUGGESTION

4. 1. Conclusion

Internship at PT Wilmar Nabati Indonesia Pelintung . The internship program at PT Wilmar Nabati Indonesia Pelintung provides hands-on experience in supporting the operational activities of the Training Section, HRGA Department. The main activities carried out are managing training data, archiving employee certificates, and preparing and implementing training. In addition, the author is also involved in preparing training reports and documentation, all of which contribute to improving the efficiency of human resource management. Through these various activities, the author gained insight into the importance of organized administration, interpersonal communication, and flexibility in facing challenges in the workplace. This experience not only broadened theoretical understanding but also enhanced practical skills relevant to industry needs.

4.2 Suggestion

Use of LMS to Support TNA: Cornerstone on Demand (CSOD). The use of a Learning Management System (LMS) such as Cornerstone on Demand (CSOD) can significantly improve the efficiency of the Training Needs Analysis (TNA) process. CSOD enables training needs data collection, AI-based competency analysis, and digital training recommendations. The system integrates with HR, supports various training formats, and provides comprehensive reporting and evaluation features. Data security is ensured through ISO 27001 certification, data encryption, and multi-factor authentication, keeping employee information confidential. CSOD also supports centralized training management, making it ideal for large companies with multiple work units or widely dispersed employees. Compared to manual TNA processes, CSOD offers digital surveys, automated scheduling and cross-departmental analysis, making the process more efficient and accurate. With CSOD, companies can monitor competency

development in real-time, ensuring that the training provided is relevant and aligned with the company's strategic goals.

Recommendation: Implement CSOD in stages to optimize its benefits and ensure successful implementation of the system

REFERENCES


Kawasan Industri Dumai. (n.d.). Beranda. <https://kawasanindustridumai.co.id/id/>

Wilmar International. (n.d.). Official website. <https://www.wilmar-international.com/>

APPENDICES

Appendix 1: Apprenticeship Completion Letter

PT. KAWASAN INDUSTRI DUMAI



SURAT KETERANGAN
NOMOR: 00163/SK-PKL/HRD/XI/2024

No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 1 of 2


Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Octavia Herawati
NIM : 5504211051
PROGRAM STUDI / JURUSAN : Bahasa Inggris
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen Training di PT. Kawasan Industri Dumai Indonesia sejak tanggal 01 August 2024 s/d 30 November 2024, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 30 November 2024
PT. Kawasan Industri Dumai


Andy Krisna
Head Dept. HRGA & Adm.

Medan Office : B&G Tower, Lt 9, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777 , Fax. +62 61 4154891
Dumai Office : Jl. Pulau Sumatera, Kawasan Industri Dumai, Pelitung - 28816, Telp +62 765 33533, Fax +62 765 33553

Appendix 2: Evaluation Internship Form

PT. KAWASAN INDUSTRI DUMAI



No : F-HRGA-11-092
Rev : 00
Date : 01 April 2011
Page : 2 of 2

HASIL PENILAIAN 0163/SK-PKL/HRD/XI/2024

NO	URAIAN	NILAI	
		SCORE	HURUF
1	DISIPLIN	90	A
2	ETIKA	90	A
3	AKTIFITAS	95	A
4	KREATIVITAS	90	A
5	KERJASAMA	95	A
6	PRAKARSA	90	A
7	PENGUASAAN MATERI (PRESENTASI)	90	A
RATA – RATA		91,4	A

KETERANGAN NILAI:

A = Sangat Baik (89-100)
B = Baik (77-88)
C = Cukup (65-76)
D = Kurang (53-64)
E = Kurang Sekali (41-52)

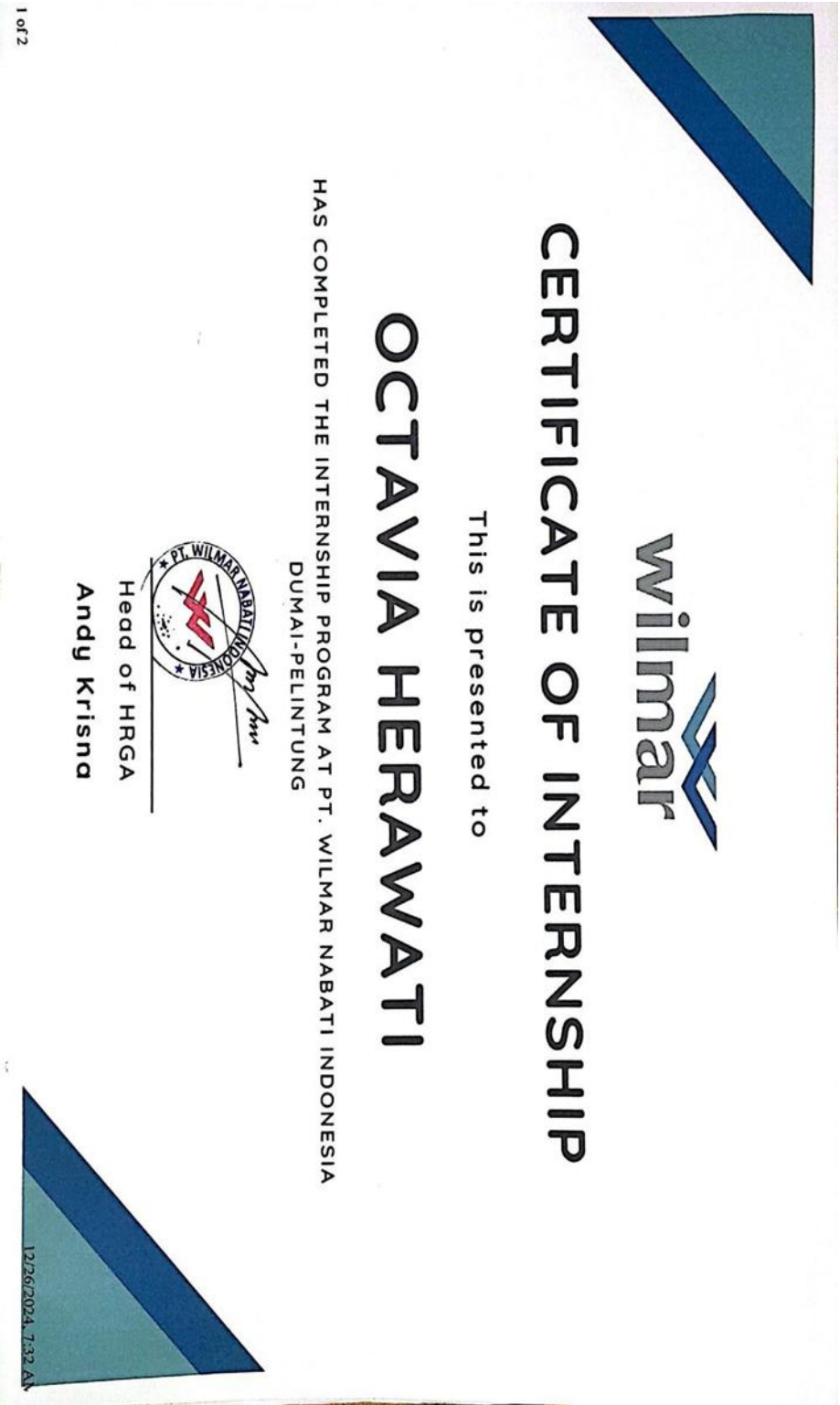
Pelitung, 30 November 2024
Penanggung Jawab Pembimbing

Praktik Kerja Lapangan


Jefri Yanto
Mentor

Medan Office : B&G Tower, Lt 9, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777 , Fax. +62 61 4154891
Dumai Office : Jl. Pulau Sumatera, Kawasan Industri Dumai, Pelitung - 28816, Telp +62 765 33533, Fax +62 765 33553

Appendix 3: Certificated of Apprenticeship



Appendix 4: Attendance List



No : F-HRGA-09-019
Rev : 01
Date : 03 February 2015
Page : 01 Of 1

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Octavia Herawati
NIS/NIM : 5504211051
SEKOLAH/UNIVERSITAS : POLITEKNIK NEGERI BENGKALIS
PERIODE :
NOMOR HANDPHONE : 0823 8958 3174 Tlpn Orang Tua: 0852 6401 2329

BULAN : Agustus

ABSENSI						
NO	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	01-08-2024	09.00	HP	15.30	HP	
2	02-08-2024	08.00	HP	16.00	HP	
3	03-08-2024	08.00	HP	16.00	HP	
4	04-08-2024					Minggu
5	05-08-2024	07.55	HP	16.15	HP	
6	06-08-2024	08.00	HP	16.15	HP	
7	07-08-2024	08.00	HP	16.10	HP	
8	08-08-2024	08.00	HP	16.00	HP	
9	09-08-2024	08.00	HP	16.00	HP	
10	10-08-2024	08.00	HP	16.05	HP	
11	11-08-2024					Minggu
12	12-08-2024					LINA
13	13-08-2024					
14	14-08-2024	08.00	HP	16.30	HP	
15	15-08-2024	08.00	HP	16.10	HP	
16	16-08-2024	08.00	HP	16.00	HP	HUT RI
17	17-08-2024					Minggu
18	18-08-2024					
19	19-08-2024	08.00	HP	16.00	HP	
20	20-08-2024	08.00	HP	16.00	HP	
21	21-08-2024	08.00	HP	16.00	HP	
22	22-08-2024	08.00	HP	16.00	HP	
23	23-08-2024	08.00	HP	16.00	HP	
24	24-08-2024	08.00	HP	16.05	HP	
25	25-08-2024	08.00				Minggu
26	26-08-2024	08.00	HP	16.00	HP	
27	27-08-2024	08.00	HP	16.10	HP	
28	28-08-2024	08.00	HP	16.05	HP	
29	29-08-2024	08.00	HP	16.00	HP	
30	30-08-2024	08.00	HP	16.10	HP	
31	31-08-2024	08.00	HP	16.00	HP	

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Rekap Kehadiran :

S =
Izin =

Tanpa Ket. =
Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Octavia Herawati
NIS/NIM : 5504211051
SEKOLAH/UNIVERSITAS : Politeknik Bengkalis
PERIODE : 1 Ags - 30 Nov
NOMOR HANDPHONE : 082389583174 Tlpn Orang Tua:

BULAN : November September

ABSENSI						
NO	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	02-09-2024	08.00	HP	16.00	HP	
2	03-09-2024	08.00	HP	16.00	HP	
3	04-09-2024	08.00	HP	16.00	HP	
4	05-09-2024	08.00	HP	16.00	HP	
5	06-09-2024	08.00	HP	16.00	HP	
6	07-09-2024	07.45	HP	13.10	HP	
7	08-09-2024					Minggu
8	09-09-2024					Izin
9	10-09-2024					
10	11-09-2024					
11	12-09-2024	08.00	HP	16.16	HP	
12	13-09-2024	08.00	HP	16.16	HP	
13						
14						
15						
16	17-09-2024	08.00	HP	16.00	HP	
17	18-09-2024	08.00	HP	16.00	HP	
18	19-09-2024	08.00	HP	16.00	HP	
19	20-09-2024	07.45	HP	16.00	HP	
20	21-09-2024	07.44	HP	13.00	HP	
21	22-09-2024					Minggu
22	23-09-2024	08.00	HP	16.00	HP	
23	24-09-2024	07.55	HP	16.15	HP	
24	25-09-2024	07.45	HP	16.10	HP	
25	26-09-2024	08.00	HP	16.10	HP	
26	27-09-2024	08.00	HP	16.00	HP	
27	28-09-2024	07.52	HP	13.10	HP	
28	29-09-2024					Minggu
29	30-09-2024	07.52	HP	16.15	HP	
30	01-10-2024	07.55	HP	16.15	HP	
31	02-10-2024	07.55	HP	16.00	HP	

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S =
Izin =

Tanpa Ket. =
Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN
WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Octavia Herawati
NIS/NIM : 5504211051
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis
PERIODE : 1 Ags - 30 Nov
NOMOR HANDPHONE : 0825 89583179 Tlpn Orang Tua:

BULAN : October

ABSENSI						
NO	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	03.10.2024	08.00	HP	16.05	HP	
2	04.10.2024	08.55	HP	16.05	HP	
3	05.10.2024	07.56	HP	16.05	HP	
4	06.10.2024	07.39	HP	16.05	HP	
5	07.10.2024	07.42	HP	16.05	HP	
6	08.10.2024	07.49	HP	16.15	HP	
7	09.10.2024	07.10	HP	16.15	HP	
8	10.10.2024	07.50	HP	16.10	HP	
9	11.10.2024	07.50	HP	16.15	HP	
10	12.10.2024	07.52	HP	16.05	HP	
11	13.10.2024	07.49	HP	16.05	HP	
12	14.10.2024	07.53	HP	16.05	HP	
13	15.10.2024	07.55	HP	16.05	HP	
14	16.10.2024	07.45	HP	16.05	HP	
15	17.10.2024	07.50	HP	16.05	HP	
16	18.10.2024	07.55	HP	16.10	HP	
17	19.10.2024	07.50	HP	16.10	HP	
18	20.10.2024	07.55	HP	16.10	HP	
19	21.10.2024	07.45	HP	16.10	HP	
20	22.10.2024	-	-	-	-	liber
21	23.10.2024	07.55	HP	16.05	HP	
22	24.10.2024	07.55	HP			
23	25.10.2024	07.55	HP			
24	31.10.2024	07.55	HP			
25						
26						
27						
28						
29						
30						
31						

NOTE: Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

Pekap Kehadiran :

Tanpa Ket =
Terlambat =

DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Octavia Herawati
NIS/NIM : 5509211051
SEKOLAH/UNIVERSITAS : Politeknik Negeri, Bengkulu
PERIODE : 1 Ags - 30 Nov
NOMOR HANDPHONE : 082389533174 Tlpn Orang Tua:

BULAN : November

BULAN : November		ABSENSI				KETERANGAN
NO	TANGGAL	MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	01 Nov 2014	07.55	H	16.10	H	
2	02.11.24	07.50	H	16.10	H	
3	03.11.24	07.50	H	16.10	H	
4	04.11.24	07.50	H	16.10	H	
5	05.11.24	07.50	H	16.10	H	
6	06.11.24	07.50	H	16.10	H	
7	07.11.24	07.50	H	16.10	H	
8	08.11.24	07.50	H	16.10	H	
9	09.11.24	07.50	H	16.20	H	
10	10.11.24	07.40	H	16.10	H	
11	11.11.24	07.50	H	16.10	H	
12	12.11.24	07.50	H	16.10	H	
13	13.11.24	07.50	H	16.10	H	
14	14.11.24	07.50	H	16.10	H	
15	15.11.24	07.50	H	16.10	H	
16	16.11.24	07.50	H	16.10	H	
17	17.11.24	07.50	H	16.10	H	
18	18.11.24	07.50	H	16.10	H	
19	19.11.24	07.50	H	16.10	H	
20	20.11.24	07.50	H	16.10	H	
21	21.11.24	07.50	H	16.10	H	
22	22.11.24	07.50	H	16.10	H	
23	23.11.24	07.50	H	16.10	H	
24	24.11.24	07.50	H	16.10	H	
25	25.11.24	07.50	H	16.10	H	
26						
27						
28						
29						
30						
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S =
Izin =

Tanpa Ket. =
Terlambat =

Appendix 5: Daily Activities

LAPORAN MINGGUAN KEGIATAN HARIAN PKL Praktik Kerja Lapangan				
Minggu ke : 1				
Tanggal : 1 Ags 2024 s/d 8 Ags 2024				
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.				
Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
1 Ags 2024 Thursday	09.00 - 15.30	Pengenalan Perusahaan, Pengarahan safety, dan Pengarahan Peraturan [company introduction, briefing about safety and rules]	Firman Saran Herlina	
2 Ags 2024 Friday	08.00 - 16.00	Pengenalan Perusahaan mengenai industri dan tenant. Pengenalan Mentor dan departemen. [Introduction to the company, industry, tenants, mentors, and department]	Jefti	
3 Ags 2024 Saturday	08.00 - 13.00	Pengarsipan data sertifikat & lisensi [Archiving certificate and license data]	Jefti	
5 Ags 2024 Monday	08.00 - 16.00	Scanning and creates folder based on company name (WINA DUMAI)	Jefti Yanto	
Human Resource Development				
6 Ags 2024 Tuesday	08.00 - 16.00	Scanning and creates folder based on company name (WINA FLOUR MILL)	Jefti Yanto	
7 Ags 2024 Wednesday	08.00 - 16.00	Scanning and creates folder based on company name (WINA OLEO)	Jefti Yanto	
8 Ags 2024 Thursday	08.00 - 16.00	Scanning and creates folder based on company name (WINA PELINTUNG)	Jefti Yanto	
Kesimpulan pencapaian hasil :		Dilaporkan oleh,		
<ul style="list-style-type: none"> - Learn about the training employees need for their job - learn about the level of licence employees 		 (Octavia Herawati)		
Human Resource Development				

Picture of Activity	Description
---------------------	-------------



The first week of the internship was directly safety training induction and examination on company security, then taught how to archive certificates and employee license data, then scanned and created folders based on company names, in the first week filed certificates and license data of PT WINA Dumai, PT WINA Flourmil, PT WINA Oleochemical, PT WINA pelintung

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : II
Tanggal : 9 Ags 2024 s.d 20 Ags 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
9 Ags 2024 Friday	08.00 s/d 16.00	Archiving Certificate and license data	Jefri Purbo	
10 Ags 2024 Saturday	08.00 s/d 13.00	Practice as a training management staff.	Purbo	f
11 Ags 2024 Wednesday	08.00 s/d 16.00	Store data with or without certificates and licenses	Jefri Purbo	
15 Ags 2024 Thursday	08.00 s/d 16.00	Practice as a training management staff	Purbo	A


Human Resource Development

16 Ags 2024 Friday	08.00 s/d 16.00	store data with or without Certificate and licenses on microsoft excel	Purbo Jefri	
19 Ags 2024 Mon	08.00 s/d 16.00	Practice as a training management staff and ensure training activities run well, such as Providing employees with attendance, evaluation forms, and other services	Purbo Jefri	f
20 Ags 2024 Tuesday	08.00 s/d 16.00	- Preparing snack, attendance and evaluation forms for INEOS training - Determining Special project.	Purbo Jefri	f

Kesimpulan pencapaian hasil :

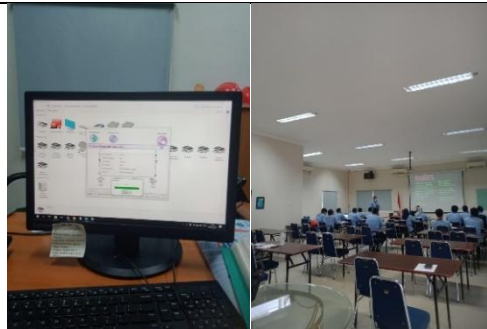
Knowing how the experience of being a training management staff in organizing a training including the attendance, evaluation forms, post-test, snack and other services.

Dilaporkan oleh,


(Octavia Herasanti)

Human Resource Development

Picture of Activity	Description
---------------------	-------------



The second week filed certificates and license data of PT Wilmar nabati Indonesia Dumai, PT Wilmar nabati Indonesia flourrmil, PT Wilmar nabati Indonesia oleo chemical, PT Wilmar nabati Indonesia pelintung, and became the management staff of SMK 3 audit training in illies room.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL Praktik Kerja Lapangan

Minggu ke : III
Tanggal : 21 Ags 2024 s.d. 28 Ags 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
21 Ags 2024 Wednesday	08.00 s/d 16.00	Brainstorm and Planning about special project.	Jefti Purbowati	
22 Ags 2024 Thursday	08.00 s/d 16.00	Discuss about special project with advisor /mentor	Jefti: purbo	
23 Ags 2024 Friday	08.00 s/d 16.00	Figure out the title and material for each special project title	Jefti Purbo	
24 Ags 2024 Saturday	08.00 s/d 13.00	Go to the Engineering For Sustainability training .	Jefti Purbo	X

Human Resource Development

26 Ags 2024 Monday	08.00 s/d 16.00	Translate into English , check and correct any grammar errors in the standard operation procedure documents	Jefti Purbo	
27 Ags 2024 Tuesday	08.00 s/d 16.00	Translate into English, check and correct any grammar errors in the standart operation procedure documents Being a training management staff at illies room in central office	Jefti Purbo	
28 Ags 2024 Wednesday	08.00 s/d 16.00	- Archive attendance sheets and evaluation forms by month and type -	Jefti Purbo	X

Kesimpulan pencapaian hasil :

Being great to get some insight about the key stages involved in creating or managing projects , and I also knowing how the standart operating procedures at Wilmar

Dilaporkan oleh,

Jefti
(Octavia Hercauti)

Human Resource Development

Picture of Activity

Description



In the third week, sorted the data of employees with and without certificates, and became the sustainability training management staff in illies room, and discuss about ice breaking for opening training.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL Praktik Kerja Lapangan

Minggu ke : IV
Tanggal : 29 Ags 2024 s/d 05 Ags 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
29 Ags 2024 Thursday	08.00 s/d 16.00	Fill in the training report by date and department	Purbowati	f
30 Ags 2024 Friday	08.00 s/d 16.00	Fill in the training report by date and department -	Purbowati	f
31 Ags 2024 Saturday	08.00 s/d 13.00	- Fill in the training report by date and department - Go to store kid for take snack of training.	Purbowati	f
02 Sep 2024 Monday	08.00 s/d 16.00	- Fill in the training report by date and department. - Sorting snack by type and expiration date.	Purbowati	f

Human Resource Development

03 Ags 2024 Tuesday	08.00 s/d 16.00	Archive attendance and evaluation form by date, department and unit.	Purbowati	f
04 Ags 2024 Wednesday	08.00 s/d 16.00	Archive attendance and evaluation form by date, department and unit (system, technical, k2)	Purbowati	f
05 Ags 2024 Thursday	08.00 s/d 16.00	Archive Attendance and evaluation form by date department and unit	Purbowati	f



Kesimpulan pencapaian hasil :

knowing about unit and their department!
memahami unit / perusahaan di wilayah secara garis besar
Contoh : PT. KIO → bergerak di bidang Sisa (pengisian air, sisa dll)
mengetahui dept yg ada di wilayah tersebut beberapa
contoh : Hara → section filling section QA

Dilaporkan oleh,

[Signature]
(Azzahra Herasati)


Human Resource Development

Picture of Activity	Description
 	<p>In the 4th week, translated and checked grammar in Wilmar's operation standards, filed attendance lists and training evaluation sheets by month and type of training, and filled out PT SADP training reports, then went to the shop to KID to pick up training needs.</p>


LAPORAN MINGGUAN KEGIATAN HARIAN PKL Praktik Kerja Lapangan					
Minggu ke :	V				
Tanggal :	06-09-2024 s.d 14-09-2024				
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.					
Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf	
06 Sep 2024 Friday	08.00 s/d 16.00	Inputting Wibi report data. <i>menyusun bahan</i>	Purbowati Jefri		+
07 Sep 2024 Saturday	08.00 s/d 13.00	- Prepared snack for water-treatment. Confined space. 2nd Hazop batch 1 Training. - Scanning and inputting wibi pily report data.	Purbowati Jefri		+
08 Sep 2024 Thursday 12	08.00 s/d 16.00	Become a staff member for homework training in illies room.	Purbowati Jefri		+
13 Sep 2024 Friday	08.00 S/d 16.00	-Inputting sadp report data. -Inputting flourmill report data-	Purbowati Jefri		+

Human Resource Development

Human Resource Development

17 Sep 2024 Tuesday	08.00 s/d 16.00	Archive attendance and evaluation form unit wina pily and sadp. and also making resume report wina dmi.	Purbowati	+
18 Sep 2024 Wednesday	08.00 s/d 16.00	Making Resume Report wina dmi.	Purbowati	+
19 Sep 2024 Thursday	08.00 s/d 16.00	Continue updating Resume and report wina Dumai	Purbowati	+
Kesimpulan pencapaian hasil :		Dilaporkan oleh,		
<ul style="list-style-type: none"> - knowing about excel and learn more about each excel formula like vlookup, etc. - knowing how to creating Resume from blank sheet to completion. - saya menjadi staff administrasi di depart training dan juga saya sebagai staf di depart listrik - saya lebih aktif dalam pengamatan lip, agar data lebih akurat 		 Ochaiz Herizati		

Human Resource Development


Picture of Activity	Description
	<p>On the fifth week, became a hotwork training management staff in the illies room, filled in the training report of PT SADP, filled in the training report of PT wilmar nabati Indonesia flour Mill.</p>

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

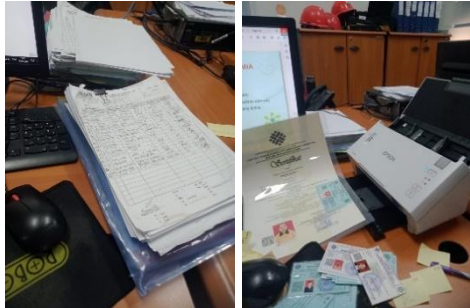
Minggu ke : vi
Tanggal : 20 Sep 2024 s/d 27 Sep 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
20 Sep 2024 Friday	08.00 S/d 16.00	Inputting KIO Report data -	Purbowati	✓
21 Sep 2024 Saturday	08.00 S/d 13.00	Deliver training and mcu equipment to WBL, EHS, mss.	Purbowati	✓
23 Sep 2024 Monday	08.00 S/d 16.00	Deliver training equipment to WBL, SAPP, 2nd Wina Pelintung - Inputting KIO Report data -	Purbowati	✓
24 Sep 2024 Tuesday	08.00 S/d 16.00	Prepared training equipment for Inputting Mss, KIO, Wina PITS report data	Purbowati	✓

Human Resource Development

25 Sep 2024 Wednesday	08.00 S/d 16.00	Scanning certificate and licence of WBL and Mss employees	Purbowati	✓
26 Sep 2024 Thursday	08.00 S/d 16.00	Inputting certificate and licence of WBL and Mss employees to folder WBL and Mss.	Purbowati	✓
27 Sep 2024 Friday	08.00 S/d 16.00	Deliver training equipment to Wina oleo, Wina Pelintung and Archive attendance and evaluation form for August and put it in the folder.	Purbowati	✓
Kesimpulan pencapaian hasil :		Dilaporkan oleh,		
Be more Careful in Inputting Reports ☺		 (.....OctaviaHerawati.....)		

Human Resource Development

Picture of Activity	Description
	In the 6th week Start with recap file attendance and evaluation sheets based on the type of training, make a resume report of willman nabati Indonesia Dumai, fill out PT KID training reports, prepare and deliver training needs to WBI,SADP, EHS and MSS


LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : VI
Tanggal : 28 Sep 2024 s/d 05 Okt 2024


Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
28 Sep 2024 Saturday	08.00 S/d 13.00	Goes to store KID to take stock of training snacks and then sort them according to expiry date.	Purbo	f
30 Sep 2024 Monday	08.00 S/d 16.00	Inputting Report data for september. Prepared the training equipment for new employees.	Purbo	f
01 Okt 2024 Tuesday	08.00 S/d 16.00	Combine documents of the same month but separately. Aka training training absence documents.	Purbo	f
02 Okt 2024 Wednesday	08.00 S/d	tidying up absence folders according to month and also merging folders in the same month but separately. - Creating duplicate licenses	Purbo	f

Human Resource Development

03 Okt 2024 Thursday	08.00 S/d 16.00	Inputting the latest WBI & PAA license	Purbo	f
04 Okt 2024 Friday	08.00 S/d 18.00	Input The report and control data SADP	Purbo	f
05 Okt 2024 Saturday	08.00 S/d 13.00	deliver training equipment to WBI, OLEO, SADP, MSS. Inputting report and control data Wuma find and WBI	Purbo	f
Kesimpulan pencapaian hasil :			Dilaporkan oleh,  (Octavia Herawati)	

Human Resource Development

Picture of Activity	Description
	In the 7th week then go to PT KID to pick up training needs and then sort them out, filled in the training report of PT SADP, filled in the training report of PT wilmar nabati Indonesia flour Mill, prepare and deliver training needs to WBI,WINA Oleo chemical MSS.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke : VIII
Tanggal : 07 - Oktober 2024 s/d 12 - 10 - 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.


Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
07.10.2024 Monday	08.00 s/d 09.00	- Sick -	off.	
08.10.2024 Tuesday	08.00 s/d 16.00	Inputting Report and control data for September. (Flour mill, WBI, winapity, wina oleo)	Purbawati	f
09.10.2024 Wednesday	08.00 s/d 16.00	Prepared training equipment in Fortune room. Archiving because the latest licences of employee	Purbawati	f
10.10.2024 Thursday	08.00 s/d 16.00	Being a training management staff in internal auditor training. Archiving attendance and evaluation form by September.	Purbawati	f

Human Resource Development


11.10.2024	08.00 s/d 16.00	Being a training management staff at maintenance Central and East	Purbawati	f
12.10.2024	08.00 s/d 13.00	Wilfest	off.	off.

Kesimpulan pencapaian hasil :

Dilaporkan oleh,


(Octavia Herawati)

Human Resource Development


Picture of Activity	Description
	<p>In the 8th week, filled in the training report of WINA flourrmil, WBI, WINA pelintung and WINA oleo, then became a training management staff sat the internal auditor training at ilis romm and 5S2R training at maintenance central and RWTP.</p>

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

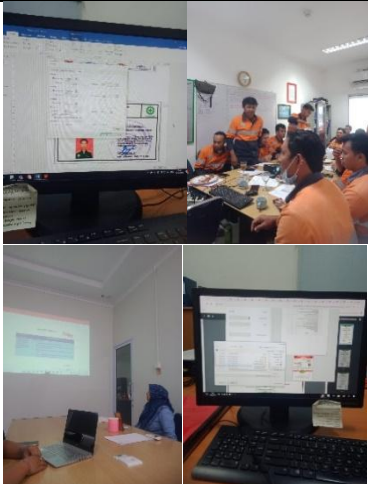
Minggu ke : 1 x
Tanggal : 14.10.2024 s/d 19 Okt 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
14 Oktober 2024 Monday	08.00 s/d 16.00	-Archiving attendance and evaluation form by September. -input new licences	Purbowati	f
15 Okt 2024 Tuesday	08.00 s/d 16.00	Input new licences & certificate. Then making duplicate the new licences.	Purbowati	f
16 Okt 2024 Wednesday	08.00 s/d 16.00	Archiving the latest licences of Wina pelintung, Wina domai, and Wina oleochemical employee.	Purbowati	f
17. Okt 2024 Thursday	08.00 s/d 16.00	-Training at maintenance OLEO -Archiving the latest certificate and licences of murini sam-sam -Inputting latest licences of oleo, salt, urea, keto, and wbi employees -Sorting attendance folder	Purbowati	f

Human Resource Development

18. Oct 2024 Friday	08.00 s/d 16.00	Sorting Certificates and licences according to certification type. Availability in folders and scanning file.	Purbowati	f
19. Oct 2024 Saturday	08.00 s/d 13.00	Meeting to discuss guidelines for filling out TNA (Training need Analysis)	Purbowati	f
Kesimpulan pencapaian hasil :		Dilaporkan oleh,  (Octavia Herawati)		

Human Resource Development


Picture of Activity	Description
	<p>In the 9th week, filing attendance and evaluation sheets, then filing the latest licenses and making duplicates of the latest licenses, then becoming training management staff at total productive maintenance training in WINA Oleo, on weekends filled with meetings about training need analysis or TNA</p>

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

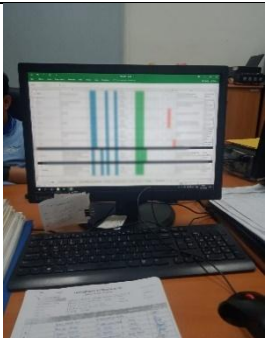
Minggu ke : 21 Oct 2024 s.d. 26 Oct 2024
 Tanggal : 21 Oct 2024 s.d. 26 Oct 2024
 Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
21 Oct 2024 Monday	08.00 s/d 16.00	Archiving attendance and evaluation form by October.	Purbowati	f
22 Oct 2024 Tuesday	08.00 s/d 16.00	Archiving attendance and evaluation form by October.	Purbowati	f
23 Oct 2024 Wednesday	08.00 s/d 16.00	Inputting and archiving the latest certificates and licences	Purbowati	f
24 Oct 2024 Thursday	08.00 s/d 16.00	Sorting Certificates and licences according to certification type and the availability in folders and scanning file.	Purbowati	f

Human Resource Development

25 Okt 2024 Friday	08.00 s/d 16.00	Sorting certificates and licences according to certification type and the availability in map folders and scanning file.	Purbasari	f
26 Okt 2024 Saturday	08.00 s/d 13.00	Arranging attendance and evaluation training by outlier. Also checking the Report and control	Purbasari	f
Kesimpulan pencapaian hasil :		Dilaporkan oleh,  (Octavia Hermawati)		

Human Resource Development


Picture of Activity	Description
	In the 10th week, filing timesheets and evaluations and sorting data on employees who are or are not uncertified, then checking training reports.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan


Minggu ke : 08 Okt 2024 s/d 08 Nov 2024
Tanggal : 08 Okt 2024 s/d 08 Nov 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
28 Oct 2024 Monday	08.00 s/d 16.00	Workshop training need analysis	Purbasari	f
29 Oct 2024 Tuesday	08.00 s/d 16.00	Cross check the list of certification	Purbasari	f
30 Oct 2024 Wednesday	08.00 s/d 16.00	Prepare training equipment Sorting mss employee Certificate and licence	Purbasari	f
31 Oct 2024 Thursday	08.00 s/d 16.00	Workshop training need analysis	Purbasari	f

Human Resource Development

01 Nov 2024 Friday	08.00 S/d 16.00	Workshop training need analysis Scanning certificates and licences of mss employee	Purwanto	f
02 Nov 2024 Saturday	08.00 S/d 13.00	inputting certificates and licences of mss employee then making folders base on their kind of certificate on.	Purwanto	f
Kesimpulan pencapaian hasil :		Dilaporkan oleh,  (Octavia Herawati)		

Human Resource Development

Picture of Activity	Description
	<p>In the 11th week, begins with a training need analysis workshop, and sorting data on employees who have and or do not have certificates.</p>


LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke :
Tanggal : 04-Nov s/d 07-Nov


Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
04 Nov 2024	08.00 S/d 16.00	Cross check list of certification loss	Purbawati	
05 Nov 2024	08.00 S/d 16.00	Inputting and checking licences	Purbawati	
06 Nov 2024	08.00 S/d 16.00	Tidy up the folder of absence and evaluation form - system - Technical (all unit) - k3	Purbawati	
07 Nov 2024		- Being Training Management staff on Hotwork training at Flourmill. - Go to store samples.	Purbawati	

Human Resource Development

08 Nov 2024		Inputting attendance and evaluation - - Being training management staff on Hotwork training at Flourmill.	Purbawati	
09 Nov 2024	08.00 S/d 13.00	- Recapitulation Training at Illies room - Being training management staff (Loto)	Purbawati	
Kesimpulan pencapaian hasil :		Dilaporkan oleh,  (Octavia Herawati)		

Human Resource Development

Picture of Activity	Description
	In the 12 th week, sorting data that has or does not have a certificate, then tidying up the attendance and evaluation sheet folder based on the type of training, then becoming management staff at hotwork training at Vienna flourmill and maintenance central, and also becoming management staff for log out tag out training at Illies room.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke :
Tanggal : 11-Nov-2024 s/d 16-Nov-2024

Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
11 Nov 2024 Monday	08.00 Srd 16.00	Inputting Report of September	Purbaenti	f
12 Nov 2024 Tuesday	08.00 Srd 16.00	- Safety talk. - Prepare training equipment - Being Training Management staff at first aid training in Flourmill	Purbaenti	f
13 Nov 2024 Wednesday	08.00 Srd 16.00	Sick	Purbaenti	f
14 Nov 2024 Thursday	08.00 Srd 16.00	Being Training Management staff at Hotwork training in Maintenance central. Tech Tidy up sink and Training equipment	Purbaenti	f


Human Resource Development

15 Nov 2024 Friday	08.00 Srd 16.00	Being Training Management staff at Msds training in oleo Tech Tidy up training equipment Tidy up folder	Purbaenti	f
16 Nov 2024 Saturday	08.00 Srd 16.00	Being Training Management staff at Refinery 1 in MOC (Management of Change) training	Purbaenti	f


Kesimpulan pencapaian hasil :

"Start confidence to speaking in front of audience."

Dilaporkan oleh,


Octavia Hernanti

Human Resource Development


Picture of Activity	Description
	In the 13 th week, started with safety talk then became the management staff of first Aid training in WINA flourmill, became the management staff in hot work training in maintenance central, then became the training management staff in MSDS training in WINA oleo, became the training management staff in MOC in Refinery 1.

LAPORAN MINGGUAN KEGIATAN HARIAN PKL
Praktik Kerja Lapangan

Minggu ke :
Tanggal : 18 NOV 2024 s.d 23 NOV 2024
Bagian ini harus diisi sesuai dengan kegiatan yang dilakukan.

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Paraf
18 Nov 2024 Monday	08.00 S/d 16.00	Recapping snack expenses for training and meeting in Agustus	Purbawati	f
19 Nov 2024 Tuesday	08.00 S/d 16.00	Recapping snack expenses for training and meeting in September	Purbawati	f
20 Nov 2024 Wednesday	08.00 S/d 16.00	- Being training management staff at Incident Investigation Report in MTC Central and training safety awareness in SAPP. Recapping snack expenses for training and meeting in October	Purbawati	f
21 Nov 2024 Thursday	08.00 S/d 16.00	- Being training management staff at emergency action plan (EAP) training in Meeting Room MSS - Sorting 2023 Training attendance and evaluation form	Purbawati	f

Human Resource Development

22 Nov 2024 Friday	08.00 S/d 16.00	Being Training Management staff at Wana Oro 2u Metals Training	Purbawati	f
23 Nov 2024 Saturday	08.00 S/d 13.00	Being training Management staff at Refinery 1 in MOC (management of change) Training	Purbawati	f
Kesimpulan pencapaian hasil :		Dilaporkan oleh,  (Octavia Hermanti)		

Human Resource Development

Picture of Activity	Description
	In the 14 th week, recap expenses for training snacks in September, then became a training management staff in incident investigation report at Maintenance central and became a management staff in safety awareness at PT. SAPP, then became a management staff in emergency action plan training at PT. Murini Sam - Sam, then became a management staff in MSDS (Material Safety Data Sheet) training



at WINA Oleo, then became a management staff in MOC training at Refinery 1.

LAPORAN MINGGUAN KEGIATAN BARIAN PRI
Praktik Kerja Lapangan


Minggu ke : 10
Tanggal : 25 Nov 2024 s.d 30 Nov 2024
Bagan ini harus diisi sesuai dengan kegiatan yang dilakukan

Tanggal	Periode Jam Kerja	Kegiatan	Nama PIC/Tutor	Poin
25 Nov 2024 Monday	08.00 s.d 16.00	Class check, internship report	Jefri	1
26 Nov 2024 Tuesday	08.00 s.d 16.00	Make a PPT for presentation	Jefri	1
27 Nov 2024 Wednesday	08.00 s.d 16.00	Understanding and basic internship report	Jefri	1
28 Nov 2024 Thursday	08.00 s.d 16.00	Understanding and basic internship report	Jefri	1


Human Resource Development
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29 Nov 2024 Friday	08.00 s.d 16.00	Internship presentation	Jefri	1
30 Nov 2024 Saturday	08.00 s.d 13.00	Completing internship document and Farsideit	Jefri	1

Kesimpulan pencapaian hasil:

Dilaporkan oleh,

 (Melania Houswati)

Human Resource Development
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Picture of Activity	Description
	<p>In the 15 th week, the week started with preparing the PPT report and other files for the final internship presentation, completing the internship documents, and then presenting the internship report.</p>