



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Amanat **TAHUN BAHARU PENDAFTAR UTM 2021**

En. Abdul Razib bin Hj. Shahuddin
PENDAFTAR UTM

18 FEBRUARI 2021 | KHAMIS | 10:00 PAGI



FACEBOOK REGISTRAR LIVE

<https://www.facebook.com/registrar.utm>

MENGINSTITUSI I.S.E.S, MEMPERKASA BAKAT

KANDUNGAN



1

ASPIRASI

2

IMBASAN 2020

3

PEMETAAN FOKUS STRATEGIK

4

MENGINSTITUSI I.S.E.S , MEMPERKASA BAKAT

5

MEMBINA BUDAYA

6

KESIMPULAN



ASPIRASI

2019

PENCAPAIAN BERPRESTASI TINGGI



OPPORTUNITY FOR IMPROVEMENT UTM

Execution and Delivery

- Empowerment
- Trust
- Skills and Competency
- Communication
- Synergy
- Governance



innovative • entrepreneurial • global

inovatif • entrepreneurial • global

2020

KESEJAHTERAAN WARGA UNIVERSITI



innovative • entrepreneurial • global

2021

MENGINSTITUSI

I.S.E.S,

MEMPERKASA

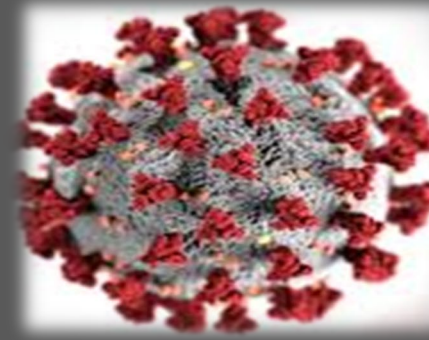
BAKAT





IMBASAN 2020

WORK FORM HOME



COVID-19
CORONAVIRUS DISEASE 2019

Tindakan pencegahan oleh kerajaan persekutuan Malaysia terhadap kes pandemik koronavirus (COVID-19). “Kawalan Gerakan” dilaksanakan di seluruh negara bermula **18 Mac 2020**.

Fasa 1 :18 Mac - 31 Mac 2020

Fasa 2 :1 April - 14 April 2020

Fasa 3 :15 April - 28 April 2020

Fasa 4 :29 April - 12 Mei 2020

Fasa 5 (PKPB) :13 Mei - 9 Jun 2020

Fasa 6 (PKPP) :10 Jun - 31 Ogos 2020

Fasa 7 (PKPP) :1 Sept - 31 Dis 2020

Persekitaran kerja mula berubah apabila Kerajaan mengeluarkan arahan **Berkerja Dari Rumah (BDR)** atau lebih dikenali dengan **Work From Home (WFH)**

1

PENDIGITALAN

Penggunaan digital dan automasi penyampaian perkhidmatan yang lebih luas di semua peringkat dan jabatan



PENJIMATAN

Transformasi proses kerja menghasilkan penjimatan dari sudut tenaga manusia, kos dan masa

3

2

PENAMBAHBAIKAN PROSES KERJA

Menghasilkan penambahbaikan kepada proses kerja utama dan penilaian hasil kerja yang lebih mudah diukur



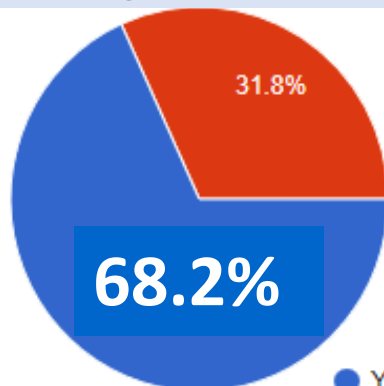
PELAPORAN & BUDAYA ANALISIS

Penambahbaikan sistem dapat membantu dalam menjana pelaporan yang lebih cepat, sistematik dan berpusat

4

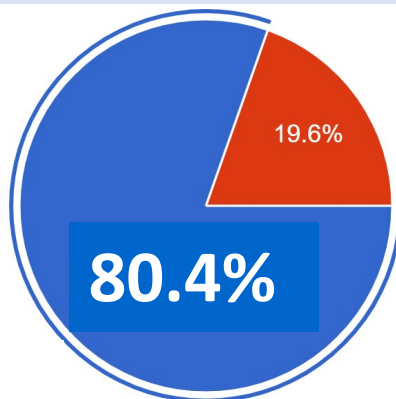
Perbandingan Jangkaan Staf Mencapai SKT/ KAI ditetapkan dalam tempoh PKP

PKP FASA 3
(APRIL)



● Ya
● Tidak

PKP FASA 7
(DISEMBER)



Kajian Persepsi Staf PPP Terhadap Produktiviti Perkhidmatan Semasa Tempoh PKP dan Hubungan Dengan Pengaruh Persekitaran dijalankan pada PKP Fasa 3 & 7.

Jangkaan Staf Mencapai KAI yang ditetapkan dalam tempoh PKP meningkat semasa PKP Fasa 7 menunjukkan staf mula mengadaptasi budaya kerja baharu.

Bantuan *Bring Your Own Device*

Kemudahan Laptop kepada staf yang layak

Bantuan Pelan Data Internet

Menyediakan bantuan khas kos data internet sehingga RM70 kepada staf yang mempunyai capaian data internet terhad untuk melaksanakan kerja dari rumah



01



Penyediaan SOP dan Panduan kepada Staf dan Pelajar

- Panduan Kawalan Keselamatan Kampus
- Panduan Bekerja Pasca PKP
- FAQ Pasca PKP
- FAQ Pasca PKPP

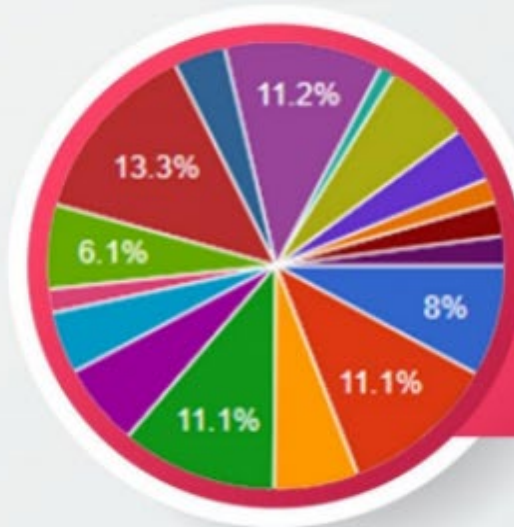


02



Kajian Persepsi Staf PPP Terhadap Produktiviti Perkhidmatan Semasa Tempoh PKP

Responden mengikut PTJ dengan jumlah responden 1290



03



Pendigitalan dan Automasi Proses Kerja

- Health Declaration Staff
- Staff Movement
- Check in GPS



04





PEMETAAN FOKUS STRATEGIK

Amanat Menteri Pengajian Tinggi 7 Januari 2021: *'Menginspirasi Minda, Mendakap Kehebatan'*

6 FOKUS STRATEGIK KPT 2021

1



Memperkasakan
Agenda
Pendigitalan
Pendidikan

2



Memantapkan
Jaringan
Kolaborasi
Strategik

3



Memperkukuh
Kebolehpasaran
Graduan

4



Memacu
Kesejahteraan
Komuniti

5



Mempersada
Kecemerlangan
Institusi

6



Menyemarakkan
Semangat
#KPTPrihatin

STRATEGIC ALIGNMENT

Aligning enVision UTM 2020 to national education agenda, the MOHE 6 Key Strategic Focuses

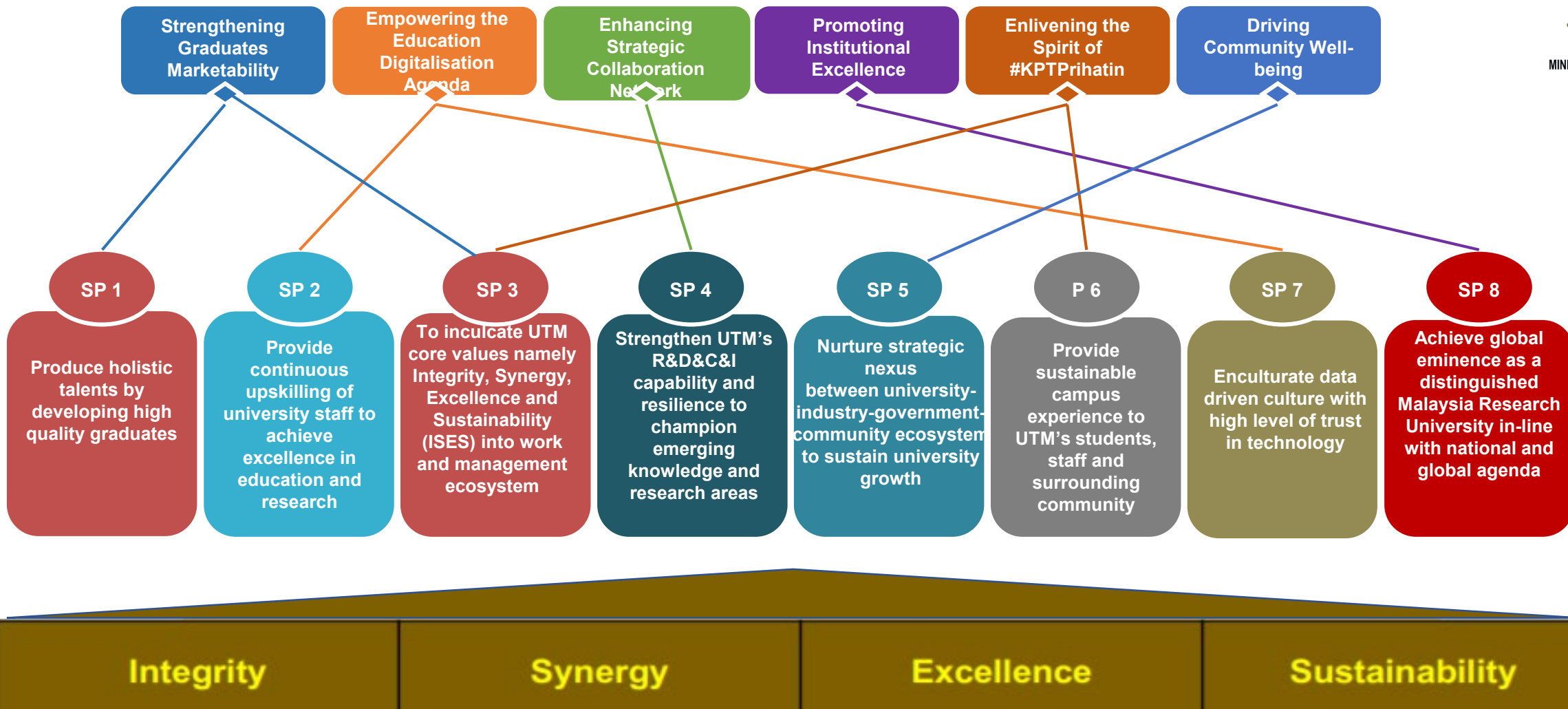


MINISTRY OF HIGHER EDUCATION

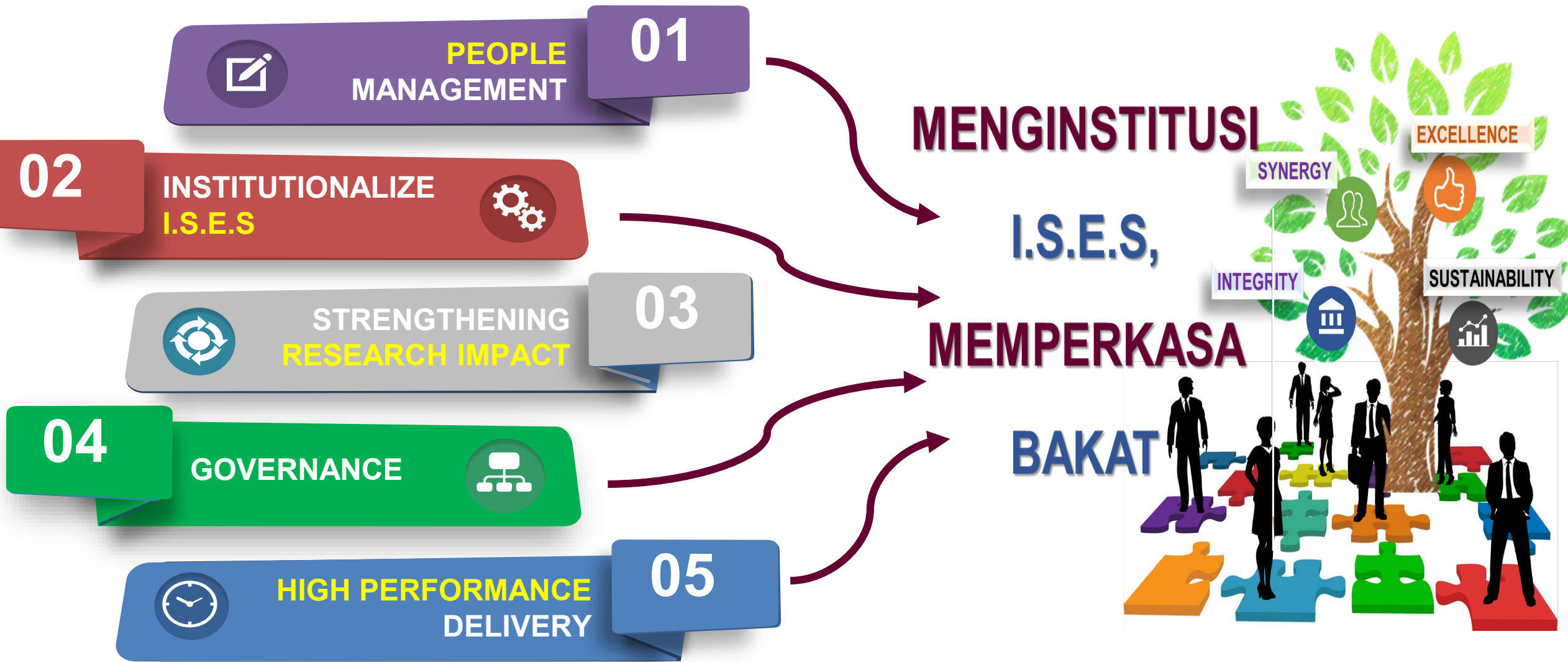
**MOHE
6 Key
Strategic
Focuses**

**UTM
enVision
2025
8 Strategic
Priorities**

**UTM
Core Values**



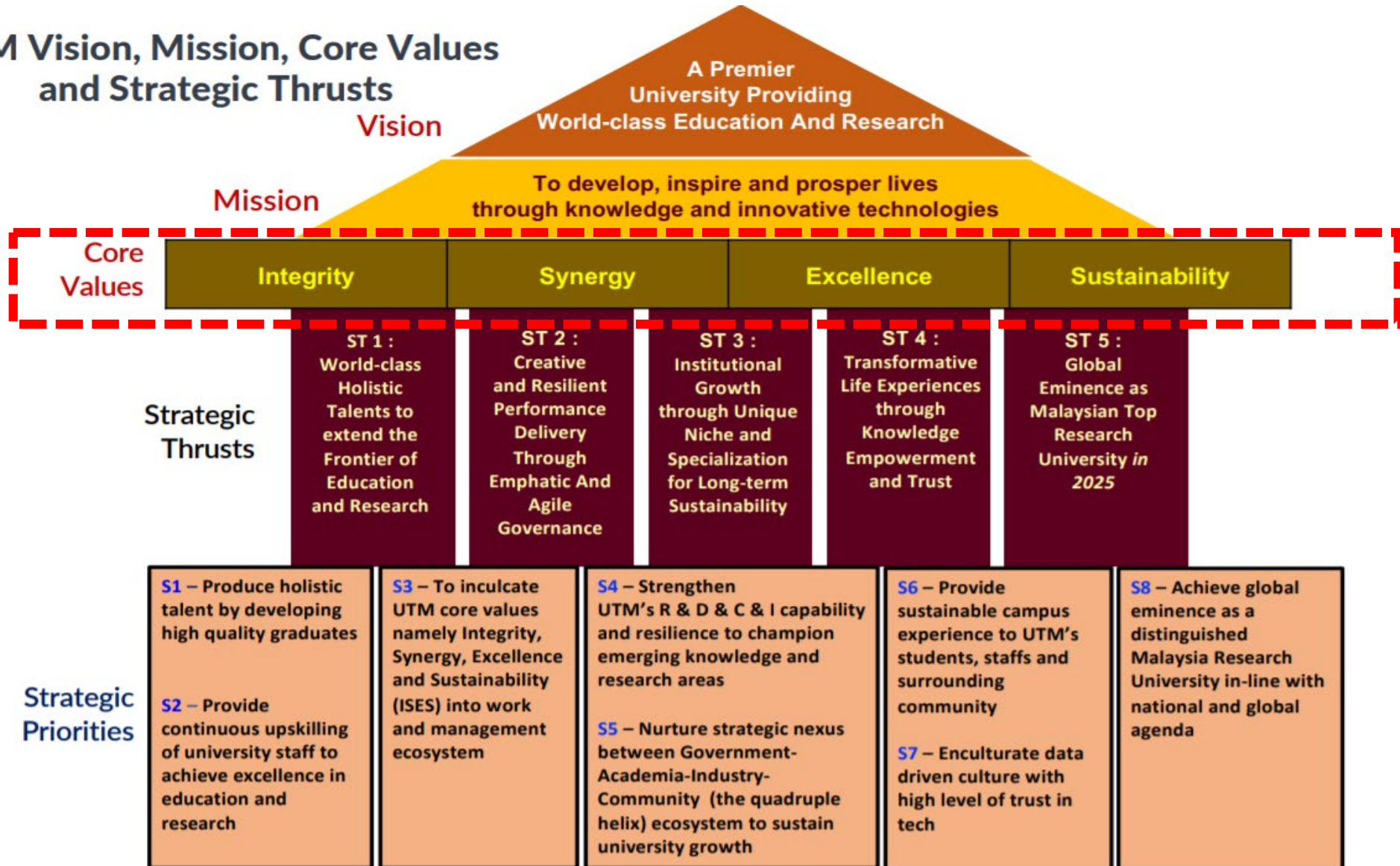
THE BIG (#5) THINGS TO BE FOCUSED IN 2021





MENGINSTITUSI I.S.E.S

UTM Vision, Mission, Core Values and Strategic Thrusts



GOOD GOVERNANCE = UTM CORE VALUE





- **Jawatankuasa Pembudayaan ISES**

- **6 CHAMPION**

1. Leadership
2. Promotion
3. Policy
4. System Process
5. HR Activities
6. Award

- **Program Latihan berpaksikan ISES**

- 7 siri program kesedaran dan kepimpinan
- 6 program latihan UTM KL



- **Program Kelestarian**
 - Kayuhan Lestari
 - Aktiviti “Green Office”
 - Amalan 5S, Gotong Royong
 - Plogging, Car Free Day
 - Aktiviti Gaya Hidup Sihat
 - 8 Eleven, senamrobik, sukan
 - Mini Gym, Menu Sihat
- **Program Kebersamaan staf**
 - Engagement Siri Sembang I.S.E.S
 - Sambutan kelahiran, perpisahan & Majlis kecemerlangan staf
- Pemusatan Kaunter perkhidmatan utama melalui pewujudan UTMKL Services dan *one stop centre UTM JB*



MEMPERKASA BAKAT

TALENT?

Talent is defined as each individual at UTM is a **potential talent to be developed** through development and evaluation standards that we develop to suit the needs of our future workforce.

TALENT MANAGEMENT

Talent Management is defined as a **strategic approach in managing talent** to enable them to develop their capabilities optimally to achieve organizational objectives.



“**TALENT**
in any
organization,
talent is the
key to
success.”

Tan Sri Abdul Halim bin Ali
UTM LPU Retreat 2020
19 January 2021

Bakat didefinisikan sebagai setiap individu di UTM merupakan bakat yang berpotensi untuk dibangunkan melalui standard pembangunan dan penilaian yang kami bangunkan untuk disesuaikan dengan keperluan tenaga kerja masa hadapan kami.

Pengurusan Bakat didefinisikan sebagai pendekatan strategik dalam mengurus bakat bagi membolehkan mereka berupaya mengembangkan kemampuan mereka secara optimum untuk mencapai objektif organisasi

USAHA MEMPERKASA BAKAT

UTM STRATEGIC TALENT TRANSFORMATION PLAN

UTM COMPETENCY FRAMEWORK

RIGHTSIZING PROGRAM

1



3



5

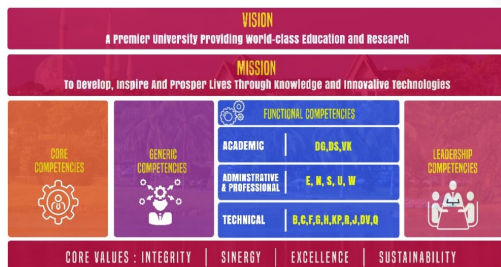
1.1	1.2	1.3	2.1	2.2	2.3	3.1	3.2
1.4	2.6	2.7	2.8	2.5	2.4	3.2.1	3.2.1
2.5	1.5	4.1	4.2	4.3	4.4	4.5	4.6
4.14	4.13	4.12	4.11	4.10	4.9	4.8	4.7
4.15	4.16	4.17	4.18	1.6	4.19	4.20	1.7
4.22	2.12	4.21	2.11	3.4	3.3	2.10	1.8

48 Modul MyHR

2

4

6



- FASA 1 • Penetapan Diskripsi Tugas (Sept - Nov 2020)
- FASA 2 • Pengukuhan JD (Nov 2020 – Feb 2021)
- FASA 3 • Penetapan Semula (April – Jun 2021)
- FASA 4 • Membangun Kompetensi Bakat (Feb-Mei 2021)

UTM TALENT MANAGEMENT FRAMEWORK

UTM WELL BEING

UTM HR VERSION 2.0 (MyHR)



UTM STRATEGIC TALENT TRANSFORMATION PLAN

VISION

To contribute to high quality talent, great place to work and strong organisational values for delivering world-class performance.

MISSION

- to attract, develop, reward and retain a quality and talented human resources.
- to enhance and sustain a performance-based culture by instilling the organisational values and creating a conducive working environment.

Strategic Priority 1

World Class Holistic Talent to Extend the Frontier of Education & Research

Strategic Priority 2

Provide **continuous upskilling** of university staff to achieve excellence in education and research

Strategic Priority 3

To **inculcate UTM core values** namely Integrity, Synergy, Excellence & Sustainability (ISES) into work and management ecosystem

SO1.
Quality talent through effective talent acquisition

SO2.
Strategic Leadership & Succession Planning

SO3.
Structured manpower planning and development

SO4. Alignment of human resource management strategies

SO5.
HR Analytics & Data Driven

SO6.
Inculcation of ISES values

SO7.
Strengthening of work life balance

Core Value : Integrity , Synergy, Excellence, Sustainable

Talent Management

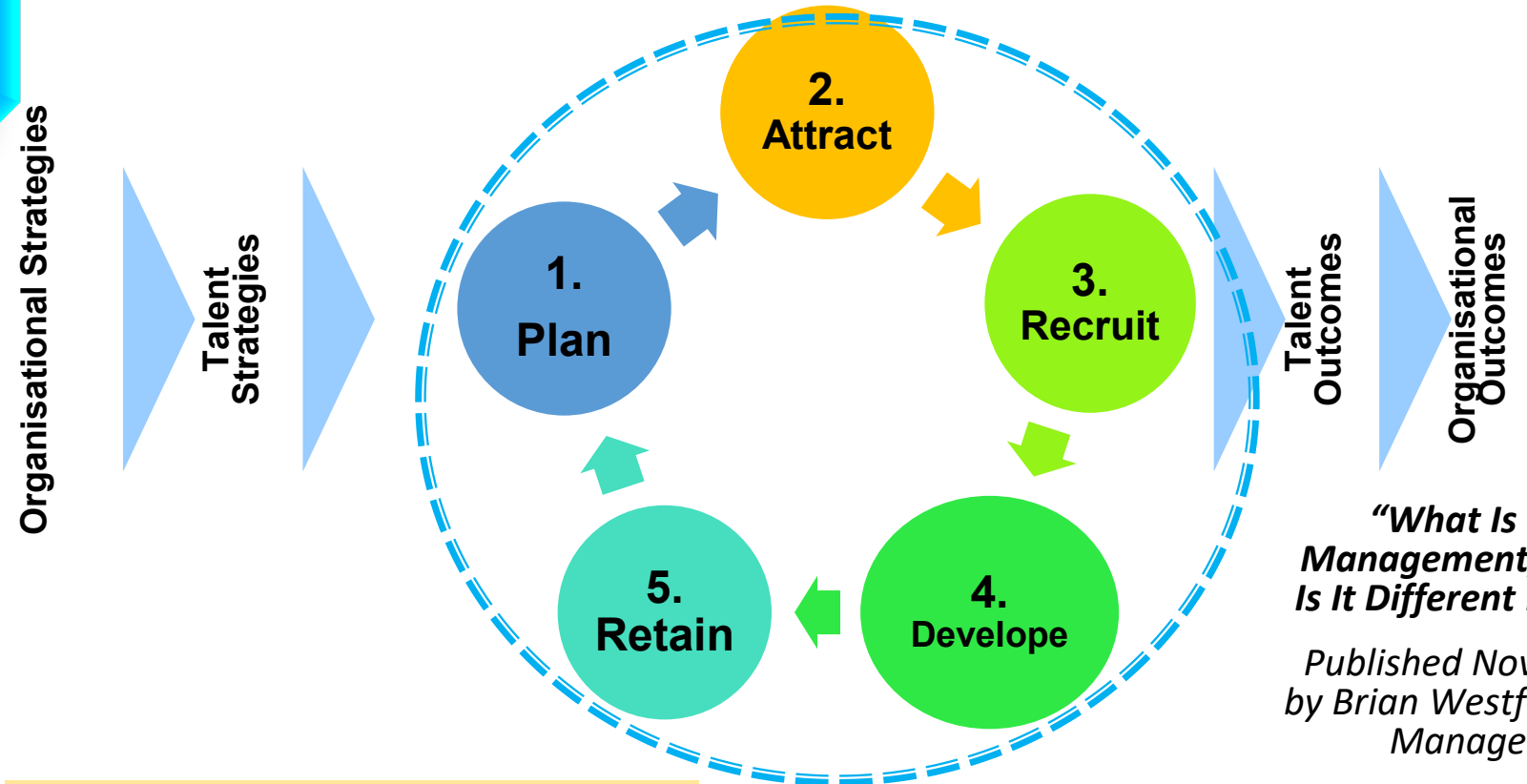
i.e. **managing the HR strategy** to grow and retain a competitive workforce. This includes any process related to the **attraction, recruitment, retention, and development** of people.

COMPETENCIES IN TALENT MANAGEMENT

1. Establish **Competency Framework**
2. Conduct **Competency Assessment**

to **support**

- **Recruitment,**
- **Placement,**
- **Retention,**
- **Promotion,**
- **Succession,**
- **Training & Development Processes**



1. PLAN	Establish TALENT Requirement
2. ATTRACT	Draw Interest of Required TALENT
3. RECRUIT	Select the Right TALENT
4. DEVELOP	Reinforce and Realign TALENT
5. RETAIN	Recognise and Appreciate TALENT

TALENT

$$\begin{aligned}
 &= \text{COMPETENCE [knowledge, skills and values required for today's and tomorrow's job; right skills, right place, right job, right time]} \\
 &\times \text{COMMITMENT [willing to do the job]} \\
 &\times \text{CONTRIBUTION [finding meaning and purpose in their job]}
 \end{aligned}$$

“What Is Talent Management, and How Is It Different From HR?”
 Published Nov. 05, 2019
 by Brian Westfall in Talent Management



VISION
A Premier University Providing World-class Education and Research

MISSION
To Develop, Inspire And Prosper Lives Through Knowledge and Innovative Technologies

CORE COMPETENCIES

GENERIC COMPETENCIES

FUNCTIONAL COMPETENCIES

ACADEMIC	DG,DS,VK
ADMINISTRATIVE & PROFESSIONAL	E, N, S, U, W
TECHNICAL	B,C,F,G,H,KP,R,J,DV,Q

LEADERSHIP COMPETENCIES

CORE VALUES : INTEGRITY | SINERGY | EXCELLENCE | SUSTAINABILITY

UTM Well Being Framework

**3S**

SIHAT

Tahap kesihatan, pemakanan serta amalan gaya hidup yang sihat bagi membolehkan staf sentiasa bersedia untuk menerima apa sahaja cabaran dalam melaksanakan tugas harian serta menjalani kehidupan yang lebih berkualiti

SELAMAT

Tahap keselamatan diri, pekerjaan dan tempat bekerja yang selamat dan kondusif.

SEJAHTERA

Tahap emosi, kerohanian dan kewangan yang stabil yang mana dalam keadaan ini staf akan berupaya untuk melaksanakan tugas dan tanggungjawab dengan penuh amanah sama ada kepada agama, keluarga, organisasi dan komuniti.

5

Kolaborasi Ketua Skim

- Audit Perjawatan
- Semakan Norma Tugas Baharu
- Merekabentuk JD Baharu
- Menyenaraikan Kompetensi Fungsian
- Pembentangan

Pembangunan Modul

- Menyenaraikan Kompetensi Fungsian
- Pembangunan Tahap Kompetensi
- Pembangunan Modul
- Upskilling dan Reskilling

FASA 1

**PENETAPAN
DISKRIPSI TUGAS**
(Sept - Nov 2020)

FASA 3

PENETAPAN SEMULA
(April - Jun 2021)

PENGUKUHAN JD
(Nov 2020 – Feb 2021)

**MEMBANGUN KOMPENTESI
BAKAT (CBTM)**
(Feb – Mei 2021)

Kolaborasi Dengan PTJ

- Awarness Program - MyPortfolio
- Siri Latihan Penyediaan Diskripsi Tugas
- Penguatkuasaan Diskripsi Tugas kepada Semua Staf
- Pengambilan staf baharu - menggunakan Diskripsi Tugas

Rightsizing

- Agihan semula staf
- Cadangan semakan struktur / agihan semula tugas
- Norma baharu JD
- Semakan Perjawatan (pengisian, pertukaran jawatan dsb)

FASA 2

FASA 4

Jawatan Penyelaras Sistem
Utama Universiti
Pengerusi (Pendaftar)
Ahli – Pengarah UTM Digital
Pengurus Perkhidmatan Utama UTM

Task Force Pembangunan
UTM HR Version 2.0
Pengerusi (TPK BSM)

Pembangunan Requirement

- Ketua TF 1 – Pre Service
- Ketua TF 2 – In Service 1
- Ketua TF 3 – In Service 2
- Ketua TF 4 – Perkhidmatan Utama

Pembangunan Sistem/Modul
(Puan Siti Rashidah bt Hashim)

- Ketua TF 1 – Pre Service
- Ketua TF 2 – In Service 1
- Ketua TF 3 – In Service 2
- Ketua TF 4 – Perkhidmatan Utama

Pengurus Teknikal

- UTM Digital
- Unit IT Jabatan Pendaftar



■ TF1 ■ TF2 ■ TF3 ■ TF4

48 Modul Framework MyHR



MEMBINA BUDAYA



... **CREATE** ...
an organizational culture change

C

CLARIFY VALUES



Clarify values and organizational culture code

R

REINFORCE THE VISION



Reinforce the vision and purpose Ensure that everyone in the organization is clear on vision, values, culture code and how those elements lead to success

E

EMPOWER BEHAVIORS



Empower behaviors aligned with values, culture code and vision

A

ALIGN CONVERSATIONS



Align conversations up and down the organization

T

TARGET EFFORT



Target effort on high impacts areas

E

EMPHASIZE SUCCESS



Emphasize success, plan for wins, celebrate change



TIPS OF CHANGING



IDENTIFY THE VALUE YOU NEED TO CHANGE

"This is NOT the value I want you to hold"



TELL THEM THE BELIEF YOU WANT THEM TO HOLD

"The belief I want you to hold is..."



DESCRIBE THE EXPERIENCE YOU ARE GOING TO CREATE FOR THEM

"Here's what I'm going to do..."



ASK FOR FEEDBACK ON THE PLANNED EXPERIENCE

"Will that be enough; is there something else I need to do?"



ENROLL THEM TO GIVE FEEDBACK ON YOUR PROGRESS

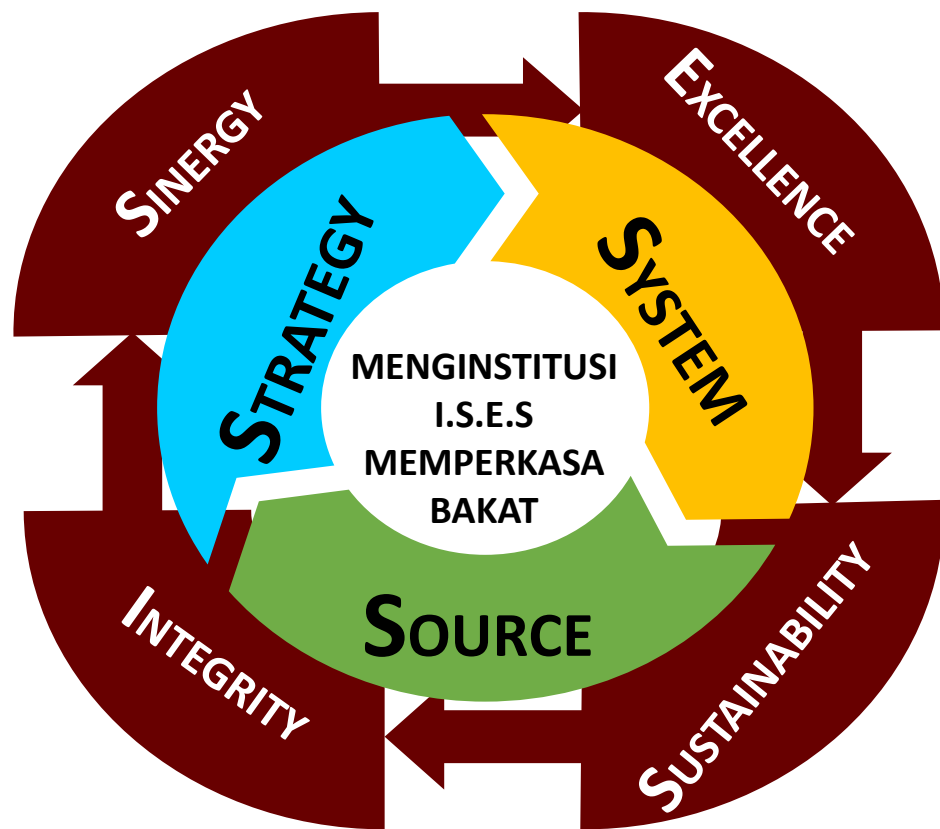
"Will you give me feedback along the way?"



This is crucial to stimulate productive dialogue as they work to target specific values or belief



KESIMPULAN



Values are the guiding principles that help you determine what is right or wrong.

-Glenn C. Stewart

KEEP D.U.I.T

D - DOA BERTERUSAN

U - USAHA BERSUNGGUH-SUNGGUH

I - ISTIQOMAH DALAM PERBUATAN

T - TAWAKAL DENGAN YAKIN

إِنَّ اللَّهَ لَا يُغَيِّرُ مَا بِقَوْمٍ حَتَّىٰ يُغَيِّرُوا مَا بِأَنْفُسِهِمْ

"Sesungguhnya Allah tidak akan mengubah nasib suatu kaum, kecuali kaum itu sendiri yang mengubah apa-apa yang pada diri mereka." (QS. Ar-Ra'd: 11)

 TeknikHidup.com





SEKIAN, TERIMA KASIH