

Lesson Plan

COURSE		Code	Cluster	Credits	Semester	Compilation Date
Human Resources Management in Public Sector		4062113018	Management Principles, Organization Theory, Organization Behavior, Office Administration	3	3	2020
AUTHORIZATION		Lesson Plan Developer		Coordinator		Head of Study Program
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Program Learning Outcome (PLO)	PLO					
	PLO2	Able to master theoretical concepts of public sector management to realize the values of good governance				
	PLO6	Able to utilize information technology in managing the organization				
	PLO7	Able to formulate alternative solutions to administrative problems in public sector organizations				
	PLO11	Cooperate and have concern for society and environment				
	Course Learning Outcome (CLO)					
	CLO2	Using the analysis of human resource management theories in public sector organizations				
	CLO6	Optimizing the role of technology in efforts to improve the performance of human resources in public sector organizations				
	CLO7	Have the ability to make strategic decisions related to the management of human resources in public sector organizations				

	CLO11	Able to be cooperative and responsible in managing human resources in public sector organizations
Course Description	This course discusses the relationship between public sector organizations and human resources, HR functions, employee planning, recruitment, selection, appointment, placement, development, compensation, discipline, rights and obligations and dismissal of employees.	
Learning Materials/ Topics	1. Public Sector HRM: Definition, Functions and Objectives 2. Development, Approach, HRM Paradigm 3. Total Quality Management (TQM) 4. Competency-Based HR 5. HR Planning 6. Preparation of HR Formation 7. Rights and Responsibilities of HR 8. HR Development 9. HR Assessment 10. Career Development and Pathways 11. Compensation and Dismissal 12. Contemporary HR Issues 13. Comparison of HRM in the Public and Private Sector	
References	Primary	1. Flynn, Norman. 2012. <i>Public Sector Management</i>. SAGE Publications (Asia Pasific). 2. Dessler, Gary. 2009. <i>Manajemen Sumber Daya Manusia (Jilid 2)</i>. Indeks 3. Hardiyansyah. 2012. <i>Sistem Administrasi & Manajemen Sumber Daya Manusia Sektor Publik</i>. Gava Media 4. Harsono. 2011. <i>Sistem Administrasi Kepegawaian</i>. Fokus Media 5. Subekhi, Akhmad. 2012. <i>Pengantar Sumber Daya Manusia</i>. Prestasi Pustaka Publisher 6. Rivai, Veithzal dan Ella Jauvani Sagala. 2010. <i>Manajemen Sumber Daya Manusia untuk Perusahaan: Dari Teori ke Praktik</i>. Jakarta: Rajawali Pers. 7. Sedarmayanti. 2010. <i>Manajemen Sumber Daya Manusia: Reformasi Birokrasi dan Manajemen Pegawai Negeri Sipil</i>. Bandung: PT Refika Aditama. 8. Moekijat. 2010. <i>Administrasi Kepegawaian Negara Indonesia</i>. Bandung: CV Mandar Maju.
	Supplementary	
Lecturer(s)	1. Dra. Meirinawati, M.AP. 2. Indah Prabawati, S.Sos., M.Si. 3. Eva Hany Fanida, S.AP., M.AP.	
Prerequisite	Management Principles	

Week	Learning Objectives	Assessment		Learning Activities and Time Allotment		Learning Sources	Scoring
		Indicators	Criteria/Form/Type	Offline	Online		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Understanding the Definition, Functions and Objectives of Public Sector HRM	1. Explaining the Definition, Functions and Objectives of Public Sector HRM. 2. Describe the characteristics of public organizations. 3. Explain the importance of HR in the organization. 4. Explain the relationship of public organizations.	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method : Discovery Learning Group Discussion - Student Assignments: Discussing HRM concepts in public sector organizations TM :1mg x (3sks x 50")	-	1,2,3,5	5
2	Understanding HRM Developments, Approaches, Paradigms	1. Explaining the HR approach according to Keith Davis 2. Explaining the HR approach according to Dave Ulrich 3. Explaining the HR approach according to Storey	Kriteria : Rubrik Holistik Bentuk : Non Test	Bentuk Pembelajaran: Kuliah Tatap Muka - Metode : Discovery Learning - Penugasan Mahasiswa : Tracing and identifying HR approaches according to Keith Davis, Dave Ulrich, and Storey TM :1mg x (3sks x 50")		1,2,3,5,6,7	5

3	Able to understand the concept of Total Quality Management (TQM)	1. Students are able to explain the concept of quality 2. Describe the key elements of TQM 3. Explain the relationship between TQM and HRM	Kriteria : Rubrik Holistik Bentuk : Non Test	Bentuk Pembelajaran: Face-to-face Lecture- Metode : Discovery Learning - Penugasan Mahasiswa : Discuss the concept of quality, key elements of TQM, the relationship of TQM with HRM TM :1mg x (3sks x 50")		1,2,4,6	5
4	Understanding competency-based HR development	1. Explain the definition of competence. 2. Identify 18 generic competencies required by all types of organizations. 3. Explaining HR competency measurement techniques	Kriteria : Rubrik Holistik Bentuk : Non Test	Bentuk Pembelajaran: Face-to-face Lecture- Metode : Discovery Learning, Contextual Learning - Penugasan Mahasiswa : Discuss competencies, 18 generic competencies required by all types of organizations, HR competency measurement techniques TM :1mg x (3sks x 50")		1,2,3,5,6,7,8	5
5	Understand the process of preparing HR planning	1. Explain the urgency of HR planning. 2. Explain the factors that influence HR planning. 3. Explain the method of HR planning. 4. Explain the stages of HR planning	Kriteria : Rubrik Holistik Bentuk : Non Test	Bentuk Pembelajaran: Face-to-face Lecture- Metode : Discovery Learning, Contextual Learning - Penugasan Mahasiswa : Discuss the urgency, influencing factors,		1,2,3,4,5,6	5

				methods and stages of competency-based HR planning TM :1mg x (3sks x 50")			
6	Students are able to apply the HR recruitment and placement process	1. Identify the basis for the formation of the formation 2. Identify the formation process 3. Identify HR procurement activities 4. Identify factors that influence HR orientation	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture- Metode : Discovery Learning, Contextual Learning - Student Assignments: Discuss the basics of formulating formations, the process of preparing formations, HR procurement activities and factors that affect HR orientation TM :1mg x (3sks x 50")		1,4,7,8	5
7	Mahasiswa mampu mengidentifikasi hak dan kewajiban SDM	1. Menjelaskan pengertian hak dan kewajiban 2. Mengidentifikasi hak-hak SDM 3. Mengidentifikasi kewajiban SDM	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture- Metode : Discovery Learning, Contextual Learning - Student Assignments: Discuss the basics of formation, formation process, HR procurement activities and factors that influence HR orientation TM :1mg x (3sks x 50")		1,4,7,8	5
8	Evaluasi Tengah Semester / Ujian Tengan Semester						10

9	Students are able to understand HR development	1. Identify HR development goals 2. Identify HR training techniques 3. Identify HR development techniques 4. Identifying training for civil servants	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method: Discovery Learning, Contextual Learning - Student Assignments: Discuss the objectives of HR development, training techniques and HR development as well as civil servant training TM :1mg x (3sks x 50")		1,4,7,8	5
10	Students are able to conduct HR assessments	1. Identify the objectives and benefits of HR assessment 2. Identify HR assessment techniques	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method: Discovery Learning, Contextual Learning - Student Assignments: discuss, compile and demonstrate an archive storage system TM :1mg x (3sks x 50")		1,2,3,7,8	5
11	Students are able to understand HR development	1. Identify the HR development system 2. Identify the type of career system	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method: Discovery Learning, Contextual Learning - Student Assignments: Discuss the objectives of HR development TM :1mg x (3sks x 50")		1,4,7,8	5

12-13	Students are able to understand employee compensation	1. Explaining the Definition of Compensation 2. Explain the purpose of compensation 3. Identify the types of compensation	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method: Discovery Learning, Contextual Learning - Student Assignments: discuss employee compensation TM :1mg x (3sks x 50")		1,3,4,7,8	10
14	Students are able to understand employee termination	1. Explain the meaning of dismissal of employees 2. Identifying the reasons for dismissal of employees	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method : Discovery Learning, Contextual Learning - Student Assignment : discussing employee dismissal ITM :1mg x (3sks x 50")		3,4,7,8	5
15	Students are able to identify contemporary issues of HRM	1. Identify contemporary HRM issues 2. Identifying HRM problems in the public and private sectors from recruitment to termination of employees	Kriteria : Rubrik Holistik Bentuk : Non Test	Learning Form: Face-to-face Lecture - Method: Discovery Learning, Contextual Learning - Student Assignments: discuss contemporary issues and HRM issues TM :1mg x (3sks x 50")		1,2,3,6	5
16	Evaluasi Akhir Semester / Ujian Akhir Semester						20