

**Surabaya State University Faculty of
Social Sciences and Law
Undergraduate of Public Administration Sciences**

Document Code

Lesson Plan

COURSE		Code	Group	Credit	Semester	Compilation Date
Human Resource Planning		4062112031	Organizational Theory, Organizational Behavior, Human Resource Management in the Public Sector	2	4	2023
AUTHORIZATION		Lesson Plan Developer	Coordinator		Head of The Study Program	
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Learning Program Outcomes (PLO)	PLO					
	PLO 2	Able to master the theoretical concepts of public sector management to realize the values of good governance				
	PLO 6	Able to utilize information technology in organizational management				
	PLO 7	Able to formulate alternative solutions to administrative problems in public sector organizations				
	PLO 11	Working together and having concern for society and the environment				
	Course Learning Outcomes (CLO)					
	CLO 2	Able to master the concepts and theories of human resource planning				
	CLO 6	Able to understand the needs, goals and interests of employee planning				

	CLO 7	Able to understand alternative problem solving related to education and staffing with take advantage of information technology			
	CLO 11	Able to manage and organize evaluation staff effectively and efficiently			
Course Description		This course discusses the staffing planning process through forecasting employee needs, estimating the supply of employee needs, and determining employee needs programs			
Learning Materials/Topics		1. Employee planning 2. Employee planning 3. Employee planning objectives 4. Employee planning orientation 5. Elements of employee planning 6. Employee planning 7. Employee planning objectives 8. Employee planning 9. Preparation of staffing budget 10. Compilation of staffing programs 11. Employee planning and job analysis			
Reference		Primary	1. Flynn , Norman. 2012. Public Sector Management . SAGE Publica Lions (Asia Pacific) . 2. Hardiansyah. 2012. Public Sector Human Resource Administration & Management System . Media Gava . 3. Mangukunegara, Anwar Prabu. 2012. Human Resource Management . Youth Rosda Karya . 4. Sodikin, Dickdik. 2017. Human Resource Management: Building a New Paradigm . Salemba Four.		
		Supplementary	1. Riniwati, Harsuko. 2016. Human Resource Management: Main Activities and HR Development. UB Press. 2. Mathis, Robert L. 2017. Human Resource Management. Clove Learning. 3. DeCenzo, David A. 2015. Fundamentals of Human Resource Management . John Wiley & Sons Inc.		
Lecturer(s)		1. Galih Wahyu Pradana, S.AP., M.Si. 2. Tenda Aktiva Oktariyanda, S.AP., M.AP. 3. Indah Prabawati, S.Sos., M.Si. 4. Dra. Meirinawati, M.AP. 5. Dr. Tjitjik Rahaju, M.Si.			
Prerequisite		Human Resource Management in the Public Sector			
Week	Learning Objectives	Assessment	Learning Activities and Time Allocation	Learning Resources	Scoring

		Indicator	Criteria/Form/ Type	Offline	On line		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Students are able to explain employee planning as a science .	1. Explain the meaning of employee planning 2. Identify the scope of employee planning 3. Explain the purpose of employee planning	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments : Discuss employee planning as a science	-	(1),(2)	
2	Students are able to explain the orientation of employee planning and elements of employee planning	1. Explain the planning orientation of employees 2. Identify the elements of employee planning	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Frequently Asked Questions - Student Assignments : Discuss the orientation of employee planning and elements of employee planning		(1),(2)	
3	Students are able to explain the needs, goals and interests of employee planning.	1. Describe the need for personnel planning 2. Explain the purpose of employee planning 3. Explain the importance of employee planning	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments : Discuss the needs, goals and interests of employee planning		(1),(2)	
4	Students are able to explain the employee planning system	Students are able to explain the employee planning system	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Question and answer - Student Assignments: Discuss the employee planning system		(1),(2)	

9	Students are able to make job descriptions and job specifications	1. Identify the components of the job description 2. Identify the components of job specifications 3. Explain work performance standards	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments : Discuss and create job descriptions and job specifications		(3),(4)	
10	Students are able to make job descriptions and job specifications	1. Identify the components of the job description 2. Identify the components of job specifications 3. Explain work performance standards	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments : Discuss and create job descriptions and job specifications		(3),(4)	
11.	Students are able to make forecasts of future employee needs	Identify employee needs forecasting techniques	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments: Discuss and make predictions for future employee needs		(3),(4)	
12.	Students are able to make forecasts of future employee needs	Identify employee needs forecasting techniques	Criteria: Holistic Rubric Form : Non Test	Learning Form: Face to Face Lecture - Method: Lecture hall , Frequently Asked Questions - Student Assignments : Discuss and make forecasts for future employee needs		(3),(4)	

