Employee Training and Development Strategies Using in House Training Method

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ABSTRACT

Employees are an essential asset for a company. With employees, the company would operate at all. Therefore, sound resource management is needed, one of which is holding employee training. Bad management can have fatal consequences for a company if employees cannot do their work well. Then, many tasks will pile up and need to be completed quickly. Carrying out employee training will help employees to increase work productivity. This research was conducted to determine the employee training and Development form carried out at PT Panasonic Manufacturing Indonesia. Training and Development are critical in managing human resources in an institution, company, or organization. Human resources are an indicator of success for the survival of an organization or company. Hence, training and Development are essential for employees to increase their knowledge, skills, and abilities. Training provides specific knowledge and skills needed in the current job, while Development focuses on improving long-term knowledge, abilities, attitudes, and personality traits. Training is a process to improve employee abilities in specific jobs according to organizational needs and is carried out quickly. On the other hand, Development has a broader scope, aiming to prepare individuals to take on higher or different responsibilities in the organization. This second element is an investment in the organization, ensuring that employees have the skills necessary for effective and efficient performance. Analysis of employee training and Development (in-house training) for August – September 2023 at PT Panasonic Manufacturing Indonesia to provide an overview of employee performance at the company.

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1. INTRODUCTION

The Law of the Republic of Indonesia no. 13 of 2003 concerning Employment states that employee training is a total of activities to provide, obtain, improve, and develop work competence, productivity, discipline, attitude, and work ethic at a certain level of skills and expertise by the level and qualifications of the position or job. Conducting is hoped to help do the job and develop the employees themselves (R.V.bolung, S.Moniharapon, 2018; Sedarmayanti, 2017; Utama, 2021). By increasing expertise and skills, employees can provide more effort for the company.

Employee training is a program designed to improve skills, knowledge, and attitudes to perform a job much better (Ernur, 2014; Nasir et al., 2020; Sedarmayanti, 2017). Several types of employee training are generally carried out by many companies, such as:

a. Technical Training

Technical training is where employees are taught to use various equipment within the company according to their field of expertise. For example, if an employee works as an automotive technician. Then, the employee will be taught how to use the available tools and machines, such as car lifts, jacks, compressors, etc. The company's equipment will also continue to develop in performance and features. That is why technical training is needed to keep pace with these developments.

b. Product Quality Training

The next type of training is related to the quality of the products and services sold. Quality products are the main attraction for consumers. So, employees need to be trained to maintain product and service quality. Employees must understand how to use the specified materials and comply with production procedures from start to finish. Product quality generally refers to standardization points established by several organizations, such as the International Organization for Standardization (ISO).

c. Hard Skills Training

This type of hard skills training aims to ensure that employees are truly capable of carrying out and completing their work. For example, if you are a chef, of course, you must be proven to be able to cook. However, it is not just about processing food ingredients; you must also understand other ingredients, kitchen tools, and what can and cannot be served on specific menus. This type of training is also often equated in practice with technical training.

d. Soft Skills Training

Soft skills, also called ethics (attitude) training, is the type of training that is no less important. Soft skills refer to behavior such as behaving and speaking to customers, discipline, sense of responsibility, etc. Soft skills also play a vital role in your future career path. For example, if you work in marketing, the soft skills needed are how to behave so that customers are interested in buying the products offered.

Training and Development are critical in managing human resources in institutions, companies, or organizations (Al-sharafi et al., 2018; Araya, 2019; Priyono, 2010). Human resources are a vital key to the survival of an organization or company, so training and Development are essential for employees to increase their knowledge, skills, and abilities. Training provides specific knowledge and skills needed in the current job, while Development focuses on improving long-term knowledge, abilities, attitudes, and personality traits (Mashar, 2015; Risdiantoro, 2021; Sumiaty, 2020).

Training is a process to improve employee abilities in specific jobs according to organizational needs and is carried out quickly. On the other hand, Development has a broader scope, aiming to prepare individuals to take on higher or different responsibilities in the organization. Both elements invest in the organization, ensuring employees have the latest skills necessary for effective and efficient performance.

Among the objectives obtained from employee training and development programs are (Kaswan, 2020):

a. Improving Employee Performance

The first aim of conducting employee training is to increase employee productivity and performance. If employees in the company still need to be more skilled or competent in doing their jobs, employee training can be provided to help them develop. Employees will feel needed to fulfill their roles and will have a positive impact on the company. Later, after gaining knowledge from employee training, it can be used to help them complete their work.

b. Increasing Employee Engagement or Involvement

If employees in a company are engaged or involved, it means they have a high level of productivity. The company provides opportunities to be involved in all company activities through employee training. Employee training is one way to motivate employees. If done regularly, it will encourage employees to continue being involved and provide enthusiasm, self-confidence, and new ideas to complete their work.

c. Improve Employee Retention and Growth

The next goal of conducting employee training is to retain employees. As we know, recruiting new employees can take a lot of time and money. Therefore, companies can carry out employee training to save costs and time. This employee training will also make them feel appreciated and needed by the company. This also shows that the company cares and is committed to providing the resources needed to support employee work.

d. Risk Management and Increasing Efficiency

Several types of employee training aim to minimize risks or unnecessary distractions in the workplace, such as employee training regarding workplace safety, sexual harassment, diversity, etc. Meanwhile, employees who are competent and equipped with good practices will be able to avoid or minimize work accidents. Employees who have skills tend to do their work efficiently and smoothly.

Training and development have become an obligation for companies in a rapidly changing business environment. They improve employee performance and enable organizations to face environmental changes more adaptively. Therefore, human resource management is not just about administration but also about understanding organizational needs, updating employee skills, and facing the dynamics of ongoing change.

Companies can operate and survive amidst business competition without quality employees. Therefore, training is needed to create competent, skilled, capable, and qualified employees. Among the types of employee training that companies can carry out are:

a. Orientation

During the orientation period, the company can start by introducing the vision, mission, and history of the company's founding. The company can also explain its work culture and related administrative needs that employees must carry out. The most important thing that companies should remember and notice is to make employees feel welcome and build a sense of belonging. Also, explain rewards and punishments for employees to them.

b. Onboarding Employee Training

This onboarding employee training focuses more on which division the employee will be placed in. The company must discuss this training with the division head to create it. The goal is for new employees to feel confident about joining. Employee onboarding training will generally assign one or two mentors to guide for a specified time. Employees will learn about work systems, socialization with co-workers, and other essential knowledge.

c. Technical Skills Employee Training

The next type of employee training focuses more on technical skills, such as hard skills related to technology. Such as IT, data analysis, content writing, programming, and digital marketing. This is, of course, related to developments over time and increasingly advanced technology. This employee training can be applied to all company members. Both seniors and newbies. Companies can combine employee training with onboarding. Ask the department head to monitor progress during the training.

d. Soft Skills Training

Several studies have concluded that the quality of an employee's soft skills can influence a company's success and increase employee turnover. Soft skills are also an aspect of employee assessment. This type of employee training can hone skills and ways of communicating, emotional intelligence, managing time efficiently, work ethics, teamwork skills, and other things that can support work.

e. Language Training

Language training is the following type of employee training that companies can try. Globalization makes it easier for companies to establish business relationships locally and internationally. Moreover, language is one of the primary and most essential aspects of establishing this cooperation. Do not take advantage of language training for company employees. Mainly English, which is an international language. However, if the company wants to add other foreign languages to this employee training, that is fine as long as this provides benefits and positive impacts for the company.

f. Training for Promotion

The higher a person holds a position, the greater the responsibility. Therefore, before deciding whether an employee will be promoted, prepare themselves first. Training for promotion is one type of employee training that companies can provide. This type of employee training can prepare employees to face new work positions that are more crucial and responsible. By conducting training for promotion, the company can assess whether the employee is capable and ready to take on his new position.

g. Change Management Training

The ability to manage changes that occur is an important point that every employee must understand. Understand that change will always happen at any time. One way to understand this is by providing employee change management training. This training is intended to see how employees react when changes occur in the company and how to deal with them.

h. Leadership Training

Everyone must have a leadership spirit. Even in companies, employees must have a leadership spirit. Therefore, one type of employee training companies can provide is leadership training. The material for this employee training can cover all company members. This will later be useful for preparing employees to become leaders in each team or division.

2.   RESEARCH METHOD

In this research, the author used a descriptive qualitative data writing method. Moleong (2021) said that qualitative research is research that intends to understand a phenomenon about what is experienced by the research subject, for example, behavior, perception, motivation, action, etc., holistically, and using descriptions in the form of words and language, on a particular natural context and by utilizing various natural methods. Moleong (2021) said that descriptive is because the data collected is in words and images and not numbers. Thus, the research report will contain data quotations to provide an overview of the presentation of the report. Researchers consider the problem under study quite complex and dynamic, so the data obtained from the sources is collected using a more natural method, namely direct interviews with the sources to obtain natural answers. In addition, researchers intend to understand social situations in depth and find patterns and theories based on data obtained in the field. Qualitative research is never separated from the term phenomenological analysis. As was done in this research, researchers conducted studies in human resource management to assist researchers in interpreting the phenomenon or social situation being studied.

The research location is at PT Panasonic Manufacturing Indonesia, located in East Jakarta, precisely on Jl. Raya Bogor Km. 29, Gandaria, Pekayon, Pasar Rebo, East Jakarta 13710 in Indonesia. Meanwhile, research informants are students who conduct practical fieldwork at the company. This research was carried out from August to November 2023. Data collection techniques in this research are through in-depth interviews, observation, and documentation. Meanwhile, the data type is primary data obtained directly through observation and in-depth interviews with informants. Researchers will interview informants to gather information about their profession as street vendor employees. In this research, the primary data source is the employees of PT Panasonic Manufacturing Indonesia.

In this type of qualitative research, data processing does not have to be carried out after the data has been collected or data processing is complete. In this case, temporary data is collected, existing data can be processed, and data analysis is carried out simultaneously. During data analysis, you can return to the field to look for additional data that is deemed necessary and process it again. Data processing in this research consists of data reduction, a selection process that focuses on simplifying, abstracting, and transforming rough data that emerges from field notes (Miles & Huberman, 1992). The steps taken are sharpening the analysis, classifying or categorizing each problem through brief descriptions, directing and discarding unnecessary ones, and organizing data so that it can be withdrawn and verified.

Therefore, data reduction needs to be carried out to make the data manageable and avoid complicating further analysis. Then, the next presentation of the data after the data has been reduced is the presentation of the data. Data presentation is a structured information collection that allows for drawing conclusions and taking action (Miles & Huberman, 1992). The presentation of data is

directed so that the data resulting from reduction is organized and arranged in a relationship pattern to make it easier to understand. Data presentation is carried out in the form of narrative descriptions, charts, and relationships between categories. Next in the qualitative data analysis process is drawing conclusions based on the findings and verifying the data. Drawing conclusions or verification This stage is the stage of concluding all the data obtained from the research.

3.   RESULTS AND DISCUSSIONS

In-house training is an in-house training program to improve company performance by integrating HR systems to increase customer satisfaction, innovation, productivity, and creativity. The following are the types of in-house training:

Chemical & Spill Training

Chemical and spill Training, or chemical and spill handling training, is an educational program designed to provide knowledge, skills, and understanding to individuals or personnel who may be involved in handling hazardous chemicals or spill situations. The goal is to prepare participants to respond to and manage chemical spills safely and effectively. Chemical & Spill training covers various aspects, including:

1) Understanding Chemicals
   a) Identify hazardous chemicals.
   b) Physical and chemical characteristics of the chemical.
   c) How to read material safety data sheets (MSDS) to understand chemical properties and risks.
2) Safe Handling
   a) Safe handling procedures to reduce the risk of exposure.
   b) Use of appropriate personal protective equipment (PPE).
   c) Chemical spill and leak control techniques.
3) Spill Response
   a) Chemical spill response strategies and tactics.
   b) Use response equipment such as spill absorbers and barriers to prevent spread.
4) Evacuation and Safety Procedures
   a) Evacuation plans in case of a major spill or other emergency.
   b) Safety measures to be taken during a spill.
5) Regulatory Compliance
   a) Understanding of regulations and safety regulations relating to the handling of chemicals.
   b) Compliance with government standards and regulations regarding chemical handling.
6) Practical Training
   a) Chemical spill simulation to practice reactions and skills in real situations.
7) Communication and Coordination
   a) Effective communication with the team, authorities, and relevant parties during a spill incident. Coordinate with emergency management agencies if necessary.

Chemical and spill training is essential for workers in industries that use or transport hazardous chemicals, including the chemical, petrochemical, oil, and gas industries and other industries where the risk of chemical spills exists. Understanding the correct way to respond to these emergencies protects worker safety and can also prevent severe impacts on the environment and local communities.

5S For Employees

5S Training is a visual management concept that originates from Japan and refers to five words that start with the letter "S" in Japanese: Seiri (Sort), Seiton (Set in Order), Seisou (Shine), Seiketsu (Standardize), and Shitsuke (Sustain). This concept is designed to increase workplace productivity, efficiency, and safety by reducing waste and improving workplace organization. The following is a more detailed explanation of each 5S element:

1) Seiri (Sort)
   a)   Identify and separate necessary items and equipment from unnecessary ones.

b) Identify items that are not needed in the workplace.
c) Throw away unnecessary items and designate clear storage areas for items that must be kept.

2) Seiton (Set in Order)
a) Organize items and equipment remaining after the Seiri process into an efficient and easily accessible sequence.
b) Determine a fixed location for each required item.
c) Use signs or markers to indicate the location of items.

3) Seisou (Shine)
a) Clean the workplace regularly to maintain cleanliness and safety.
b) Set a regular cleaning schedule.
c) Train and encourage workers to keep their work areas clean.

4) Seiketsu (Standardize)
a) Implementing standards to maintain the results of the previous 3S (Seiri et al.).
b) Establish standard procedures for 5S and ensure all team members understand them.
c) Conduct regular monitoring to ensure standards are maintained.

5) Shitsuke (Sustain)
a) Make 5S a sustainable habit in the workplace. Following are the steps in applying Shitsuke.
b) Train and encourage employee compliance with 5S principles.
c) Encourage active participation from the entire team and maintain continuous 5S implementation efforts.

Implementing the 5S concept helps create a more organized, clean, and efficient work environment. This increases productivity and efficiency and creates a safer and more enjoyable workplace to work in.

Job Specifics (Hoist & Crane)

Specific job training provides skills, knowledge, and an in-depth understanding of a particular job or task. In your context, job-specific training for Hoists and cranes (lifters and cranes) will cover all aspects of the operation, maintenance, and safe use of such heavy equipment. The following are some aspects that may be covered in job-specific training for Hoists & Cranes:

1) Lifting and Crane Operations
a) In-depth operational instructions on operating hoists and cranes safely and efficiently.
b) Training on proper controls, maneuvers, and operational techniques.

2) Maintenance
a) How to care for and maintain hoists and cranes to ensure optimal performance.

3) Routine maintenance instructions, safety checks, and minor repairs that the operator safety Procedures can perform:
a) Strict safety guidelines must be followed when using hoists and cranes.
b) How to respond to emergencies and accident prevention measures.

4) Introduction to Parts and Functions:
a) In-depth understanding of hoist and crane parts, including drive systems, wires, and controls.
b) Introduction to various types of cranes and their respective uses.

5) Material Handling:
a) Instructions on how to lift, move, and place loads safely.
b) Maximum weight policy that specific hoists and cranes can lift.

6) Practical Training:
a) Hands-on training with hoists and cranes under the supervision of experienced instructors.
b) Operational skills testing to ensure operator proficiency.

7) Compliance with Regulations and Standards:
a) Understand and comply with all applicable safety regulations and standards in using hoists and cranes in the workplace.

Job-specific training for hoists and cranes is essential to ensure operators fully understand how to operate the equipment safely and efficiently. In turn, this helps prevent workplace accidents

and maintain equipment to remain in good working order in the long term. In addition, well-trained operators can also increase productivity and operational efficiency in the workplace.

Safety Awareness For Employees
        Safety awareness training for employees is an educational program designed to increase employee understanding and awareness of safety practices in the workplace. The goal is to involve employees in creating a safer work environment, reducing the risk of accidents, and minimizing injuries or other losses in the workplace. The following components of safety awareness training for employees include:
1) Risk Understanding
    a) Understand various risks and hazards in the workplace.
    b) Identify potentially dangerous situations and how to avoid them.
2) Understanding Safety Rules
    a) Understand and comply with applicable safety regulations in the workplace, including government regulations and company policies.
    b) Know safety procedures specific to their job or work environment.
3) Awareness of Dangerous Equipment and Materials:
    a) Understanding of how to use work equipment safely.
    b) Introduction to hazardous materials and safe procedures for handling and storing them.
4) Ergonomics Awareness:
    a) Understanding workplace ergonomics and how to reduce the risk of injury due to incorrect movements or poor body position.
5) Understanding First Aid Steps:
    a) Basic knowledge of first aid and how to respond in emergencies.
    b) Practical training in first aid measures that may be required in the workplace.
6) Understanding Safety Culture:
    a) Introducing the concept of safety as a workplace culture.
    b) Encourage active employee participation in maintaining a safe and healthy work environment.
7) Case Study and Discussion:
    a) Use actual case studies or scenarios to discuss the safety situation and lessons learned from previous accidents.
8) Education Regarding Mental Health and Wellbeing:
    a) An understanding of the importance of mental health and wellbeing in the workplace.
    b) Knowledge of resources and supports available for mental health.
        This safety awareness training aims to create a work environment that is safe and productive and supports employee welfare. Safety-conscious employees will pay more attention to safety measures in their daily work, which in turn can reduce the risk of accidents and increase productivity.

Tax basic PPH
        "Tax Basic PPH" training refers to basic income tax (PPH) training in Indonesia. PPH is a tax imposed on income received by citizens, business entities, or other legal entities located in Indonesia. PPH is a tax imposed on income received by citizens, business entities, or other legal entities located in Indonesia. PPH is a tax imposed on income received by citizens, business entities, or other legal entities located in Indonesia (Linawati et al., 2023; Y Yusuf et al., 2023; Yusuf Yusuf et al., 2022, 2023). This training is designed to provide individuals or companies with an understanding of the basics of PPH and how to manage their tax obligations by applicable tax laws. Some topics that may be covered in basic PPH tax training include:
1) Types of PPH:
    a) Introduction to various types of PPH that apply in Indonesia, such as PPH Article 21 (salaries), PPH Article 22 (imports), PPH Article 23 (other revenues), and PPH Article 25 (business).
2) PPH Calculation:
    a) How to calculate the amount of PPH that must be paid based on the type of income received.
    b) Introduction to tax rates and deductions that can be applied to taxable income.

3) Tax reporting:
   a) Tax reporting process, including how to fill out the SPT (Notification Letter) form and applicable reporting schedules.
   b) Introduction to the payment system and tax payment deadlines.
4) Corporate Income Tax (Corporate Income Tax):
   a) Introduction to Corporate PPH and calculating it for companies or legal entities.
   b) Discussion of the various types of business entities and the tax rates applicable to each.
5) Imposition of Sanctions and Tax Laws:
   a) Understanding of sanctions that may be imposed if there is a tax violation.
   b) Introduction to tax law and the importance of compliance with tax regulations.
6) Latest Tax Regulations:
   a) Information regarding the latest changes in tax laws and government policies related to taxation.
7) Study Cases:
   a) Analysis of cases is a natural way to understand the application of taxation concepts in practical situations.

Basic PPH tax training is essential for individuals and companies in Indonesia to ensure their compliance with tax regulations and to avoid potential legal and financial problems. With a good understanding of tax regulations, individuals and companies can manage their finances more efficiently and adequately comply with their tax obligations.

OSHMS ISO 45001 Establishment

"OSHMS ISO 45001 Establishment" training is designed to assist organizations in understanding, planning, implementing, operating, monitoring, checking, maintaining, and improving occupational health and safety management systems (OHSMS) based on standards ISO 45001:2018.

ISO 45001 is an international standard that guides organizations in improving occupational safety and health performance, reducing the risk of work accidents, protecting workers' health, and ensuring compliance with laws and regulations related to occupational safety and health. A management system that complies with ISO 45001 helps organizations identify and manage risks related to occupational safety and health in a systematic and planned way. The "OSHMS ISO 45001 Establishment" training will cover various aspects, including:

1) Introduction to ISO 45001:2018.
   Understanding of principles and objectives of the ISO 45001:2018 standard.
2) ISO 45001:2018 Requirements:
3) Details of the requirements of the ISO 45001:2018 standard and how to apply them in an organizational context.
4) Implementation Planning:
5) Planning steps for implementing an occupational safety and health management system based on the ISO 45001:2018 standard.
6) Documentation and Implementation:
   a) Development of necessary documents, including policies, procedures, and work instructions.
   b) Implementation and operation of an occupational safety and health management system.
7) Performance Audits and Appraisals:
   a) Internal audit to evaluate the effectiveness of the occupational safety and health management system.
   b) Management of external audits by third parties (if necessary).
8) Continuous Improvement:
   Management of follow-up to audit results and continuous improvement in the occupational safety and health management system.
9) Case Studies and Practice:
   a) Case study analysis and practical exercises to understand the application of ISO 45001 concepts in real workplace situations.

TrainingThis aims to prepare organizations to achieve ISO 45001:2018 certification and equip participants with the knowledge and skills needed to manage and improve occupational health and safety management systems in the workplace.

First Aider & Evacuator Training

Training for "first aider" and "evacuator" are training programs designed to provide knowledge and skills to individuals who will act as first aid workers or evacuation supervisors in emergencies in the workplace or other public places. This training is essential to ensure that people on site have sufficient knowledge to provide first aid in cases of injury or sudden illness and coordinate the evacuation process in an emergency. Training for a First Aider usually includes:
1) Casualty Assessment:
   a) How to assess the victim's condition and respond quickly.
   b) Recognition of signs and symptoms of urgent medical conditions such as heart attack, serious injuries, or shortness of breath.
2) First aid:
   a) Training in first aid assistance in emergencies, including CPR (cardiopulmonary resuscitation), wound management, and unconscious management.
   b) Use of an external automated defibrillator (AED) if available.
3) Fire and Poisoning Management:
   a) How to use a fire extinguisher correctly.
   b) First aid measures for victims of poisoning or exposure to dangerous chemicals.

Meanwhile, training for evacuators includes:
1) Evacuation Plan:
   a) Evacuation plans at the workplace or other related locations.
   b) Introduction to evacuation routes and safe assembly points.
2) Evacuation Coordination:
   a) Coordinate with other evacuation team members.
   b) Instructions and actions to be taken when guiding people to refugee camps.
3) Special Handling:
   a) Knowledge of how to evacuate people with limited mobility or disabilities.
   b) Special considerations for the evacuation of children or the elderly.
4) Compliance with Emergency Procedures:
   a) Ensure that existing evacuation plans follow evacuation procedures.
   b) Identify and respond quickly to emergencies related to evacuation.
   This training is essential so that people in the workplace have the skills and knowledge to respond quickly and effectively in emergencies. By having trained first aid personnel and competent evacuation supervisors, the safety of people in the workplace can be guaranteed, and the risk of injury or other harm can be minimized.

Specific Job (Electricity)

Specific job training in the electrical context refers to training programs designed to provide specific knowledge and skills to individuals working in the electrical field. This training is tailored to the electrical field's duties and responsibilities. It aims to ensure that workers understand relevant electrical systems, devices, and safety practices in-depth. Here are some topics in specialized job training in the electrical field:
1) Electrical Theory
   a) Basic principles of electricity, including current, voltage, resistance, power, and electrical energy.
   b) Basic concepts regarding electrical circuits and their components.
2) Electrical System:
   a) Structure and function of the electricity distribution system.
   b) Types of power plants and transformers.
   c) Introduction to power distribution systems, including single-phase and three-phase systems.

3) Electrical Devices:
   a) Knowledge of various electrical devices such as switches, receptacles, circuit breakers, relays, and electric motors.
   b) How to install, replace, and repair these devices.
4) Electrical Safety:
   a) Proper safety practices when working with electrical equipment.
   b) Knowledge of the risks and ways to avoid electrical accidents, including using personal protective equipment (PPE) and necessary safety procedures.
5) Maintenance and Repair:
   a) Preventive maintenance techniques for electrical equipment.
   b) How to identify and fix electrical problems and safe repair procedures.
6) Electrical Codes and Standards:
   a) Understanding of applicable electrical safety regulations, codes, and standards in the work area.
7) Best Practices:
   a) Learning from industry best practices in installing, maintaining, and repairing electrical systems.
8) Practical Training:
   a) Hands-on training in installing, replacing, and repairing electrical equipment.
   b) Testing and troubleshooting electrical circuits.

     Specific job training in the electrical field is essential to ensure workers have the skills to work safely and efficiently in complex electrical environments. With proper knowledge of electrical equipment, systems, and safety practices, workers can perform their duties better and reduce the risk of accidents and equipment damage.

Employee Training and Development Procedures
1) Analysis
   Analyze employee performance to identify training needs, such as analyzing or observing their performance, whether they can achieve the work targets that have been determined, and whether the employee has the right to participate in training.
2) Planning
   The training plan is a proposal in the Romansy system regarding training requests containing the type of training requested, data on training participants, reasons why training is needed, and when and where the training will be carried out.
3) Conducting
   Training participants carry out training activities that have been previously informed.
4) Monitoring
   The process of continuous monitoring and evaluation of training or learning programs. The goal is to ensure that training goes according to plan, achieves set goals, and provides the desired benefits. This process involves data collection, performance analysis, and continuous improvement actions to ensure training effectiveness.
5) Training Development
   The process of designing, developing, and implementing training programs to improve employee skills, knowledge, and attitudes in an organization.

Employee training and development methods
1) Discussion Group Foru
   Sessions where training can participate actively in group discussions. This discussion can take place directly in the room or via an online platform.
2) Class
   An approach that involves training participants directly in the room or classroom.
3) Pretest
   Tests are given to participants before starting training; the purpose of the pretest is to measure participants' initial knowledge before they receive training. The pretest results provide an

overview to the instructor and participants about the basic knowledge that participants already have before the training begins.

4) Posttest

Tests are given to participants after attending training by giving participants written questions, practical assignments, or exams.

Supporting Factors and Inhibiting Factors

Table 1. Supporting Factors and Inhibiting Factors

No	Supporting factors	Obstacle factor
1	Internal Teacher	Teachers are busy so they often re-schedule
2	Room (Facilities: AC, Whiteboard, etc.)	Information is provided suddenly
3	ParticipantTraining	The number of rooms is insufficient
4	Gadgets	

Training and Development Period

Employee training and development will be carried out over one month, with various training programs tailored to the company's needs.

Training and Development Participants

Table 2. Training and Development Participants for the September – August 2023 Period

No	Material	Place	Number of participants
Aug-23			
1	Chemical & Spill	Strong Fan - IAQ	24
2	5S- For Employees	QA Meeting Room	12
3	Safety Awareness For Employees	REF BU	70
Number of Participants Taking Part in In-House Training in August 2023			**106**
Sep-23			
1	Specific Job (Hoist & Crane)	Function Room & PEC BU	10
2	Tax BasicsPph	Strong Fan Meeting Room	10
3	OSHMS ISO Establishment	Training Room	5
4	First Aider & Evacuator Training	Function Rooms	17
5	Specific Job (Electricity)	Meeting Rooms	7
Number of Participants Taking Part in In-House Training in September 2023			**49**
Total Participants Taking Part in In-House Training in August-September 2023			**155**

Based on the PT Panasonic Manufacturing Indonesia In-House Training data table for September to August 2023 above, we can see that:

a. In September 2023, PT Panasonic Manufacturing Indonesia will hold In-House Training 3 (three) times. With 1 (one) training material each, the number of participants in September 2023 will be 106 (one hundred and six) training participants.

b. In August 2023, PT Panasonic Manufacturing Indonesia will hold In-House Training 5 (five) times. With 1 (one) training material each, the number of participants in August 2023 will be 45 (forty-five) training participants.

It can be concluded that PT Panasonic Manufacturing Indonesia will hold more In-House Training in September 2023, with 49 (forty-nine) participants and 5 (5) training materials. This is due to adjustments in the training schedule between teachers and trainees and inadequate space.

4. CONCLUSION

An in-house training program is an effective strategy to improve company performance. By integrating HR systems through training, companies can increase customer satisfaction, innovation,

productivity, and employee creativity. Types of training such as Chemical and spill Training, 5S For Employees, Specific Jobs (Hoist & Crane and Electricity), Safety Awareness for Employees, Tax Basic PPH, OSHMS ISO 45001 Establishment, and First Aide and evacuator Training, cover skill aspects and knowledge that is critical to company success and employee safety. Employee training and development procedures in the form of analysis, planning, implementation, monitoring, and development are integrated steps in employee training and development procedures. This process is essential to ensure that training is practical and provides the expected benefits.

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