



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>

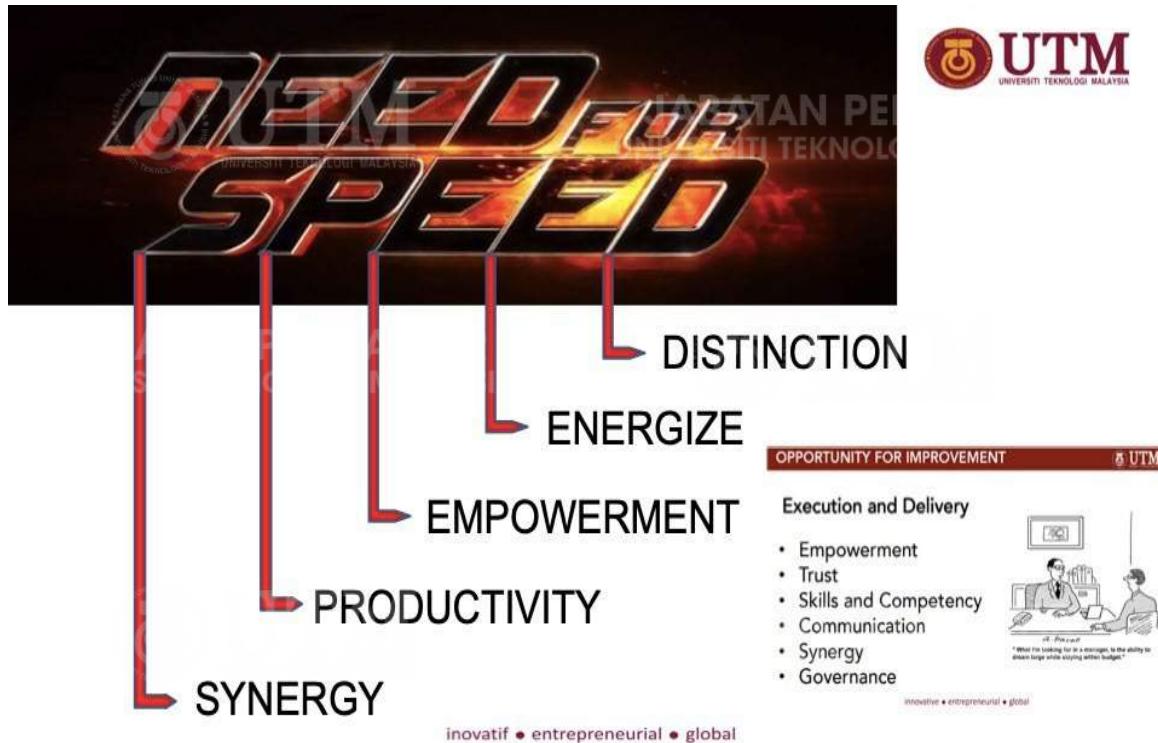
MENGINSTITUSI I.S.E.S, MEMPERKASA BAKAT

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



2020 KESEJAHTERAAN WARGA UNIVERSITI



innovative • entrepreneurial • global

2021

MENGINSTITUSI I.S.E.S, MEMPERKASA BAKAT



IMBASAN 2020

WORK FORM HOME



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

Persekutuan 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


2

PENAMBAHBAIKAN PROSES KERJA

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


3

PENJIMATAN

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

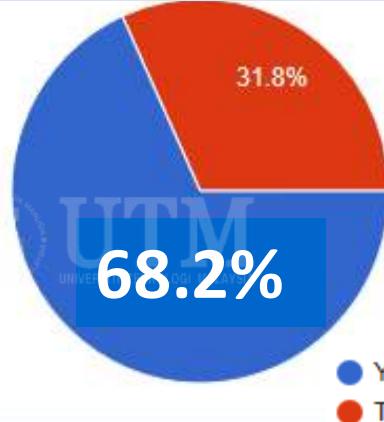
4

PELAPORAN & BUDAYA ANALISIS

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

Perbandingan Jangkaan Staf Mencapai SKT/ KAI ditetapkan dalam tempoh PKP

PKP FASA 3
(APRIL)



Kajian Persepsi Staf PPP Terhadap Produktiviti Perkhidmatan Semasa Tempoh PKP dan Hubungan Dengan Pengaruh Persekutaran 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.

MENDEPANI CABARAN KETIKA PANDEMIK

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



Kajian Persepsi Staf PPP Terhadap Produktiviti Perkhidmatan Semasa Tempoh PKP

Responden mengikuti PTJ dengan jumlah responden 1290



03



02



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

The infographic illustrates the six strategic focuses for the 2021 Academic Year (KPT 2021) at Universiti Teknologi Malaysia (UTM). Each focus is represented by a numbered icon and a corresponding text description.

- 1. Memperkasakan Agenda Pendigitalan Pendidikan** (Icon: Computer monitor with video camera)
- 2. Memantapkan Jaringan Kolaborasi Strategik** (Icon: People icon with a globe)
- 3. Memperkuuh Kebolehpasaran Graduan** (Icon: Handshake)
- 4. Memacu Kesejahteraan Komuniti** (Icon: Hand holding a package)
- 5. Mempersada Kecemerlangan Institusi** (Icon: Temple)
- 6. Menyemarakkan Semangat #KPTPrihatin** (Icon: Smartphone with headphones)

#KPTPrihatin

STRATEGIC ALIGNMENT

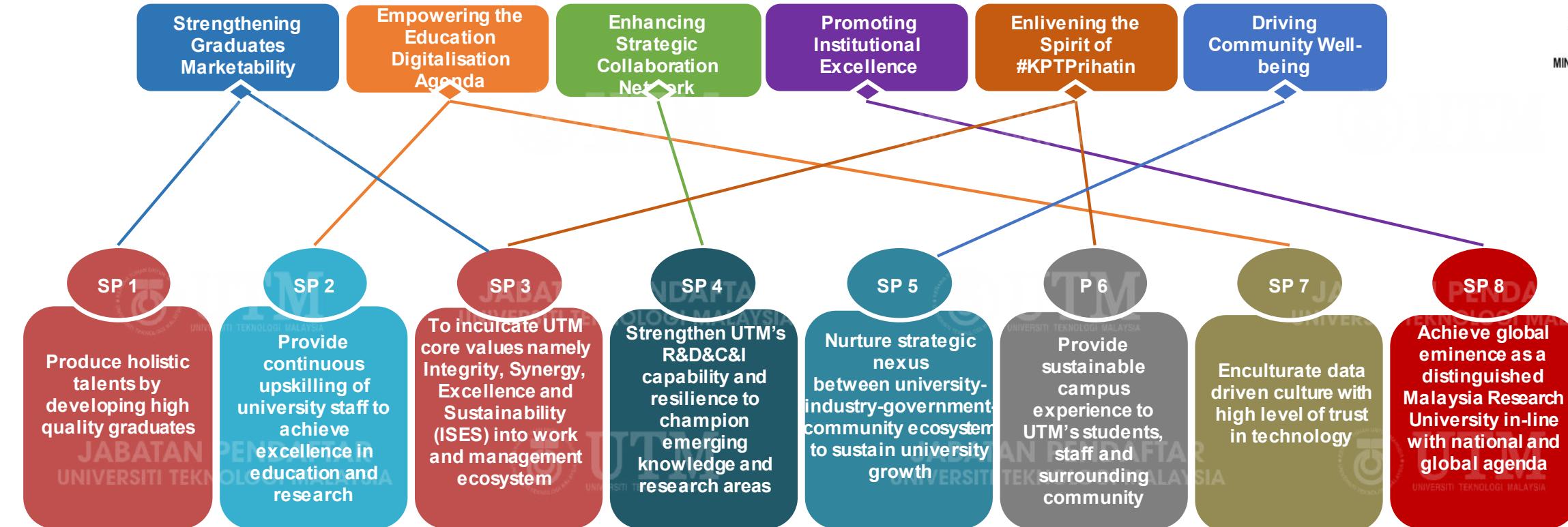
Aligning enVision UTM 2020 to national education agenda, the MOHE 6 Key Strategic Focuses



MINISTRY OF HIGHER EDUCATION

**MOHE
6 Key
Strategic
Focuses**

**UTM
enVision
2025
8 Strategic
Priorities**



UTM
Integrity

JABATAN PENDAFTAR
UNIVERSITI
Synergy MALAYSIA

UTM
Excellence

JABATAN PENDAFTAR
UNIVERSITI
Sustainability MALA

UTM
Core Values

innovative • entrepreneurial • global



MENGINSTITUSI

I.S.E.S,

MEMPERKASA

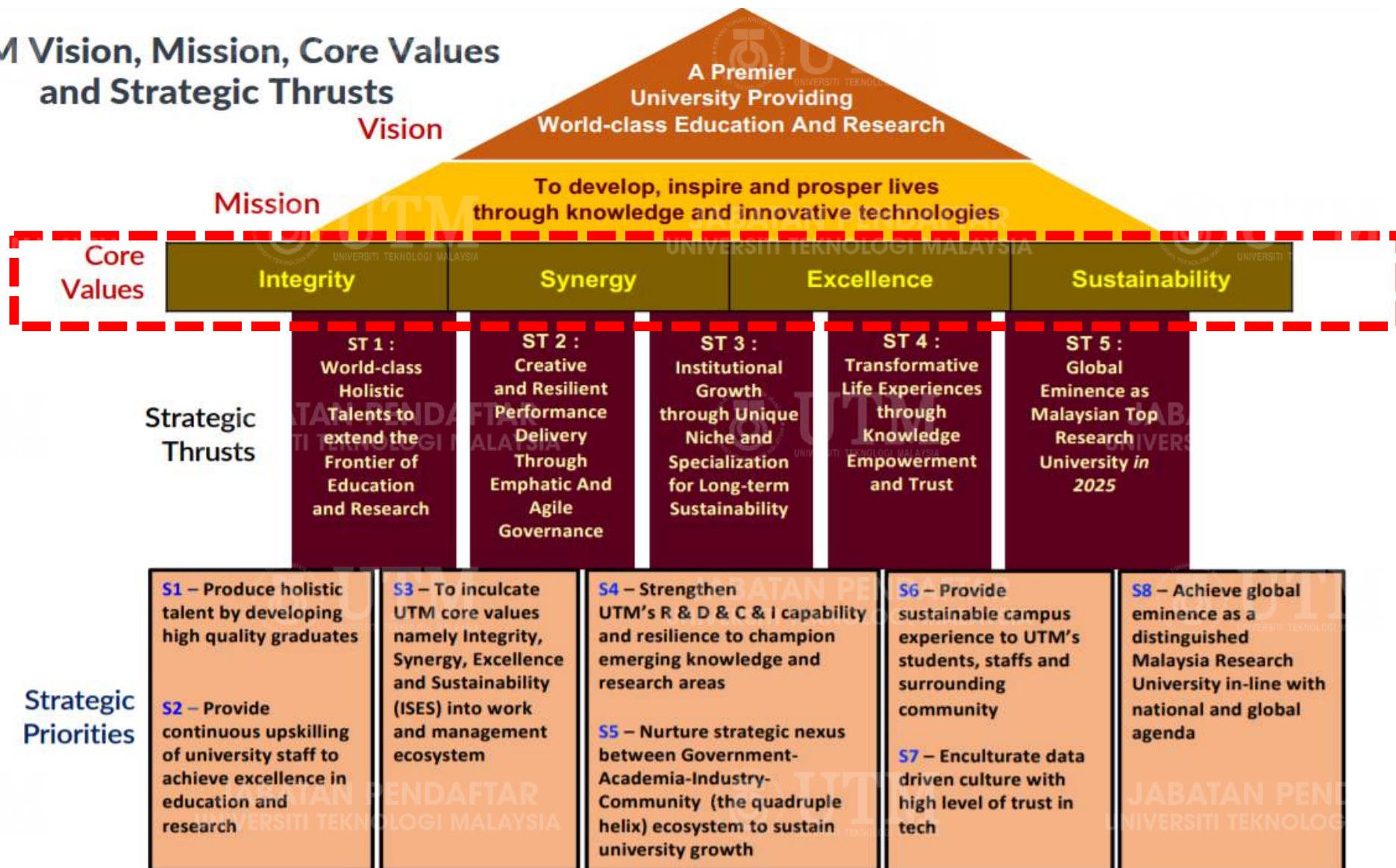
BAKAT



MENGINSTITUSI I.S.E.S



UTM Vision, Mission, Core Values and Strategic Thrusts



GOOD GOVERNANCE = UTM CORE VALUE

Synergy instills team spirit, togetherness, inclusivity, collegiality, respect, humility, cooperation and collaboration. It also breeds selflessness, resulting from care and concern for others above self, while embracing diversity and appreciating differences.

Integrity calls for adherence to sound moral values and strong ethical principles. This noble virtue must be internalised in our heart and soul, and manifested in our loyalty, character, conduct, deeds and action with wisdom and trustworthiness.



Excellence towards high performance and delivery will result in outstanding and remarkable achievement in all aspects of teaching, learning, research, innovation, commercialization and provision of services.

Sustainability is reflected in the holistic drive by the campus community in integrating and balancing economic, social and environmental spheres to meet the current needs without compromising the ability to exist and survive continuously.

The core value is our responsibility



Zero tolerance on corruption, abusive or disrespectful treatment



Embedded at our system and process



Communicated at all level



Felt by everyone



Shown by our leaders



INISIATIF MENGINSTITUSIKAN I.S.E.S

- Jawatankuasa Pembudayaan ISES
- 6 CHAMPION
 1. Leadership
 2. Promotion
 3. Policy
 4. System Process
 5. HR Activities
 6. Award
- Program Latihan berpaksikan ISES
 - Siri program kesedaran dan kepimpinan
 - Program latihan berteraskan ISES 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
- Pemusatkan 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.

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.

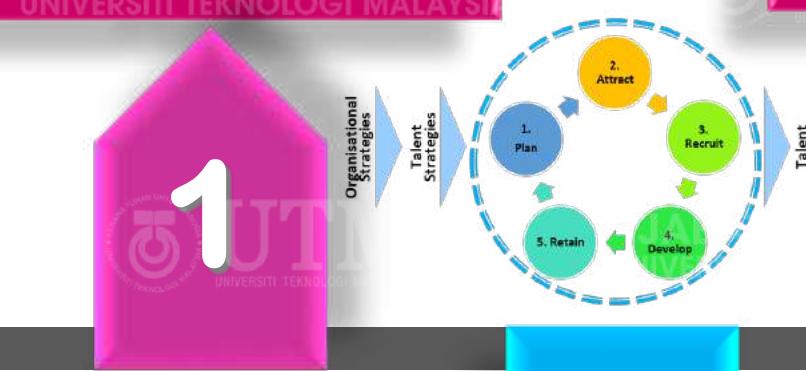


“TALENT
in any
organization,
talent is the
key to
success.”

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

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

UTM STRATEGIC TALENT TRANSFORMATION PLAN



UTM COMPETENCY FRAMEWORK



RIGHTSIZING PROGRAM



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

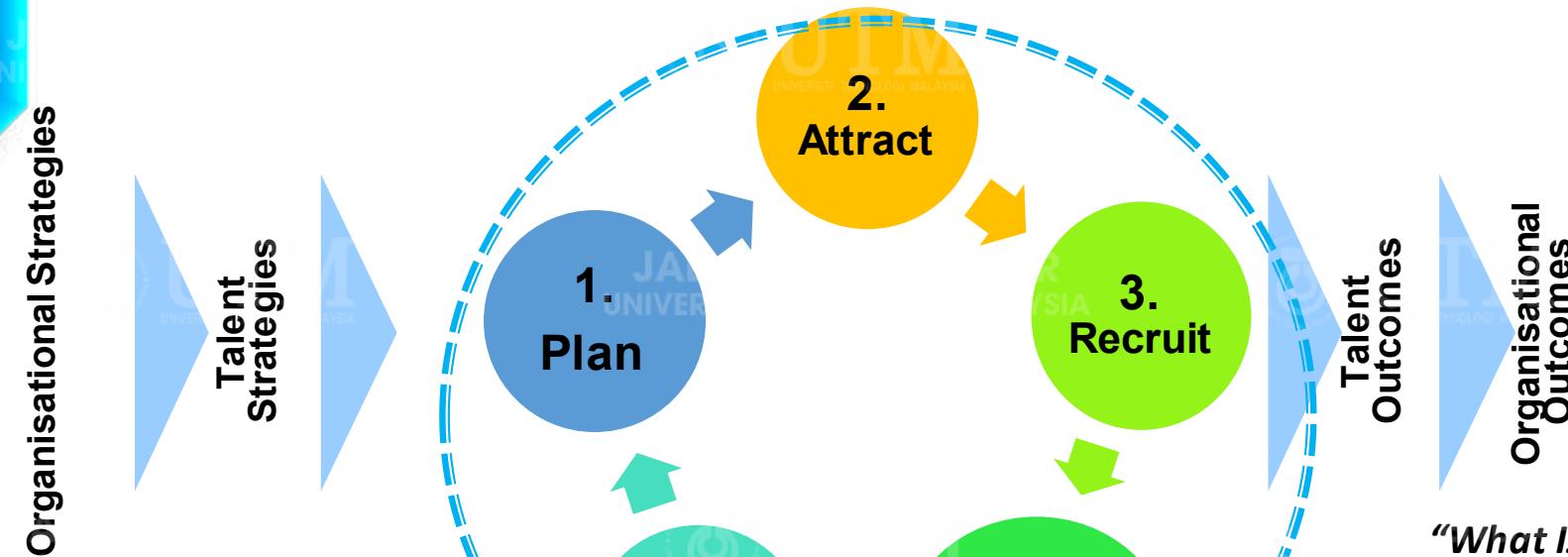
UTM TALENT MANAGEMENT FRAMEWORK

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 |



COMPETENCE [knowledge, skills and values required for todays' and tomorrows' job; right skills, right place, right job, right time]
= x
COMMITMENT [willing to do the job]
= x
CONTRIBUTION [finding meaning and purpose in their job]"

M
3

JABATAN PENDAFTAR

VISION

A Premier university Providing world-class Education and Research



MISSION

TO Develop, Inspire And Prosper Lives Through knowledge and innovative Technologies



CORE
COMPETENCIES



CORE VALUES : INTEGRITY

ABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA

GENERIC
COMPETENCIES



JABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA



ACADEMIC



FUNCTIONAL COMPETENCIES

UNIVERSITI TEKNOLOGI MALAYSIA

DG,DS,VK

ADMINISTRATIVE
& PROFESSIONAL

JABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA

E,H,S,U,W

TECHNICAL



B,C,F,G,H,KP,R,J,DV,Q

ABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA

LEADERSHIP
COMPETENCIES



JABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA

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.



PEMBANGUNAN UTMHR VERSI 2.0 (MyHR)

Jawatan Penyelarasan 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

1.1 Waran Perjawatan	✓ 1.2 Iklan Perjawatan	1.3 Pelantikan	✓ 2.1 Lapor Diri	2.2 Cuti dan Kehadiran Waktu Bekerja	2.3 Isythihar Harta	✓ 3.1 Peperiksaan Perkhidmatan	✓ 3.2 Pelaksanaan Latihan
1.4 Succession Planning	2.8 Tatatertib	2.7 Kaunseling	2.6 Perubahan Perkhidmatan	2.5 Penilaian Prestasi Staf PPP	2.4 Penilaian Prestasi Staf Akademik	3.2.2 Latihan Jangka Panjang	3.2.1 Latihan Jangka Pendek
2.9 Anugerah	1.5 Kenaikan Pangkat PPP	✓ 4.1 E-Boarding	✓ 4.2 Sysmel	✓ 4.3 Kad Nama	✓ 4.4 Modul Perubatan	✓ 4.5 Wang Bantuan Jenazah	✓ 4.6 Pengurusan Insuran
✓ 4.14 E-Kunci	4.13 E-Siasatan	✓ 4.12 Aduan Keselamatan	✓ 4.11 Pas Kontraktor	✓ 4.10 Jawatan Giliran	✓ 4.9 Repositori Polisi	✓ 4.8 Pengurusan Kad Matrik	✓ 4.7 Pergigian
✓ 4.15 Direktori Staf E-Telefon	✓ 4.16 Pekelingling	✓ 4.17 Pengurusan Kod PTJ	✓ 4.18 E-Pelekat	1.6 Pemilihan Trek DCP	4.19 Pengurusan Fail / Dokumen EMS	4.20 Sistem E- Mesyuarat	1.7 TES
4.22 Urusan LPU	2.12 Dasar Pemisah	✓ 4.21 Perubatan Pesara	2.11 Penamatan Perkhidmatan	3.4 CIS	3.3 UTM Smile	2.10 Pecah Kontrak	1.8 ALTM

TF1

1.1

TF2

1.1

TF3

1.1

TF4

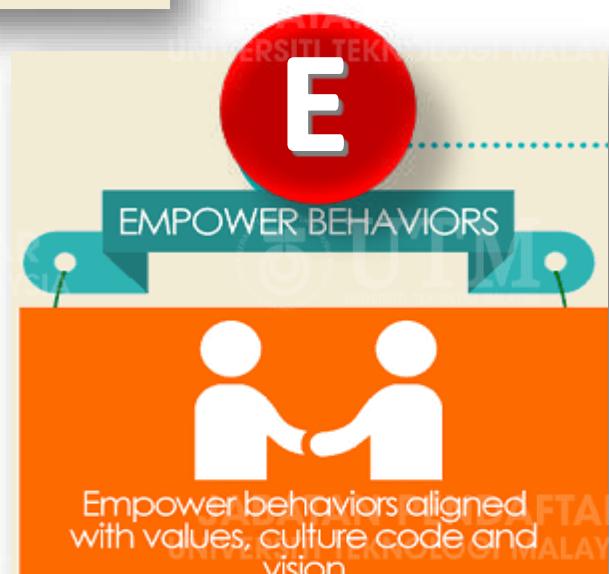
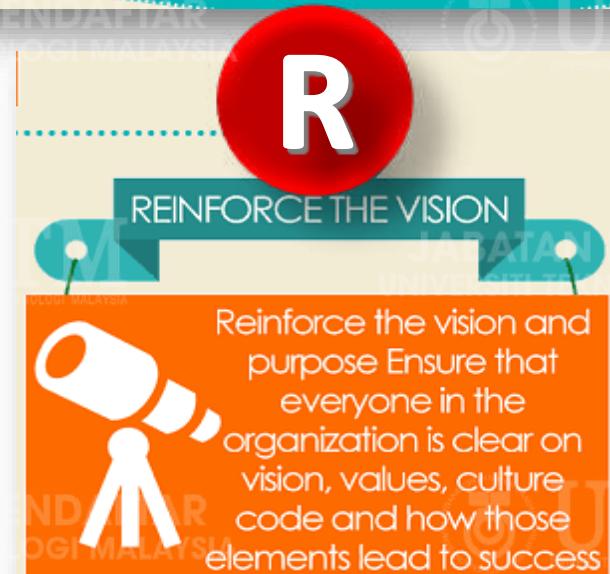
1.1

48 Modul Framework MyHR

MEMBINA BUDAYA

••• CREATE •••

an organizational culture 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?"
•••

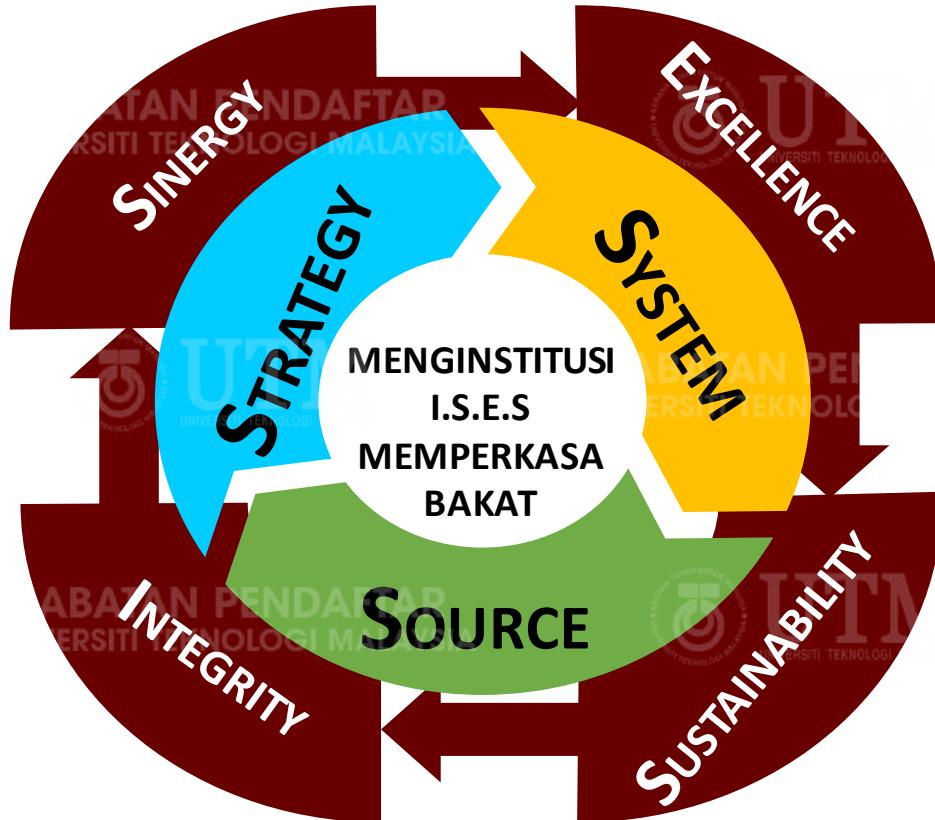


ENROLL THEM TO GIVE FEEDBACK ON YOUR PROGRESS

"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 بِأَنفُسِهِمْ

"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



JABATAN PENDAFTAR
UNIVERSITI TEKNOLOGI MALAYSIA



SEKIAN, TERIMA KASIH

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