



LAMPIRAN

PERATURAN KEPALA KEPOLISIAN NEGARA REPUBLIK INDONESIA

NOMOR 27 TAHUN 2010

TENTANG

**PEMBENTUKAN TUTOR DAN *TRAINER OF TRAINERS* MANAJEMEN TRAINING
DI LINGKUNGAN KEPOLISIAN NEGARA REPUBLIK INDONESIA**

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RENCANA

RENCANA POKOK PELATIHAN
TUTOR MANAGEMENT LEVEL I (TUTOR PROSES)
TINGKAT *FIRST LINE SUPERVISOR*

NO	GOLONGAN MATA PELATIHAN	KELOMPOK MATA PELATIHAN (KMP)	MATA PELATIHAN	JP	KET
1	2	3	4	5	6
1.	Pengantar	1.1 Orientasi Pelatihan	1.1.1 Pengarahan Ka Proyek	2	
		1.2 Pre Test	1.2.1 Pre Test	1	
		1.3 Visi Polri	1.3.1 Visi Polri	1	
		1.4 <i>Ice Breaking</i>	1.4.1 <i>Ice Breaking</i>	3	
		1.5 <i>Philosophy of Learning</i>	1.5.1 Filsafat belajar	2	
		1.6 <i>Adult Learning</i>	1.6.1 Pembelajaran orang Dewasa	2	
2.	Utama	2.1 <i>Basic Inter Personal Skill (IPS)</i>	2.1.1b Interpersonal Skill	2	
			2.1.2 ELC	4	
			2.1.3 PCS	4	
			2.1.4 <i>Observing Skill</i>	4	
			2.1.5 <i>Describing Skill</i>	4	
			2.1.6 <i>Questioning Skill</i>	4	
			2.1.7 <i>Listening Skill</i>	4	
			2.1.8 <i>Summarizing Skill</i>	4	
			2.1.9 <i>Feedback Skill</i>	4	
		2.2 <i>CIP</i>	2.2.1 <i>Conflict in Perception</i>	2	
		2.3 Analisa Tugas dan kegiatan	2.3.1 Analisa Tugas & Kegiatan	4	
		2.4 <i>Leadership</i>	2.4.1 <i>Leadership</i>	6	
		2.5 <i>Delegation</i>	2.5.1 <i>Delegation</i>	2	
		2.6 <i>Supervisor</i>	2.6.1 <i>Supervisor</i>	2	
		2.7 <i>Intervention</i>	2.7.1 <i>Intervention</i>	2	
		2.8 <i>Counseling & Coaching</i>	2.8.1 <i>Counselling & Coaching</i>	2	
		2.9 <i>Art of facilitation</i>	2.9.1 Seni Memfasilitasi	4	
		2.10 <i>Method training delivery</i>	2.10.1 Metode Pembelajaran	4	

2.11 Design.....

1	2	3	4	5	6
		2.11 <i>Design Exercise</i>	2.11.1 Mendisain pelatihan/pelajaran	6	
		2.12 <i>Exploring</i>	2.12.1 Menggali	4	
		2.13 Evaluasi hasil belajar	2.13.1 Evaluasi hasil belajar	4	
		2.14 Praktek melatih	2.14.1 Praktek melatih/mengajar	40	
		2.15 <i>Field exersice</i>	2.15.1 Lat Lapangan (Polres/Polsek)	30	
		2.16 <i>Outward Bound (OB)</i>	2.16.1 <i>Outward Bound (OB)</i>	10	
		2.17 Post Test	2.17.1 Post Test	1	
3.	Pelengkap	3.1 <i>Plan of Action</i> 3.2 Inventory	3.1.1 <i>Plan of Action</i> 3.2.1 Inventory Tipe Kepribadian, 3.2.2 <i>Action Centre Leadership (ACL)</i> 3.2.3 Potensi Pim. 3.2.4 Skala Hasil Guna Penugasan 3.2.5 <i>Organizasion Diagnosis Questioner</i> 3.2.6 <i>Fundamental Interpersonal Relation Orientasion - Behavior</i>	2 1 1 1 1 1	
4.	Pembulatan	4.1 Pembulatan	4.1.1 Pembulatan Materi	2	
5.	Lain-lain	5.1 Upacara	5.1.1 Upacara Buka 5.1.2 Upacara Tutup	1 1	
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RENCANA

RENCANA POKOK PELATIHAN
TUTOR MANAGEMENT LEVEL II (TUTOR PROSES)
TINGKAT *MIDDLE MANAGER*

NO	GOLONGAN MATA PELATIHAN	KELOMPOK MATA PELATIHAN (KMP)	MATA PELATIHAN	MP	KET
1	2	3	4	7	8
1.	Pengantar	1.1 Orientasi Pelatihan 1.2 Pre Test 1.3 <i>Ice Breaking</i> 1.4 <i>Philosophy of Learning.</i> 1.5 <i>Adult Learning</i>	1.1.1 Pengarahan Ka Proyek 1.2.1 Pre Test 1.3.1 <i>Ice Breaking</i> 1.4.1 Filsafat belajar 1.5.1 Pembelajaran orang Dewasa	2 1 3 1 1	
2.	Utama	2.1 Materi MC level I 2.2 <i>Team Working</i> 2.3 <i>Team Building</i> 2.4 <i>Analitical Thinking</i> 2.5 <i>Creative Thinking</i> 2.6 <i>Problem Solving</i> 2.7 <i>Criteria Building</i> 2.8 <i>Concept Building</i> 2.9 <i>Objective setting</i> 2.10 <i>Meeting</i> 2.11 <i>Management Conflict.</i> 2.12 <i>Conflict and Assertiveness</i> 2.13 <i>Spiral of Conflict</i> 2.14 <i>Customer Service</i> 2.15 Art of Facilitation 2.16 <i>Method training Delivery</i> 2.17 <i>Design Exercise</i>	2.1.1 Riview Materi MC level 1 2.2.1 <i>Team Working</i> 2.3.1 <i>Team Building</i> 2.4.1 <i>Analitical Thinking</i> 2.5.1 <i>Creative Thinking</i> 2.6.1 <i>Problem Solving</i> 2.7.1 <i>Criteria Building</i> 2.8.1 <i>Concept building</i> 2.9.1 <i>Objective setting</i> 2.10.1 <i>Meeting</i> 2.11.1 <i>Management Conflict</i> 2.12.1 <i>Conflict and Assertiveness</i> 2.13.1 <i>Spiral of Conflict</i> 2.14.1 <i>Customer Service</i> 2.15.1 Seni Memfasilitasi 2.16.1 Metode Pembelajaran 2.17.1 Mendisain Lat/pelajaran	30 4 4 2 2 8 2 2 2 4 4 2 2 2 2 2 2	

2.18 Exploring.....

1	2	3	4	7	8
		2.18 <i>Exploring</i> 2.19 Evaluasi hasil belajar 2.20 Praktek melatih 2.21 <i>Field exersice</i> 2.22 <i>Outward Bound</i> (OB) 2.23 Post Test	2.18.1 Menggali 2.19.1 Evaluasi hasil belajar 2.20.1 Praktek melatih/ mengajar 2.21.1 Lat Lapangan 2.22.1 <i>Outward Bound</i> (OB) 2.23.1 Post Test	2 2 40 30 10 1	
3.	Pelengkap	3.1 <i>Plan of Action</i> 3.2 <i>Inventory</i>	3.1.1 <i>Plan of Action</i> 3.2.1 <i>Inventory</i> Tipe Kepribadian, 3.2.2 <i>Action Centre Leadership(ACL)</i> 3.2.3 Potensi Pim. 3.2.4 SHGP 3.2.5 ODQ 3.2.6 <i>FIRO-B</i>	1 1 1 1 1 1	
4.	Pembulatan	4.1 Pembulatan	4.1.1. Pembulatan Materi	2	
5.	Lain-lain	5.1 Upacara	5.1.1. Upacara Buka 5.1.2. Upacara Tutup	1 1	
				180	

RENCANA

RENCANA POKOK PELATIHAN
TUTOR MANAGEMENT LEVEL III (TUTOR PROSES)
TINGKAT TOP MANAGER

NO	GOLONGAN MATA PELATIHAN	KELOMPOK MATA PELATIHAN (KMP)	MATA PELATIHAN	MP	KET
1	2	3	4	7	8
1.	Pengantar	1.1 Orientasi Pelatihan	1.1.1 Pengarahan Ka Proyek	1	
		1.2 Pre Test	1.2.1 Pre Test	1	
		1.3 <i>Ice breaking</i>	1.3.1 <i>Ice breaking</i>	3	
		1.4 <i>Philosophy of Learning.</i>	1.4.1 Filsafat belajar	1	
		1.5 <i>Experiential Learning Cycle (ELC)</i>	1.5.1 <i>Experiential Learning Cycle (ELC)</i>	2	
		1.6 <i>Adult Learning</i>	1.6.1 Pembelajaran Orang dewasa	1	
2.	Utama	2.1 Materi MC level I	2.1.1 Riview Materi Level I	30	
		2.2 Materi MC level II	2.2.1 Riview Materi MC level II	30	
		2.3 <i>Vision</i>	2.3.1 Visi pribadi.	2	
		2.4 <i>Building Learning Organization/ Commitment</i>	2.4.1 <i>Building Learning Organization/ Commitment</i>	6	
		2.5 <i>Critiquing</i>	2.5.1 <i>Critiquing</i>	2	
		2.6 <i>Strategic Skill of Management</i>	2.6.1 <i>Strategic Skill of Management</i>	2	
		2.7 <i>Strategic Analysis</i>	2.7.1 <i>Strategic Analysis</i>	2	
		2.8 <i>Organizational Health Audit</i>	2.8.1 <i>Organizational Health Audit</i>	6	

2.10 Enviromental.....

1	2	3	4	5	6
		2.9 <i>Enviromental Scanning</i>	2.10.1 <i>Enviromental Scanning</i>	6	
		2.10 <i>Strategic Planning</i>	2.11.1 <i>Strategic Planning</i>	2	
		2.11 <i>Scenario Profiling</i>	2.12.1 <i>Scenario Profiling</i>	4	
		2.12 <i>Program Planning</i>	2.13.1 <i>Program Planning</i>	4	
		2.13 <i>Strategic Management</i>	2.14.1 <i>Strategic Management</i>	2	
		2.14 <i>Translation Process</i>	2.15.1 <i>Translation Process</i>	4	
		2.15 <i>Management Audit</i>	2.16.1 <i>Management Audit</i>	4	
		2.16 <i>Accountability Conversation.</i>	2.17.1 <i>Accountability Conversation.</i>	4	
		2.17 <i>Influencing Skill</i>	2.18.1 <i>Influencing Skill</i>	4	
		2.18 <i>Contigency</i>	2.19.1 <i>Contigency</i>	2	
		2.29 <i>Art of Facilitation</i>	2.20.1 <i>Seni Memfasilitasi</i>	2	
		2.20 <i>Learning Aids</i>	2.21.1 <i>Alat Bantu Pembelajaran.</i>	2	
		2.21 <i>Methods of training Delivery</i>	2.22.1 <i>1 Metode Pembelajaran</i>	4	
			2.22.1 <i>1 Metode Pembelajaran</i>	2	
		2.22 <i>Evaluasi Hasil Belajar</i>	2.23.. <i>Evaluasi Hasil Belajar</i>	2	
		2.23 <i>Briefing/Debriefing</i>	2.24.1 <i>Briefing/Debriefing</i>	2	
		2.24 <i>Design Exercise</i>	2.25.1 <i>Mendesain /Lat & Pelajaran</i>	2	
		2.25 <i>Susun Kisi-kisi</i>	2.26.1 <i>Susun Kisi-kisi</i>	2	
		2.26 <i>Proses Tutor</i>	2.27.1 <i>Proses Tutor</i>	2	
		2.27 <i>Praktek Melatih/ Mengajar.</i>	2.28.1 <i>Praktek Melatih/Mengajar</i>	40	
		2.28 <i>Field exercise</i>	2.29.1. <i>Lat Lapangan</i>	30	
		2.29 <i>Out Ward Bound</i>	2.30.1 <i>OB</i>	10	
		2.30 <i>Post test</i>	2.31.1 <i>post Test</i>	1	
		2.31 <i>Plan of Action</i>	2.32.1 <i>Plan of Action</i>	4	
3.	Pelengkap	3.1. <i>Inventory</i>	3.1.1 <i>Inventory Kepribadian (ITP)</i>	1	
		3.2. <i>Kepemimpinan</i>	3.2.1 <i>Potensi Kepemimpinan</i>	1	
			3.2.2 <i>Action Centre Leadership(ACL)</i>	1	
			3.2.3 <i>Skala Hasil Guna Penugasan(SHGP)</i>	1	
			3.2.4 <i>ODQ</i>	1	
			3.2.5 <i>FIRO-B</i>	1	

4. Pembulatan.....

1	2	3	4	7	8
4.	Pembulatan	4.1 Pembulatan	4.1.1 Pembulatan Materi	2	
5.	Lain-lain	5.1 Upacara	5.1.1 Upacara Buka	1	
			5.1.2 Upacara Tutup	1	
				240	

RENCANA

**RENCANA POKOK PELATIHAN
TRAINER OF TRAINERS (T.O.T) MANAGEMENT**

NO	GOLONGAN MATA PELATIHAN	KELOMPOK MATA PELATIHAN (KMP)	MATA PELATIHAN	MP	KET
1	2	3	4	5	6
1.	Pengantar	1.1 Orientasi Pelatihan 1.2 Pre Test 1.3 <i>Ice breaking</i> 1.4 <i>Philosophy of Learning.</i> 1.5 <i>Experiential Learning Cycle (ELC)</i> 1.6 Pre Conditioning Skill.(PCS) 1.7 <i>Adult Learning</i>	1.1.1 Pengarahan Ka Proyek 1.2.1 Pre Test 1.3.1 <i>Ice breaking</i> 1.4.1 Filsafat belajar 1.5.1 <i>Experiential Learning Cycle (ELC)</i> 1.6.1 <i>Pre Conditioning Skill.(PCS)</i> 1.7.1 Pembelajaran orang Dewasa	2 1 3 1 1 1 1	
2.	Utama	2.1 <i>Training Need Analysis.</i> 2.2 <i>Interpersonal Skill in organization</i> 2.3 <i>Management Training Skill.</i> 2.4 <i>Trainer Roles.</i> 2.5 <i>The Phase of Training Cycle.</i> 2.6 <i>Training as an Educational Process.</i> 2.7 <i>The Skill of The Trainer.</i> 2.8 <i>Action Pack</i> 2.9 <i>Designing a Training Programme.</i> 2.10 <i>Quality Control</i> 2.11 <i>Organisation Development and Training.</i>	2.1.1 <i>Training Need Analysis.</i> 2.2.1 <i>Interpersonal Skill in organization</i> 2.3.1 <i>Management Training Skill.</i> 2.4.1 <i>Trainer Roles.</i> 2.5.1 <i>The Phase of Training Cycle</i> 2.6.1 <i>Training as an Educational Process.</i> 2.7.1 <i>The Skill of The Trainer.</i> 2.8.1 <i>Action Pack</i> 2.9.1 <i>Designing a Training programme</i> 2.10.1 <i>Quality Control</i> 2.11.1 <i>Organisation Development and Training</i>	6 8 8 8 8 8 10 10 10 10 10 10	

2.12 *The Politic*

1	2	3	4	7	8
		2.12 <i>The Politic of Training.</i>	2.12.1 <i>The Politic of Training.</i>	6	
		2.13 <i>Training and Development Responsibilities and Roles.</i> (peran dan tanggung jawab pelatihan dan pengembangan)	2.10.1 <i>Training and Development Responsibilities and Roles.</i> (peran dan tanggung jawab pelatihan dan pengembangan)	10	
		2.14 <i>Self development of the Trainer.</i>	2.14.1 <i>Self development of the Trainer.</i>	10	
		2.15 Proses Tutor	2.15.1 Proses Tutor	2	
		2.16 <i>Praktek Melatih dan Micro teaching MTL Level I</i>	2.16.1 <i>Praktek Melatih dan Micro teaching MTL Level I</i>	40	
		2.17 Laporan pelaksanaan pelatihan	2.17.1 Laporan pelaksanaan pelatihan	2	
		2.18 <i>Organizing and Managing The Training Function</i> (Mengelola pelatihan dalam organisasi)	2.18.1 <i>Organizing and Managing The Training Function</i> (Mengelola pelatihan dalam organisasi)	10	
		2.19 <i>Applying Principles of Learning to Design Task Practical Issues Effecting</i>	2.191. <i>Applying Principles of Learning to Design Task Practical Issues Effecting</i>	4	
		2.20 Design (Mendisain pelatihan dan pengajaran aplikasi lapangan)	2.20.1.Design (Mendisain pelatihan dan pengajaran aplikasi lapangan)	10	
		2.21 <i>Field Exercise</i> (Latihan lapangan di kesatuan Wilayah (Polres /Polsek	2.21.1. <i>Field Exercise</i> (Latihan lapangan di kesatuan Wilayah (Polres /Polsek	10	

3. Pelengkap.....

1	2	3	4	7	8
3.	Pelengkap	3.1 <i>Plan of Action</i> 3.2 Inventory Kepribadian (ITP) Potensi Kepemimpinan Action Centre Leadership(ACL) Skala Hasil Guna Penugasan(SHGP) Organization Development Questioner(ODQ) Fundamental Interpersonal Relation Orientation Behavior (FIRO-B)	3.1.1 <i>Plan of Action</i> 3.2.1 Inventory Kepribadian (ITP) 3.2.2 Potensi Kepemimpinan 3.2.3 Action Centre Leadership(ACL) 3.2.4 Skala Hasil Guna Penugasan(SHG) 3.2.5 Organization Development Questioner(ODQ) 3.2.6 Fundamental Interpersonal Relation Orientation Behavior (FIRO-B)	4 2 2 2 2 2 2	
4.	Pembulatan	4.1 Pembulatan	4.1.1 Pembulatan Materi	2	
5.	Lain-lain	5.1 Upacara 5.2 Jam cadangan,	5.1.1 Upacara Buka 5.2.1 Upacara Tutup	1 1	
				240	

Ditetapkan di Jakarta
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