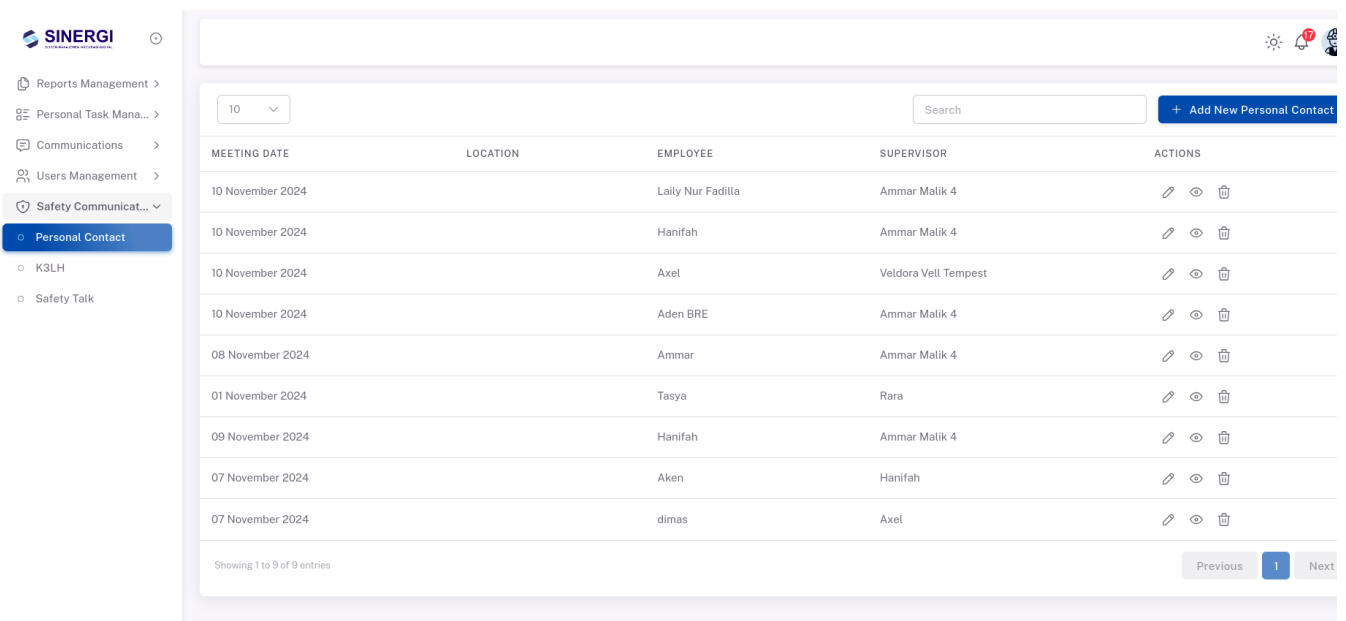


Panduan Personal Contact - Versi Website

https://www.youtube.com/embed/mhO-_PMLo0s

1. Membuka Menu Personal Contact

- Masuk ke menu **Safety Communication**, lalu pilih **Personal Contact**.
- Klik tombol **+ Add New Contact** untuk menambahkan data personal contact baru.



MEETING DATE	LOCATION	EMPLOYEE	SUPERVISOR	ACTIONS
10 November 2024		Laily Nur Fadilla	Ammar Malik 4	Edit View Delete
10 November 2024		Hanifah	Ammar Malik 4	Edit View Delete
10 November 2024		Axel	Veldora Vell Tempest	Edit View Delete
10 November 2024		Aden BRE	Ammar Malik 4	Edit View Delete
08 November 2024		Ammar	Ammar Malik 4	Edit View Delete
01 November 2024		Tasya	Rara	Edit View Delete
09 November 2024		Hanifah	Ammar Malik 4	Edit View Delete
07 November 2024		Aken	Hanifah	Edit View Delete
07 November 2024		dimas	Axel	Edit View Delete

Showing 1 to 9 of 9 entries


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2. Mengisi Data pada Form

- Isi informasi dasar sesuai form yang tersedia.
- Jika ada sesi konseling, isi detail konseling tersebut.
- Jika tidak ada konseling, lanjutkan ke pengisian **Mentoring** dan **Coaching**.

3. Menambahkan Tanggapan Karyawan

- Masukkan tanggapan dari karyawan yang telah menerima mentoring atau coaching.



Reports Management >

Personal Task Mana... >

Communications >

Users Management >

Safety Communicati... >

Personal Contact Form

Waktu Pertemuan*

2024-11-17

Lokasi*

Area Gudang Handak

Karyawan*

MUHAMMAD ARIF RAHMAN

Atasan Langsung*

MIFTAKHUL MUNIR

A. Counseling

Hal-hal yang ingin disampaikan (optional/boleh dilewati)

Counseling

B. Coaching & Mentoring

1. Keselamatan, Kesehatan Kerja, dan Lingkungan

Keselamatan

2. HIMS Implementasi

Implementasi

3. Key Performance Index (KIP)

KIP

4. PICA (Problem Identification & Corrective/Preventive/Action)

Problem Identification & Corrective/Preventive/Action

5. Issue Operasional

Operasional

C. Tanggapan Karyawan

Tanggapan Karyawan

Tanggapan

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Submit

4. Menyimpan Data

- Klik **Submit** untuk menyimpan data personal contact yang telah diisi.

MEETING DATE	LOCATION	EMPLOYEE	SUPERVISOR	ACTIONS
17 November 2024	Area Gudang Handak	MUHAMMAD ARIF RAHMAN	MIFTAKHUL MUNIR	Edit View Delete
10 November 2024		Laily Nur Fadilla	Ammar Malik 4	Edit View Delete
10 November 2024		Hanifah	Ammar Malik 4	Edit View Delete
10 November 2024		Axel	Veldora Vell Tempest	Edit View Delete
10 November 2024		Aden BRE	Ammar Malik 4	Edit View Delete
08 November 2024		Ammar	Ammar Malik 4	Edit View Delete
01 November 2024		Tasya	Rara	Edit View Delete
09 November 2024		Hanifah	Ammar Malik 4	Edit View Delete
07 November 2024		Aken	Hanifah	Edit View Delete
07 November 2024		dimas	Axel	Edit View Delete

Showing 1 to 10 of 10 entries

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5. Melihat Isi Personal Contact

- Setelah data tersimpan, Anda dapat melihat detail dari personal contact yang telah dicatat melalui daftar di halaman tersebut.

DETAIL PERSONAL CONTACT

MEETING DATE	2024-11-17
LOKASI	Area Gudang Handak
SUPERVISOR	MIFTAKHUL MUNIR
EMPLOYEE	MUHAMMAD ARIF RAHMAN

A. Counselling

Hal-hal yang ingin disampaikan	Counselling
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B. Coaching & Mentoring

1. Keselamatan, Kesehatan Kerja, dan Lingkungan	Keselamatan
2. HIMS Implementasi	Implementasi
3. Key Performance Index (KIP)	KIP
4. PICA (Problem Identification & Corrective/Preventive/Action)	Problem Identification & Corrective/Preventive/Action
5. Issue Operasional	Operasional

C. Tanggapan Karyawan

Tanggapan	
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Revision #2

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