

WORKSHOP TRAIN OF TRAINERS (ToT) SISTEM ALTM (ACADEMIC LEADERSHIP TALENT MANAGEMENT)

23 September 2021
UTMLead

Kandungan Pembentangan



Pengenalan kepada sistem ALTM



Training untuk Admin

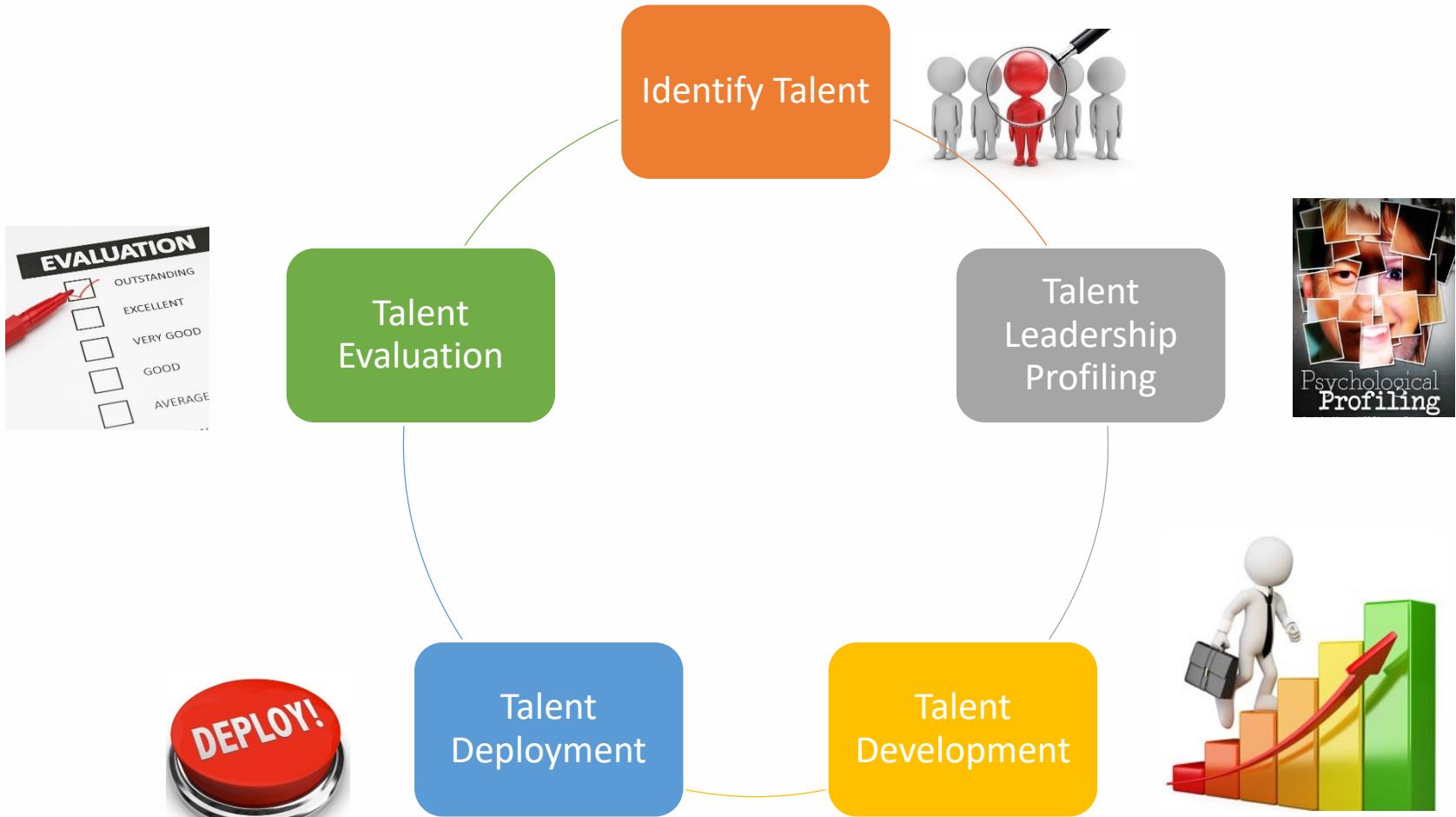


Lain-lain

PENGENALAN

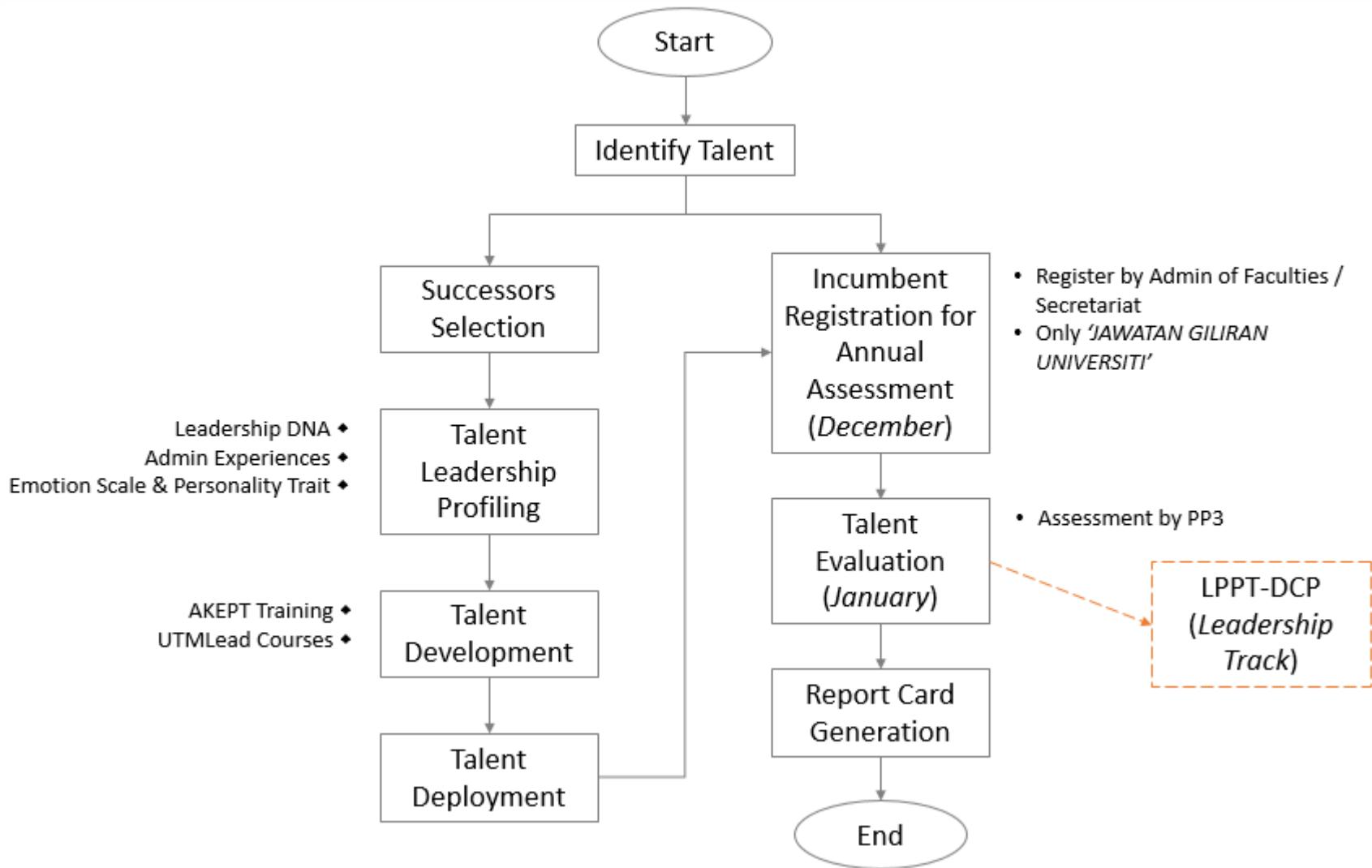
- ALTM stands for Academic Leadership Talent Management
- A strategic leadership development program that aims at ensuring the readiness of successors for the identified strategic academic leadership positions.
- It consists of the identification, profiling, development, and assessment of the talents in the leadership talent pool.
- ALTM can be accessed via *MyUTM portal > Sumber Manusia > ALTM*

UTM-ALTM Framework



Process Flow :

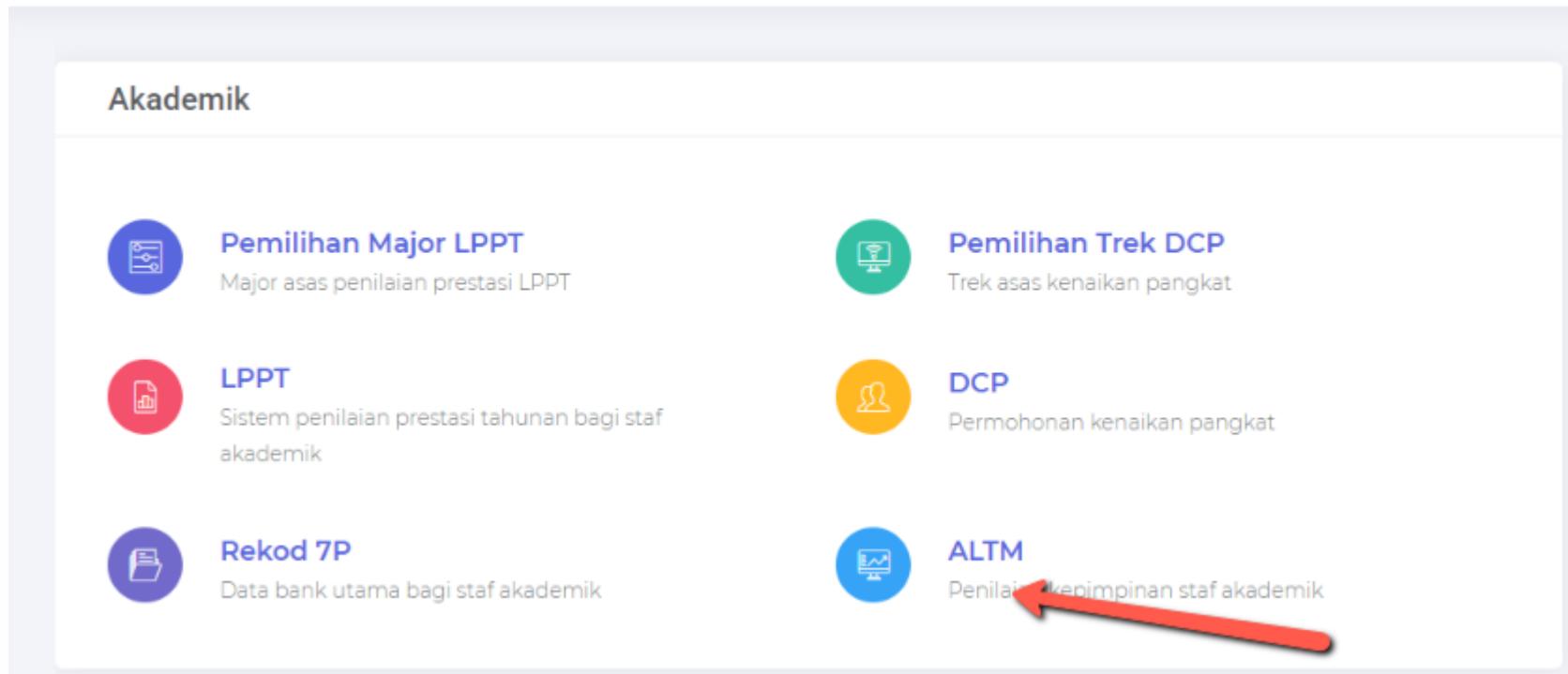
Academic Leadership Talent Management (ALTM) System



Tambah calon dalam Senarai Pentadbir Akademik Semasa

Login melalui **my.utm.my** > Klik link **Sumber Manusia** > **ALTM**

Sistem UTMHR VI

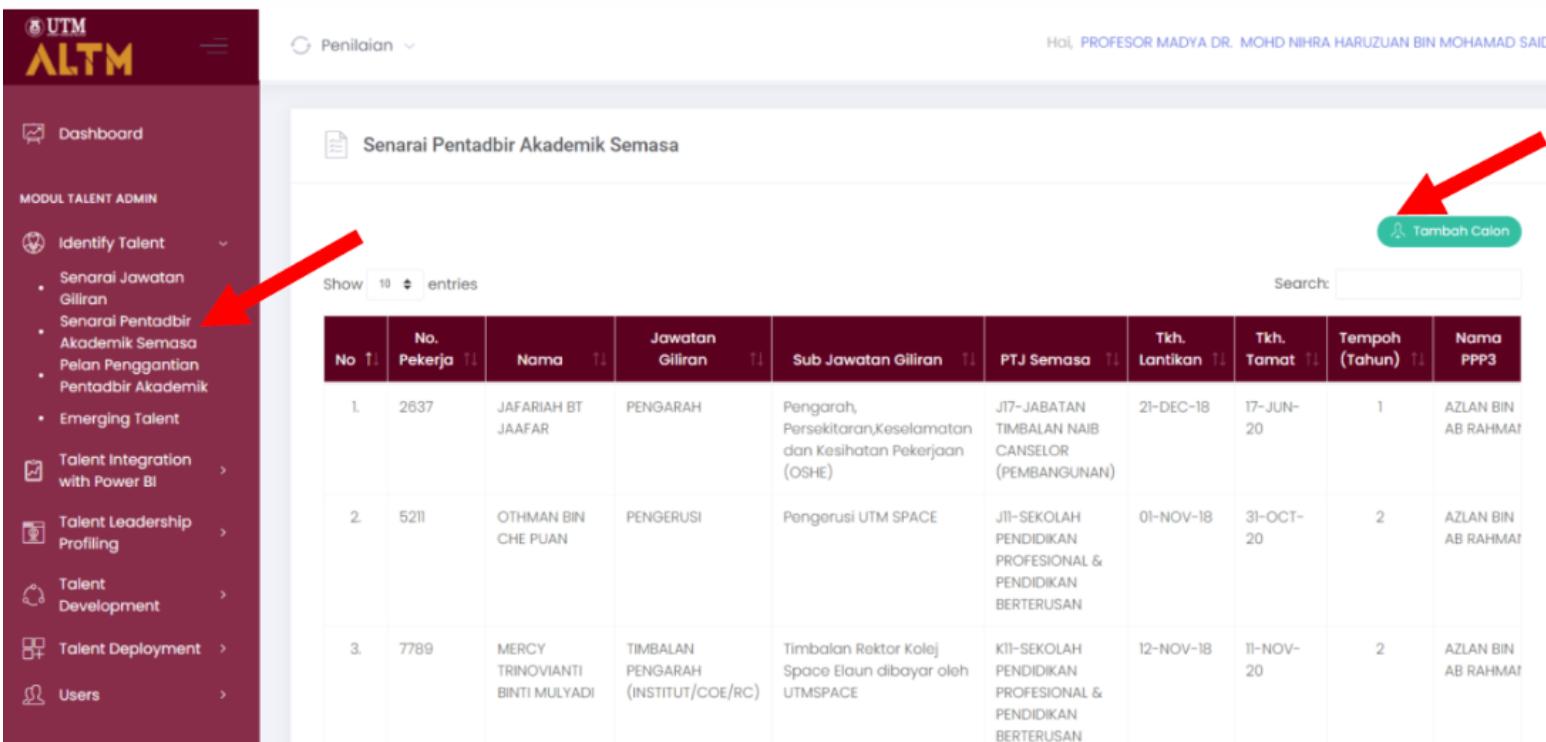


Akademik

-  **Pemilihan Major LPPT**
Major asas penilaian prestasi LPPT
-  **Pemilihan Trek DCP**
Trek asas kenaikan pangkat
-  **LPPT**
Sistem penilaian prestasi tahunan bagi staf akademik
-  **DCP**
Permohonan kenaikan pangkat
-  **Rekod 7P**
Data bank utama bagi staf akademik
-  **ALTM**
Penilaian kepimpinan staf akademik

Tambah calon dalam Senarai Pentadbir Akademik Semasa

Melihat **senarai calon talent** yang telah didaftarkan di dalam Sistem ALTM
 Menu Identify Talent > **Senarai Calon Talent**

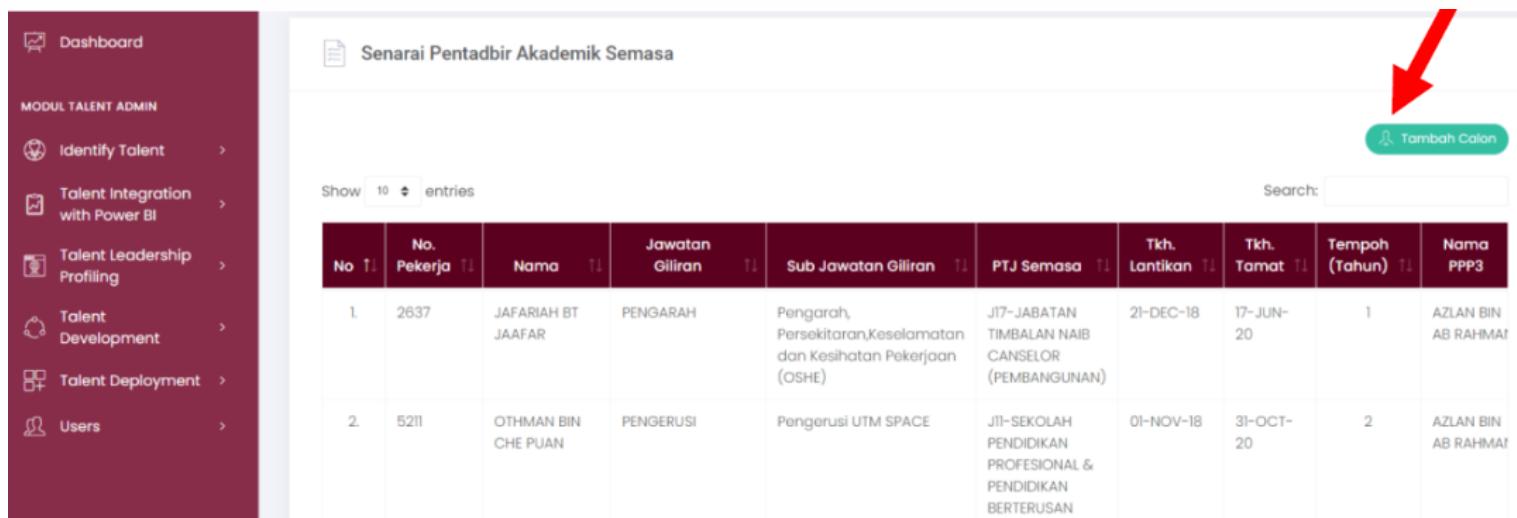


Senarai Pentadbir Akademik Semasa

No	No. Pekerja	Nama	Jawatan Giliran	Sub Jawatan Giliran	PTJ Semasa	Tkh. Lantikan	Tkh. Tamat	Tempoh (Tahun)	Nama PPP3
1.	2637	JAFARIAH BT JAAFAR	PENGARAH	Pengarah, Persekitaran,Keselamatan dan Kesihatan Pekerjaan (OSHE)	J17-JABATAN TIMBALAN NAIB CANSELOR (PEMBANGUNAN)	21-DEC-18	17-JUN-20	1	AZLAN BIN AB RAHMAF
2.	5211	OTHMAN BIN CHE PUAN	PENGERUSI	Pengerusi UTM SPACE	JII-SEKOLAH PENDIDIKAN PROFESIONAL & PENDIDIKAN BERTERUSAN	01-NOV-18	31-OCT-20	2	AZLAN BIN AB RAHMAF
3.	7789	MERCY TRINOVANTI BINTI MULYADI	TIMBALAN PENGARAH (INSTITUT/COE/RC)	Timbalan Rektor Kolej Space Elaun dibayar oleh UTMSPACE	KII-SEKOLAH PENDIDIKAN PROFESIONAL & PENDIDIKAN BERTERUSAN	12-NOV-18	11-NOV-20	2	AZLAN BIN AB RAHMAF

Tambah calon dalam Senarai Pentadbir Akademik Semasa

Jika calon tiada dalam senarai contoh seperti CEO@Faculty / UTMShine / etc
Identify Talent > **Senarai Jawatan Giliran** > Add talent

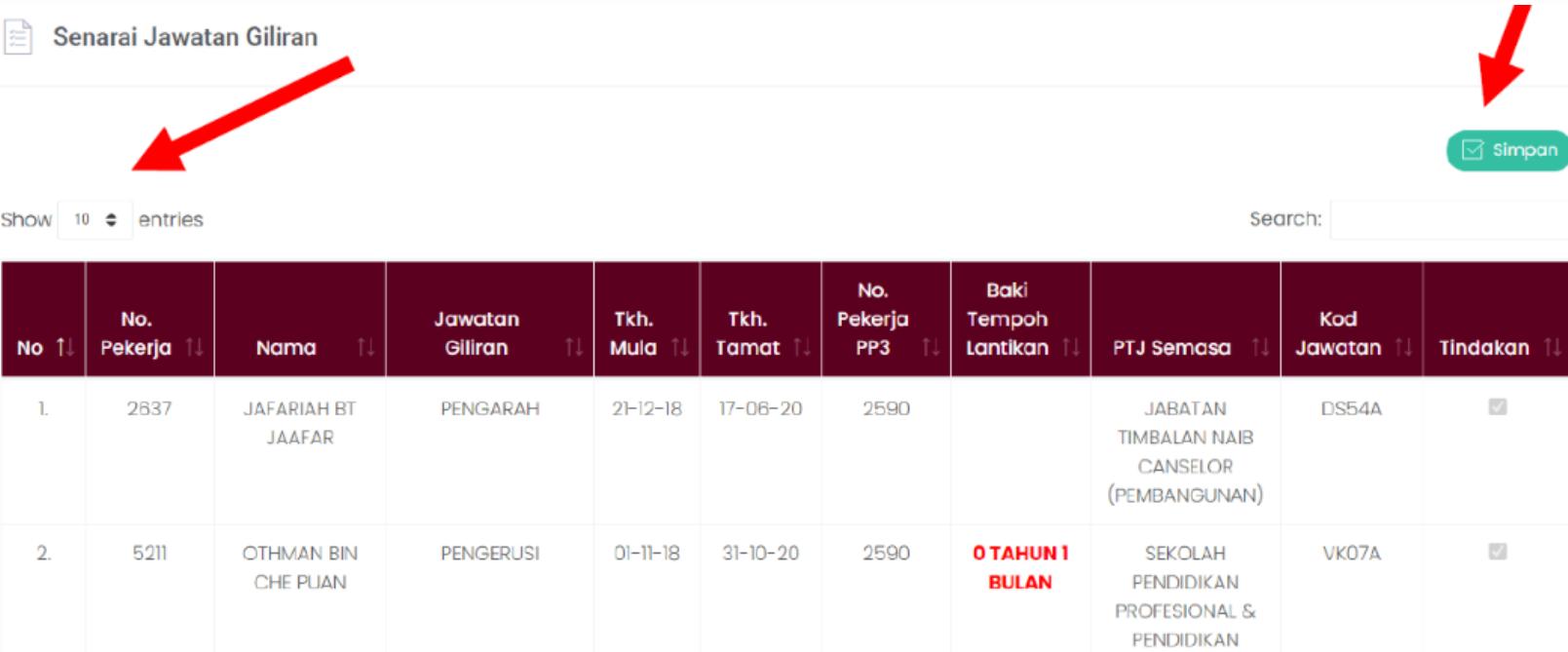


The screenshot shows the 'Senarai Pentadbir Akademik Semasa' (List of Academic Managers) page. The left sidebar lists various modules: Dashboard, Identify Talent, Talent Integration with Power BI, Talent Leadership Profiling, Talent Development, Talent Deployment, and Users. The main area displays a table with two rows of data. The columns are: No., No. Pekerja, Nama, Jawatan Giliran, Sub Jawatan Giliran, PTJ Semasa, Tkh. Lantikan, Tkh. Tamat, Tempoh (Tahun), and Nama PPP3. The first row corresponds to JAFARIAH BT JAAFAR, and the second row corresponds to OTHMAN BIN CHE PUAN.

No	No. Pekerja	Nama	Jawatan Giliran	Sub Jawatan Giliran	PTJ Semasa	Tkh. Lantikan	Tkh. Tamat	Tempoh (Tahun)	Nama PPP3
1.	2637	JAFARIAH BT JAAFAR	PENGARAH	Pengarah, Persekitaran,Keselamatan dan Kesihatan Pekerjaan (OSHE)	J17-JABATAN TIMBALAN NAIB CANSELOR (PEMBANGUNAN)	21-DEC-18	17-JUN-20	1	AZLAN BIN AB RAHMAT
2.	5211	OTHMAN BIN CHE PUAN	PENGERUSI	Pengerusi UTM SPACE	J1-SEKOLAH PENDIDIKAN PROFESIONAL & PENDIDIKAN BERTERUSAN	01-NOV-18	31-OCT-20	2	AZLAN BIN AB RAHMAT

Tambah calon dalam Senarai Pentadbir Akademik Semasa

Jika calon tiada dalam senarai pentadbir akademik semasa, **mendaftar calon talent** daripada **Senarai Jawatan Giliran**
 Identify Talent > **Senarai Jawatan Giliran**



Senarai Jawatan Giliran

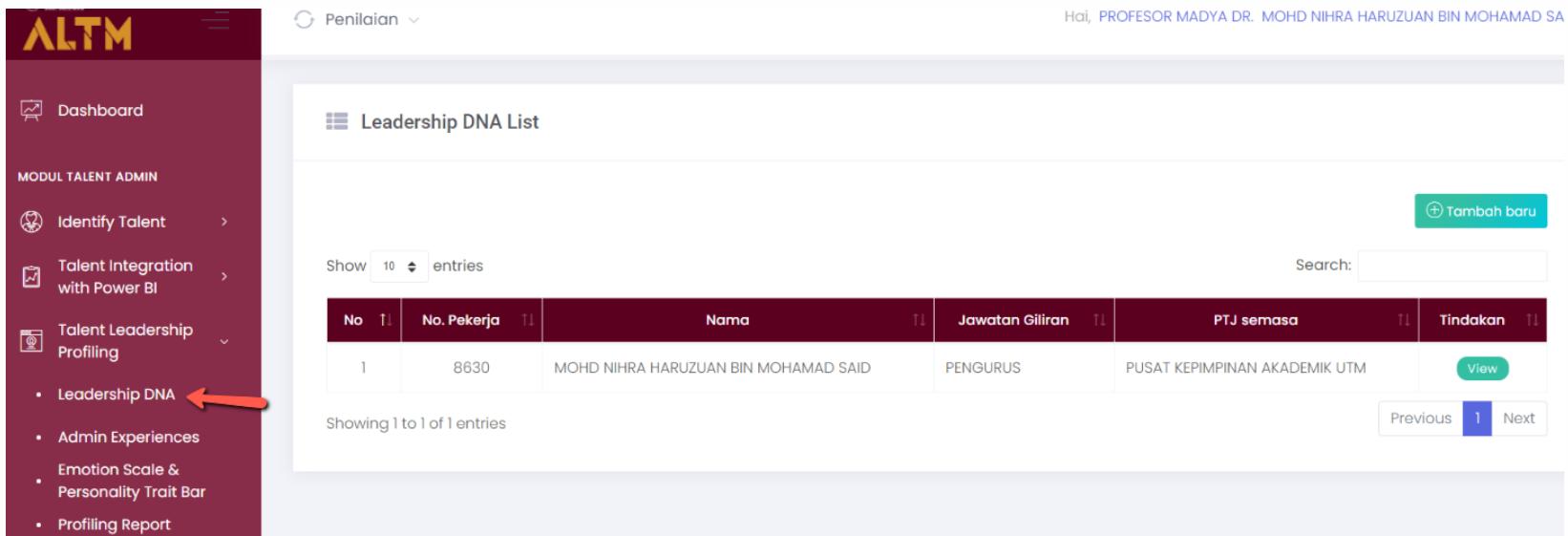
Show 10 entries Search:

No	No. Pekerja	Nama	Jawatan Giliran	Tkh. Mula	Tkh. Tamat	No. Pekerja PP3	Baki Tempoh Lantikan	PTJ Semasa	Kod Jawatan	Tindakan
1.	2837	JAFARIAH BT JAAFAR	PENGARAH	21-12-18	17-06-20	2590		JABATAN TIMBALAN NAIB CANSELOR (PEMBANGUNAN)	DS54A	<input checked="" type="checkbox"/>
2.	5211	OTHMAN BIN CHE PUAN	PENGERUSI	01-11-18	31-10-20	2590	0 TAHUN 1 BULAN	SEKOLAH PENDIDIKAN PROFESIONAL & PENDIDIKAN	VK07A	<input checked="" type="checkbox"/>

Talent Leadership Profiling bagi calon-calon pentadbir

Untuk pentadbir lantikan Universiti dan dalam trek kepimpinan perlu melakukan leadership profiling

Leadership DNA



The screenshot shows the UTM ALTM Talent Leadership Profiling system interface. On the left, there is a sidebar with the ALTM logo at the top, followed by a dashboard icon and the text "Dashboard". Below this is the "MODUL TALENT ADMIN" section, which includes "Identify Talent", "Talent Integration with Power BI", and "Talent Leadership Profiling" (which is expanded, showing "Leadership DNA", "Admin Experiences", "Emotion Scale & Personality Trait Bar", and "Profiling Report"). A red arrow points from the text "Leadership DNA" in the sidebar to the same item listed under "Talent Leadership Profiling". The main content area is titled "Leadership DNA List". It displays a table with one entry:

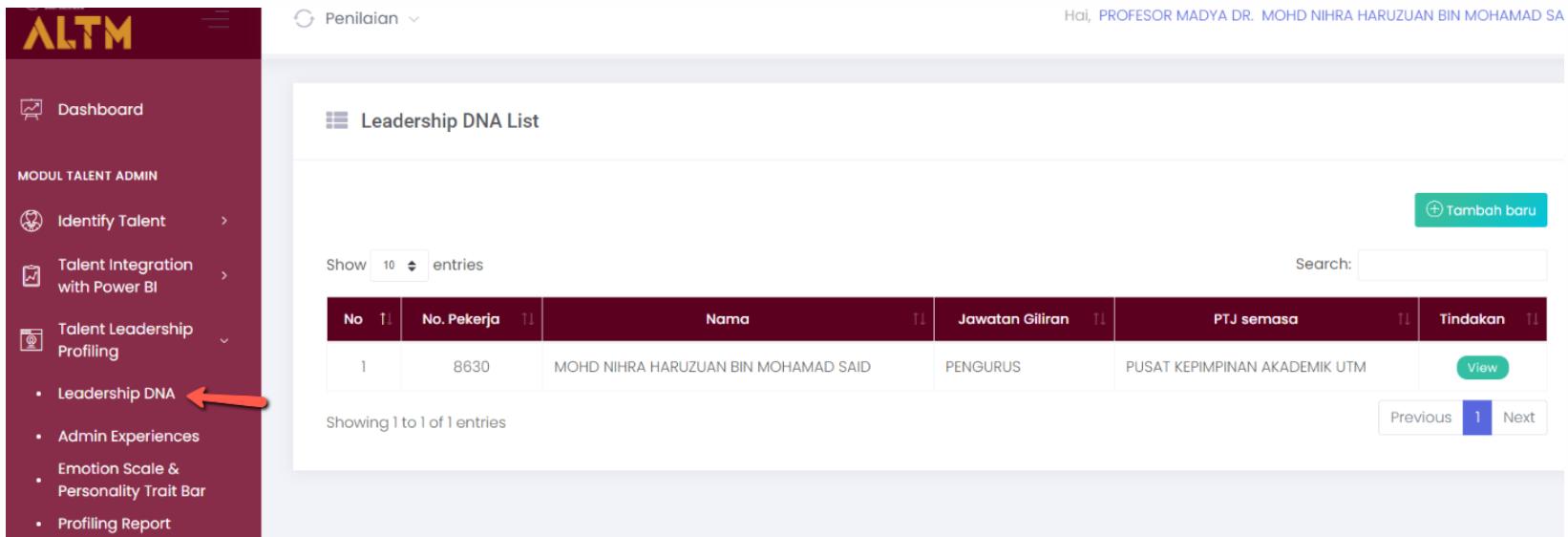
No	No. Pekerja	Nama	Jawatan Giliran	PTJ semasa	Tindakan
1	8630	MOHD NIHRA HARUZUAN BIN MOHAMAD SAID	PENGURUS	PUSAT KEPIMPINAN AKADEMIK UTM	<button>View</button>

Below the table, it says "Showing 1 to 1 of 1 entries". At the top right of the main content area, there is a "Tambah baru" button. The top right corner of the slide also displays the greeting "Hai, PROFESOR MADYA DR. MOHD NIHRA HARUZUAN BIN MOHAMAD SA".

Talent Leadership Profiling bagi calon-calon pentadbir

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Leadership DNA



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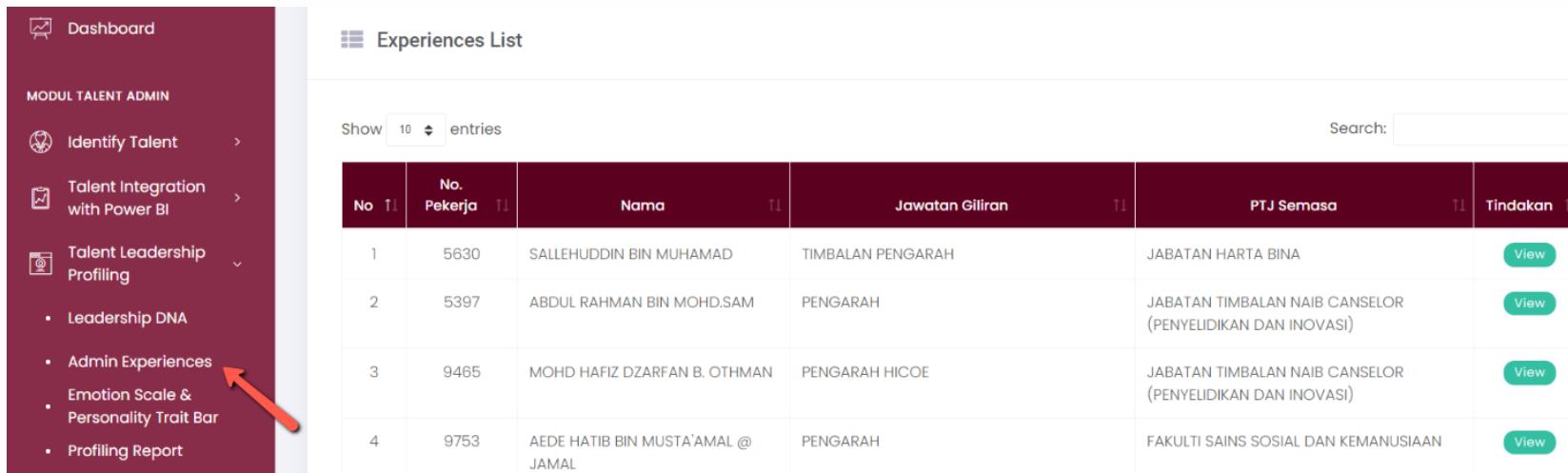
No	No. Pekerja	Nama	Jawatan Giliran	PTJ semasa	Tindakan
1	8630	MOHD NIHRA HARUZUAN BIN MOHAMAD SAID	PENGURUS	PUSAT KEPIMPINAN AKADEMIK UTM	<button>View</button>

Below the table, it says "Showing 1 to 1 of 1 entries". At the top right of the main content area, there is a "Tambah baru" button. The top navigation bar includes "Penilaian" and a user greeting "Hai, PROFESOR MADYA DR. MOHD NIHRA HARUZUAN BIN MOHAMAD SA".

Talent Leadership Profiling bagi calon-calon pentadbir

Untuk pentadbir lantikan Universiti dan dalam trek kepimpinan perlu melakukan leadership profiling

Admin Experiences (Hanya View)

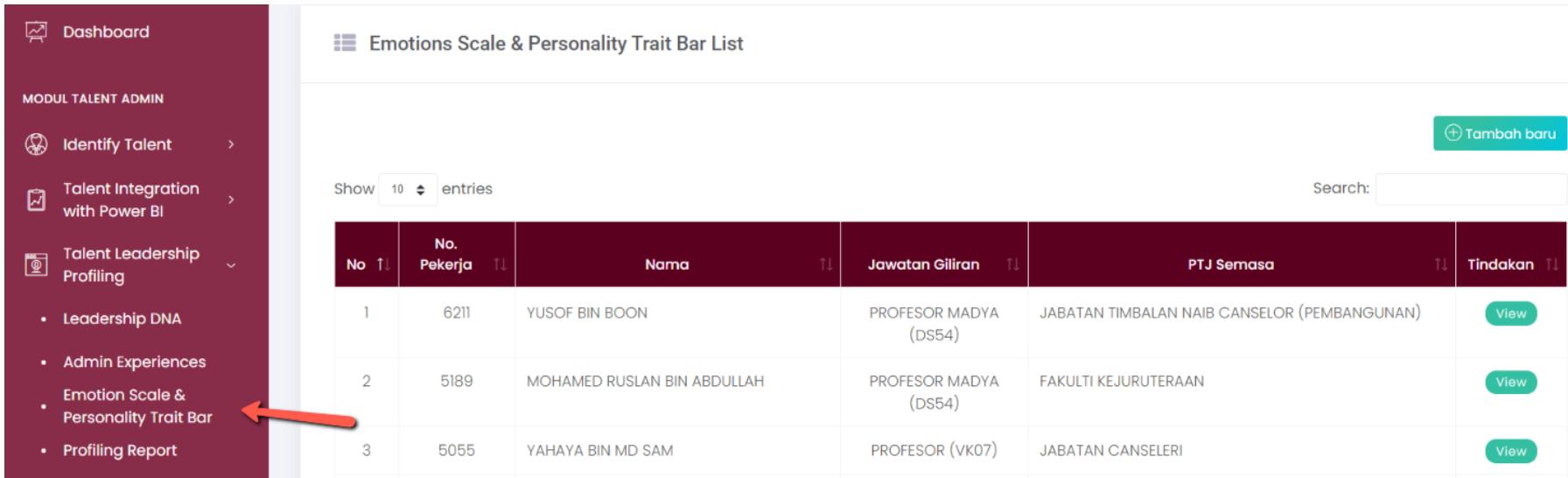


No	No. Pekerja	Nama	Jawatan Giliran	PTJ Semasa	Tindakan
1	5630	SALLEHUDDIN BIN MUHAMAD	TIMBALAN PENGARAH	JABATAN HARTA BINA	<button>View</button>
2	5397	ABDUL RAHMAN BIN MOHD.SAM	PENGARAH	JABATAN TIMBALAN NAIB CANSELOR (PENYELIDIKAN DAN INOVASI)	<button>View</button>
3	9465	MOHD HAFIZ DZARFAN B. OTHMAN	PENGARAH HICOE	JABATAN TIMBALAN NAIB CANSELOR (PENYELIDIKAN DAN INOVASI)	<button>View</button>
4	9753	AEDE HATIB BIN MUSTA'AMAL @ JAMAL	PENGARAH	FAKULTI SAINS SOSIAL DAN KEMANUSIAAN	<button>View</button>

Talent Leadership Profiling bagi calon-calon pentadbir

Untuk pentadbir lantikan Universiti dan dalam trek kepimpinan perlu melakukan leadership profiling

Emotion Scales & Personality Trait Bar



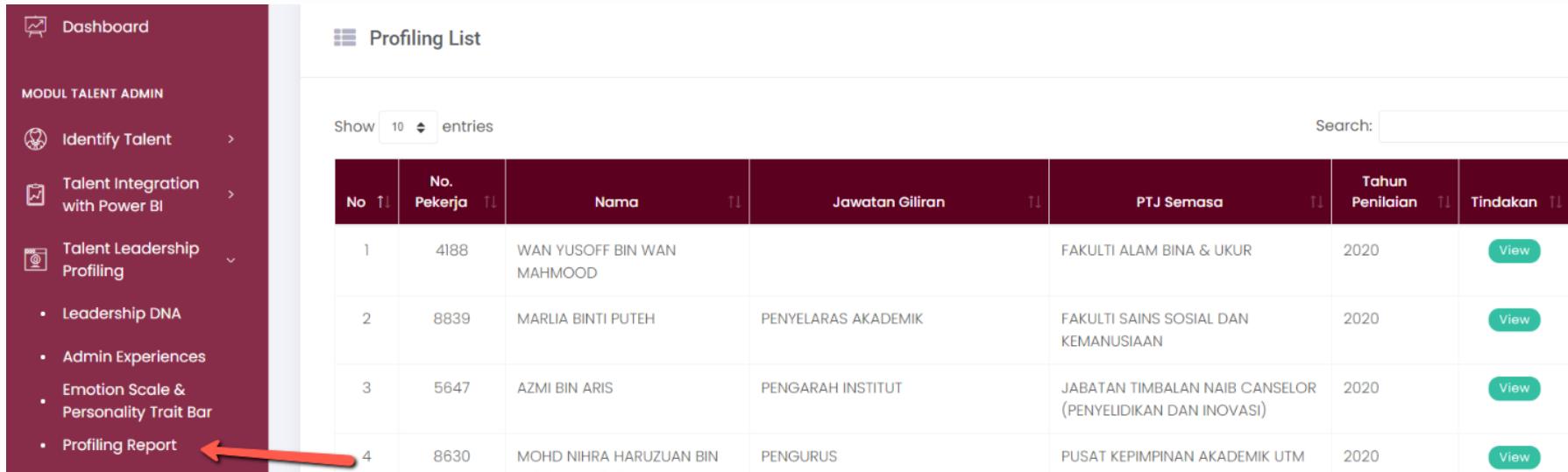
The screenshot shows the 'MODUL TALENT ADMIN' interface. On the left sidebar, under 'Talent Leadership Profiling', there is a list of sub-options: Leadership DNA, Admin Experiences, Emotion Scale & Personality Trait Bar (which has a red arrow pointing to it), and Profiling Report. The main content area is titled 'Emotions Scale & Personality Trait Bar List'. It includes a search bar, a 'Tambah baru' button, and a table with columns: No, No. Pekerja, Nama, Jawatan Giliran, PTJ Semasa, and Tindakan. The table contains three rows of data.

No ↑	No. Pekerja ↑	Nama ↑	Jawatan Giliran ↑	PTJ Semasa ↑	Tindakan ↑
1	6211	YUSOF BIN BOON	PROFESOR MADYA (DS54)	JABATAN TIMBALAN NAIB CANSELOR (PEMBANGUNAN)	<button>View</button>
2	5189	MOHAMED RUSLAN BIN ABDULLAH	PROFESOR MADYA (DS54)	FAKULTI KEJURUTERAAN	<button>View</button>
3	5055	YAHAYA BIN MD SAM	PROFESOR (VK07)	JABATAN CANSELERI	<button>View</button>

Talent Leadership Profiling bagi calon-calon pentadbir

Untuk pentadbir lantikan Universiti dan dalam trek kepimpinan perlu melakukan leadership profiling

Emotion Scales & Personality Trait Bar

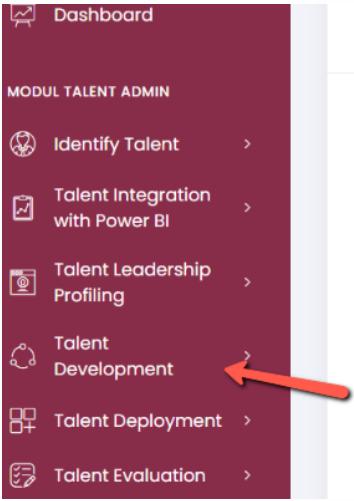


The screenshot shows a web-based application interface for 'Talent Leadership Profiling'. On the left, a sidebar menu lists 'Dashboard', 'MODUL TALENT ADMIN', 'Identify Talent', 'Talent Integration with Power BI', 'Talent Leadership Profiling' (which is expanded to show 'Leadership DNA', 'Admin Experiences', 'Emotion Scale & Personality Trait Bar', and 'Profiling Report'), and a 'View' button. A red arrow points from the bottom of the sidebar to the 'Profiling Report' link. The main content area is titled 'Profiling List' and displays a table with four rows of data. The columns are labeled 'No.', 'No. Pekerja', 'Nama', 'Jawatan Giliran', 'PTJ Semasa', 'Tahun Penilaian', and 'Tindakan'. The data rows are as follows:

No.	No. Pekerja	Nama	Jawatan Giliran	PTJ Semasa	Tahun Penilaian	Tindakan
1	4188	WAN YUSOFF BIN WAN MAHMOOD		FAKULTI ALAM BINA & UKUR	2020	<button>View</button>
2	8839	MARLIA BINTI PUTEH	PENYELARAS AKADEMIK	FAKULTI SAINS SOSIAL DAN KEMANUSIAAN	2020	<button>View</button>
3	5647	AZMI BIN ARIS	PENGARAH INSTITUT	JABATAN TIMBALAN NAIB CANSELOR (PENYELEIDIKAN DAN INOVASI)	2020	<button>View</button>
4	8630	MOHD NIHRA HARUZUAN BIN	PENGURUS	PUSAT KEPIMPINAN AKADEMIK UTM	2020	<button>View</button>

Talent Deployment untuk Pelan Penggantian Staf Akademik

Pelan Penggantian perlu dikemaskini **sentiasa**. Ia tidak automate dan perlu dikemaskini oleh Admin. Klik Talent Deployment dan senarai Pelan Penggantian Pentadbir Akademik akan dipaparkan



Senarai Pelan Penggantian Pentadbir Akademik

No	Fakulti	Jawatan Pentadbir Akademik	Nama Penyandang	Tindakan	Successor 1	Tindakan	Successor 2	Tindakan	Successor 3	Tindakan
1.	J01-PEJABAT NAIB CANSELOR	PENGARAH Pelestarian Kampus /Sustainable Campus	PROF. IR. TS. DR MOHD. FADHIL BIN MD DIN	<input checked="" type="checkbox"/> Kemaskini penyandang	DR. SHAZWIN BINTI MAT TAIB	<input checked="" type="checkbox"/> Kemaskini successor 1	PROF. MADYA TS. DR. JASRUL JAMANI BIN JAMIAN	<input checked="" type="checkbox"/> Kemaskini successor 2	DR. MUHAMMAD ABD HADI BIN BUNYAMIN	<input checked="" type="checkbox"/> Kemaskini successor 3
2.	J01-PEJABAT NAIB	TIMBALAN PENGARAH	DR. SHAZWIN BINTI MAT TAIB	<input checked="" type="checkbox"/> Kemaskini penyandang	DR. EYDZAH BINTI	<input checked="" type="checkbox"/> Kemaskini successor 1	DR. NORHIDAYAH	<input checked="" type="checkbox"/> Kemaskini successor 2	SR GS. DR NURUL	<input checked="" type="checkbox"/> Kemaskini successor 3

Link to ToT Page

- <https://utmlead.utm.my/alm/> or
- https://padlet.com/m_nihra/alm

Thank You