LET'S CHECK YOUR KPI: SELF DEVELOPMENT AT LMS BEELAJAR

JANUARY – DECEMBER 2022
LOGIN TO YOUR BEELAJAR USING BINUS.AC.ID EMAIL
Click KPI FM: Self Development at your dashboard
GUIDELINES

HOW TO CHECK YOUR KPI
CLICK “KPI FM SELF DEVELOPMENT CHECK POINT”

Your KPI data will be updated every 11th of the month.

CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT
CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR

Report your self development 2022 before at latest Saturday, 10 December 2022.
HOW TO CHECK YOUR KPI

GO TO PAGE 2 (TWO) TO SEE THE “SUMMARY KPI SELF DEVELOPMENT”
HOW TO CHECK YOUR KPI

1. GO TO PAGE 3 (THREE) TO CHECK YOUR KPI

2. PUT YOUR LECTURER ID (EX: D1616) AND CLICK ENTER
GUIDELINES

HOW TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT
How to report your self development as training participant:

Step 1: Click "Click here to report your self development as training participant"
HOW TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT

STEP 2

IF YOU WANT TO REPORT YOUR TEAM CERTIFICATE
SELECT TYPE "INTERNAL CONDUCTED BY STUDY PROGRAM/CENTER"

IF YOU WANT TO REPORT YOUR OWN CERTIFICATE
SELECT TYPE "INDIVIDUAL DEVELOPMENT"
### Internal Training Conducted by Study Program/Center

Study Program can conduct professional development independently and report to BCL&D by completing the following items no later than two weeks after the training.

**Checklist Evidence Documents**
1. Training Invitation (scan)
2. Training attendance (scan and Microsoft excel file)
3. Training documentation (photo)
4. Training materials (soft copy)
5. Certificate of attendance (scan)

### PIC - Lecture Code/BINUSIAN ID *

Write down your Lecturer ID or BINUSIAN ID (i.e. D1234/BN001252700)

Enter your answer

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**Step 3**

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**How to Report Your Self Development as Training Participant**

Let's report Your FM KPI: Self-Development

* Required

**Internal Training conducted by Study Program/Center**

Study Program can conduct professional development independently and report to BCL&D by completing the following items no later than two weeks after the training.

**Checklist Evidence Documents**
1. Training Invitation (scan)
2. Training attendance (scan and Microsoft excel file)
3. Training documentation (photo)
4. Training materials (soft copy)
5. Certificate of attendance (scan)

**PIC - Lecture Code/BINUSIAN ID**

Write down your Lecturer ID or BINUSIAN ID (i.e. D1234/BN001252700)

Enter your answer

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**Fill the blank number 2 to 16 (all required) and click submit**
INDIVIDUAL DEVELOPMENT

Let’s report Your FM KPI: Self-Development

* Required

**Individual Development**

Employee and lecturer who participates (as a participant) on professional development conducted by other institutions/vendors should report to BCL&D by completing the following checklist no later than two weeks after the training.

Any training conducted by BCL&D will be automatically recorded.

2. Lecture Code *

   Write down your Lecturer ID (i.e. D1234). Please make sure your ID is written down correctly

   Enter your answer

3. BINUSIAN ID

   Write down your BINUSIAN ID (i.e. BN001252700). Please make sure your ID is written down correctly

   Enter your answer

FILL THE BLANK NUMBER 2 TO 12 (ALL REQUIRED) AND CLICK SUBMIT
GUIDELINES

HOW TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/ CENTER FACILITATOR
HOW TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR

STEP 1

CLICK "CLICK TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR"

KPI FM: SELF DEVELOPMENT CHECK POINT

Your draft KPI Score and training history recorded by BCL & D is now available. Data will be updated every 11th of the month.

CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS TRAINING PARTICIPANT

CLICK HERE TO REPORT YOUR SELF DEVELOPMENT AS STUDY PROGRAM/CENTER FACILITATOR

Report your self development at latest Saturday, 4 December 2021.
Dear Faculty Member,

Please kindly fill the following self-development report and do not hesitate to contact us if you have any further information. Regarding your submission, BCL&D will inform approval or rejection approximately one week after receiving your self-development report. Thank you.

**Facilitator Information**

<table>
<thead>
<tr>
<th>Lecturer ID</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Lecturer name</td>
<td></td>
</tr>
<tr>
<td>Faculty/School</td>
<td></td>
</tr>
<tr>
<td>Study program</td>
<td></td>
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<tr>
<td>Extension no. / Mobile no.</td>
<td></td>
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<tr>
<td>(WhatsApp preferable)</td>
<td></td>
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</tbody>
</table>

**Self-Development Report Information**

| Training name |  |
| Training schedule | Date Time Venue |
| Learning outcomes | 1 |

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1. **PLEASE FILL OUT THE ATTACHED FORM**

2. **SEND THIS FORM TO MS. SUNARSIH**
   (EMAIL: SUNARSIH@BINUS.EDU / MS. TEAMS: SUNARSIH)
HOW IS YOUR KPI SCORE?

For more information about BCL&D training, you can follow our Instagram:

@binuscorporatelearning