MONITORING BIDANG DIKLAT

Tempat Pelayanan :

Hari/tanggal Pelaksanaan :

Pelaksana Monitoring :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Uraian | Hasil Monitoring | | | Jangka waktu menindaklanjuti rekomendasi | Penanggungjawab |
| Target:Jan-Maret | Realisasi | Presentase |
| 1 | Motivasi/Sosialisasi |  |  |  |  |  |
| 2 | Pendidikan Dasar |  |  |  |  |  |
| 3 | Penyegaran |  |  |  |  |  |
| 4 | Financial Literacy |  |  |  |  |  |
| 5 | Pelatihan Kelompok |  |  |  |  |  |
| 6 | Pendampingan Kelompok |  |  |  |  |  |
| 7 | Wirausaha |  |  |  |  |  |
| 8 | Rekrutmen Anggota |  |  |  |  |  |
| 9 | Fasilitasi kegiatan |  |  |  |  |  |
| 10 | Rapat Komite dan Managemen |  |  |  |  |  |
| 11 | Rapat Komite, Managemen dan Pemangku |  |  |  |  |  |
| 12 | Monitoring Komite |  |  |  |  |  |

LAPORAN DIKLAT

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No | Uraian | Hasil Monitoring | | Rekomendasi | Jangka waktu menindaklanjuti rekomendasi | Penanggungjawab |
| Lengkap | Tidak Lengkap |
|  |  |  |  |  |  |  |
| 1 | Buku bantu kegiatan |  |  |  |  |  |
| 2 | Format evaluasi kegiatan/fasilitator |  |  |  |  |  |
| 3 | Format kelompok binaan |  |  |  |  |  |
| 4 | Laporan monev |  |  |  |  |  |
| 5 | Analisis anggota keluar |  |  |  |  |  |
| 6 | Raport diklat komite,staf dan Pemangku |  |  |  |  |  |
| 7 | Rekomendasi rapat Komite |  |  |  |  |  |
| 8 | Rekomendasi rapat kelompok |  |  |  |  |  |

MANUAL OPERASIONAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Uraian | Hasil Monitoring | Rekomendasi | Jangka waktu menindaklanjuti rekomendasi | Penanggungjawab |
| 1 | Anggaran realisasi biaya |  |  |  |  |
| 2 | Standarisasi biaya |  |  |  |  |
| 3 | Peserta |  |  |  |  |
| 4 | Fasilitator |  |  |  |  |

MANUAL PROSEDUR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Uraian | Hasil Monitoring | Rekomendasi | Jangka waktu menindaklanjuti rekomendasi | Penanggungjawab |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

ATURAN KEPEGAWAIAN.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Uraian | Hasil Monitoring | Rekomendasi | Jangka waktu menindaklanjuti rekomendasi | Penanggungjawab |
| 1 | Kehadiran |  |  |  |  |
| 2 | Action Plan |  |  |  |  |
| 3 | Kepatuhan terhadap MO |  |  |  |  |
|  |  |  |  |  |  |

Damai, 15 Maret 2016

|  |  |
| --- | --- |
| Pelaksana Monitoring | Kepala TP …………. |

|  |  |
| --- | --- |
| ……………………. | ……………………….. |