

Managing Modern
Workforce:
DISCIPLINE in
the Workplace



Disiplin



SP / Punishment

Tujuan Kedisiplinan

Jangka pendek:

- Menegakkan peraturan
- Mengakomodir peran otoritas

Jangka panjang:

- Menciptakan lingkungan kerja yang produktif dan menyenangkan untuk seluruh SDM
- Pendampingan terhadap pengembangan SDM

MENGAPA ketidak-disiplinan terjadi?

What will be your excuse for coming late to work?



Hal-hal yang biasa terjadi berkaitan dengan ketidak-disiplinan

- Ybs menolak untuk menjawab
- Ybs menggunakan alasan
- Tiba-tiba mengundurkan diri
- Dukungan muncul dari pihak ke 3, misalnya dari Serikat Pekerja, keluarga, kolega, dsb

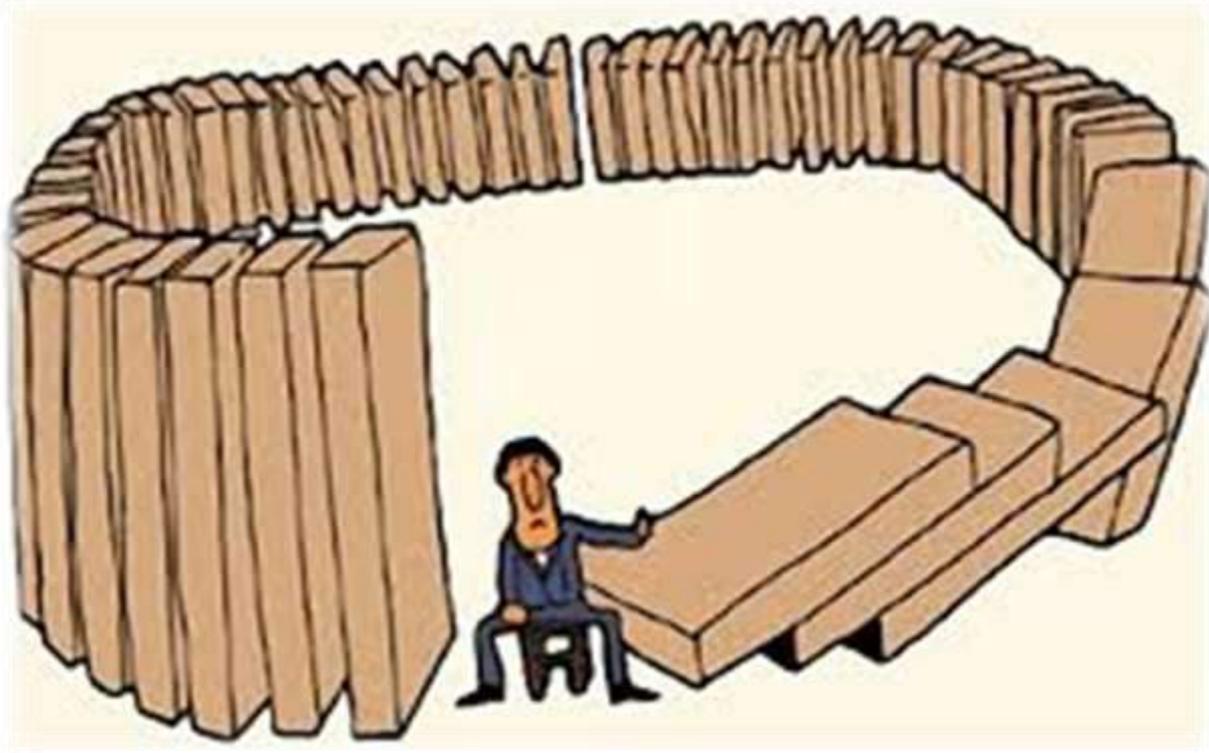




Apakah SDM paham benar peraturan yang berlaku?

Apakah peraturan yang berlaku sudah di-sah-kan oleh manajemen dan diberlakukan secara konsisten?

OFFICIAL RULES



Apakah SDM tahu konsekuensinya
jika ia melanggar peraturan?



**WORK IS NOT
MAN'S PUNISHMENT.
IT IS HIS REWARD
AND HIS STRENGTH
AND HIS PLEASURE.**

George Sand

fitnutfsource.com

Apakah ada
keseimbangan
antara *reward*
and
punishment?

Apakah mereka yang melakukan kesalahan mendapatkan kesempatan untuk meminta maaf dan memperbaiki kesalahan mereka?

A photograph of wooden blocks spelling out the word "CHANGE". The blocks are arranged in a row on a wooden surface. The letter 'G' is on a block that is tilted upwards, and the letter 'C' is on a block that is tilted downwards, creating a visual pun on the word "change".

CHANGE

Bagaimana menerapkan DISIPLIN?



1. Pahami hukum dan ketentuan yang berlaku di perusahaan mengenai kedisiplinan SDM.

Bagaimana menerapkan DISIPLIN?

2. Rancang peraturan yang benar, jelas dan mudah dipahami untuk SDM.



Bagaimana menerapkan DISIPLIN?



3. Rancang peraturan dan peran yang jelas untuk para manajer, karena mereka-lah yang ada di lapangan.

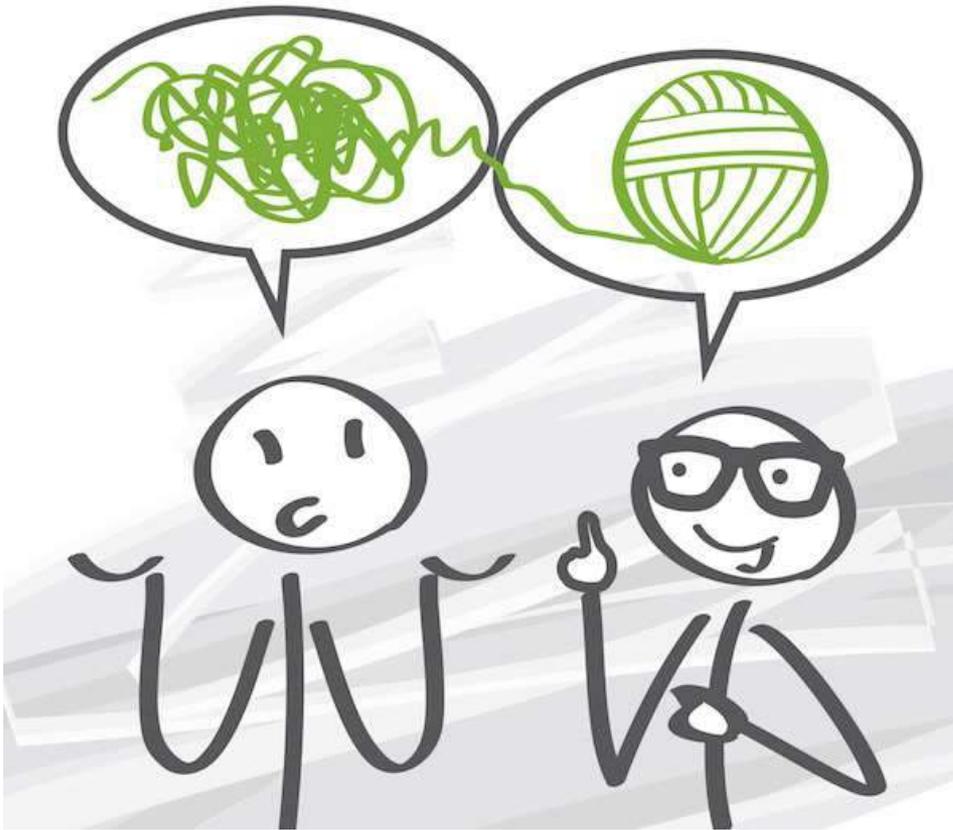
Bagaimana menerapkan DISIPLIN?

4. Tentukan metode pendisiplinan yang ingin Anda terapkan.

The image shows a form titled "EMPLOYEE WARNING REPORT". The title is in large, bold, blue letters. Below the title, there is a small paragraph of text: "A warning report for this employee is for written notice of a violation of a discipline policy, procedure, and/or rules. Further violations may result in further disciplinary action including the possibility of termination." Below this text are several fields for employee information: "Employee Name", "Employee No.", "Department / Division", "Project / Job Title", "Supervisor", "Date", "Time", "Location", "Reason", "Witness", "Other". There are also checkboxes for "AGREE", "DISAGREE", "WRITTEN", and "OTHER". A large, red, rectangular stamp with a distressed, ink-like border is placed diagonally over the form. The stamp contains the text "FINAL WRITTEN WARNING" in bold, black, capital letters. Below the stamp, there are sections for "SUPERVISOR'S STATEMENT" and "EMPLOYEE'S STATEMENT". The "SUPERVISOR'S STATEMENT" section has a "Violation Date" field and a "Time" field. The "EMPLOYEE'S STATEMENT" section has a "I AGREE with Employer's Statement" checkbox and a "I DISAGREE with Employer's Statement" checkbox, followed by a "Reason" field. There are several horizontal lines for writing in both the supervisor and employee statement sections.



Bagaimana menerapkan DISIPLIN?



5. Terapkan review atau program coaching secara berkala pada SDM

[Link video pentingnya coaching \(scm\)](#)

Bagaimana menerapkan DISIPLIN?

6. Bangun pola pikir SDM dan selalu kembangkan kompetensi SDM.



Bagaimana menerapkan DISIPLIN?

7. Dokumentasikan penanganan kasus2 kedisiplinan ini.



Indiscipliner vs Employee Engagement

