BADAN METEOROLOGI KLIMATOLOGI DAN GEOFISIKA
PUSAT PENDIDIKAN DAN PELATIHAN
Jl. Angkasa I No. 2, Kemayoran, Jakarta Pusat 10720
Telp. (021) 6586 7058, Fax. (021) 6586 7058, Website : http.www.bmkg.go.id

Nomor : KP.02.00/072/KDL/IX/2021 Jakarta, 21 September 2021
Sifat : SEGERA
Lampiran : 1 (satu) berkas
Hal : Tawaran mengikuti *Essential of Management 2021-2022*

Yth. 1. Kepala Pusat dan Kepala Biro di lingkungan BMKG
2. Ketua STMKG
3. Kepala Balai Besar MKG Wilayah I - V
4. Kepala UPT BMKG di seluruh Indonesia
di
Tempat

Berdasarkan arahan Kepala BMKG atas email dari *UK Met Office* pada 20 September 2021, bersama ini kami sampaikan bahwa *UK Met Office* menawarkan *Essential of Management 2021-2022* pada **1 November 2021** secara daring/*online* selama 25 minggu (mohon periksa **Lampiran 1**).

Pelatihan ditujukan bagi pegawai struktural/ fungsional setingkat administrator/ koordinator bidang/ sub koordinator bidang/bagian yang ingin meningkatkan kemampuan dalam bidang manajemen dan ingin memiliki fondasi yang kuat untuk pengembangan karir ke depannya. Topik yang akan dibahas dalam pelatihan adalah pengelolaan tim efektif, manajemen waktu, perencanaan, manajemen kinerja, tipe manajemen, negosiasi dan hal-hal yang berada dalam lingkup manajemen pelatihan.

Sehubungan dengan hal tersebut, dengan hormat kami mohon bantuannya untuk dapat menginformasikan kesempatan pelatihan ini kepada pegawai di unit kerja masing-masing, dengan **mempertimbangkan tugas pokok dan fungsinya**. pelatihan ini tidak diperuntukkan bagi pegawai yang telah mengikuti pelatihan '*Management by e-learning'* atau '*Essential of management'* di tahun-tahun sebelumnya.

Peminat mendaftar **mandiri secara daring** menggunakan proses *self-enrollment* ke http://www.met-elearning.org **sebelum 17 Oktober 2021.** Tata cara pendaftaran, ketentuan pelatihan dan kualifikasi peserta dapat dilihat pada **Lampiran 1**. Informasi lebih lanjut terkait pelatihan ini silakan menghubungi Ms. Mandy Moore melalui email mandy.moore@metofffice.go.v.uk.

Untuk tertib administrasi, peserta yang telah lulus dari pelatihan ini agar melaporkan kepada Pusdiklat melalui apply.rtcbmkg@bmkg.go.id dengan menyertakan salinan sertifikat.

Demikian disampaikan. Atas perhatian dan kerjasamanya, kami ucapkan terima kasih.

Kepala Pusat Pendidikan dan Pelatihan,

Maman Sudarisman

Tembusan:

1. Kepala BMKG;
2. Sestama BMKG.

KEPALA BMKG
BADAN METEOROLOGI, KLIMATOLOGI, DAN GEOFISIKA
Jl. Angkasa I No. 2, Jakarta 10610 Telp : (021) 4246321 #1479 / 1452 Fax : (021) 4246314
P.O.BOX 3540 JKT, Website : http://www.bmkg.go.id

LEMBAR DISPOSISI

Nomor Agenda	:	**1180.21.KB**
Tingkat Keamanan	:	biasa (A)
Tanggal Penerimaan	:	21 September 2021
Nomor Surat	:	225 C
Tanggal Surat	:	20 September 2021
Asal Surat	:	Mandy Moore - VCP Projects Manager, International Relations
Tujuan Surat	:	KB
Perihal	:	-
Ringkasan Isi	:	UK VCP Essentials of Management Online Course -_Invitation for Applications

Diteruskan Kepada Yth. :

[O] SU	[√] DM	[ ] DK	[ ] DG	[ ] DI
[ ] IPR	[ ] KPL	[√] KDL	[ ] KSTMKG	[ ] KSTUB
[√] KBKS				

Disposisi :

[√] Tindak Lanjut	[O] Diketahui
[ ] Harap mewakili	[ ] Untuk diteruskan
[ ] Hadir mendampingi	[ ] Untuk diselesaikan
[√] Segera ditindaklanjuti	[ ] Untuk dipelajari
[ ] Mohon tanggapan/saran/masukan	[ ] Untuk disiapkan bahan
[ ] Fasilitasi sesuai ketetapan berlaku	[ ] Untuk direkap
[ ] Dikonsultasikan dengan	[ ] Untuk dimonitor
[ ] Dibuat surat jawaban	[ ] Untuk dijadikan bahan masukan
[ ] Bahan monitoring	[ ] Untuk didiskusikan dengan .....
[ ] Buat Surat Edaran	[ ] Untuk dikoordinasikan dengan ....
[ ] Untuk dibuat draft surat jawaban	[ ] Untuk diarsipkan
[ ] Untuk dijadwalkan	

Catatan Khusus :

KBMKG
20 September 2021

Catatan Khusus KSTUB :

From: "mandy.moore@metoffice.gov.uk (Moore, Mandy)" <mandy.moore@metoffice.gov.uk>
To: International <International@metoffice.gov.uk>
Date: 09/20/2021 22:13
Subject: UK VCP Essentials of Management Online Course -_Invitation for Applications

Dear Sir/Madam,

For clarification, there was a mistake in my earlier email – applications are invited for the 2021-22 course and the closing date for applications is Sunday 17th October 2021.

My apologies for any confusion this may have caused.

Kind regards,

Mandy

From: Moore, Mandy
Sent: 20 September 2021 15:34
To: International <International@metoffice.gov.uk>
Subject: UK VCP Essentials of Management Online Course -_Invitation for Applications

Dear Sir/Madam,

Please find attached a letter from the UK PR, Professor Penny Endersby, inviting applications for the 2020-21 UK VCP Essentials Of Management online training course. This online course has been developed and run with funding from UK VCP contributions and support from WMO, and is free of charge to participants from developing countries.

Professor Endersby invites you to encourage suitable delegates from your NMHS to apply for this course. The deadline for applications is Friday 25th September 2020.

Kind regards,

Mandy Moore

Mandy Moore
VCP Projects Manager, International Relations
Mobile: +44 (0) 7584611862
Email: mandy.moore@metoffice.gov.uk website: http://www.metoffice.gov.uk
Met Office A1 Floorplate Fitzroy Road Exeter Devon EX1 3PB

Attachments:

File: VCP Essentials of Management Online Course.pdf	Size: 128k	Content Type: application/pdf

Met Office

Friday 17th September 2021

Dear Colleague

I am pleased to inform you that the next implementation of the management by e-learning course 'Essentials of Management 2021-22' will commence on Monday 1st November 2021. This online course has been developed and run with funding from UK VCP contributions and support from WMO, and is free of charge to participants from developing countries. As the Permanent Representative of the United Kingdom with WMO, I invite you to encourage suitable delegates from your NMHS to apply for this course. The deadline for applications is Sunday 17th October 2021.

To date, over 300 international participants have completed the web-based management training, which has been running since 2008. The course has been updated again this year considering feedback from previous participants on the course.

This 'Essentials of Management 2021-22' course will run for 25 weeks, with mostly 2 weeks for each of the ten modules (please note that those candidates who have already completed either the 'Management by e-learning' or the 'Essentials of Management' course previously, need not apply).

The course, which will be run in English, is designed for mid-level managers of NMHSs, or for those employees who want to increase their knowledge of management skills, providing a foundation for further career development. Topics include effective team working, time management, planning, performance management, management style, negotiation and many others.

The course is presented online and will be facilitated and administered remotely – there is no need for the candidate to travel to a particular venue and all coursework will be completed online. In addition, the course forum provides opportunities for participants from NMHSs from around the world to discuss topics and share experience. It would be expected that participants would spend 3-4 hours a week on the course.

Applications for the course will be considered by a panel and successful candidates will be informed by email by Monday 25th October. Instructions on how candidates can apply are given below.

Yours sincerely

Professor Penny Endersby
Permanent Representative of the United Kingdom with WMO

Attached: Joining Instructions

To apply for the e-learning course – 'Essentials of Management 2021-22

1. Using an internet browser, navigate to http://www.met-elearning.org/

2. On the right-hand side of the screen you have the option to 'Create new account'. Click this link and fill in your details, then click "Create my new account".

3. You will then be sent a confirmation to your email address in a few minutes. Click on the link contained in that email to activate your account and log in.

4. You are now registered as a user on the UK VCP Met e-Learning website, and you can now apply for the course.

5. Under 'Course categories', click on 'Management Skills', then "Essentials of Management 2021-22: Apply Here".

6. At this point you will read further instructions outlining the remainder of the applications procedure.

If you have any problems with this process, please contact Mandy Moore (mandy.moore@metoffice.gov.uk).