

## **TERM OF REFERENCE**

### **International Webinar**

#### **“Human Resource Development Strategy Office in The Digital Era”**

Speaker	: Hurcan Tarhan, Ph.D.
Moderator	: Susan Febriantina, M.Pd
Study Program Coordinator	: Dr. Christian Wiradendi Wolor
Kind of Activity	: International Webinar
Theme	: Human Resource Digitalization
Title	: Office Human Resource Development Strategies in The Digital Era
Day/Date	: Saturday, September 17th 2022

#### **1. Description of Activity**

The holding of an international webinar, with the theme "Human Resource Digitalization" is an activity of the D-4 Digital Office Administration Study Program, Faculty of Economics, State University of Jakarta in 2022 which invites lecturers from abroad as speaker(s). This activity is expected to increase students' competence and knowledge in increasing skills in the office sector where they need to balance and align themselves in the world of work in the digital era, so that students can be able to overcome and face challenges outside, both nationally and internationally.

#### **2. Form of Activity**

Presentation of material and question and answer discussion.

#### **3. Presented Material**

The material that will be presented in the international webinar is about Office Human Resource Development Strategies in the Digital Era related to the theme "Human Resource Digitalization". The aspects that are expected to be delivered in international webinars include:

- How to build Human Resources in the office sector;
- Human Resources Criteria needed by the company;

- Human Resources skill development strategy in the office world;
- Preparations that Office Human Resources need to have in the digital era;
- Human Resources Problems in the digital era; and
- Office Human Resources Challenges in the digital era.

#### **4. Expected Output for Participants**

The implementation of the international webinar has a target for participants to have outputs that are in accordance with the objectives of this activity. The expected outputs to participants are:

- Each participant is expected to understand the material and be able to share knowledge with others;
- Get motivated when participating in these activities;
- Can foster enthusiasm and develop office skills needed by the company in the future; and
- Participants can face and be ready to change in the digital era.

#### **5. Participants**

The participants in this international webinar are all D-4 Digital Office Administration students, Faculty of Economics, State University of Jakarta..

#### **6. Equipment Provided**

Equipment provided by the international webinar committee to support the implementation of this activity, including:

- Laptop
- Zoom Cloud Meetings
- Live Streaming YouTube

#### **7. Time and Place**

The international webinar event will be held on::

Time : 10.00 – 11.30 TRT (UTC +3) / 14.00 – 15.30 WIB (UTC +7)

Place : Zoom Cloud Meetings & Youtube Live Streaming

## 8. Rundown

14.00 – 15.30 WIB (UTC +7)

No	TIME	ACTIVITY DETAILS	DURATION
1.	13.40 s.d. 14.00	Preparation	40 Minutes
2.	14.00 s.d. 14.05	Opening	5 Minutes
5.	14.15 s.d. 14.20	Greetings from Study Program Coordinator	5 Minutes
7.	14.20 s.d. 14.25	Moderator Introduction	5 Minutes
9.	14.25 s.d. 15.05	Material Presentation	45 Minutes
10.	15.05 s.d. 15.15	Question & Answer Session	10 Minutes
11.	15.15 s.d. 15.20	Submission of Certificates to Speaker	5 Minutes
14.	15.20 s.d. 15.25	Documentation	5 Minutes
16.	15.25 s.d. 15.30	Closing	5 Minutes

10.00 – 11.30 TRT (UTC +3)

No	TIME	ACTIVITY DETAILS	DURATION
1.	09.40 s.d. 10.00	Preparation	40 Minutes
2.	10.00 s.d. 10.05	Opening	5 Minutes
5.	10.15 s.d. 10.20	Greetings from Study Program Coordinator	5 Minutes
7.	10.20 s.d. 10.25	Moderator Introduction	5 Minutes
9.	10.25 s.d. 11.05	Material Presentation	45 Minutes
10.	11.05 s.d. 11.15	Question & Answer Session	10 Minutes
11.	11.15 s.d. 11.20	Submission of Certificates to Speaker	5 Minutes
14.	11.20 s.d. 11.25	Documentation	5 Minutes
16.	11.25 s.d. 11.30	Closing	5 Minutes

## **9. Closing**

This Terms of Reference (TOR) were created as a reference in carrying out international webinar activities with the title "Office Human Resource Development Strategy in the Digital Era" in 2022.