**LAMPIRAN 2b**

**JPK/CA/PP-T5**

**BORANG PENILAIAN PRESTASI NCS - *CORE ABILITIES***

(Borang ini perlu diisi oleh PP pada setiap kali menjalankan Penilaian Prestasi)

***CORE ABILITIES* – TAHAP 5**

|  |  |  |
| --- | --- | --- |
| Nama Pelatih | : |  |
| No Kad Pengenalan | : |  |
| Nama & Kod Pusat Bertauliah | : |  |

**Skala Tahap Pencapaian**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** |
| **Sangat Lemah** | **Lemah** | **Sederhana** | **Baik** | **Sangat Baik** |

Nota: PP perlu bulatkan nilai skala pada *Abilities* berkaitan di ruangan yang disediakan

berpandukan kepada Skala Tahap Pencapaian.

| **ITEM** | **ABILITIES** | **SKALA TAHAP PENCAPAIAN** | | | | | **NO. CU & WA YANG DINILAI** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CA01** | **ORGANISATIONAL MANAGEMENT SKILLS** | | | | | | |
| 1.1 | Enhance good leadership manners | 0 | 1 | 2 | 3 | 4 |  |
| 1.2 | Observe organizational behaviour | 0 | 1 | 2 | 3 | 4 |  |
| 1.3 | Cognise emotional intelligence | 0 | 1 | 2 | 3 | 4 |  |
| 1.4 | Adopt empowerment practices | 0 | 1 | 2 | 3 | 4 |  |
| 1.5 | Demonstrate excellent organization image | 0 | 1 | 2 | 3 | 4 |  |
| 1.6 | Adopt appraisal systems | 0 | 1 | 2 | 3 | 4 |  |
| 1.7 | Apply business analysis concepts | 0 | 1 | 2 | 3 | 4 |  |
| 1.8 | Demonstrate professional personal appearance | 0 | 1 | 2 | 3 | 4 |  |
| **CA02** | **HEALTH, SAFETY AND ENVIRONMENTAL COGNITION** | | | | | | |
| 2.1 | Monitor Health awareness program | 0 | 1 | 2 | 3 | 4 |  |
| 2.2 | Monitor Safety awareness program | 0 | 1 | 2 | 3 | 4 |  |
| 2.3 | Monitor Environmental awareness program | 0 | 1 | 2 | 3 | 4 |  |
| 2.4 | Comply to challenges and environment sensitivity program | 0 | 1 | 2 | 3 | 4 |  |
| **CA03** | **NETWORKING SKILLS** | | | | | | |
| 3.1 | Communicate to relevant parties | 0 | 1 | 2 | 3 | 4 |  |
| 3.2 | Establish networking | 0 | 1 | 2 | 3 | 4 |  |
| 3.3 | Establish self confidence | 0 | 1 | 2 | 3 | 4 |  |

**LAMPIRAN 2b**

**JPK/CA/PP-T5**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **ABILITIES** | **SKALA TAHAP PENCAPAIAN** | | | | | **NO. CU & WA YANG DINILAI** |
| **CA04** | **ETIQUETTE MANAGEMENT SKILLS** | | | | | | |
| 4.1 | Implement code of ethics | 0 | 1 | 2 | 3 | 4 |  |
| 4.2 | Adhere to cultural awareness | 0 | 1 | 2 | 3 | 4 |  |
| 4.3 | Sustain meticulous performance | 0 | 1 | 2 | 3 | 4 |  |
| 4.4 | Sustain result oriented practices | 0 | 1 | 2 | 3 | 4 |  |
| 4.5 | Implement work place integrity | 0 | 1 | 2 | 3 | 4 |  |
| **CA05** | **STRATEGIC RESOLUTION** | | | | | | |
| 5.1 | Classify stress management application | 0 | 1 | 2 | 3 | 4 |  |
| 5.2 | Apply budgetary control procedure | 0 | 1 | 2 | 3 | 4 |  |
| 5.3 | Solicit counselling | 0 | 1 | 2 | 3 | 4 |  |
| 5.4 | Apply mentoring techniques | 0 | 1 | 2 | 3 | 4 |  |
| 5.5 | Apply strategic resolution techniques | 0 | 1 | 2 | 3 | 4 |  |
| **CA06** | **COMMUNICATION MANAGEMENT SKILLS** | | | | | | |
| 6.1 | Deliver effective multiple communication presentation techniques | 0 | 1 | 2 | 3 | 4 |  |
| 6.2 | Promote constructive presentation speech | 0 | 1 | 2 | 3 | 4 |  |
| 6.3 | Comply with skillful approach methodology | 0 | 1 | 2 | 3 | 4 |  |
| 6.4 | Implement communication strategies | 0 | 1 | 2 | 3 | 4 |  |
| 6.5 | Review communication results | 0 | 1 | 2 | 3 | 4 |  |
| **CA07** | **CHANGE MANAGEMENT IMPLEMENTATION** | | | | | | |
| 7.1 | Enhance change management objective | 0 | 1 | 2 | 3 | 4 |  |
| 7.2 | Advocate change management methodology | 0 | 1 | 2 | 3 | 4 |  |
| 7.3 | Sustain change management initiative | 0 | 1 | 2 | 3 | 4 |  |
| 7.4 | Ensure coaching and mentoring implementation | 0 | 1 | 2 | 3 | 4 |  |
| 7.5 | Resolve criticism | 0 | 1 | 2 | 3 | 4 |  |
| 7.6 | Promote organisation branding | 0 | 1 | 2 | 3 | 4 |  |
| **CA08** | **INFORMATION TECHNOLOGY MANAGEMENT** | | | | | | |
| 8.1 | Manage appropriate software application | 0 | 1 | 2 | 3 | 4 |  |
| 8.2 | Manage system analysis application | 0 | 1 | 2 | 3 | 4 |  |
| 8.3 | Manage IT application | 0 | 1 | 2 | 3 | 4 |  |
| **JUMLAH** | |  |  |  |  |  |  |

**PENGESAHAN PP / PPD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh Penilaian: |  | Nama PP: |  | **T/tangan PP:** |  |
| Tarikh: |  | Nama PPD: |  | **T/tangan PPD:** |  |
| **KEPUTUSAN** | | **\_\_\_\_\_\_\_\_ / 156 X 60% = \_\_\_\_\_\_\_\_ %** | | | |

Pelatih hendaklah mencapai sekurang-kurangnya 60% markah minimum bagi keseluruhan *abilities* (minimum markah 60% daripada 156 markah adalah 93.6 markah).

Kemaskini Terakhir: 18 Oktober 2023.