**LAMPIRAN 2b**

**JPK/CA/PP-T4**

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

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

***CORE ABILITIES* – TAHAP 4**

|  |  |  |
| --- | --- | --- |
| 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 BEHAVIOUR AWARENESS** | | | | | | |
| 1.1 | Adhere to conceptual framework of the organization | 0 | 1 | 2 | 3 | 4 |  |
| 1.2 | Enhance successful teamwork | 0 | 1 | 2 | 3 | 4 |  |
| 1.3 | Demonstrate work delegation capability | 0 | 1 | 2 | 3 | 4 |  |
| 1.4 | Ensure systematic documentation | 0 | 1 | 2 | 3 | 4 |  |
| 1.5 | Encourage organization event coordination | 0 | 1 | 2 | 3 | 4 |  |
| 1.6 | Comply with training requirement procedures | 0 | 1 | 2 | 3 | 4 |  |
| 1.7 | Recognize staff potential vertical mobility | 0 | 1 | 2 | 3 | 4 |  |
| **CA02** | **HEALTH, SAFETY AND ENVIRONMENTAL MONITORING** | | | | | | |
| 2.1 | Ensure health awareness program | 0 | 1 | 2 | 3 | 4 |  |
| 2.2 | Ensure safety awareness program | 0 | 1 | 2 | 3 | 4 |  |
| 2.3 | Ensure environmental awareness program | 0 | 1 | 2 | 3 | 4 |  |
| **CA03** | **RELATIONSHIP MANAGEMENT CAPABILITY** | | | | | | |
| 3.1 | Promote good networking | 0 | 1 | 2 | 3 | 4 |  |
| 3.2 | Enhance interpersonal conflict resolution | 0 | 1 | 2 | 3 | 4 |  |
| 3.3 | Promote empathy | 0 | 1 | 2 | 3 | 4 |  |
| 3.4 | Provide motivation | 0 | 1 | 2 | 3 | 4 |  |
| 3.5 | Demonstrate initiative behaviour | 0 | 1 | 2 | 3 | 4 |  |
| 3.6 | Adhere to continuous effective learning | 0 | 1 | 2 | 3 | 4 |  |

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| **ITEM** | **ABILITIES** | **SKALA TAHAP PENCAPAIAN** | | | | | | **NO. CU & WA YANG DINILAI** |
| **CA04** | **ETIQUETTE PRACTICES** | | | | | | | |
| 4.1 | Adhere to codes of ethical discipline | | 0 | 1 | 2 | 3 | 4 |  |
| 4.2 | Comply with cultural awareness | | 0 | 1 | 2 | 3 | 4 |  |
| 4.3 | Adhere to meticulous performance | | 0 | 1 | 2 | 3 | 4 |  |
| 4.4 | Adhere to result oriented practices | | 0 | 1 | 2 | 3 | 4 |  |
| 4.5 | Adhere to protocol requirement | | 0 | 1 | 2 | 3 | 4 |  |
| **CA05** | **STRATEGIC THINKING SKILL** | | | | | | | |
| 5.1 | Advocate effective thinking | | 0 | 1 | 2 | 3 | 4 |  |
| 5.2 | Comply with effective analysis | | 0 | 1 | 2 | 3 | 4 |  |
| 5.3 | Apply stress management techniques | | 0 | 1 | 2 | 3 | 4 |  |
| 5.4 | Apply budgetary control procedures | | 0 | 1 | 2 | 3 | 4 |  |
| 5.5 | Apply problem solving techniques | | 0 | 1 | 2 | 3 | 4 |  |
| **CA06** | **EFFECTIVE COMMUNICATION COLLABORATION** | | | | | | | |
| 6.1 | Apply effective communication | | 0 | 1 | 2 | 3 | 4 |  |
| 6.2 | Formulate constructive presentation speech | | 0 | 1 | 2 | 3 | 4 |  |
| 6.3 | Adhere to effective presentation methodology | | 0 | 1 | 2 | 3 | 4 |  |
| **CA07** | **CHANGE MANAGEMENT AWARENESS** | | | | | | | |
| 7.1 | Adhere to change management objective | | 0 | 1 | 2 | 3 | 4 |  |
| 7.2 | Observe change management methodology | | 0 | 1 | 2 | 3 | 4 |  |
| 7.3 | Adhere to change management initiative | | 0 | 1 | 2 | 3 | 4 |  |
| 7.4 | Adhere to coaching and mentoring implementation | | 0 | 1 | 2 | 3 | 4 |  |
| 7.5 | Enhance organization branding | | 0 | 1 | 2 | 3 | 4 |  |
| **CA08** | **SYSTEM TECHNOLOGY APPLICATION** | | | | | | | |
| 8.1 | Adopt appropriate software application | | 0 | 1 | 2 | 3 | 4 |  |
| 8.2 | Comply to system analysis application | | 0 | 1 | 2 | 3 | 4 |  |
| 8.3 | Update IT application | | 0 | 1 | 2 | 3 | 4 |  |
| 8.4 | Adhere to IT rules and regulations | | 0 | 1 | 2 | 3 | 4 |  |
| **JUMLAH** | | |  |  |  |  |  |  |

**LAMPIRAN 2b**

**JPK/CA/PP-T4**

**PENGESAHAN PP / PPD**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tarikh Penilaian: |  | Nama PP: | |  | **T/tangan PP:** |  |
| Tarikh: |  | Nama PPD | |  | **T/tangan PPD:** |  |
| **KEPUTUSAN** | | | **\_\_\_\_\_\_\_\_ / 152 X 60% = \_\_\_\_\_\_\_\_ %** | | | |

Pelatih hendaklah mencapai sekurang-kurangnya 60% markah minimum bagi keseluruhan *abilities* (minimum markah 60% daripada 152 markah adalah 91.2 markah).

Kemaskini Terakhir: 18 Oktober 2023.