

ABSTRACT

This paper aims at discussing the profile of CNOOC SES Ltd, a pioneer of the petroleum industry and the 10 biggest oil diggers in Indonesia that produce more than 30,600 BOPD and the management of in-house training program held by Human Resources, Support, Security, and Services Division, Training Section from February to April.

The writer conducted an internship at CNOOC SES LTD HRSSS section for 2 months, starting from February to April 2018. To obtain data about the company's authors make direct observation, interviews, documentation, and literature study. In addition, the authors recorded and took pictures for some important information that found directly during the observation.

CNOOC SES Ltd. is an oil and gas company owned by the People's Republic of China which explores in southeast Sumatra Island and north coast of Banten. CNOOC SES Ltd conducts various training such as in-house, on the job and education training to achieve mission and vision of company. The Division that manages the pieces of the training program is the HRSSS, especially the MPD departments. Training will be conducted if MPD finds deficiencies in the performance of each department or individual, or if there is a request from the VP of each department to improve the quality of its employees. Several stages need to be done by MPD before and after training; finding the right syllabus, creating training offer to be approved by VP each department, creating enrollment, creating training confirmation and running the training. after the training finished, the MPD has to re-analysis the performance of training whether the training program gives the best result or not

Keywords: Human Resources Management, Training Program, CNOOC SES Ltd.