

## **ABSTRACT**

*Telkom University is the merger of several institutions under Yayasan Pendidikan Telkom (YPT). The existence of the merger may cause some problems, especially on the Human Resource department. The problems facing now is the difficulty in doing data processing, the absence of particular privilege against of every employee in the Human Resource department on a system that used today, delays in the provision of reports, possibility of duplication the data, error result of a recapitulation, and the delay in reporting because the process is still done manually.*

*To overcome the existing problems, then use Microsoft Dynamics AX 2012 as one of ERP products. This research uses a module training and development contained in the Human Resource module. The method used to support research is sure step method.*

*The result of this research was to simplify and make the process of training and development at Telkom University more effective and efisien. The system can also facilitate the Human Resource department to manage the training, competency and performance appraisal.*

*Key Words: ERP, Microsoft Dynamics AX, Training and Development, Sure Step*