

**EVALUASI PROGRAM PELATIHAN ADMINISTRASI PERKANTORAN
ANGKATAN 1 DI PUSAT PELATIHAN KERJA PENGEMBANGAN
INDUSTRI TAHUN 2019**

(2019)

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ABSTRAK

Penelitian ini bertujuan mengetahui ketercapaian tujuan Program Pelatihan Administrasi Perkantoran di Pusat Pelatihan Kerja Pengembangan Industri Jakarta Timur. Model evaluasi menggunakan model evaluasi berbasis tujuan oleh Ralph W.Tyler. Instrumen yang digunakan yaitu test, observasi dan kuisisioner. Teknik sensus dipakai untuk mengambil sampel penelitian. Sasaran dalam penelitian ini yaitu 20 orang peserta pelatihan dan penelitian berlangsung sejak Januari-Juni 2019. Hasil penelitian ini menunjukkan bahwa Program Pelatihan Administrasi Perkantoran Angkatan 1 di Pusat Pelatihan Kerja Pengembangan Industri Tahun 2019 sudah mencapai tujuan program tersebut. Penilaian utama dari unit kompetensi yaitu nilai test akhir program semua peserta lulus dan kompeten dengan rata-rata kelas 84,5. Kemudian observasi kelas mengenai praktek 3 topik tercapai yaitu penyimpanan arsip 77,5%. Kedua menggunakan peralatan/mesin kantor 81,25% dan teknik berkomunikasi melalui media telepon 77,5 %. Kemudian penilaian tambahan melalui non unit kompetensi yaitu kuisisioner dengan 6 pernyataan dinyatakan tercapai. Berdasarkan hasil tersebut maka tujuan program pelatihan tercapai dan evaluasi ini bisa digunakan sebagai bahan masukan serta rekomendasi agar program pelatihan tersebut bisa dilanjutkan pada angkatan selanjutnya.

Kata Kunci : Evaluasi Program Berbasis Tujuan, Pelatihan, Program, Administrasi Perkantoran.

**EVALUATION OF OFFICE ADMINISTRATION TRAINING PROGRAM
CLASS 1 IN THE INDUSTRIAL DEVELOPMENT TRAINING CENTER IN
2019
(2019)**

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ABSTRACT

This study aims to determine the achievement of the objectives of the Office Administration Training Program at the East Jakarta Industrial Development Work Training Center. The evaluation model uses an objective-based evaluation model by Ralph W. Tyler. The instruments used were test, observation and questionnaire. Census techniques are used to take research samples. The target in this study were 20 trainees and the research took place from January to June 2019. The results of this study showed that the Office Administration Office Training Program of the Industrial Development Work Training Center in 2019 had achieved the program's objectives. The main assessment of the competency unit is the final test score of the program all participants pass and are competent with an average grade of 84.5. Then the class observation regarding the practice of 3 topics was achieved namely 77.5% archival storage. Second, using office equipment / machinery 81.25% and communication techniques through telephone media 77.5%. Then additional assessments through non-unit competencies, namely questionnaire with 6 statements stated achieved. Based on these results, the objectives of the training program are achieved and this evaluation can be used as input and recommendations so that the training program can be continued in the next batch.

Keywords: Program Evaluation Based on Objectives, Training, Programs, Office Administration