

# **MANAJEMEN PELATIHAN PRA PURNABAKTI DI PUSAT PENDIDIKAN DAN PELATIHAN KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI REPUBLIK INDONESIA**

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## **ABSTRAK**

Penelitian yang berjudul Manajemen Pelatihan Pra Purnabakti di Pusat Pendidikan dan Pelatihan Kementerian Riset, Teknologi, dan Pendidikan Tinggi Republik Indonesia bertujuan untuk mengetahui dan memperoleh gambaran mengenai Perencanaan Pelatihan, Pelaksanaan Pelatihan, serta Monitoring dan Evaluasi Pelatihan. Penelitian dilakukan pada bulan Agustus 2018 hingga Januari 2019 menggunakan pendekatan kualitatif dengan metode deskriptif. Data dikumpulkan melalui wawancara, observasi, dan studi dokumentasi. Analisis data dilakukan melalui tahapan kredibilitas data, transferabilitas, dependabilitas, dan konformabilitas.

Hasil dari pembahasan penelitian ini adalah Perencanaan Pelatihan Pra Purnabakti di Pusdiklat Kemenristekdikti terbagi menjadi dua perencanaan yaitu perencanaan program dan perencanaan penyelenggaraan. Perencanaan program terdiri atas analisis kebutuhan calon peserta Pelatihan Pra Purnabakti dan penyusunan kurikulum program Pelatihan Pra Purnabakti. Sementara, untuk perencanaan penyelenggaraan terdiri atas penentuan mitra kerja pelaksanaan pelatihan, latar tempat dan waktu penyelenggaraan. Pada tahap Pelaksanaan Pelatihan Pra Purnabakti merupakan implementasi dari kurikulum atau pedoman yang dibuat. Pedoman penyelenggaraan tersebut terbentuk dari beberapa elemen seperti kurikulum yang dibuat oleh Pusdiklat, kurikulum yang dibuat oleh mitra kerja, dan aspek-aspek perencanaan lain yang telah disusun oleh Pusdiklat Kemenristekdikti. Untuk Monitoring dan Evaluasi Pelatihan Pra Purnabakti, Pusdiklat Kemenristekdikti melakukan monitoring atau pengawasan terhadap materi pelatihan dan kesesuaian penyampaian instruktur dengan kurikulum yang dibuat, baik itu metode pengajaran maupun luasan pembahasannya.

**Kata Kunci : Manajemen, Pelatihan, Manajemen Pelatihan, Pelatihan Purnabakti**

**MANAGEMENT OF PRE RETIREMENT TRAINING IN EDUCATION AND TRAINING CENTER OF MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION OF REPUBLIC OF INDONESIA**

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**ABSTRACT**

*The research entitled Management Of Pre Retirement Training In Education And Training Center Of Ministry Of Research, Technology, And Higher Education Of Republic Of Indonesia aims to identify and obtain an overview of the Training Planning, Training Implementation, and Training Monitoring and Evaluation. The research was conducted from August 2018 to January 2019 using a qualitative approach within description method. Data were collected through interviews, observation, and documentation studies. Data analysis was performed through the stages of data reduction, data display, and verification. Investigation and checking the validity of data was performed through the stages of data credibility, transferability, dependability and confirmability.*

*The results of research discussions are the Training Planning for Pre-Retirement Training at the Education and Training Center of Ministry of Research, Technology, and Higher Education divided into two plans namely program planning and implementation planning. Program planning consists of an analysis of the needs of prospective Pre-Retirement Training participants and for the implementation planning consisting of determining work partners, training place and training date. At the stage of Pre-Retirement Training is the implementation of the curriculum or guidelines that have been made. The guidelines are formed from several elements such as the curriculum that made by the Education and Training Center, the curriculum created by the work partners, and other aspects of planning that have been prepared by the Education and Training Center of Ministry of Research, Technology, and Higher Education. For Training Monitoring and Evaluation of the Pre-Retirement Training, the Education and Training Center conducts monitoring and supervision of training subjects and the suitability of Instructor delivery with the curriculum made, both the teaching method and the extent of the discussion.*

**Keywords:** *Management, Training, Training Management, Retirement Training*