

**MANAJEMEN KURIKULUM DIKLAT *TRAINING OF TRAINER*
PERTEMUAN PENINGKATAN KEMAMPUAN KELUARGA PROGRAM
KELUARGA HARAPAN (TOT P2K2 PKH) DI PUSDIKLAT
KESEJAHTERAAN SOSIAL, KEMENTERIAN SOSIAL REPUBLIK
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ABSTRAK

Penelitian ini dilaksanakan di Pusdiklat Kesejahteraan Sosial, Kementerian Sosial Republik Indonesia, yang bertujuan untuk mengetahui dan memperoleh data empiris kegiatan manajemen kurikulum diklat *Training Of Trainer* Pertemuan Peningkatan Kemampuan Keluarga Program Keluarga Harapan (TOT P2K2 PKH) dilihat dari aspek perencanaan, pelaksanaan dan evaluasi. Pendekatan yang digunakan adalah pendekatan kualitatif dengan metode deskripsi. Pengumpulan data dilakukan melalui wawancara, observasi, dan studi dokumentasi. Sumber data dari penelitian ini yaitu Widyaiswara, Kepala Sub Bidang Kerjasama dan Pengembangan Diklat Kesejahteraan Sosial Masyarakat dan Kepala Sub Bidang Pelaksanaan Diklat Kesejahteraan Sosial Masyarakat dan beberapa informan pendukung yaitu Widyaiswara-Widyaiswara.

Berdasarkan hasil penelitian dan analisis data, dapat disimpulkan bahwa: (1) proses perencanaan kurikulum diklat TOT P2K2 PKH yaitu identifikasi kebutuhan, Analisis Kebutuhan Diklat (AKD), penyusunan kurikulum, penyusunan modul, uji coba modul, penyempurnaan modul, seminar modul dan editing, (2) Pelaksanaan kurikulum diklat TOT P2K2 PKH direalisasikan melalui proses pembelajaran di dalam kelas (*indoor*) dan praktek belajar lapangan di daerah (*outdoor*). Komponen-komponen pendukung pelaksanaan kurikulum diklat TOT P2K2 PKH yaitu narasumber/fasilitator, sarana dan prasarana, media dan bahan ajar, metode pembelajaran serta peserta diklat, (3) Proses evaluasi kurikulum diklat TOT P2K2 PKH yaitu penyusunan instrumen, pengumpulan data, mengolah hasil dan penyusunan laporan hasil evaluasi kurikulum diklat.

Kata kunci: Manajemen, Kurikulum, Pendidikan dan Pelatihan.

**TRAINING OF TRAINER FAMILY DEVELOPMENT SESSION HOPE
FAMILY PROGRAM (TOT FDS HFP) CURRICULUM MANAGEMENT OF
TRAINING IN SOCIAL WELFARE TRAINING CENTER, MINISTRY OF
SOCIAL SERVICES REPUBLIC OF INDONESIA
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ABSTARCT

This research is being held in the Social Welfare Training Center, Ministry of Social Services Republic of Indonesia, with aims to know and collect empirical data of Training of Trainer Family Development Session Hope Family Program (TOT FDS HFP) curriculum management of training event which are seen from its planning aspect, implementation, and evaluation. Qualitative approach with description method is used in this research. The data collection is being done in some ways which are interview, observation, and study documentation. Data sources for this research are Widyaiswara, Head of Citizens Social Welfare Development and Cooperation Training Sub Fields, Head of Citizens Social Welfare Implementation Training Sub Fields, and some supported informants which are Widyaiswara-Widyaiswara.

Based on research results and data analysis, can be concluded that: (1) the processes of TOT FDS HFP training curriculum planning are need identification, Trainining Need Analysis (TNA), curriculum arrangement, module arrangement, module trial, module completion, module presentation and editing process, (2) TOT FDS HFP curriculum training implementation is being realized by studying in the classroom (indoor) and practical field study in the region (outdoor). Supportive components of TOT FDS HFP curriculum training implementation are facilitator/interviewees, facilities and infrastructures, media and studying material, studying method, also training participants, (3) TOT FDS HFP curriculum training evaluation processes consist of instrument arrangement, data collection, processing the results, and curriculum training evaluation results report arrangement.

Keywords : Management, Curriculum, Education and Training.