

MANAJEMEN PELATIHAN KETERAMPILAN TENAGA KERJA DI BALAI LATIHAN KERJA INDUSTRI PROVINSI BANTEN

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ABSTRAK

Tujuan penelitian ini adalah untuk mengetahui bagaimana manajemen pelatihan yang dilihat dari perencanaan, pengorganisasian, kepemimpinan dalam menggerakkan, dan pengawasan di balai latihan kerja industri provinsi banten. Penelitian ini menggunakan pendekatan kualitatif dengan metode deskriptif. Teknik pengumpulan data dilakukan dengan cara wawancara, observasi dan studi dokumentasi. Sumber data dari penelitian ini adalah Kepala BLKI, Kepala Seksi Pelatihan, Kepala Sub. Bagian Tata Usaha, Instruktur dan staff pelatihan.

Hasil dari penelitian ini menyimpulkan bahwa perencanaan pelatihan meliputi: (1) analisis kebutuhan tenaga kerja industri dan masukan muatan kurikulum pelatihan, merencanakan target peserta pelatihan, merancang program pelatihan, merancang kurikulum, merencanakan bahan dan peralatan pelatihan, menyiapkan fasilitas pelatihan, merencanakan waktu kegiatan pelatihan. (2) pelaksanaan dalam manajemen pelatihan meliputi: melakukan sosialisasi program pelatihan ke sekolah menengah, melakukan publikasi program pelatihan melalui media cetak dan media sosial, melaksanakan rekrutmen, melaksanakan seleksi tes tertulis dan wawancara, melaksanakan kegiatan orientasi dan FMD (Fisik Mental, dan Disiplin), melaksanakan pelatihan sesuai dengan jam pelatihan, melaksanakan uji kompetensi, serta memasarkan tenaga kerja yang sudah dilatih.

Kata Kunci : Manajemen Pelatihan, Perencanaan, Pelaksanaan.

TRAINING MANAGEMENT OF LABOR SKILLS IN THE INDUSTRIAL DEVELOPMENT OF VACATIONAL TRAINING CENTER AT BANTEN PROVINCE

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ABSTRACT

This research was conducted at The Industrial Development of Vocational Training Center at Banten Province. Which aims to identify training management process. This research was conducted on May until July 2016. This research was using a qualitative approach with descriptive methods. Data research was collected through with interview, observation, and document study. Source data from this study are Head Of The Industrial Development Of Vocational Training Centre At Banten Province, and several informants supports such as Head Of Training Division, Head Of Administration Officer, Training Instructure, and Training Division Officer.

The results of this study concluded that the training plan includes: (1) analysis of the labor needs of industry and inputs curriculum training, planning the target trainees, designing training programs, curriculum design, planning materials and training equipment, preparing training facilities, plan of time training activity , (2) the implementation of the training management include: to disseminate training programs to middle school, publicizing training programs through by printed media and social media, carrying out recruitment, selection written test and interview, conducting orientation and FMD (Physical Mental and Discipline) , conduct training in accordance with the hours of training, implementing competency testing, and the marketing there are have been trained.

Keywords: Management Training, Planning, Implementing.