

ABSTRACT

Agnes Kartika, Opinion Survey Of Eligibility Participant Training Program Office Administration Training Centre Industry Development Working Pasar Rebo. Essay. Jakarta: Department of Curriculum and Educational Technology, Faculty of Pendidikan, the Jakarta State University, 2016.

This study aims to look at the feasibility of a training program with a focus on the amount of 480 hours of training, whether it is feasible to achieve the expected competencies. This research was conducted at the Center for Employment Training Industrial Development Pasar Rebo, which is located at Jl. Raya Bogor Km.23 East Jakarta.

This research is a survey, one purpose of the survey was to evaluate. In this case the evaluation focuses on 480 hours training in a training program at the Administrative Training Centre Industrial Development Pasar Rebo.

The data collection is done by distributing questionnaires to trainees, interviews with participants, and the manager of that department head office administration. To support the results of this study, carried out the analysis also documents that the curriculum and syllabus of office administration training programs, and observations during the training process.

The survey results generally show that the number of administrative offices to 480 hours of training can be said is feasible to achieve the expected competencies, as supported by factors that affect training, which can be said is feasible. The results show the percentage of 75.50% can be said is already a decent amount of training to achieve the expected competencies.