

ABSTRAK

Dampak Pelatihan *In House Training* PTK PNF Dalam Mengelola Program Di UPTD SKB Kota Cimahi

Pelatihan *in house training* dilaksanakan untuk meningkatkan Sumber Daya Manusia di SKB, namun dalam penyelenggarannya masih terdapat ketidaksesuaian terutama dari segi evaluasinya, untuk itu dilakukan suatu kajian penelitian untuk melihat dampak dari pelatihan *in house training* terhadap pengelolaan di SKB Kota Cimahi. yang bertujuan untuk memperoleh 1). Gambaran mengenai pengelolaan pelatihan *in house training*, 2). Gambaran mengenai hasil pelatihan *in house training* PTK PNF, 3). dan dampak pelatihan *in house training* PTK PNF dalam mengelola program di SKB Kota Cimahi.

Landasan teori yang digunakan dalam penelitian ini yaitu 1). Konsep pelatihan, 2). Konsep manajemen, 3). Konsep PTK PNF, 4). Konsep hasil belajar, 5). Kajian dampak pelatihan. Penelitian ini dilakukan di PP PAUD Dan DIKMAS Jawa Barat dan UPTD SKB Kota Cimahi, pendekatan yang digunakan dalam penelitian ini menggunakan pendekatan kualitatif dengan metode deskriptif serta teknik pengumpulan data berupa wawancara dan studi dokumentasi. Subjek penelitian terdiri dari lima orang yaitu satu orang pengelola pelatihan *in house training*, satu orang fasilitator, satu orang pengelola SKB/Kepala SKB dan dua orang peserta pelatihan.

Berdasarkan hasil temuan dan analisis yang diperoleh, maka hasil penelitiannya adalah sebagai berikut: 1.) pengelolaan pelatihan *in house training* masih kurang maksimal, hal ini ditunjukkan dengan adanya indikator pengelolaan yang belum terpenuhi, dalam evaluasi tidak dilakukan tes awal hanya dilakukan tes akhir, padahal bagian yang belum terpenuhi tersebut sangat penting kedudukannya dalam menentukan proses dan hasil pelatihan. monitoring dan tindak lanjut tidak dilakukan secara resmi dengan instrumen sehingga perbaikannya tidak jelas. 2.) hasil pelatihan *in house training* dikatakan cukup berhasil terbukti dari peningkatan pengetahuan peserta mengenai pengelolaan program maupun pembelajaran, sikap peserta dalam mengelola pembelajaran maupun program di SKB peserta lebih percaya diri, bertanggung jawab, motivasi peserta meningkat dan lebih disiplin dalam bekerja sehingga dampaknya dapat dirasakan langsung oleh warga belajar, peserta lebih terampil dalam menyiapkan kebutuhan pembelajaran seperti halnya dalam mengembangkan kurikulum menjadi lebih baik lagi tidak asal jadi saja, dan peserta mampu menyelesaikan kesulitan yang dihadapi dalam mengembangkan kurikulum 3). dampak pelatihan *in house training* pada dasarnya telah memberikan dampak yang baik terhadap peserta maupun lembaga, dengan adanya kepercayaan dari masyarakat untuk belajar di SKB, namun dampak terhadap program masih kurang optimal terbukti dalam mengelola program mereka belum mampu melakukan monitoring dan evaluasi sesuai prosedur. Saran dan rekomendasi kegiatan *in house training* telah memberikan pengalaman belajar yang kuat, tetapi masih memiliki kelemahan dampaknya terhadap program, sehingga disarankan bahwa bahan ajar dan materi disesuaikan dengan program yang akan dilaksanakan dan perlu adanya pelatihan yang konsisten sehingga dapat meningkatkan program yang ada di SKB.

Kata kunci: Pelatihan *in house training*, pengelolaan program.

ABSTRACT

The Impact of *In house training* Activity of PTK PNF in Managing Program in UPTD SKB at Cimahi

In house training activity was held to improve Human Resource in SKB. However, in its implementation there are still incompatibilities especially in terms of evaluation. Therefore, it carried out the research to discover the impact of *in house training* activity on the management in SKB at Cimahi, which aimed at obtaining 1). A description of *in house training* activity management, 2). An overview of the *in house training* PTK PNF activity results, and 3). The impact of *in house training* PTK PNF activity in managing program in SKB at Cimahi.

Theoretical foundations used in this research are 1.) Training concept, 2.) Management concept, 3.) PTK PNF concept, 4.) Learning outcomes concept, 5.) An assessment of training impact. This research was held in PP PAUD and DIKMAS of West Java and UPTD SKB at Cimahi, the approach used in this research is a qualitative approach with descriptive method, while data collection techniques are interview and document analysis. The research subject consisted of five people who are an organizer *in house training*, a facilitator, an organizer of SKB or head of SKB, and two participants of the training.

Regarding to the findings and the analysis were gained, the research results are as follows: 1.) The management of *in house training* activity were still less than the maximum, this was showed by the management indicator which have not fulfilled yet, such as the evaluation did not conduct initial test only did final test, whereas the parts which still have not fulfilled is an important part in determining the training process and outcomes. Monitoring and following-up was not done officially with the instrument so that the improvement was not clear. 2). The results of doing *in house training* were quite successful. It was proved by the improvement of participants' knowledge about the management and the learning program, the participants' attitude in managing both the learning and program in SKB were more confidence, responsible, the motivation of the participants increased, and became more disciplined in doing activity. For this reason, the impact could be felt directly by the learners. In addition, the participants were more proficient in preparing learning needs as well as in developing curriculum for the better not unconsidered, and the participant were able to resolve the difficulties faced in developing the curriculum. 3.) The impact of *in house training* activity basically have a good impact for the participants or institutions, with the public trust to learn in SKB. However, the impact towards the program was less optimal which was proven in managing the program, they have not been able to conduct appropriate monitoring and evaluation procedures. Suggestions and recommendations *in house training* activity have been provided a strong learning experience, however it still has weaknesses of the impact about the program, so it is recommended that teaching resources and materials should be appropriate with the program that would be implemented and the need of consistent training so it can improve existing program in SKB.

Keywords: *in house training* activity, program management.