

ABSTRAK

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Program Studi : Manajemen Bisnis
Judul Skripsi : Rekomendasi Penyempurnaan Tahapan dan Program
Pelatihan dan Pengembangan Sumber Daya Manusia
di Sekolah Menengah Kejuruan Katolik
Santo Yusup Blitar

Pokok Permasalahan :

Penelitian ini bertujuan untuk menyusun rekomendasi penyempurnaan tahapan dan program pelatihan dan pengembangan pada sumber daya manusia di Sekolah Menengah Kejuruan Katolik Santo Yusup Blitar. Diperlukan penyempurnaan program pelatihan dan pengembangan bagi guru dan karyawan yang ada untuk organisasi berhasil mencapai tujuan organisasi melalui keberadaan sumber daya manusia yang dimiliki, sesuai dengan kebutuhan sekolah. Pemberdayaan sumber daya manusia melalui pelatihan dan pengembangan bertujuan untuk mengatasi kesenjangan kompetensi, mempersiapkan tenaga kerja serta berperan dalam menunjang kinerja personel yang ada. Jenis penelitian yang digunakan adalah penelitian deskriptif dengan pendekatan kualitatif menggunakan data yang diperoleh dari hasil wawancara, observasi dan studi dokumen. Mengandalkan jenis data kualitatif, proses penelitian berupa induktif untuk mendapatkan gambaran tentang penerapan praktek pelatihan dan pengembangan. Berdasarkan temuan dalam analisis kesenjangan antara teori dengan praktik pelatihan dan pengembangan, didapati kesenjangan yang cukup kritis, baik program untuk guru maupun karyawan. Berdasarkan analisis dalam penelitian direkomendasikan beberapa langkah dalam upaya penyempurnaan program pelatihan dan pengembangan. Program diawali dengan menganalisis jabatan, mengidentifikasi kebutuhan tenaga kerja, menyusun program pelatihan dan pengembangan, menjalankan program dan mengevaluasi program. Sehingga, penanggung jawab dan peserta program akan mendapati manfaat yang efektif dan efisien, guna membantu sekolah untuk mencapai tujuan organisasinya.

Kata Kunci: Sumber Daya Manusia, Analisis Jabatan, Pelatihan, Pengembangan

ABSTRACT

Student Number : 2011050239

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Study Program : *Business Management*

Essay Title : *Improvement Recommendation of stages and
Training and Development Program on Human Resources
at St. Yusup Vocational High School, Blitar*

Main Issue:

The purpose of this research is to create an improvement recommendation of stages and program of training and development on human resources management at St. Yusup vocational high school, Blitar. Improvements on training and development program of teachers and employees is created to help the organization to be able to achieve their objectives according to organization's needs. Empowerment human resources through training and development aim to resolve the gap of competencies, the workforces planning, and also as a key role on employees' performance. The type of this research is descriptive research with a qualitative approached, researcher collected data through of interviews, observation and study of documents. Relying on qualitative data types, the research process is inductive, to get an general overview of the application of training and development program in organization's practice. Based on the result of gap analysis between the theory and the implementation of training and development for teachers and employees, there is a quite critical gap on this Human Resources function. And also, based on the analysis in this research, there are several steps which is recommended to improve the training and development program. At the first, organization needs to accomplish the job analysis, identifying workforces needs, arranging a training and development program, executing program and evaluating program. By implementating the program, in the future, the person in charge and the participants of training and development program will get the benefit of effectively and efficiently program, with the intention of the organization get help to achieve the organization's objective.

Keywords: Human Resources, Job Analysis, Training, Development