

Pelatihan dan pendampingan pemanfaatan aplikasi produktivitas dan artificial intelligence untuk pengelolaan administratif di sekolah dasar muhammadiyah se-kabupaten bantul

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ABSTRACT

The limited knowledge and skills of school staff often hinder the progress of innovation in administrative processes. Schools in Indonesia frequently face challenges related to delays in data processing, lack of comprehensive analysis, and difficulties in information management. These obstacles impede the school's ability to identify patterns, trends, and needs effectively. However, with productivity applications and artificial intelligence (AI), these tasks can be simplified and optimized, thereby enhancing work efficiency and productivity. By automating routine tasks, productivity applications and AI contribute to increased workplace efficiency. One solution to address the challenges of limited administrative staff capabilities in schools is to provide training and mentoring activities to school staff to utilize productivity applications and AI. Through these activities, schools can effectively leverage technology to improve innovation and efficiency in administrative management. The proposed activity plan targets participants who are administrative staff at Muhammadiyah Elementary Schools throughout Bantul Regency. The main components of this plan include seminars, training, and mentoring. The seminar is conducted to delve into utilizing productivity applications and AI as effective solutions for overcoming various work constraints. In addition to seminars, participants will also receive training and mentoring. These activities are conducted to equip participants with an in-depth understanding and new skills in utilizing productivity applications and AI in school administrative management. Through focused training and ongoing mentoring, it is hoped that school administrative staff will understand the potential of this technology and integrate it well into their daily work tasks.

Kata Kunci: Productivity Applications, Artificial Intelligence, Innovation, School Administrative Management