

## **E-service Training of Administrative Services in SMK Sleman District**

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### **ABSTRACT**

This community service program aimed to: (1) increase knowledge and skills for school schedule coordinators in creating and administering administrative services; (2) teachers can apply how to deal with problems that occur in school services. This training were held with thirty participants consisting of SMK teachers in Sleman and educators in the Faculty of Engineering UNY. Training methods used include: lectures, discussions, practices, and mentoring. The results of the training have been carried out, among others: to perform needs analysis on the service coordinator teachers in the sub-districts. The activities were evaluated the mastery of the materials and practices regarding the training materials, and conducted feedback on the implementation of the training activities of the participants. Trainers also provided opportunities for consultation and coaching for each of them. The audience is targeted as many as 30 schools are involved, each school can send one person for training. The domino effect that is expected from this activity is (1) the creation of a good character in doing academic activity by involving information technology, then doing efficient learning, so that could be used by admin and student as one effort of improvement of learning quality, and (2) teachers could transmit the knowledge already gained to other teachers.

Kata Kunci: *e-service, academic administration services, training*