

TRAINING OF SPECIAL SERVICE MANAGEMENT FOR TEACHERS OF SD MUHAMMADIYAH KLECO

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ABSTRACT

Special service management is implemented and organized to facilitate or facilitate learning, and can meet needs. Basically, the services needed by students are very important to realize a superior school. These services include guidance and counseling services, library services, canteen services, health services, transportation services, boarding services, and others.

The purpose of this service is to provide understanding and skills in managing special service units at SD Muhammadiyah Kleco 1, 2, and 3 to help stimulate teachers and managers of special service units to carry out the best strategies in implementing special service management. The target of this activity is the managers of special service units consisting of teachers and employees or staff. This training was carried out over a period of 4 months with a combination of offline and online modes. 2 offline mode meetings and 3 online mode meetings (mentoring).

The method of activities in this training is lectures, discussions, questions and answers, simulations and mentoring. The first day focused on *brainstorming* activities to strengthen the needs of participants in terms of special service unit management. The next day focused on providing material based on *the results of the previous day's brainstorming and research in the previous year (2022) enriched with the results of the previous day's brainstorming*. Further assistance and consultation have started from the second day until August 2022 using the online method. Evaluation of activities is carried out during the process and the end of training, on aspects of achieving training objectives and also organizing training. Evaluation of processes and results (achievement of training objectives) is carried out with live questions and answers. Meanwhile, the evaluation of aspects of training implementation is carried out by providing questionnaires (available in the appendix). Success indicators in the implementation of training and special service management assistance for teachers of SD Muhammadiyah Kleco using 2 methods taken, namely: (1) Evaluation during the training process, and (2) post-training evaluation.

Kata Kunci: *training, management, special services*