

# **MANAGEMENT TRAINING WORKSHOP FOR THE HEAD OF LABORATORY AND WORKSHOP OF VOCATIONAL HIGH SCHOOLS DIY**

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## **ABSTRACT**

The main aim of Community service is: (1) Improving the competence of the head of the laboratory / workshop SMK in the management of the laboratory / workshop; (2) Improve the skills of the head of the laboratory / workshop in drafting SOPs for laboratory / workshop, and (3) Improve the skills of the head of the laboratory / workshop in making tools and machine maintenance schedule.

Community service activities carried out by conducting training for 5 days or 40 hours of training. Teaching material consists of 9 material and 5 packets of duty. The training participants consisted of 32 head of laboratory / workshop from 12 SMK. All participants have completed five tasks assigned as a result of training outcomes.

The results of the training are: (1) The head of the lab / workshop participants have increased knowledge about the management of the lab / workshop; (2) Skills head of the lab / workshop in the preparation of SOP has increased; and (3) Head of the lab / workshop has been able to draw up the maintenance schedule and machine tools.

Kata Kunci: *laboratory, workshop, vocational*