

# GRAPHIC DESIGN TRAINING FOR PERSONNEL OFFICE DISTRICT IN THE DISTRICT SLEMAN

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## ABSTRACT

In the field of office, almost all work can be done with Information and Communication Technology (ICT). Office employees are required to be able to carry out their work by utilizing ICT in order to apply the principles of effectiveness and efficiency. This activity aims to provide graphic design training for Subdistrict officials in Sleman District. This training activity is expected to be able to overcome the problems of employees who need the improvement of graphic design skills in office tasks

Methods used in community service activities include: (1) Lecture, to provide an explanation to the participants about the basic concept of CorelDrawX7 and urgency of graphic design in office work. (2) Frequently asked questions, to identify issues related to lecture material and to solve difficulties and problems faced by participants in the event of office graphic design. (3) Practice and assistance of graphic design training with direct practice method. Specifically, the participants are given the training to make a business card design using CorelDrawX7 application.

PPM activities have been implemented well and have provided knowledge and skills in the field of graphics office design for subdistrict officials in Sleman District. Knowledge and conveyed are the theory and practice of graphic design office. Training was attended by 25 participants or 89,3% of the target set.

Kata Kunci: *Training, Graphic Design, Office*