

ENHANCEMENT OF ADMINISTRATIVE ABILITY OF SCHOOL HIGH SCHOOL TECHNICIANS IN MANAGEMENT LABORATORY / BENGKEL BASED ON QUALITY MANAGEMENT

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ABSTRACT

This activity aims to provide knowledge and skills to training participants about the integrated laboratory management system / workshop based on integrated quality management. to know the main tasks and functions of a technician, the preparation of SOPs, services in the implementation of PBM practice, and the implementation of computer lab management principles based on the implementation of 5S, and the implementation of OSH services.

The method used in this PPM activity is through training with several stages, including: activities are given in theory by lecture method, discussion, and question and answer. Participants were given the task of observing the laboratory conditions in each school and the results were presented in class. The training activities are concluded by providing a final test to determine how much participants understand in participating in the training.

The results of this PPM activity indicate that the participants have understood how the implementation of laboratory management system / workshop based on quality management; the participant understands well the main task and authority as a lab technician / workshop; able to formulate SOP well, how to provide service learning process, can explain the principles of implementation of 5S and K3 in laboratory management / workshop.

Kata Kunci: *technicians, administrative skills, laboratory management, integrated quality management*