

Pelatihan Kesiapan Kerja bagi Mahasiswa D3 Administrasi Perkantoran UNY Kampus Wates

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ABSTRACT

WORK READINESS COMPETENCY TRAINING FOR D3 OFFICE ADMINISTRATION STUDENTS UNY WATES CAMPUS

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ABSTRACT

The Community Service Activity (PPM) aims to provide insight and knowledge in an effort to improve the work competitiveness of D3 Office Administration students at UNY Wates Campus by providing work readiness competencies, which include: understanding of self-development and work readiness ethics, smartly seeing job opportunities in pandemic era, preparation for making creative CVs and attractive job application letters, as well as preparation for job interviews via online and offline. The problem is resolved in three stages of activities, namely preparation, implementation and evaluation.

Preparation is done by conducting a preliminary survey to see conditions in the field regarding the development of work readiness skills of D3 Office Administration students. Implementation is carried out by training and mentoring, using the lecture method, namely through the holding of online seminars through the Zoom application entitled "Preparing for the world of work in the New Normal era", followed by question and answer discussions and training and mentoring as a form of implementing the training that has been provided. Activity evaluation is carried out for each stage through data collection from each activity stage. The methods used in this stage of community service implementation include lectures, question and answer and discussion, training and mentoring. This method provides an opportunity to equip training participants to prepare for work in the New Normal era which includes self-development and work readiness ethics, how to see job opportunities in the pandemic era, making creative CVs and job application letters, and tips on preparing for online and offline job interviews.

The results of the training activities showed that 73% of student participants really understood the material presented by the speaker. Meanwhile, 53% of participants have been able to practice the material presented by the speaker.

Keywords: Training, Competence, Work Readiness, Diploma Students, Office Administration.

Kata Kunci: *Training, Competence, Work Readiness, Diploma Students, Office Administration.*