



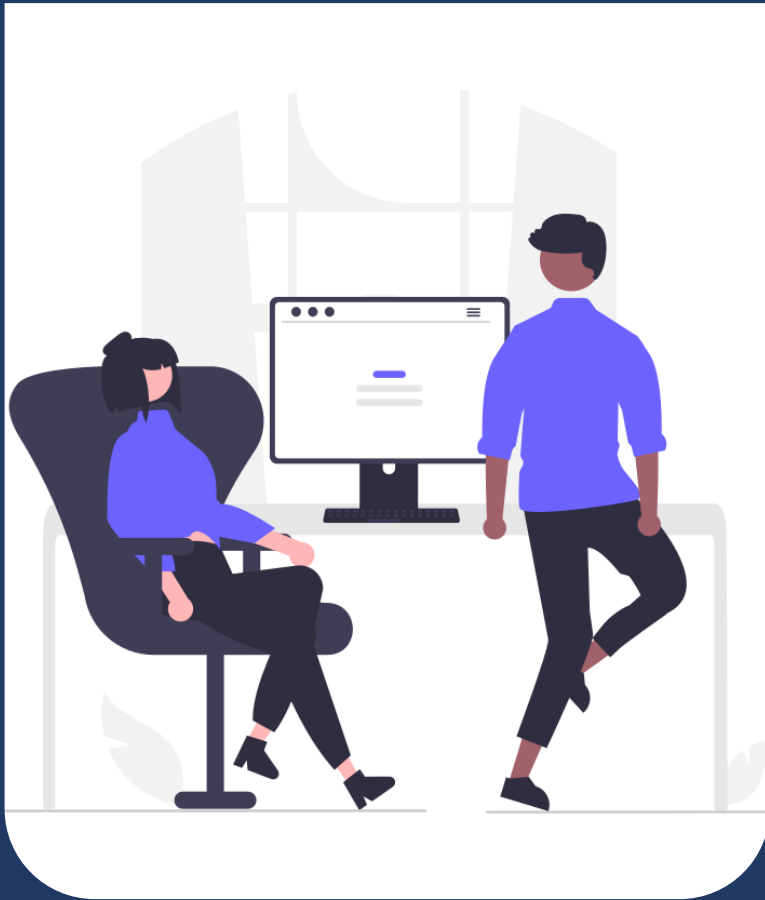
International  
Labour  
Organization



ILO/Japan  
Multi-bilateral  
Programme



KEMENTERIAN  
KETENAGAKERJAAN  
REPUBLIK INDONESIA



# PENGEMBANGAN **SOFT SKILL**

*dalam*

## Program Pemagangan

### PT. ARKANANTA APTA PRATISTA



[www.arka.co.id](http://www.arka.co.id)



Arkananta Apta Pratista



Arkananta Apta Pratista

# Salam Kenal

# ARKA



- @yuliyansuryo
- @yuliyansuryo
- yuliyansuryo@arka.co.id
- muliyonoyuliyangmail.com
- +6285250281250



[www.arka.co.id](http://www.arka.co.id)



Arkananta Apta Pratista



Arkananta Apta Pratista



## TOPIK BAHASAN

- 1 PRINSIP PENGEMBANGAN SOFT SKILL DI ARKA
- 2 STRATEGI PENGEMBANGAN SOFT SKILL DI ARKA
- 3 STRATEGI PEMANTAUAN SOFT SKILL DI ARKA

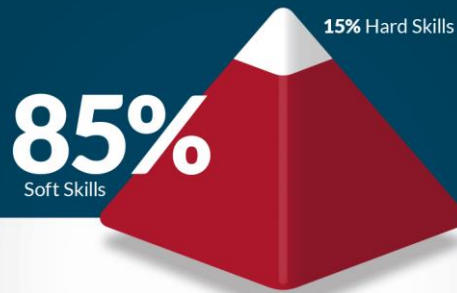


# The Soft Skills Disconnect

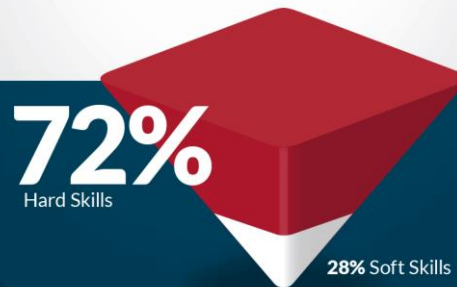
Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center, has all concluded that

**85% of job success comes from having well-developed soft skills and people skills,** while only 15% of job success comes from technical skills and knowledge (hard skills).

## NEEDS



In 2010 employers spent **\$171.5 billion** on employee training and **27.6%** of those training dollars was on soft skills.<sup>1</sup>



## ACTUAL DOLLARS SPENT



1. Green and McGILL, 2011, The state of the industry Report, American Society of Training and Development  
Design Copyright © 2013, National Soft Skills Association. All rights reserved throughout the world.

# ARKA

## SEKILAS FAKTA MENGENAI SOFT SKILL

Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center has all concluded that **85% of job success comes from having well-developed soft and people skills,** and only 15% of job success comes from technical skills and knowledge (hard skills).

*These statistics were extrapolated from A Study of Engineering Education, authored by Charles Riborg Mann and published in 1918 by the Carnegie Foundation. The cited figures come from the data on pages 106-107.*



[www.arka.co.id](http://www.arka.co.id)



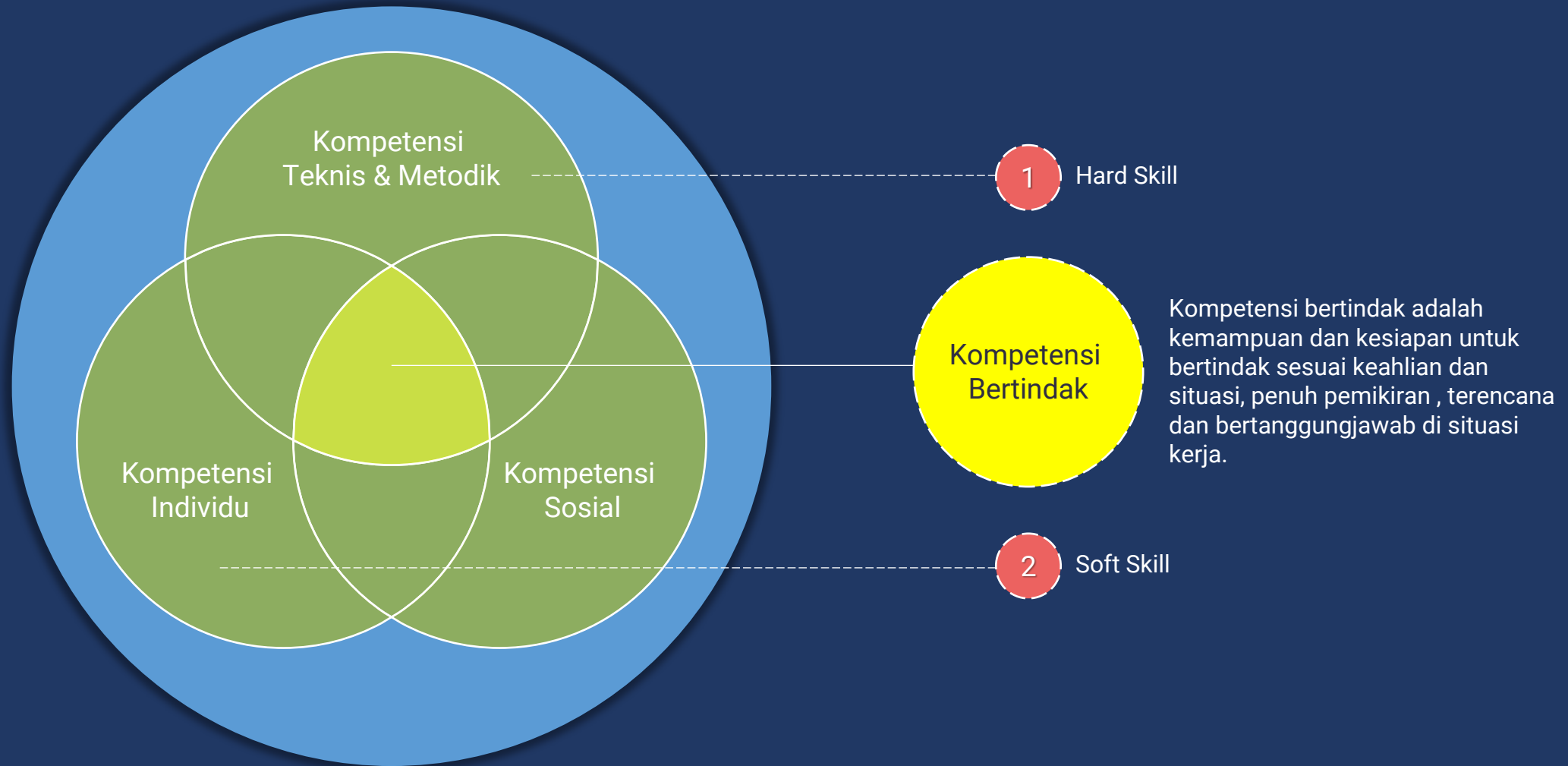
Arkananta Apta Pratista



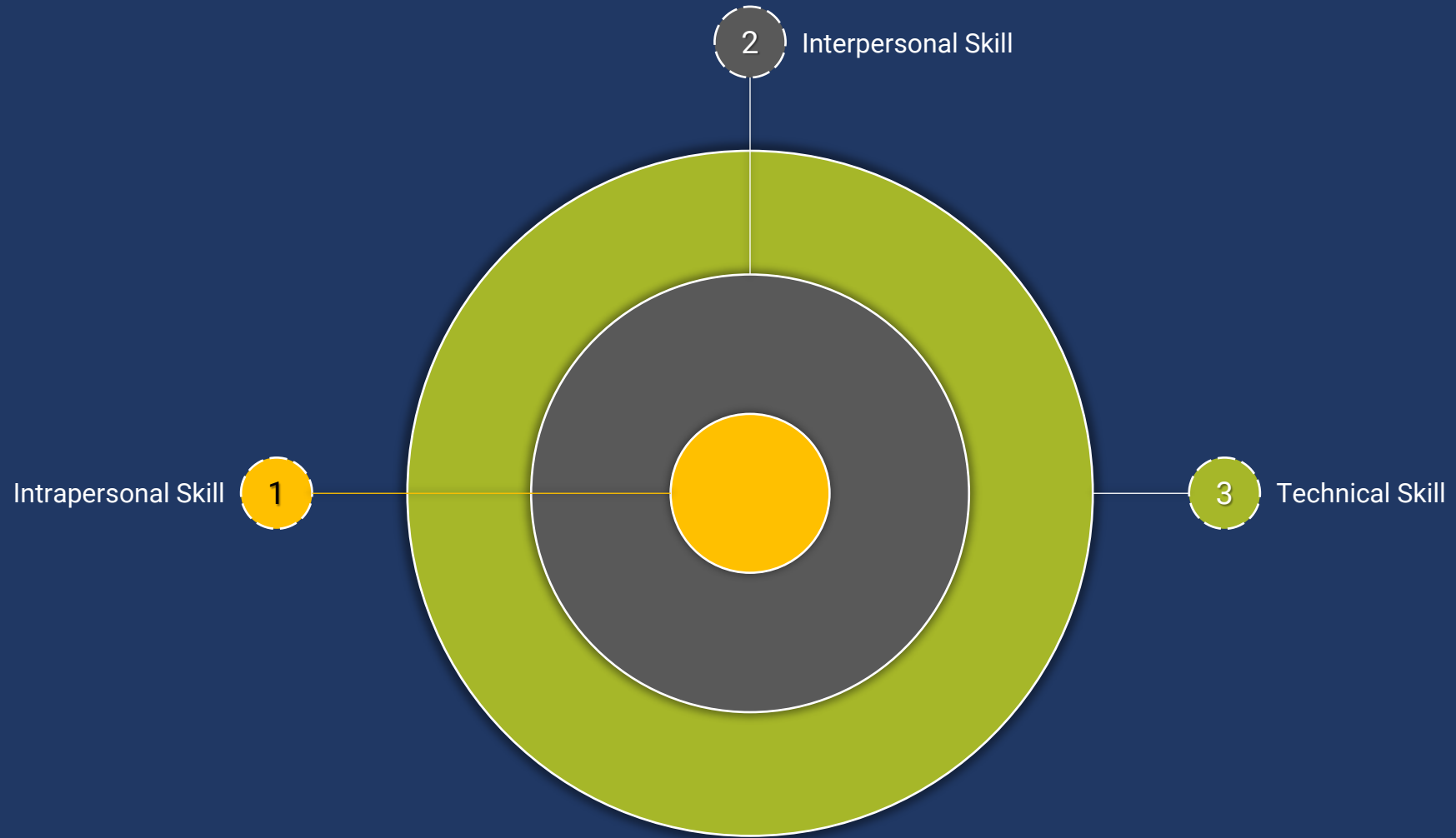
Arkananta Apta Pratista



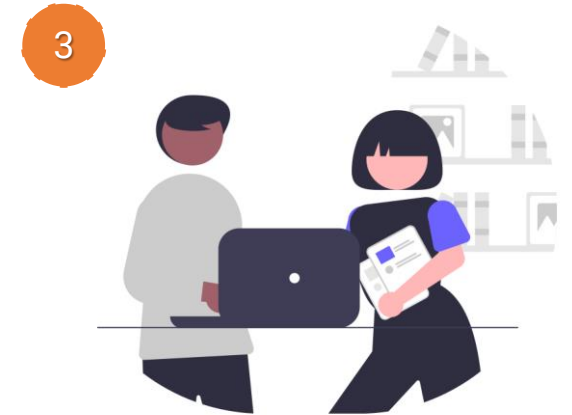
## PRINSIP PENGEMBANGAN KOMPETENSI DI ARKA











## Training

Bermain peran  
Simulasi  
Studi Kasus (diskusi)  
Permainan

## Project

## Mentoring





Menciptakan lingkungan kantor / kerja yang positif supaya proses pembelajaran / pengembangan kompetensi siswa magang optimal.

- Mentor Pemagangan
- Karyawan Senior
- Lingkungan Kantor

#### INDUKSI BUDAYA KERJA PERUSAHAAN

\*Memberikan Contoh/Figur Panutan Dalam Pengaplikasian Soft Skill



MENANAMKAN BUDAYA KERJA PERUSAHAAN

# TIGER



- TRUST
- INTEGRITY
- GROUP WORK
- EXCELLENCE
- RESPECT

# SPEED

- SAFETY
- PRODUCTIVITY
- EFFECTIVENESS & EFFICIENCY
- EMPOWERMENT OF RESOURCES
- DETERMINATION



## KEGIATAN PEMBELAJARAN



- Mengetahui
- Merasakan Manfaat
- Muncul kesadaran untuk bertindak



## BASIC LEADERSHIP



KONSEP DIRI (GOAL SETTING)

CORE VALUE

TIME MANAGEMENT

STRESS MANAGEMENT





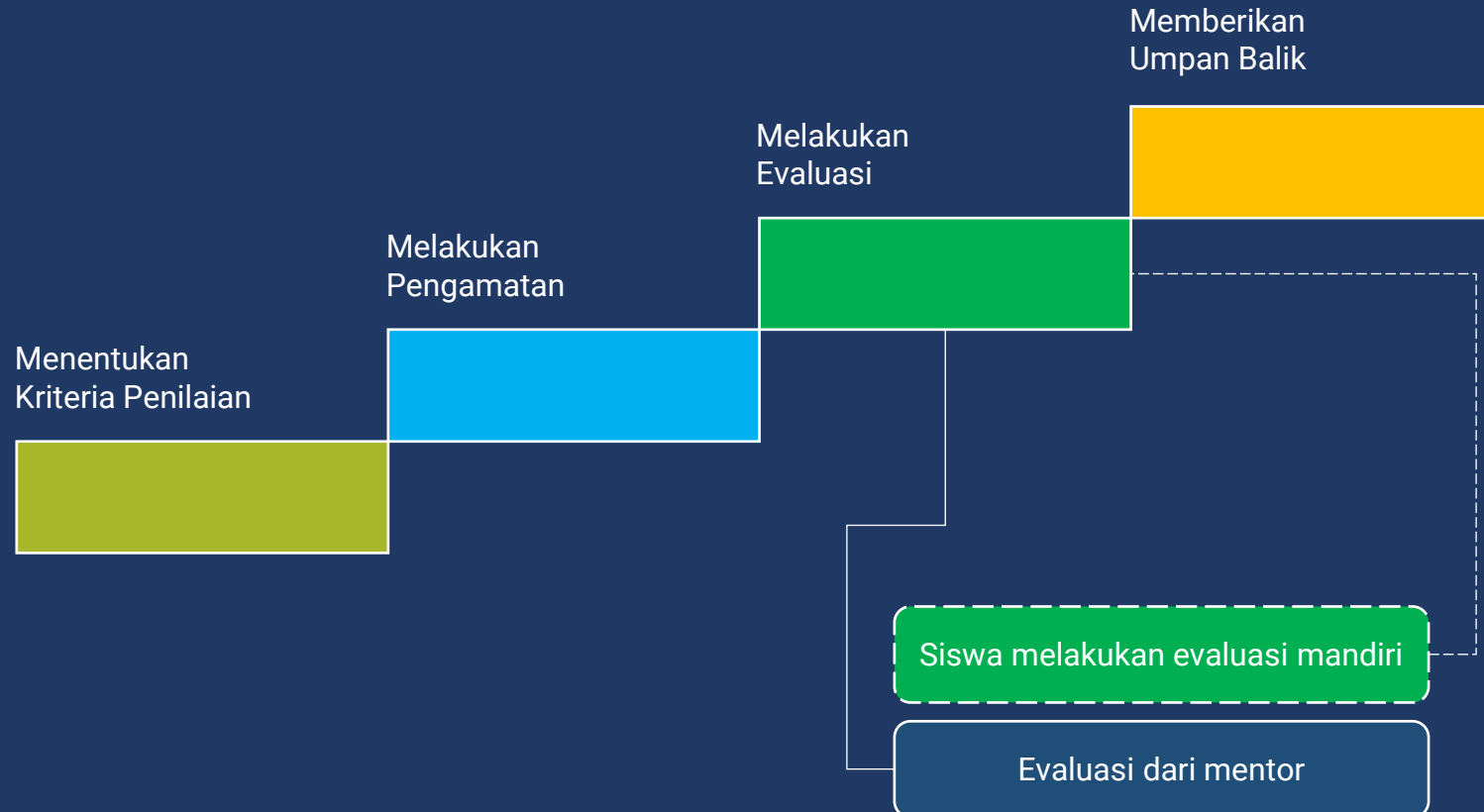
## PROJECT



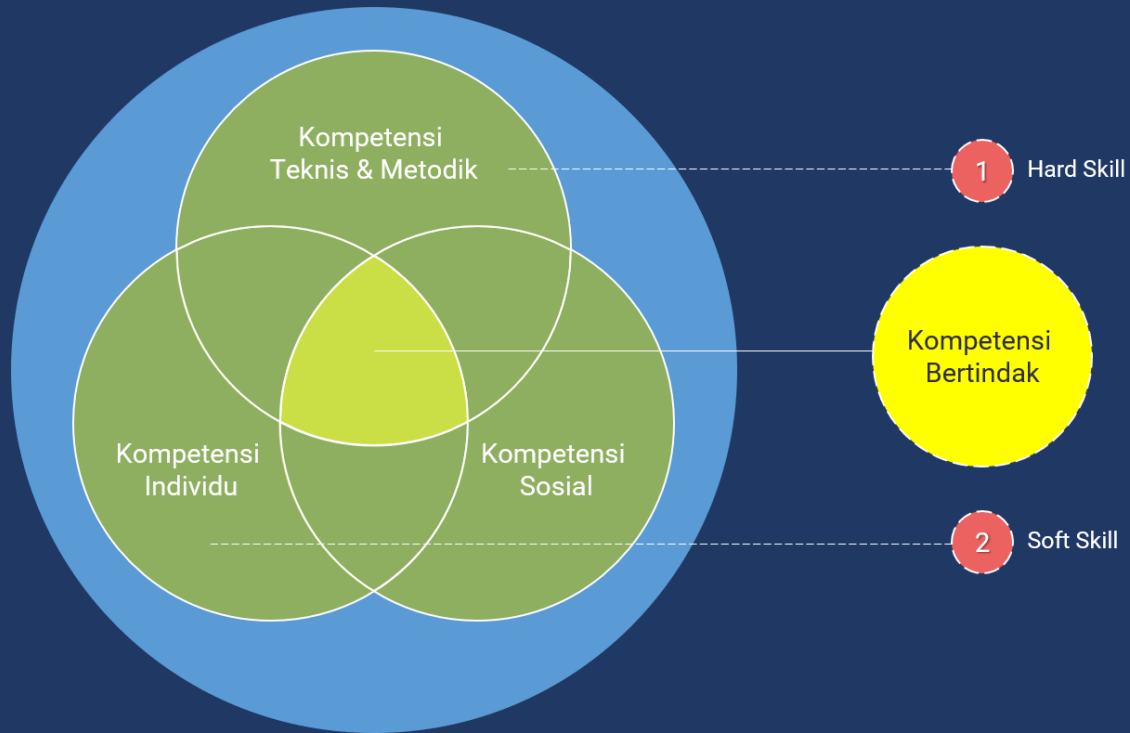
- Media implementasi soft skill
- Merasakan pengalaman sesungguhnya (bertemu/merasakan masalah/konflik)
- Merangsang kesadaran untuk melakukan tindakan perbaikan (resolusi masalah/konflik)

## PROGRAM BINTALSIK









MENETAPKAN TOLAK UKUR  
PENCAPAIAN

Menjelaskan target pencapaian kompetensi selama mengikuti program pemagangan (*termasuk di dalamnya kompetensi individu & kompetensi sosial*)



## KEGIATAN MONITORING & MENTORING



No.	Tanggal	Tugas/Topik Bimbingan/Pelatihan	Pencapaian		Catatan Mentor Pemagangan	
			K	BK	Komentar	Tandatangan
Catatan Senior Mentor/Koordinator Pemagangan					Tandatangan & Tanggal	



3 | TRUST. INTEGRITY. GROUP WORK. EXCELLENCE. RESPECT. SAFETY. PRODUCTIVITY. EFFECTIVENESS EFFICIENCY. EMPOWERMENT OF RESOURCES. DETERMINATION



www.arka.co.id



Arkananta Apta Pratista



Arkananta Apta Pratista

## KEGIATAN MONITORING & MENTORING



ATTENDANCE LIST				
NO	NAME	NIK	POSITION	SIGNATURE
1	Agus Adi Pratista	340300200117	IT	[Signature]
2	Satrio Rizki Pratista	340300200118	Marketing	[Signature]
3	Amelia Dega Cahyaningsih	340300200119	HR	[Signature]
4	Putra Rizki Pratista	340300200120	Marketing	[Signature]
5	M. Rizki Pratista	340300200121	Marketing	[Signature]
6	Putra Rizki Pratista	340300200122	Marketing	[Signature]
7	M. Rizki Pratista	340300200123	Marketing	[Signature]
8	Putra Rizki Pratista	340300200124	Marketing	[Signature]
9	M. Rizki Pratista	340300200125	Marketing	[Signature]
10	Putra Rizki Pratista	340300200126	Marketing	[Signature]
11	M. Rizki Pratista	340300200127	Marketing	[Signature]
12	Putra Rizki Pratista	340300200128	Marketing	[Signature]

No.	Tanggal	Tugas/Topik Bimbingan/Pelatihan	Pencapaian		Catatan Mentor Pemagangan	Tandatangan
			K	BK		
1	08/20	Print Voucher bank	✓			[Signature]
2	09/20	filling bank	✓			[Signature]
3	09/20	fotocopy edc	✓		Good, Sangat rapi ☺	[Signature]
4	09/20	meringumpukan bukti tran- saksi, warehouse dari gmail	✓			[Signature]
5	09/20	menyebutkan nomor tran- saksi di accurate		✓	masih ada nomor voucher yang belum sesuai	[Signature]
6	10/20	input tiket di accurate	✓			[Signature]
7	10/20	membuat sales order di accurate	✓			[Signature]

Catatan Senior Mentor/Koordinator Pemagangan

Tandatangan & Tanggal

TRUST, INTEGRITY, GROUP WORK, EXCELLENCE, RESPECT, SAFETY, PRODUCTIVITY, EFFECTIVENESS, EFFICIENCY, EMPOWERMENT OF RESOURCES, DETERMINATION

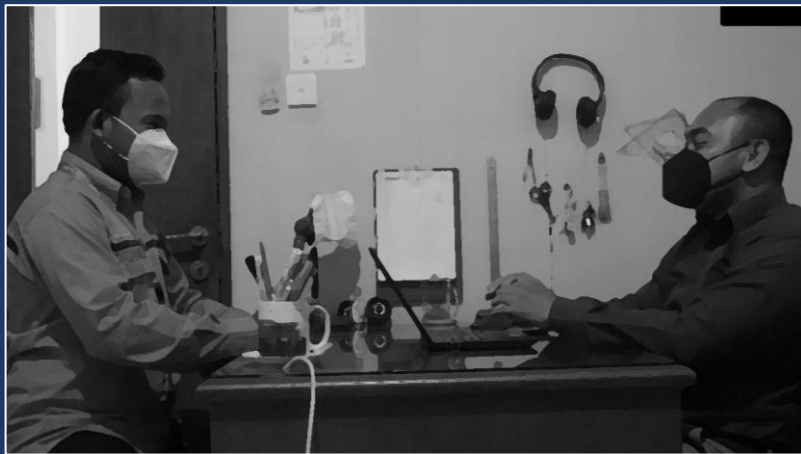
Review Pencapaian Magang

Pemberian Materi Soft Skill

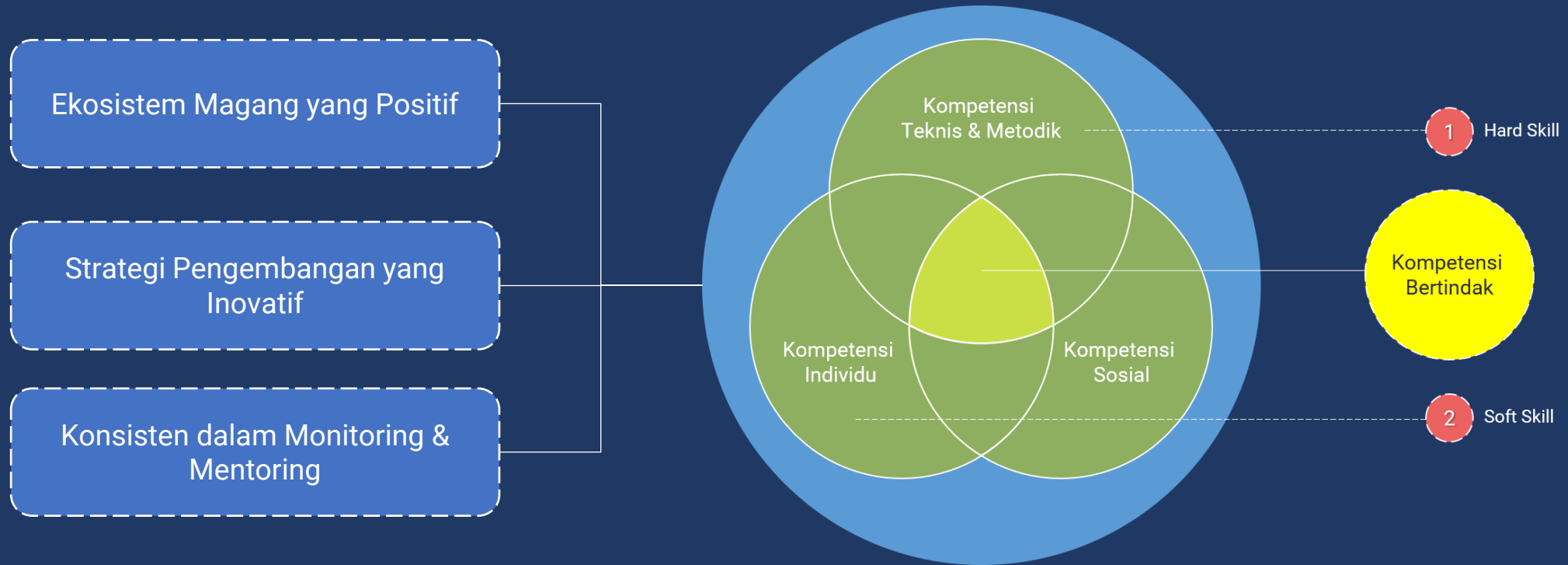
Sesi Konsultasi



## KEGIATAN MONITORING & MENTORING



## KESIMPULAN





*Terima kasih*



[www.arka.co.id](http://www.arka.co.id)



Arkananta Apta Pratista



Arkananta Apta Pratista