



## Work skills and Training as an Efforts to Improve Production

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### Abstract:

Training and skills are important factors that must be possessed by every employee. This research aims to describe the role of skills and training to increase production in the CV Berkah Saintek relatively low employee performance supported by research results. This research is a descriptive qualitative research, the subject of this study is the employee of CV Blessing Sainteks Data collection is done by observation, interview, and survey techniques. The validity of the data is done by triangulation of techniques and sources. Data analysis techniques using qualitative descriptive analysis techniques. The results showed that the training and skills carried out by CV Berkah Saintek were good enough, but needed improvement, and the addition of material. Training and skills can improve production results, because employees get enough training, if there is additional production.

**Keywords:** skills, training, production

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## INTRODUCTION

In the outline of the state's direction (GBHN) it is said, that human development means and efforts to develop human resources aimed at increasing human dignity, dignity and abilities as well as self-confidence. Labor development is a comprehensive effort in all sectors and regions and is aimed at expanding employment, improving quality and capability as well as protecting workers. Likewise, steps to develop and develop the workforce need to be improved in accordance with development needs, including through skills and training (Kartika, T. H. 2015)

Furthermore, the important thing in the world of the job market is the availability of skilled manpower and has broad insight in meeting the demands of existing job openings. Nowadays, the placement of workers in indirect employment guarantees that they will succeed in their work. New workers often feel uncertain about their roles and responsibilities. That is why a training is often held by an organization or company so that their workforce has a skill that is really needed by the organization or company.

But furthermore is whether the training that has been held has produced a workforce or human resources in accordance with what is expected and needed by the skills demands of an existing job. Apparently not necessarily too. This is more due to the fact that sometimes the training that is held is not right on target so it is also necessary to conduct a training of existing training so that what is the training objective can be achieved. Meanwhile the absolute need for skilled workers must be met in an era of competition for limited job openings. Even though we all know that the labor problem in Indonesia is a serious problem to be dealt with immediately considering that there are so many human resources owned by the Indonesian state, but unfortunately they are classified as human resources who are not skilled workers, so that in their work competition their position is always inferior to with workers from neighboring countries. From the problems above, we can describe the steps that could have been taken to be able to produce an educated and skilled workforce in accordance with the occupations they occupy. In fact some of the mainstay industry sectors have reduced labor and training and skills. This makes, the industrial sector reduces production capacity. CV Blessing Saintek engaged in contracting and procurement of book printing, trying to increase production. The contracting sector can be said to be a rising sector. There are many project offers, but due to limited staff and skilled personnel, CV Berkah Saintek cannot accept all the offered projects. This becomes a study and an object of research, so that it can become a study and research.

## **LITERATURE REVIEW**

### **a. Skills**

Skill comes from the word "skilled" which means capable, capable, and workmanlike. According to Iverson (2001) skills require training and basic abilities possessed by everyone in order to be more helpful in producing something more valuable more quickly

The term skilled is also interpreted as an act or task (amrulloh 2003: 3

With more and more new graduates filling the labor market, companies tend to look for prospective employees who have good skills and have work experience. Depending on the chosen career sector and profession, so specific skills, abilities and knowledge are needed to do the job. But in general, there are some skills needed in the world of work today.

1. Commercial awareness, which has an instinct or business soul.
2. Communication both verbally or in writing.
3. Able to work in team greetings.
4. Negotiation and persuasion, which is able to realize the company's missions through reliable negotiation and persuasion techniques.
5. Problem solving, you must demonstrate the ability to take a logical and analytical approach to solving problems and handling a variety of issues.
6. Leadership, indirectly when you hold a high position, you must demonstrate your potential ability to motivate the team.
7. Organization, which is about the ability that you can set priorities, work effectively and productively, and manage your time well.
8. Motivation and Perseverance, in the world of work presents a lot of challenges and of course you need to show your leader that you are the one who will find a way out when the situation is urgent.
9. The ability to work under pressure, which is about staying calm in the face of a crisis.
10. Confidence, you need to show a confident attitude, but not arrogant. And you also need to have confidence in colleagues and companies where you work.

### **b. Training**

According to Hamalik (2005: 10), Training is a process that includes a series of actions that are carried out intentionally in the form of providing assistance to workers provided by training professionals in a unit of time aimed at improving the work ability of participants in certain

occupations in order to increase effectiveness and productivity in an organization. According to Rivai (2004: 324), training indicators include the materials needed, the methods used, the ability of the training instructor, training facilities and facilities, and trainees. Training according to Sikula (in Mangkunegara, 2009: 50) is a short-term educational process that uses systematic and organized procedures, non-managerial employees learn technical knowledge and skills within limited objectives. Training is one way to meet the needs of employees in developing themselves. Training produces and enhances the knowledge, skills, and other characteristics needed by employees to do work and realize organizational goals. Employee training is seen as a medium to increase the knowledge of the skills and expertise of its employees. This makes training seen as a human investment. The training is not enough just once, but it is carried out continuously and in accordance with the needs of employees to work professionally. The aim is to increase their horizons and broaden their perspective, and to be stable in processing their knowledge and expertise. Opportunities to develop a career will be wide open if employees improve their knowledge, abilities, skills and other characteristics. The benefits of training are numerous, but not all employees have this perception. According to Krech (in Thoha, 2012: 46) perception is a cognitive process experienced by everyone in understanding their environment, so that perception is closely related to cognitive processes such as memory and thinking. An effort that can be made to support the effectiveness of training,

It is worth noting the opinion of Schuler et al, as described by Irianto (2001: 42) about important factors that need to be considered in organizing training and development programs. Education and training are two things that are almost the same purpose and implementation, but the scope of which distinguishes the characteristics of the two activities. Training is a task to improve the knowledge, understanding or attitude of the workforce. Whereas education is related to increasing general knowledge and understanding of the entire work environment. In addition, education is related to answering How (how) and Why (why), and usually education is more related to work theory. At the same time that education is an endeavor for develop the thinking ability of a workforce. While training is education in the strict sense, especially with instructions, special assignments and discipline.

Improving product quality and the number of products produced can be done in several ways, for example by providing training and feedback from employees, providing counseling by providing feedback (Barling, et al, 2010, in Syafiq, 2012) ., Training is an intervention method given to leaders that aims to be a role model for their subordinates, able to be a source of inspiration for their subordinates, can help their subordinates to see the world with a different perspective and be able to diagnose, fulfill, and increase the needs of each employee so as to help subordinates overcome every problem there is. Based on the description of the above problems, efforts to increase organizational commitment can be done by providing transformational leadership training. One study conducted by Tarmizi (2008) proved that training can increase employee job satisfaction commitments.

Training consists of several types, training or training of human resources will better enable employees to:

1. Develop work competence.
2. Knowing new skills.
3. Learn new innovations that are directly related to their work.
4. Improve discipline.
5. Increase productivity.
6. Improve work ethic.

Thus HR Training can be an appropriate means for employees to gain new knowledge and more useful for companies in increasing employee productivity and work ethics. HR training itself has been divided into several types. There are at least five types of training or training that are usually held by companies both private and state-owned companies, including:

### c. Skill Training.

Skill training or better known as skill training is one type of training that is usually held with the aim that participants are able to master a new skill or skill related to their own work. The more expertise taught in training will usually be given to employees who have been deemed not to have mastered or lack value in a particular skill. As an example of training skills for example is management training or leadership training.

Research conducted by Lolowang, M. G., Adolfini, A., & Lumintang, G. in 2016 entitled "The Effect of Training and Human Resource Development on Employee Performance at Pt. Berlian Kharisma Pasifik Manado" shows that HR training partially has a positive and significant effect on employee performance at PT. Diamond Kharisma Manado. HR training is a variable whose influence on employee performance, human resource development partially has a positive and significant effect on employee performance.

## **RESEARCH METHODS**

In this study, the object of research on employees of CV Berkah Saintek sualeman Bedahan Depok West Java. This research was conducted for 3 months, from September 2019 to December 2019. The research method used qualitative methods. Research is a qualitative case study.

## **RESULT AND DISCUSSION**

The CV Berkah Saintek is a company that has several businesses. The draft is moving in the field of brick making and paving blocks. The capacity of producing more herbal medicines per day reaches 150 bottles. There are 13 employees, consisting of 2 foremen, 9 operators and 1 production manager who reports directly to the director. For new employees, orientation at the beginning of coming to work is very important to direct themselves in adapting and doing work. While training programs can encourage employees to hone their abilities in achieving company goals and strategies. CV Berkah saintek issued a special budget to improve the skills of the best talent. As it is now, increasing the skills provided by the company is one of the determining factors for employee engagement in the company. The reason is, for the Millennials the higher the challenges and the more opportunities given by the company to cultivate the ability of employees, will further increase the involvement of Millennials employees in the company. Training programs for new employees as follows:

A. The work orientation period is 3 days

At this stage, employees are introduced to the concepts of work, production and targets. Employees must be able to adapt to various conditions, including overtime and target ignition.

B. Trial period of work for 3 months, material provided by HRD

Employees are given training including:

This type of training is usually carried out by the HRD (Human Resource Development) team who will inform about:

1. Company vision and mission
2. Company culture
3. Organizational structure
4. Administrative procedures (absent, permission, email creation, etc.)
5. Company policy
6. Company and other objectives

After the employee passes the trial period, the employee is given a full allowance and is given standard rules that have been mutually agreed upon.

Employees are given basic skills such as:

1. Negotiation
2. Think critically
3. Teamwork

#### 4. Confidence

Researchers interviewed employees who had worked for 2 years, the question "whether the training and skills that have been implemented have been maximized?" The employee explained that the training was very beneficial for employees, with good training and skills and "up to date" employees could keep abreast of the times and change the rules and products to be produced. This was justified by the deputy manager, Bp Andi, who said that training schedules and skills must be carried out, and done in accordance with the leader's instructions and instructions

### CONCLUSION

Based on the description of the results of the research and discussion that has been stated, the researcher can draw conclusions as follows:

1. After interviewing several respondents, it can be said that CV Blessings Have a well planned training and skills program.
2. The existence of a solid team, especially the personnel team, can accommodate between the desire of leaders and employees in disseminating training programs and employee skills, so that production increases, although not yet significant, as a advise, the writer suggest to evaluate the training program and add English training in this institution, and English is part of the demands of the global era (Widiyanto,S. and friend. 2020)

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