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PERFORMANCE ANALYSIS OF EMPLOYEES THROUGH TRAINING AND DEVELOPMENT AT LOCAL DISASTER MANAGEMENT OFFICES (KPBD) INDRAGIRI HULU DISTRICT

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ABSTRACT

Government agencies need employees who have high job performance in order to achieve the desired goals. One aspect that can support the success of employees in achieving work success is through training and development. Likewise, employees do to improve their performance at work. To carry out the Main Tasks and Functions within the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency, it is supported by 95 employees consisting of 44 civil servants and 51 temporary workers. In this study, the authors used quantitative and qualitative description analysis methods. Quantitative is a way to emphasize the aspect of deep understanding of a problem. The results of the research need to conduct a performance analysis, training and development by agency leaders at the Regional Disaster Management Office (KPBD) Indragiri Hulu Regency. In order to improve performance, skills and skills according to the agency's objectives. Researchers hope that the KPBD of Indragiri Hulu Regency must prepare and complete the equipment for every training and development held at this time.

Keywords: Performance Analysis, Training, Development.

INTRODUCTION

Employees are one of the most important human resources in a government agency, who carry out every job, both in offices as administration and field employees. At this time, training and development of the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency is needed.

A government agency requires employees who have high job performance in order to achieve the desired goals. One aspect that can support the success of employees in achieving work success is through training and development, because placing employees in direct work does not guarantee they will succeed. Considering that the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency is one of the government agencies. This agency aims to help the Indragiri Hulu district to overcome natural disaster problems, such as floods, earthquakes, fires and the current Covid-19 problems that are happening in the community.

Besides that, the human resources owned by the regional disaster management agency in Indragiri Hulu Regency must have the ability to carry out their duties and responsibilities in the field, therefore there must be an increase in employee performance through training and development.

Training and development in this context is a vehicle or media to increase enthusiasm and boost performance in line with performance standards set by the agency. Because the training is done as a solution to the problems of individual performance and organizational performance. Performance is one of the most important keys for organizations or government agencies, because each agency cannot experience improvement only from the efforts of one or two people but from the entire effort of the agency's employees. Organizations that can produce good performance are certainly inseparable from the performance results achieved by their employees.

Problem Formula

How is the analysis of performance, training and development in employee performance at the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency?

Research purposes

To find out the analysis, role, training and development in employee performance at the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency?

Research Urgency

With this research, it is hoped that it can add to the treasury of knowledge for the educational academic community, especially regarding improving the performance of the employees of the Indragiri School of Economics (STIE-I) Rengat, through training and development. as additional information and comparison material for other researchers who are also researching on human resource management. And for institutions, the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.

LITERATURE REVIEW

According to Simanjuntak in Widodo (2015: 131), performance is the level of achievement of results on the implementation of certain tasks. Simanjuntak also defines individual performance as the level of achievement of one's work results from targets to be achieved or tasks to be carried out within a certain period of time. Performance (work achievement) is the result of work in quality and quantity achieved by an employee in carrying out his duties in accordance with the responsibilities given to him (Mangkuprawira: 2017).

There are six indicators to measure employee performance individually (Bernadin in Nursasongko, 2012:22), namely:

- a. Quality Work quality is measured by employees' perceptions of the quality of the work produced and the perfection of tasks on the skills and abilities of employees.
- b. Quantity is the quantity produced, expressed in terms such as the number of units, the number of cycles of activity completed.
- c. Timeliness is the level of activity completed at the beginning of the stated time, seen from the point of coordination with the output results and maximizing the time available for other activities.

- d. Effectiveness is the extent to which the use of organizational resources (manpower, money, technology, raw materials) is maximized with the aim of increasing the results of each unit in the use of resources.
- e. Independence is the level of an employee who will be able to carry out his work functions without asking for help, guidance from other people or supervisors
- f. Work commitment is a level where employees have a commitment to work with the agency and employee responsibilities to the office.

Training is a series of activities designed to improve one's skills, knowledge, experience or attitude change (Sinambela, 2017: 169). According to the Ministry of National Education (2019), training is a learning process that allows employees to carry out their current work according to standards. Training is a systematic process of changing the behavior of employees in a direction to improve the goals of national organizations (Hamali: 2016: 63).

“Training is a short-term educational process that uses systematic and organized procedures, non-managerial employees learn technical knowledge and skills for limited purposes. Development is a long-term educational process that uses systematic and organized procedures according to Ma'ruf Abdullah (2014).

According to (Triton, 2015: 87) training indicators such as;

- a. Goals are the first step to success and goals are the key to success.
- b. Goals are the expected results of a goal that is formulated in a measurable,
- c. A coach is someone whose job is to prepare physically and mentally for athletes and groups of athletes. Most of the coaches are former.
- d. Matter is any object or material that takes up space,
- e. HR training. is a systematic training that is directly implemented by all human resources in the wild.

According to Hasibuan (2016: 69), development is an effort to improve the technical, theoretical, conceptual and moral abilities of employees in accordance with the needs of the job/position through education and training. According to Widodo (2015:79), training and development are all efforts made to improve employee performance through increasing their abilities and knowledge by participating in training or learning. According to Bella in Hasibuan (2016: 70), training and development is a process of improving work skills, both technical and managerial.

According to Hasibuan (2016: 72), the types of development are grouped into two namely:

- a. Informal development, namely employees on their own wishes and efforts train and develop themselves by studying literature books that have to do with their work or position.
- b. Formal development is that employees are assigned by the company to take part in education or training, both those carried out by the company for those carried out by educational or training institutions.

Development Indicators

According to Hasibuan (2010:83) suggests that there are several indicators of development that can be measured from the methods used, including: 1). Employee work performance 2). Employee discipline 3). Employee absenteeism 4) The level of production damage 5). Employee

accident rate 6) The rate of wastage of raw materials. 7) The level of cooperation 8) Initiative . 9) Incentive wage rates. 10) Leadership and decisions.

Data analysis method

In this study the authors use quantitative and qualitative description analysis methods. At the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency. Quantitative is a way of emphasizing the aspect of in-depth understanding of a problem. Data were obtained by means of observation, interviews, and also documentation studies to collect data, data processing or data analysis, preparing reports, and drawing conclusions from the data obtained

Data analysis technique

The data collection techniques used by the author in the study are:

1. Interview Techniques collect data by asking directly to the employees at the Regional Disaster Management Office (KPBD) Indragiri Hulu Regency. This method the author uses to find out about Employee Performance Analysis through training and development at the Regional Disaster Management Office (KPBD) Indragiri Hulu Regency.
2. Documentation technique by collecting data related to strategies for improving employee performance through training and development at the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.
3. Observation technique by directly observing the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.

Qualitative Data Analysis Techniques

According to Miles and Huberman (2014), there are three qualitative data analysis techniques, namely:

1. Data reduction is a form of analysis that sharpens, categorizes, directs, discards unnecessary and organizes data in such a way that final conclusions can be drawn. Reduction does not need to be interpreted as data quantification.
2. Data presentation is an activity when a set of information is compiled, thus giving the possibility of drawing conclusions. The form of presentation of qualitative data is in the form of narrative text (in the form of field notes), matrices, graphs, networks and charts.
3. Conclusion Drawing is the result of analysis that can be used to take action

Research Result

The result of the research is the process of arranging and grouping well about information on an activity based on facts through the efforts of the researcher's mind in processing and analyzing research objects or topics systematically and objectively to solve an existing problem.

Based on the results of research conducted by researchers in the field, the researchers found several findings regarding the data that researchers needed. In the research that the researchers conducted on the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency, there were 95 people. work as an employee. Researchers get data about the training and developments needed by researchers for analysis material, the researchers' efforts will describe one by one the findings that researchers find in the field. Based on the problems and research objectives that have been stated in chapter I, namely to find out how performance analysis through training and development of employee performance has been held so far.

According to Komaruddin, (2020), the notion of analysis is a thinking activity to decompose a whole into small components so that it can recognize the signs of components, the relationship of each component, and the function of each component in an integrated whole.

Table. Results from interviews from the Regional Disaster Management Office (KPBD) of Indragiri Hulu district.

No	Research Questions	KPBD's answer	Researcher Perception
1	Do you understand the Job Analysis of KPBD Employees in Indragiri Hulu Regency?.	Do not understand, because in the work analysis carried out by the leadership at the KPBD of Indragiri Hulu Regency.	In my opinion, there is a need for Performance Analysis training to be carried out by the leadership of the KPBD of Indragiri Hulu Regency, because every employee needs an understanding.
2	In your opinion, is training and development important for KPBD employees of Indragiri Hulu Regency?	According to you it is important, because training and development needs to be held in Indragiri Hulu Regency KPBD.	From my observations and analysis, training and development is very important because it is to improve the performance of KPBD employees in Indragiri Hulu Regency.
3	In your opinion, through training and development, can it really improve performance?	That's right, because it is to improve the Skills and Skills of the KPBD employees of Indargiri Hulu Regency.	Researchers Analyzing the need for training and development of KPBD employees in Indragiri Hulu Regency
4	Do you know about the KPBD Training Standards for Indragiri Hulu Regency?	Yes, the standard of training we carry out is in accordance with the procedures set by the existing KPBD.	From the observation that the Training and Development at the KPBD is now in accordance with the procedure.
5	In the training, did you use special equipment from the KPBD of Indragiri Hulu Regency?	In training and development we use existing equipment, and those that have been provided by the training implementation officer from the Office.	From my analysis, Firefighter Training, flood disaster management and Covid 19 handling are currently developing very rapidly from the KPBD of Indragiri Hulu Regency.
6	Did you in the training use complete equipment from the KPBD of Indargiri Hulu Regency?	That's right, because the training requires special and complete equipment at the KPBD of Indragiri Hulu Regency.	Agree, because every training must have special equipment at the KPBD of Indragiri Hulu Regency.
7	In your opinion, during the training, were there any obstacles you faced?	There are obstacles, because the completion of training is less than the KPBD of Indragiri Hulu Regency.	Researchers hope that the KPBD of Indragiri Hulu Regency must prepare and complete the equipment for every training and development held.
8	Has the KPBD been	Yes, because the KPBD of	From the observations of

	registered as a government agency for Indragiri Hulu Regency?	Indragiri Hulu Regency is part of the Indragiri Hulu Regency government.	researchers the KPBD of Indragiri Regency is currently in the Indragiri Hulu district government.
9	What kind of training does the KPBD of Indragiri Hulu Regency do?	There are several trainings and developments held by the KPBD of Indragiri Regency.	Researchers observed that there were several trainings and developments held by the KPBD of Indragiri Regency.
10	What are the Objectives and Benefits of Training and Development at the KPBD of Indragiri Hulu Regency?.	The goal is to improve employee performance and benefits to make it easier to handle every task in the field.	It is clear according to the research. The objectives and benefits are to improve employee performance at the KPBD of Indragiri district.
11	What preparations did you do before the training and development?	We prepare equipment for training, according to the instructions of the Leader	From the observations of the researchers, each trainer must prepare everything for the KPBD training and development equipment
12	What benefits did you feel in the training and development activities held by the KPBD of Indragiri Hulu Regency?	The benefits, yes, make it easier to carry out the duties and responsibilities as an employee at the KPBD of Indragiri Hulu Regency.	From the interviews, researchers got information about the many benefits of the training and development activities held by the KPBD of Indragiri Hulu Regency.

Source: Data from KPBD Indragiri Hulu Regency. 2021 year.

CONCLUSIONS

From the discussion and results of research conducted by researchers, it can be concluded that the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency still has to be improved in its Training and Development activities so that skills and abilities can improve employee performance which has been carried out, among others:

1. The Head of the Regional Disaster Management Office has not specifically provided complete equipment for training and development of employee activities.
2. The training system has not used job analysis according to their expertise in their respective fields, while what is currently being done is generally.
3. Limited equipment used in carrying out performance in the field, therefore employees of the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency must complete it as needed.
4. Human Resources at the Regional Disaster Management Office still need to be improved in order to achieve the goals of the Organization.

SUGGESTION

1. For researchers:
Adding research objects about training in order to add to the general knowledge that is depicted. Can be used as a reference for researchers on training and development, especially Human Resources.

2. For the government:
The government must hold a socialization about every activity that exists and pay attention to every part of the service in the government area of Indragiri Hulu Regency. In particular, the training activities held by the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.
3. For the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.
Further improving every training and development activity for its employees, in order to achieve maximum employee performance at the Regional Disaster Management Office (KPBD) of Indragiri Hulu Regency.

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