LAMPIRAN

UNIVERSITAS KATOLIK SOEGIJAPRANATA

LAMPIRAN A

DATA KASAR UJI PENELITIAN

TES KEMAMPUAN MANAJEMEN WAKTU

(PRETEST)

no	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Jumlah
Subyek 1	1	1	1	1	1	1	0	1	1	1	1	1	1	0	1	1	0	1	1	0	1	0	1	0	0	18
subyek 2	1	1	1	1	0	1	1	0	1	1	0	1	1	0	1	1	1	1	0	1	1	1	1	0	1	19
subyek 3	1	1	1	1	0	0	1	0	1	1	1	1	1	0	1	1	1	1	1	0	1	0	1	0	1	18
subyek 4	1	1	0	1	0	1	1	0	1	0	0	1	0	0	1	1	1	1	0	1	1	1	1	1	1	17
subyek 5	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	0	1	1	0	0	1	1	0	1	0	19
subyek 6	1	0	1	1	0	1	0	1	1	1	0	0	1	0	1	1	1	1	0	1	0	1	1	0	1	16

LAMPIRAN B

DATA KASAR UJI PENELITIAN

TES KEMAMPUAN MANAJEMEN WAKTU

(POSTTEST)

no	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	Jumlah
Subyek 1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	23
subyek 2	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	0	1	1	0	1	1	1	0	1	1	21
subyek 3	1	0	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	0	0	1	1	1	21
subyek 4	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	0	1	0	1	1	1	1	1	22
subyek 5	1	1	1	1	0	1	1	1	1	1	0	1	1	1	1	1	0	1	1	1	1	1	0	1	1	21
subyek 6	1	1	0	1	1	1	0	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	22

LAMPIRAN C

UJI VALIDITAS DAN RELIABILITAS

TES KEMAMPUAN MANAJEMEN WAKTU

Reliability

Case Processing Summary

		N	%
Cases	Valid	6	100.0
	Excluded[a]	0	.0
	Total	6	100.0

a. Listwise deletion based on all variables in the procedure.

Reliability Statistics

Cronbach's Alpha	Cronbach's Alpha Based on Standardized Items	N of Items
.994	.994	25

Item Statistics

	Mean	Std. Deviation	N
b1	.6667	.51640	6
b2	.5000	.54772	6
b3	.6667	.51640	6
b4	.5000	.54772	6
b5	.6667	.51640	6
b6	.6667	.51640	6
b7	.6667	.51640	6
b8	.5000	.54772	6
b9	.6667	.51640	6
b10	.6667	.51640	6
b11	.6667	.51640	6
b12	.6667	.51640	6
b13	.6667	.51640	6
b14	.5000	.54772	6
b15	.6667	.51640	6
b16	.6667	.51640	6
b17	.5000	.54772	6
b18	.6667	.51640	6
b19	.6667	.51640	6
b20	.5000	.54772	6
b21	.6667	.51640	6
b22	.5000	.54772	6
b23	.6667	.51640	6
b24	.5000	.54772	6
b25	.6667	.51640	6

LAMPIRAN D

HASIL ANALISIS DATA

NPar Tests

Descriptive Statistics

	N	Mean	Std. Deviation	Minimum	Maximum
Pre Test	6	17.8333	1.16905	16.00	19.00
Post Test	6	21.6667	.81650	21.00	23.00

Wilcoxon Signed Ranks Test

Ranks

		N	Mean Rank	Sum of Ranks
Post Test - Pre Test	Negative Ranks	0[a]	.00	.00
	Positive Ranks	6[b]	3.50	21.00
	Ties	0[c]		
	Total	6		

a. Post Test < Pre Test

b. Post Test > Pre Test

c. Post Test = Pre Test

Test Statistics[b]

	Post Test - Pre Test
Z	-2.214[a]
Asymp. Sig. (2-tailed)	.027

a. Based on negative ranks.

b. Wilcoxon Signed Ranks Test

NPar Tests

Descriptive Statistics

	N	Mean	Std. Deviation	Minimum	Maximum
Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)	6	3.3333	1.03280	2.00	5.00
Pre Test (Aspek Menetapkan Sasaran)	6	3.5000	.83666	2.00	4.00
Pre Test (Menetapkan Prioritas)	6	3.1667	.98319	2.00	4.00
Pre Test (Melakukan komunikasi yang efektif)	6	3.8333	.75277	3.00	5.00
Pre Test (Menghindari Penundaan)	6	4.0000	.89443	3.00	5.00
Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)	6	4.3333	.81650	3.00	5.00
Post Test (Aspek Menetapkan Sasaran)	6	4.1667	.98319	3.00	5.00
Post Test (Menetapkan Prioritas)	6	4.3333	.51640	4.00	5.00
Post Test (Melakukan komunikasi yang efektif)	6	4.3333	.81650	3.00	5.00
Post Test (Menghindari Penundaan)	6	4.5000	.54772	4.00	5.00

Wilcoxon Signed Ranks Test

Ranks

		N	Mean Rank	Sum of Ranks
Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu) - Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)	Negative Ranks	0[a]	.00	.00
	Positive Ranks	3[b]	2.00	6.00
	Ties	3[c]		
	Total	6		
Post Test (Aspek Menetapkan Sasaran) - Pre Test (Aspek Menetapkan Sasaran)	Negative Ranks	2[d]	2.50	5.00
	Positive Ranks	4[e]	4.00	16.00
	Ties	0[f]		
	Total	6		
Post Test (Menetapkan Prioritas) - Pre Test (Menetapkan Prioritas)	Negative Ranks	0[g]	.00	.00
	Positive Ranks	4[h]	2.50	10.00
	Ties	2[i]		
	Total	6		
Post Test (Melakukan komunikasi yang efektif) - Pre Test (Melakukan komunikasi yang efektif)	Negative Ranks	1[j]	2.00	2.00
	Positive Ranks	3[k]	2.67	8.00
	Ties	2[l]		
	Total	6		
Post Test (Menghindari Penundaan) - Pre Test (Menghindari Penundaan)	Negative Ranks	1[m]	2.00	2.00
	Positive Ranks	3[n]	2.67	8.00
	Ties	2[o]		
	Total	6		

a. Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu) < Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)

b. Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu) > Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)

c. Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu) = Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)

d. Post Test (Aspek Menetapkan Sasaran) < Pre Test (Aspek Menetapkan Sasaran)

e. Post Test (Aspek Menetapkan Sasaran) > Pre Test (Aspek Menetapkan Sasaran)

f. Post Test (Aspek Menetapkan Sasaran) = Pre Test (Aspek Menetapkan Sasaran)

g. Post Test (Menetapkan Prioritas) < Pre Test (Menetapkan Prioritas)

h. Post Test (Menetapkan Prioritas) > Pre Test (Menetapkan Prioritas)

i. Post Test (Menetapkan Prioritas) = Pre Test (Menetapkan Prioritas)

j. Post Test (Melakukan komunikasi yang efektif) < Pre Test (Melakukan komunikasi yang efektif)

k. Post Test (Melakukan komunikasi yang efektif) > Pre Test (Melakukan komunikasi yang efektif)

l. Post Test (Melakukan komunikasi yang efektif) = Pre Test (Melakukan komunikasi yang efektif)

m. Post Test (Menghindari Penundaan) < Pre Test (Menghindari Penundaan)

n. Post Test (Menghindari Penundaan) > Pre Test (Menghindari Penundaan)

o. Post Test (Menghindari Penundaan) = Pre Test (Menghindari Penundaan)

Test Statistics[b]

	Post Test (Aspek Menghindari Kebiasaan Pemborosan Waktu) - Pre Test (Aspek Menghindari Kebiasaan Pemborosan Waktu)	Post Test (Aspek Menetapkan Sasaran) - Pre Test (Aspek Menetapkan Sasaran)
Z	-1.604[a]	-1.190[a]
Asymp. Sig. (2-tailed)	.109	.234

Test Statistics[b]

	Post Test (Menetapkan Prioritas) - Pre Test (Menetapkan Prioritas)	Post Test (Melakukan komunikasi yang efektif) - Pre Test (Melakukan komunikasi yang efektif)	Post Test (Menghindari Penundaan) - Pre Test (Menghindari Penundaan)
Z	-1.841[a]	-1.134[a]	-1.134[a]
Asymp. Sig. (2-tailed)	.066	.257	.257

a. Based on negative ranks.

b. Wilcoxon Signed Ranks Test

LAMPIRAN E

ALAT UKUR PENELITIAN

TES KEMAMPUAN MANAJEMEN WAKTU

UNIVERSITAS KATOLIK SOEGIJAPRANATA

PETUNJUK PENGISIAN

Di halaman selanjutnya ada beberapa pernyataan yang akan anda isi, sebelum mengisi pernyataan-pernyataan tersebut anda dimohon untuk memperhatikan beberapa hal berikut :

1. Bacalah masing-masing pernyataan dengan teliti dan isi tes dengan sejujur-jujurnya sesuai dengan keadaan anda
2. Dalam tes ini tidak ada jawaban yang salah, jadi tidak perlu takut untuk mengisi tes ini sesuai dengan keadaan anda
3. Anda dapat memilih salah satu dari dua (2) pilihan jawaban yang tersedia dengan memberikan tanda centang (√) pada pilihan jawaban anda.

   Adapun alternatif jawaban adalah sebagai berikut :

   Ya : jika keadaan anda "sesuai" dengan pernyataan tersebut

   Tidak : jika keadaan anda "tidak sesuai" dengan pernyataan tersebut
4. Bila anda ingin mengganti jawaban, berilah tanda sama dengan (=) pada jawaban yang salah, kemudian berilah tanda centang pada jawaban yang menurut anda paling sesuai
5. Semua jawaban akan dijaga kerahasiaannya dan hanya untuk kepentingan ilmiah
6. Setelah selesai mengerjakan periksalah kembali apakah ada pernyataan yang terlewati

SELAMAT MENGERJAKAN DAN TERIMAKASIH ATAS PARTISIPASINYA

NO	PERTANYAAN	YA	TIDAK
1.	Apakah anda yakin dengan tujuan pekerjaan utama .		
2.	Apakah anda menghabiskan banyak waktu daripada melakukan pekerjaan-pekerjaan rutin		
3.	Apakah anda mengerti dengan jelas jumlah waktu yang anda gunakan pada bidang-bidang yang berlainan dari kehidupan anda sehari-hari.		
4.	Apakah anda merasa cemas atau khawatir dengan pekerjaan yang diselesaikan		
5.	Apakah anda mengetahui semua yang ingin anda lakukan dalam waktu satu tahun dan dalam tiga sampai lima tahun ke depan.		
6.	Apakah anda selalu berkata "ya" untuk pekerjaan tambahan, bahkan di saat beban kerja anda penuh		
7.	Apakah anda merasa mudah mengidentifikasi tugas-tugas yang paling penting		
8.	Apakah anda menunda kegiatan hiburan demi pekerjaan		
9.	Apakah anda merasa punya cukup waktu untuk anda habiskan dalam memikirkan hal-hal penting dan merencanakan banyak pekerjaan		
10.	Apakah anda lebih suka melakukan sendiri pekerjaan anda daripada memberikan pekerjaannya kepada orang lain.		
11.	Apakah anda mengetahui bahwa sesungguhnya terlalu banyak pekerjaan yang harus dilakukan		
12.	Apakah anda sering membawa pekerjaan ke rumah atau bekerja di kantor sampai malam untuk menyelesaikan sesuatu		

13.	Apakah anda melihat delegasi sebagai bagian penting dari peran anda		
14.	Apakah tidak mungkin bagi anda untuk menyelesaikan semua pekerjaan anda dalam sehari		
15.	Apakah anda merencanakan tentang apa dan bagaimana mendelegasikan dengan baik sebelumnya		
16.	Apakah anda sering terlambat untuk memenuhi janji		
17.	Apakah anda ingin melatih dan mendukung orang lain sementara mereka belajar mengerjakan tugas yang telah anda delegasikan		
18.	Apakah anda sering menunda pekerjaan sampai besok		
19.	Apakah anda selalu mengetahui bahwa anda punya waktu luang untuk mengisi pekerjaan tambahan		
20.	Apakah anda menemui kesulitan untuk mengakhiri percakapan		
21.	Apakah anda mempunyai bahan bacaan yang mendukung pekerjaan anda		
22.	Apakah anda membiarkan orang-orang (atau panggilan telepon) menginterupsi anda setiap saat		
23.	Apakah anda merasa bahwa rapat-rapat sering membuang-buang waktu anda		
24.	Apakah anda memakai formulir-formulir untuk tugas rutin anda		
25.	Rencana harian dapat terlaksana dengan baik setiap harinya		

LAMPIRAN F

PERLENGKAPAN PENELITIAN

UNIVERSITAS KATOLIK SOEGIJAPRANATA

LAMPIRAN F-1

DAFTAR PESERTA

PELATIHAN MANAJEMEN WAKTU

GRAND *Candi* HOTEL

TRAINING ATTENDANT RECORD

Date : 22 Februari 2007

Topic : Time Management training

Trained by : Anna.

Venue :

NO	NAME	POSITION	DEPARTMENT	SIGN
1	Dhina A	FBS	FB	
2	Ekarini Aya	FOs	FO	
3	FNNY	HR OFF	HRD	
4	DEWI WOULTA SARI	GC.	A&G FINANCE	
5	AGNES DEWI W	SM Sec	SM	
6	C. Niken Setyowati	Eng Admin	Engineering	
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UNIVERSITAS KATOLIK SOEGIJAPRANATA

GRAND *Candi* HOTEL

TRAINING ATTENDANT RECORD

DATE : 23 / 2 / 07

TOPIC : Time Management Training

TRAINER : .....

NO	TRAINING SUBJECT	TRAINED BY	SIGN	DATE
1	AGNES DEWI W			
2	ENNY			
3	Ayu			
4	Dhing			
5	C. Niken Setyowati			
6	DEWI NOVITA SARI			
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UNIVERSITAS KATOLIK SOEGIJAPRANATA

GRAND *Candi* HOTEL

TRAINING ATTENDANT RECORD

Date : 28 FEBRUARI 2007

Topic : .....

Trained by : .....

Venue : .....

NO	NAME	POSITION	DEPARTMENT	SIGN
1	Niken	Eng. Sec	Eng	
2	Dhina.	FB Sec.	FB	
3	AGNES DEWI W	Sales Sec	S&M	
4	Ayu	FOS	FO	
5	DEWI NOVITA SARI	GENERAL CASHIER	A&G FINANCE	
6	ENNY	HR. DEFC	HRD	
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GRAND Candi HOTEL

TRAINING ATTENDANT RECORD

Date : 03 Maret 2007

Topic : Managemen Waktu

Trained by : .....

Venue : .....

NO	NAME	POSITION	DEPARTMENT	SIGN
1	Niken	Eng = Sec	Eng	
2	Dewi Novita Sari	General cashier	Ass G Finance	
3	Dhuna	FBS	FB	
4	Enny	HR OFFC	HRD	
5	Dinis	SM secretary	SM	
6	Ayu	FOS	FO	
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LAMPIRAN F-2

JOB DESCRIPTION

UNIVERSITAS KATOLIK SOEGIJAPRANATA

HOTEL GRAND CANDI SEMARANG
POLICIES AND PROCEDURES

Department	: HUMAN RESOURCES	Page : 1/1
Code	: 04/JB – HRD/04	Date :
Approved by GM	:	Revision :
Subject	: **HUMAN RESOURCES OFFICER JOB DESCRIPTION**	

ORGANIZATION STRUCTURE

REPORTS TO : PERSONNEL & TRAINING MANAGER
THIS JOB : HUMAN RESOURCES OFFICER
DIRECT SUBORDINATE : -

JOB SCOPE

To ensure that all the Human Resources aspects are in the smooth and efficient running condition by monitoring that all policies & procedures outlined in the operation manuals are strictly adhered to and all administration works are done accordingly.

PRIMARY RESPONSIBILITY

1. To ensure that all in house rules & regulations are adhered to.
2. To assist Personnel and Training Manager by screening candidates for employment.
3. To administer all work permits where applicable.
4. To coordinate the administration of the employee performance appraisal system and succession planning.
5. To be responsible for the administration of employees benefit and salaries.
6. To assist with the annual salary and benefits survey.
7. To Personnel & Training Manager with the compilation and implementation of the following employee communications:
   - Employee Handbook
   - Employee Notice Boards
   - Employee Meetings
8. To type, take minutes and dictation draft letters, handle telephone calls, file and trace correspondence.
9. To assist with the preparation of the personnel budget and yearly manpower forecast.
10. To be responsible for the security and upkeep the personnel files.
11. To maintain and update the Personnel Records.
12. To assist with the implementations and upkeep of employee communications.
13. To handle and direct employee inquiries.

QUALIFICATIONS

Education :
Certification :

I declare that I understand and agree with this job description and promise to carry out all mentioned above.

Declared by,

Acknowledged by,

_____

_____

UNIVERSITAS KATOLIK SOEGIJAPRANATA

GRAND CANDI HOTEL SEMARANG
POLICIES AND PROCEDURES

Department	:	SALES AND MARKETING	Page	:	1 /1
Code	:	04/JB - SM/ 04	Date	:	
Approved by GM	:		Revision	:	
Subject	:	**SALES EXECUTIVE JOB DESCRIPTION**			

ORGANIZATION STRUCTURE

REPORT TO : SALES MANAGER
THIS JOB : SALES EXECUTIVE
DIRECT SUBORDINATE : SALES SECRETARY

JOB SCOPE

Under the general guidance and supervision of the Sales Manager, in coordination with the Director of Sales & Marketing and within the limits of established hotel policies and procedures, oversees and implements all sales activities in his / her commercial market.

PRIMARY RESPONSIBILITIES

1. Implements all sales action plans related to his / her market areas as outlined in the marketing plan.

2. Established and maintains files on major active accounts within his / her market areas.

3. Promotes and produces sales leads for other Holiday Inn hotels.

4. Provides feedback to the Director of Sales & Marketing / Sales Manager on changing marketing conditions, including trends in competition, as a result of directs sales solicitation, telephone and direct mail, in his / her market areas.

5. Arranges sites inspections of hotel.

6. Disseminates sales related information to other departments as appropriate.

7. Attends all pre & post-conference meetings, as required, arranged by the Director of Sales & Marketing / Sales Manager.

8. Assist Sales Manager by giving related market information, so as to prepare accurate forecasting.

9. Assist Sales Manager in the preparation of pre & post-conference reports.

10. Performs all duties and responsibilities in a timely and efficient manner in accordance with established hotel policies to achieve the overall objectives of the position.

11. Established and maintains effective employee relations.

12. Maintains the highest standards of professionalism, ethics and attitude towards all hotel guests, clients, staff and employees.

13. Maintains professional business confidentiality.

14. Performs related duties and special projects as assigned.

POSITION DESCRIPTION

Job Title : Secretary
Location : Holiday Inn Semarang
Division : Holiday Inn Worldwide Asia Pacific
Department : Finance

ORGANIZATION STRUCTURE

Reports to : Financial Controller
This Job : Secretary

SCOPE

To assist the Financial Controller by discharging the secretarial ▯administrative functions and responsibilities of the Finance ▯.

RELATIONSHIPS

Internal : HIS Executives
HIS Department Heads
HIS Finance Department Personnel
Financial Controllers of HIWW Hotels
Divisional Finance Personnel
Director of Finance, Asia Pacific
Vice President Finance, Asia Pacific
Divisional Executives

External : Customers
Suppliers
Financial Controllers of Semarang Hotels
Government/Tax Officers
Bank and Insurance Executives
Financial and Legal Advisers

PRIMARY RESPONSIBILITIES

- Assisting the Financial Controller in discharging the adminis tartive duties.
- Maintaining and updating Financial Controller's activities schedule.
- Control and management of all correspondences and faxes of creditors, debtors accounts and clients.
- Compiling, recording and submitting the staff's "Daily Atten dance Report".
- Compiling, recording and following up on insurance claims and banking matters.
- Handling of maintenance requisitions for the Finance Depart ment.
- Control and management of staff.

- Co-ordination between departments and sections pertaining to correspondence distribution.
- Any other assignments or responsibilities as delegated by the Financial Controller.
- Liaise with other departments and/or sections on matters pertaining to financial and secretarial issues.

GRAND CANDI HOTEL SEMARANG
POLICIES AND PROCEDURES

Department	: FOOD AND BEVERAGE	Page : 1/2
Code	: 02/JB – FBS/04	Date : 1/05/2004
Approved by GM	:	Revision :
Subject	: **F & B Secretary**	

ORGANIZATION STRUCTURE

REPORT TO : DIRECTOR OF FOOD and BEVERAGE
THIS JOB : SECRETARY TO DIRECTOR OF FOOD and BEVERAGE
DIRECT SUBORDINATES: NONE.

JOB SCOPE

Administer and coordinate all secretarial duties in a professional and courteous manner. Assisting the Director of Food & Beverage to develop, maintain or improve effective communication on incoming and outgoing information projecting a professional operation of the F & B Department in a manner, that ensure personalized customer service and maximize F & B profit.

RELATIONSHIP :

Internal : GCH Department Heads, GCH all levels of Staff.
External : Suppliers, Guest

PRIMARY RESPONSIBILITIES

1. Handles all correspondence on the computer and publishing assigned by the DFB in professional manner without typing and spelling errors in English or Bahasa Indonesia.
2. Maintains an up-to-date filing system for easy reference.
3. Handles confidential and classified material and ensure to keep confidentiality all the times and maintains professional office etiquette and discretion.
4. Establishes and maintains professionally efficient and effective communication within the Food & Beverage as well as supporting departments.
5. Composes correspondence professionally and obtains signature from the DFB.
6. Be fully knowledgeable of the Food & Beverage operation and relationship to other supporting departments and the whole Hotel in general.
7. Processes and distributes all office mail from the F & B Department and carries out routine duties with little or no supervision.
8. Schedules appointments of the DFB with a sense of time management

12. Be able to work under pressure, flexible and has common sense to assist DFB to achieve the objectives of the department and the Hotel in general.
13. Consults the DFB to improve the F & B Department.

QUALIFICATIONS :

Education	: Secretary School or Public Relation School.
Certification	: English language basic & computer.
Experience	: Four (4) years as a secretary in F & B Department.
Other	: Good supervisory skills and public relations experience.

I declare that I understand and agree with this job description and promise to carry out all mentioned above.

Declared by	Acknowledge by
_____	_____
Employee	Department Head

HOTEL GRAND CANDI SEMARANG
POLICIES AND PROCEDURES

Department	: Front Office	Page : 1 / 3
Code	: 13/JB-FO/04	Date : 26/05/2004
Approved by GM	:	Revision :
Subject	**: BUSINESS CENTER SECRETARY JOB DESCRIPTION**	

ORGANIZATION STRUCTURE

REPORT TO : FRONT OFFICE MANAGER
THIS JOB : BUSINESS CENTER SECRETARY
DIRECT SUBORDINATES: NONE

JOB SCOPE

Give assistance to guests and handle the business properly and day to day operation of the Hotel's Business Center and maximize guest satisfaction.

PRIMARY RESPONSIBILITIES

1. To ensure high standards are maintained in accordance with the hotel and company guidelines.
2. To ensure that procedures and system are implemented to maximize guest satisfaction.
3. To ensure the professional presentation of the Business Center at all times.
4. To be fully conversant with technical system in order to maximize their effectiveness.
5. To be fully conversant with the Company and Hotel's Marketing Program.
6. To ensure a high level of personalized secretarial support and service to guest using the office center.
7. To provide professional special support and assistance to the office center in term of company research, appointment making and secretarial services.
8. To support meeting business and give assistance to conference organizer where necessary.
9. To build relation with external bodies in order to maximize the services we may offer to our guest i.e. Courier, Translation and Printing.

10. To ensure good interdepartmental communication, networking and team work.

11. To attend Front Office meetings and daily briefing.

12. To ensure effective communication logs are maintained with regards to guest request and recommendation.

13. To be aware of departmental financial objectives and ensure all opportunities for increasing sales are seized.

14. To ensure effective control are in place in order to maximize revenues.

15. To implements the strategies to maximize the use of the Business Center Office and meeting facilities.

16. To maintain appropriate standard for discipline and dress, hygiene uniform appearances, posture, and conduct.

17. To adheres the policies, procedure, and rules outline in the employee handbook.

18. To carry out any other duties as instructed by senior member of staff.

19. To be fully conversant with the hotels facilities and services.

20. Comply with Grand Candi Hotel policies and procedures.

Qualification:

Education
- SMA Diploma.
- Secretarial School Management an advantage

LAMPIRAN F-3

MATRIX PELATIHAN MANAJEMEN WAKTU

MATRIX PELATIHAN MANAJEMEN WAKTU

Hari I, Rabu 22 Februari 2007

Waktu	Materi	Uraian	Objectives	Activity
14.00	**Perkenalan + Ice Breaking+ Conditioning**	Games	Perkenalan trainer dg peserta, memecah kebekuan	Permainan dan informasi tujuan dan sasaran pelatihan
15.00	**Mengenal Managemen waktu**	Sharing/Diskusi	Mengenal manajemen waktu	Mencatat pola penggunaan waktu, menyusun rencana perbaikan penggunaan waktu
15.30	**Individual style management**	Self Assessment	Mengetahui gaya individual terhadap waktu	Mengerjakan kuesioner "Gaya Manajemen Waktu Individual"
16.00	**Group Discussion**	Big Group Sharing/Diskusi	Sharing mengenai kejadian spektakuler yang berhubungan dengan waktu	Peserta dibagi menjadi 3 kelompok
16.30	**Reinforcement**	Ceramah	Tips membangun motivasi, dan pengukuhan komitmen pribadi dengan membuat goal setting	
17.00	Selesai			

Hari II, Kamis 23 Februari 2007

Waktu	Materi	Uraian	Objectives	Activity
14.30	**Ice Breaking**	Games	Mencairkan suasana	Bermain apel dan botol
15.00	**Materi Deal dengan waktu**	Sharing/Diskusi	Mengetahui bagaimana cara mengatur waktu	Hal-hal yang dapat memboroskan waktu, Menyusun prioritas, membedakan jenis kepentingan

16.00	**Menyusun Prioritas Kerja**	Simulasi	Menyusun Daftar tugas/aktivitas sehari-hari. Mengelompokkan tugas dalam kebutuhan penting, mendesak, tidak penting dan mendesak	
17.00	Selesai			

Hari III, Jumat 24 Februari 2007

Waktu	Materi	Uraian	Objectives	Activity
14.30	**Time Preference**	Self Assessment	Mengetahui kapan waktu yang tepat saat bekerja	Mengerjakan kuesioner Dunn&Dunn
15.00	**Merencanakan Waktu Kita**	Sharing/Diskusi	Mengetahui bagaimana cara merencanakan waktu	Membuat jadwal perencanaan
16.00	**Menyusun Daftar Rencana Harian**	Simulasi	Menyusun Daftar rencana harian selama satu minggu	Membuat rencana harian
17.00	Selesai			

Hari IV, Jumat 3 Maret 2007

Waktu	Materi	Uraian	Objectives	Activity
14.30	**Menyusun Daftar Rencana Harian**	Discussion	Membahas daftar rencana harian yang telah disusun selama satu minggu	Sharing tentang daftar rencana harian
16.00	**Evaluasi**		Evaluasi terhadap materi dan jalannya pelatihan	Mengerjakan kuesioner umpan balik pelatihan
17.00	Selesai			

LAMPIRAN F-4

FORMULIR UMPAN BALIK PELATIHAN

LEMBAR EVALUASI PELATIHAN MANAJEMEN WAKTU

Nama	:	**Tanggal**	:
Jabatan	:	**Kantor**	:

Jawablah sesuai dengan pendapat Anda tentang pelatihan ini.

Berilah tanda silang (X) untuk jawaban yang dipilih

No	Hal	Baik sekali	Baik	Cukup	Kurang	Kurang sekali
1.	Metoda & Materi					
	Metoda & teknik penyampaian materi					
	Kesesuaian materi dengan pengembangan potensi diri					
2.	Instruktur/Fasilitator					
	Penguasaan materi					
	Kejelasan dalam penyampaian & menjawab pertanyaan					
	Kemampuan untuk berkomunikasi					
	Penampilan					
	Kesempatan berdiskusi & tanya jawab					
	Kemampuan memotivasi peserta					
	Semangat & antusiasme					
4.	Manfaat secara keseluruhan					
	Memenuhi harapan & kebutuhan pengembangan potensi diri					
	Bermanfaat sesuai posisi & pekerjaan					
	Menunjang pelaksanaan tugas & pekerjaan					
5.	**Proses pelatihan secara keseluruhan**					

1. Bagaimana saran Anda untuk pengembangan program pelatihan ini di masa yang akan datang?

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2. Materi-materi yang paling sesuai dalam menjawab permasalahan yang Anda alami di pekerjaan adalah :

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3. Manfaat apa yang Anda rasakan , perubahan yang anda alami sesudah training manajemen waktu?

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