

# AN INTERNSHIP REPORT IN DINAS KEBUDAYAAN (KUNDHA KABUDAYAN) KAB. SLEMAN

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## Abstrak

Kebudayaan mencakup pengetahuan, kepercayaan, kesenian, moral, hukum, adat-istiadat, dan kemampuan serta kebiasaan manusia sebagai anggota masyarakat. Dalam laporan kerja praktek ini, penulis ingin berbagi pengalaman selama mengikuti pelatihan kerja di Dinas Kebudayaan Kabupaten Sleman.

Tujuan dari kerja praktek ini karena penulis ingin mengetahui bagaimana bekerja dalam suatu pelayanan publik yang diberikan oleh suatu instansi layanan publik. Selama kerja praktek penulis melakukan sortir surat menyurat, input data offline, membantu pelaksanaan workshop, dan pembukuan data Dinas Kebudayaan Sleman.

Dari hasil pengalaman tersebut, penulis dapat mengenal dunia kerja kantoran mulai dari perencanaan, pelayanan, pengorganisasian, pelaksanaan, dan evaluasi program di setiap unit kerja dengan mengembangkan wawasan pola pikir yang kreatif dan inovatif.

Kata kunci: Budaya, Kantor Budaya

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Abstract

Culture includes knowledge, belief, art, morals, law, customs, and human abilities and habits as members of society. In this practical work report, the author would like to share experiences while attending job training at the Sleman Regency Culture Service.

The purpose of this practical work is because the author wants to know how to work in a public service provided by a public service agency. During practical work, the author sorted correspondence, input offline data, helped carry out workshops, and recorded data for the Sleman Cultural Service.

From the results of this experience, the author was able to get to know the world of office work starting from planning, service, organizing, implementing and evaluating programs in each work unit by developing insight into creative and innovative thinking patterns.

Keywords: Culture, Culture Office