

AN INTERNSHIP REPORT IN GOVERNMENT TOURISM OFFICE

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Abstrak

Magang merupakan sarana mengaktualisasi diri terhadap beberapa keahlian atau ketrampilan baik Softskill atau Hardskill yang sudah diperoleh selama perkuliahan, diterapkan di suatu perusahaan atau instansi selama beberapa bulan. Pada laporan Magang ni, disajikan beberapa kegiatan pelaksanaan kerja, temuan kendala atau masalah dan usulan solusi terhadap kendala atau masalah yang dihadapi di Dinas Pariwisata Provinsi Daerah Istimewa Yogyakarta selama 2 bulan yaitu pada tanggal 1 maret 2022 sampai dengan tanggal 29 April 2022.

Pada saat pelaksanaan Magang, penulis ditempatkan pada bagian umum dan kepegawaian. Pelaksanaan kerja pada bidang umum dan kepegawaian adalah menyiapkan dan memberikan pelayanan dalam urusan surat menyurat, tata naskah dinas, kearsipan, perlengkapan rumahtangga, protokol, serta pelayanan umum, sedangkan kepegawaian menyiapkan bahan penyusunan rencana kebutuhan pegawai, pengembangan pegawai, mutasi, promosi dan tata usaha kepegawaian, pengembangan dan pembinaan organisasi dan tata laksana di lingkungan Dinas Pariwisata Provinsi Daerah Istimewa Yogyakarta.

Berdasarkan hasil kegiatan Magang pada Dinas Pariwisata Provinsi Daerah Istimewa Yogyakarta, yang dilaksanakan pada bulan Maret 2022 sampai April 2022, perlu adanya peningkatan dalam hal kerja, sistem komputerisasi yang baik, penambahan fasilitas komputer agar dalam melaksanakan pekerjaan dapat berjalan dengan lancar.

Kata kunci: Magang, Dinas Pariwisata Provinsi Daerah Istimewa Yogyakarta.

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Abstract

Internship is a means of self-actualization of several skills or skills, both Softskills or Hardskills that have been obtained during lectures, applied in a company or agency for several months. In this Internship report, several work implementation activities, findings of obstacles or problems and proposed solutions to obstacles or problems faced at the Yogyakarta Special Region Tourism Office are presented for 2 months, from March 1, 2022 to April 29, 2022.

At the time of the Internship, the author is placed in the general and staffing department. The implementation of work in the general and staffing fields is to prepare and provide services in correspondence, official document management, archives, household equipment, protocols, and public services, while staffing prepares materials for preparing employee needs plans, employee development, transfers, promotions and administration, staffing, development and organizational development and management within the Tourism Office of the Special Region of Yogyakarta.

Based on the results of the Internship activities at the Yogyakarta Special Region Provincial Tourism Office, which were carried out from March 2022 to April 2022, it is necessary to improve in terms of work, a good computerized system, the addition of computer facilities so that the work can run smoothly.

Keywords: Internship, Tourism Office of the Special Region of Yogyakarta.