

The Description of a Trainee's Tasks during On The Job Training Program in
Front Office Department at U Paasha Seminyak Bali

TUGAS AKHIR

Diajukan kepada
Universitas Pendidikan Ganesha

Untuk memenuhi salah satu persyaratan dalam menyelesaikan program diploma tiga
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TUGAS AKHIR

**DIAJUKAN UNTUK MELENGKAPI TUGAS
DAN MEMENUHI SYARAT-SYARAT UNTUK
MENCAPAI GELAR AHLI MADYA**



Made Aryawan Adijaya S.Pd.,M.Pd.
NIP. 197712162002121002

I Made Suta Paramarta, S.Pd., M.Hum
NIP. 19780710200212002

Lembar Persetujuan Dosen Penguji Tugas Akhir

Tugas Akhir Oleh I Komang Adia Triana ini

Telah dipertahankan di depan dewan penguji

Pada tanggal 15 Juli 2020

Dewan penguji,




Dr. Dewa Putu Ramendra, S.Pd., M.Pd.
NIP. 197609022000031001

Ketua



Made Anjawan Adijaya, S.Pd., M.Pd.
NIP. 197712162002121002

Anggota



I Made Suta Paramarta, S.Pd., M.Hum.
NIP. 197807102002121002

Anggota

Diterima oleh Panitia Ujian Fakultas Bahasa dan Seni
Universitas Pendidikan Ganesha
guna memenuhi syarat-syarat untuk mencapai gelar ahli madya

Pada:

Hari : Jumat

Tanggal : 24 Juli 2020

Mengetahui,

Ketua Ujian,

Sekretaris Ujian,



Dr. Dewa Putu Ramendra, S.Pd., M.Pd.
NIP. 197609022000031001



Made Arsyawan Adijaya, S.Pd., M.Pd.
NIP. 197712162002121002

Mengesahkan

Dekan Fakultas Bahasa dan Seni

Universitas Pendidikan Ganesha



Prof. Dr. I Made Sutarna, M.Pd.
NIP. 196004241986031002

PERYATAAN

Dengan ini saya menyatakan bahwa karya tulis yang berjudul "Description about Trainee Task During On the Job Training Program at Front Office Department at U Paasha Seminyak Bali" beserta seluruh isinya adalah benar-benar karya sendiri dan saya tidak menjiplakan dan pengutipan dengan cara-cara yang tidak sesuai dengan etika yang berlaku dalam masyarakat keilmuan. Atas pernyataan ini, saya siap menanggung resiko/sanksi yang dijatuhkan kepada saya apabila kemudian ditemukan adanya pelanggaran atas etika keilmuan dalam karya saya ini atau klaim terhadap keaslian karya saya ini.



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ABSTRAK

Tujuan dari penelitian ini adalah untuk mengetahui tugas-tugas seorang *trainee* di Front Office di Hotel U Paasha Seminyak Bali selama program Praktik Kerja Lapangan (PKL). Subjek penelitian ini adalah seorang *trainee* yang melaksanakan PKL di *Front Office Department* Hotel U Paasha Seminyak Bali. *Trainee* melakukan program pelatihan kerja dari 17 Desember hingga 13 Mei tahun 2020. Data dikumpulkan dengan menggunakan daftar periksa, dan data diidentifikasi untuk mendapatkan deskripsi tugas selama praktik kerja lapangan di U Paasha Seminyak Bali. Ada 6 tugas yang harus dilakukan selama PKL, yaitu: menyiapkan daftar *trainee*, memeriksa papan prakiraan, membuat laporan polisi, mempersiapkan Expected Departure (ED), mempersiapkan Expected Arrival (EA), memperbarui gambar Very Important person (VIP), Registration Card (RC) ke map.

Kata kunci: uraian tugas, praktik Front Office



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Oleh

I Komang Adia Triana,
1702041023

ABSTRACT

The purpose of this study was to find out the tasks of trainees in Front Office at U Paasha Seminyak Bali during on the job training program. The subject of the study was one trainee at Front Office at U Paasha Seminyak Bali. Trainee conducted an on the job training program from 17th December until 13th of May 2020. The data was collected using checklist, and the data was identified to get a description of tasks during on the job training at U Paasha Seminyak Bali. There are 6 tasks that had to be done during on the job training, such as; preparing trainee list, checking the forecast board, make a police report, preparing Expected Departure (ED), Preparing Expected Arrival (EA), updating very important person (VIP) picture, Registration Card (RC) to the docket

Keywords: Task description, Front Office training

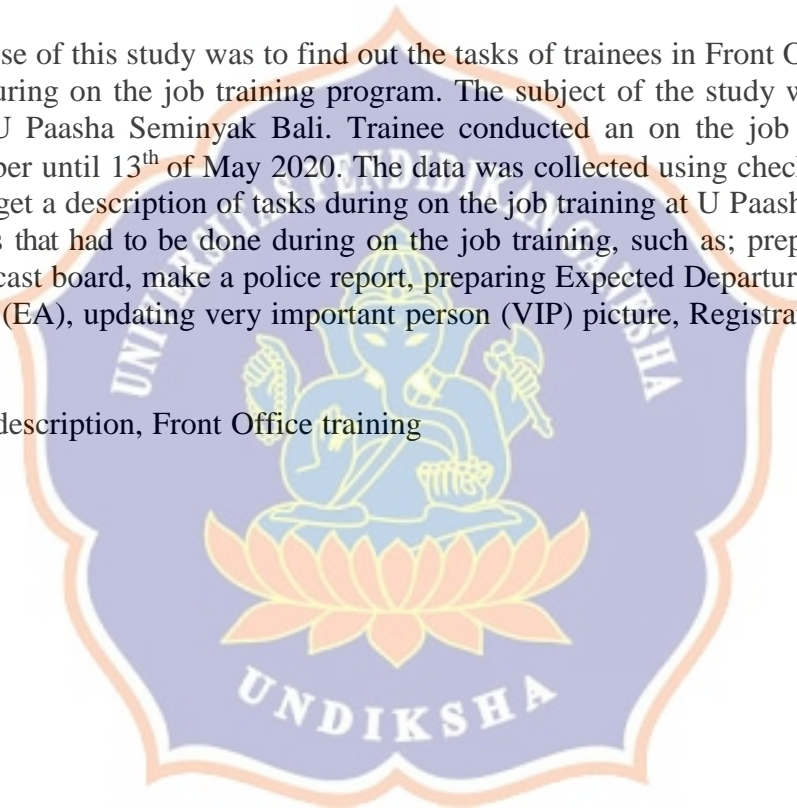


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