

**The Explanation of Trainee's Duty during On The Job Training
Program in Planning Sub-Division at Dinas Pariwisata Buleleng**

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ABSTRAK

Tujuan dari penelitian ini adalah untuk mendeskripsikan tugas peserta pelatihan di Sub Bagian Perencanaan Dinas Pariwisata Buleleng selama mengikuti program pelatihan. Subyek penelitian ini adalah Penulis sebagai peserta pelatihan di Sub Bagian Perencanaan Dinas Pariwisata Buleleng. Trainee melaksanakan program pelatihan kerja selama 14 Desember 2020 hingga 14 Maret 2021. Pengumpulan data dilakukan dengan wawancara dan observasi serta mengikuti penelitian, dan data diidentifikasi untuk mendapatkan tugas selama pelatihan kerja di Dinas Pariwisata Buleleng. Ada 5 tugas utama yang harus dilakukan selama pelatihan kerja, seperti Penyusunan Indeks Kepuasan Masyarakat (IKM) 2020, Rekap proposal tentang sektor pariwisata untuk setiap desa di Kabupaten Buleleng, Menerjemahkan Slide Power Point Potensi Wisata Desa Sudaji, Menambahkan scan terbaru dokumen ke arsip soft copy, dan mengoreksi dokumen Penerima Hibah Pariwisata Kabupaten Buleleng 2021.

Kata Kunci : Uraian Tugas, Sub Bagian Perencanaan

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ABSTRACT

The purpose of this study was to describe the duties of trainees in the Planning Sub-Division of the Dinas Pariwisata Buleleng during the training program. The subject of this study was The writer as a trainee in the Planning Sub-Division of the Dinas Pariwisata Buleleng. The Trainee conducted a job training program during December 14, 2020 to March 14, 2021. Data were collected using interviews and observations as well as participating in research, and data were identified to obtain duty during job training at the Dinas Pariwisata Buleleng. There are 5 main duties that must be done during job training, such as Preparation of Indeks Kepuasan Masyarakat (IKM) 2020, Recap proposals about tourism sector for each village in Buleleng Regency, Translating Sudaji Village Tourism Potential Power Point Slides, Add the latest scanned documents to the soft copy archive, and Correcting The Penerima Hibah Pariwisata Kabupaten Buleleng 2021 documents.

Keyterm : Duty Description, Planning Sub-Division