



Organizational Management Training at the Student Association (HMPS) at UNIDA Gontor

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ABSTRACT

Improving the quality of human resources in an organization is divided into two aspects, the first is the physical aspect, and the second is the non-physical aspect. The Prodi Student Association (HMP) organization is a study program student organization at Darussalam Gontor University. This student organization, which is in the realm of study programs under the faculty and senate, is a forum for students to improve reasoning, interests and talents, and student welfare in student life in higher education. This student organization is organized from, by, and for students under the guidance of study programs at Darussalam Gontor University. With this student organization, they are expected to have soft skills. HMP itself was formed to prepare students to have organizational skills, develop their interests and talents, become good leaders. And have adequate managerial skills. Organizational training is held as an effort to equip organization members with the knowledge and skills needed to carry out their duties and responsibilities.

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A. INTRODUCTION

Human resources, especially the younger generation, are one of the keys to the success and progress of a nation. (Andayani & Hirawati, 2021) Students who also act as the nation's next generation of young people are required to be pioneers of positive change. In order to achieve positive change, of course a long and continuous process is needed which must be based on the cultivation of Islamic morals and values. The cultivation of morals and Islamic values can be obtained one way from the organizational process which is a tool for character formation. (Apriliana & Nawangsari, 2021) High quality human resources are very necessary in organizations because with them a strong commitment will emerge in completing tasks. routine in accordance with the main tasks and functions of each in a productive, effective and efficient manner. (Agus Suwiana Putra, 2021) So the quality of carrying out the main duties



and functions in any organization depends on the quality of human power. (Nugraha, 2016)

Improving the quality of human resources in an organization is divided into two aspects, the first is the physical aspect, and the second is the non-physical aspect. (Putri, 2019) Improving the quality of human resources in the physical aspect aims to improve the health and physical fitness of individuals so they can work more effectively and productively. (Dl et al., n.d.) Meanwhile, improvements in non-physical aspects aim to increase individual abilities, knowledge and mental well-being. (Andayani & Hirawati, 2021) So to improve the quality of human resources from non-physical aspects physically, training and development is needed through technical training, soft skills, and so on.

The Study Program Student Association (HMP) is a study program student organization at Darussalam Gontor University. This student organization, which is in the study program area under the faculty and senate, is a forum for students to improve their reasoning, interests and talents, as well as student welfare in student life in higher education. This student organization is organized from, by, and for students under study program guidance at Darussalam Gontor University. With this student organization, it is hoped that they will have soft skills. HMP itself was formed to prepare students to have organizational skills, develop their interests and talents, and become good leaders. And have adequate managerial skills.

In the dynamics of organizational life, leadership and managerial skills play a very important role in achieving common goals. (Jadmiko, 2016) Along with the times and the complexity of the challenges faced, the ability to manage organizations effectively and efficiently becomes increasingly crucial. (Haeril et al., 2023) Many organizations face various problems such as lack of coordination between members, ineffective communication, and minimal ability in decision making. (Dl et al., n.d.) This often results in decreased productivity and achievement organization. Therefore, it is necessary to develop the capacity of human resources within the organization so that they can adapt to change and be able to solve problems creatively and innovatively. (Nazir & Sholeh, 2022)

Organizational training is held as an effort to equip organizational members with the knowledge and skills needed to carry out their duties and responsibilities. (Haeril et al., 2023) Through this training, it is hoped that participants can improve their abilities in terms of leadership, management, (Nazir & Sholeh, 2022) communication and decision-making strategies. This training also aims to strengthen relationships between members, thereby creating strong synergy in achieving organizational goals. With this training, it is hoped that organizations can operate more effectively, efficiently and adaptively in facing future challenges.

Unida Gontor Education and Training Center is an institution at UNIDA Gontor which acts as a center for superior education and training to support the vision and mission of higher education. Pusdiklat organizes various types of training aimed at character building and improving the quality of Human Resources (HR). The activities in the training include extracurricular and intracurricular activities and of course these activities support the objectives of implementing the training. (GONTOR, n.d.)

B. METHODS

1. Activity

This community service activity is divided into three stages, namely the preparation stage, implementation and monitoring stage. The following is a description of the stages that will be implemented:



a. Implementation

The implementation stages of this organizational management training include: 1) Organizational Management Training in the field of leadership; 2) Organizational Management Training in the field of official document management; 3) Organizational Management Training in the field of conflict resolution management; 4) Organizational Management Training in the fields of policy formulation and risk management.

b. Monitoring and Evaluation

1) Monitoring is carried out intensively by the implementing team when activities take place to ensure that activities run according to plan; 2) Evaluation of the activities carried out in the organizational management training at the Study Program Student Association (HMP) is by completing the pretest and posttest, then filling in a questionnaire prepared by the community service team regarding the participants' responses to this community service activity; 3) The evaluation is processed in the form of a report by explaining each stage of the activity, when it was carried out, criteria, indicators of goal achievement and benchmarks used for the success of the activities carried out.

2. Participation and Contribution

Partner participation in implementing this community service program was very cooperative by giving permission to the team to carry out service to lecturers and students by providing facilities and infrastructure for carrying out organizational management training at the Study Program Student Association (HMP) at Darussalam Gontor University. The details of the partner's contribution to community service are as follows:

- a. Unida Gontor Education and Training Center contributes to providing information and data regarding the number of students in the Study Program Student Association, the number of students in the student organization, providing facilities and infrastructure for training implementation;
- b. Students in student organizations or called Study Program Student Associations (HMP) at Darussalam Gontor University participate and take part in organizational management training held by lecturers and students in this community service;

3. Evaluation of Program Implementation of Follow-up Activities

Evaluation of community service activities was carried out before and after organizational management training activities at the Study Program Student Association by filling in the pretest and posttest as well as questionnaires prepared by the team regarding the participants' responses to community service activities carried out by lecturers at Darussalam Gontor University. Evaluation of this community service activity was also carried out at the Unida



Gontor Education and Training Center by filling out a questionnaire prepared by the team regarding responses, impressions and suggestions from this organizational management training, which were then processed and followed up according to the criteria, indicators of goal achievement and benchmarks used so that it could be determined measure of success and determination of future activities.

C. RESULT AND DISCUSSION

This Community Service collaborates with the UNIDA Gontor Education and Training Center in providing soft skills training for Study Program Student Association (HMP) administrators. The benefits of this training are enormous, especially for developing the competency of HMP student administrators in managing organizations as well as improving the quality of training at the UNIDA Gontor Education and Training Center in meeting the challenges of current developments by providing competency-based training. This community service activity involves HMP student administrators in each study program at Unida Gontor with the aim of:

- a. Provide training to develop effective leadership skills, including the ability to motivate, inspire, and direct members;
- b. Provide training to develop management techniques necessary to manage data, resources, time, and projects effectively and efficiently;
- c. Improve communication skills between members of the organization to ensure information is conveyed clearly and effectively;
- d. Teaches strategies for handling conflict constructively and promotes harmonious teamwork.

In leadership training, students receive a roadmap for becoming ideal leaders. The ideal leader must have good communication, problem solving, motivation and empathy skills.

Then in secretarial training it is stated that a secretary must have skills in creating worksheets or documents, handling receiving and sending documents or letters, preparing business documents, taking dictation notes, planning meetings, taking meeting minutes, carrying out oral and written communication well.

Furthermore, in conflict management training, students are given knowledge regarding how to understand conflict and its types, understand strategies for managing conflict effectively, and practice conflict resolution skills in various situations.

And in risk management training, students are given knowledge related to the meaning of risk, the objectives of risk management in organizations, factors for the success of implementing risk management.

D. CONCLUSION

This Community Service will collaborate with the UNIDA Gontor Education and Training Center in providing soft skills training for Study Program Student



Association (HMP) administrators. The benefits of this training are enormous, especially for developing the competency of HMP student administrators in managing organizations as well as improving the quality of training at the UNIDA Gontor Education and Training Center in meeting the challenges of current developments by providing competency-based training.

E. ACKNOWLEDGEMENTS

The Community Service Team would like to express its deepest thanks to all parties who have contributed to this community service activity. Especially to our community service team colleagues who have given their time to work together in carrying out the programs that have been planned. The hard work and dedication of team colleagues is truly extraordinary, without good cooperation from colleagues, this community service team could not achieve satisfactory results.

The Community Service Team also would like to thank the Student Association which has supported this activity with its resources and facilities. The presence and assistance of the Student Association is very meaningful in ensuring the smooth running of this program.

Don't forget to thank the community service partners who have welcomed us with open arms, given their trust, and actively participated in this activity. Without active participation from partners, the goals of this service activity certainly cannot be achieved.

The Community Service Team realizes that community service is not an easy job, but with togetherness and a spirit of mutual cooperation, we can bring about positive change for communities in need. Therefore, the Team hopes that the good relationship that has been established can continue, and can provide greater benefits in the future.

F. AUTHOR CONTRIBUTIONS

1. Roles and Duties of each team member

The stages carried out in implementing this community service are to form a team with the following tasks:

a. Duties of the Chair/Community Service Coordinator

- 1) Conduct a survey regarding the field needs required by Darussalam Gontor University;
- 2) Analyzing the needs of Darussalam Gontor University;
- 3) Prepare a proposal and present it;
- 4) Determine the trainer;
- 5) Journal publication;
- 6) Create pretest and posttest designs, questionnaires that will be given to participants before and after implementation to find out the evaluation of



activities and the results will be studied for continued collaboration with partners

- 7) Prepare community service reports with members.
- b. Duties of community service members 1
 - 1) Assisting the community service coordinator and its implementation;
 - 2) Create and prepare community service materials related to partners;
 - 3) Conduct monitoring and data analysis and evaluation;
 - 4) Help with community service reports.
- c. Duties of community service members 2
 - 1) Assisting the community service coordinator and its implementation;
 - 2) Make RAB and fund allocation;
 - 3) Assisting with journal publication;
 - 4) Make activity videos;
 - 5) Publications in electronic media and mass media.
- d. Student assignments
 - 1) Present the material that has been created by the team in slide form using Microsoft Power Point;
 - 2) Documenting community service activities;
 - 3) Participate in providing material to participants;
 - 4) Collect absence recaps.

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