

## ABSTRACT

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### DESCRIPTION OF THE WORK PROCESS AT EDUCATION & TRAINING HR Department

*Professional work (KP) is an activity that aims to provide students with a comprehensive picture of the world of work so that they can apply the theory they have learned during their studies. Practitioners have the opportunity to carry out Professional Work in the Education & Training section for 400 hours. This is in accordance with the scientific field that is being pursued by the practitioner, namely the field of Human Resource Management. while carrying out professional work, the practitioner learns about employee education and training. Specifically, the task carried out by the practitioner in the field of employee education and training is to carry out special duties in the Independent Campus Internship unit. Besides that, it also coordinates between related parties and makes regular reports to be informed to superiors.*

**Keywords:** *Professional Work, Human Resources, Education & Training*