

## **ABSTRACT**

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### ***AN OVERVIEW OF STAFF WORKING DESCRIPTION AT JSDP UNIT OF UPJ IN PRODUCING ONLINE TRAINING VIDEO RELATED TO TIME MANAGEMENT***

*During internship program at the Jaya Softskills Development Program (JSDP) Unit of Pembangunan Jaya University, trainee had to make 2 videos, namely a video that explained student's document submission and verification as a prerequisite to obtain points, and a video related to time management. The videos are made based on the modules provided by the supervisor. These videos will later be used to socialized about JSDP system and any other soft skills needed by students when they enter the workforce. It will be disseminated through youtube channel which later be made. The purpose of these videos is to help students comprehend the JSDP system easily. The information program was run for about 3 months or equals to 55 days. During the video production, trainee gain experiences that related to discipline, responsibility, and communication.*

*Keywords: training, time management, JSDP unit*