

## **ABSTRACT**

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### **MANAGING INACTIVE ARCHIVES AT THE MINISTRY OF AGRICULTURE OF THE REPUBLIC OF INDONESIA**

*Before entering the world of work, students need to develop their non-academic abilities. The way that can be done so that students can develop non-academic abilities is by doing an internship. Internship is one of the requirements in order to graduate from Pembangunan Jaya University. The purpose of holding professional work is for students to get an overview of the world of work and the opportunity to apply the theory they have learned while studying at the Pembangunan Jaya University. Practitioners have the opportunity to carry out professional work in the Archives Subdivision, Archives and Administration Section of the Ministry of Agriculture of the Republic of Indonesia on June 14 to August 30, 2021. The work carried out by the practitioner during the implementation of professional work is managing the inactive archives of the Bureau of Foreign Cooperation of the Ministry of Agriculture. In carrying out professional work, Practitioners can hone leadership skills and team development to achieve maximum results.*

*Keywords: internship, inactive archives, leadership*