

ABSTRACT

IMPLEMENTATION OF ACTIVITY ADMINISTRATIVE MANAGEMENT IN THE EDUCATION TRAINING DEPARTMENT AT PT XYZ

This activity report explores the dynamic landscape of activity management administration in the education and training department of the retail industry. In an era marked by changes in the working style of employees, specifically the hybrid model of Work From Home (WFH) and Work From Office (WFO), administrative management activities are crucial to be considered. This is to enhance efficient activity management, becoming an integral part of optimizing productivity, and driving organizational success.

During professional work activities, interns are placed in the administrative section of the education training department. Interns work under the supervision and direct guidance of the Head of the Sub-Division of the Education Training Department. Interns are also given responsibilities for managing administrative support needs for the activities of the Education Training Department. The tasks and responsibilities of interns include: administration of training invoices, administration of claims related to training activities, providing monthly reports related to financial administration of training, serving as a notulist in departmental meetings, and mini-project activities in the field of internal administrative needs of the education training department.

Keywords: Administrative Management, Training Administrative Support, Financial Department Administration, Notulist, Internal Project Department