

ADMINISTRATIVE DATA MANAGEMENT TRAINING FOR FAMILY EMPOWERMENT AND WELLBEING MEMBERS

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ABSTRACT

Mothers of family empowerment and welfare cadres in the area that we use as a place for community service research, have a responsibility in carrying out data administration related to the activities they carry out. Currently, only a small percentage of them have mastered the technology to help with such administrative activities. Most of the family empowerment and welfare cadres still use manual writing methods in doing data administration, making it difficult for them to move data at any period. In order to help mothers of family empowerment and welfare cadres, it is necessary to hold a training session on the use of appropriate technology to improve work effectiveness. One of the technologies that is considered appropriate to meet this need is microsoft excel. The use of microsoft excel is expected to be able to help mothers of family empowerment and welfare cadres in carrying out data administration activities there. Therefore, this community service aims to provide microsoft excel training for mothers of family empowerment and welfare cadres. Before conducting the training, we held a pre-test and after the training we conducted a post test, this was done to measure how much the participants' scientific improvement was to the training carried out, in this case microsoft excel training. After attending the training in the community service program, it showed an increase of 14.375 from the pre-test results of 63.75, but after the post-test after the training to 78.125. In addition, based on the results of the participant satisfaction questionnaire, the partner was included in the good category because there was an increase of 55%. Thus, the training in the community service program carried out is able to help participants to process data administration.

Keywords: training, microsoft excel, community service research, data administration

1. INTRODUCTION

Family welfare empowerment is a community organization that is able to drive the participation of rural communities in development, women as mobilizers in building, fostering, and forming families in order to realize family welfare as the smallest group unit in society (Ramadani, 2020). One of the activities carried out by the family welfare empowerment board is to help collect data on residents, process administrative data at posyandu, and so on.

The development of technology has a great impact on the lives of the people human. This development occurs in all aspects of human life. Technology is a tool to realize a nation that is smart and advanced and can providing great benefits for people's lives (Broto, 2014). Various human needs are now easily obtained using the help of technology. Many problems can be solved more effectively using information and communication technology assistance. Administrative activities that it used to have to be solved manually by writing on sheets paper, today can be managed practically using technology. Use technology in data administration makes it easier to exchange data and more efficient presentation of data.

Microsoft Office Excel is a number processing program that works to simplify the calculation process and process data in the form of existing numbers in the table. Microsoft Office Excel has many functions, each of which has its own uses. Microsoft Excel, is a means to convey and easy information delivery and can be used by many people. Training The use of Microsoft excel is expected to be able to help the community in implementing technology-based education and information to address problems they face (Rahman, Yuridka and Sari, 2018). The use of Microsoft Excel is very appropriate in helping to create, edit, sorting, analyzing, summarizing, and formatting data and graphs, creating financial records and financial budgets, helping various business sectors to make it easier to do financial statements. After mastering Microsoft excel the community will be able to manage administrative data more effectively and efficiently (Harmastuti and Setyowati, 2018). Therefore, this community service activity aims to provide Microsoft excel training to mothers of family welfare empowerment cadres in the West Java area to help they are in managing administrative data.

2. METHODS

Microsoft Excel training for women empowerment and family welfare cadres in one area in West Java was conducted online. The challenges and problems that arise in the online implementation process are very complex, from educators to participants (Purnama, 2020).



Figure 1. Community Service Scheme

Base on figure 1, in this training activity, the method prepared consisted of four parts as follows:

a. Survey

Figure 2 is where the community service team conducts surveys to study the conditions or problems experienced by partners related to data processing, determine schedules and discuss appropriate materials to resolve the problems experienced.

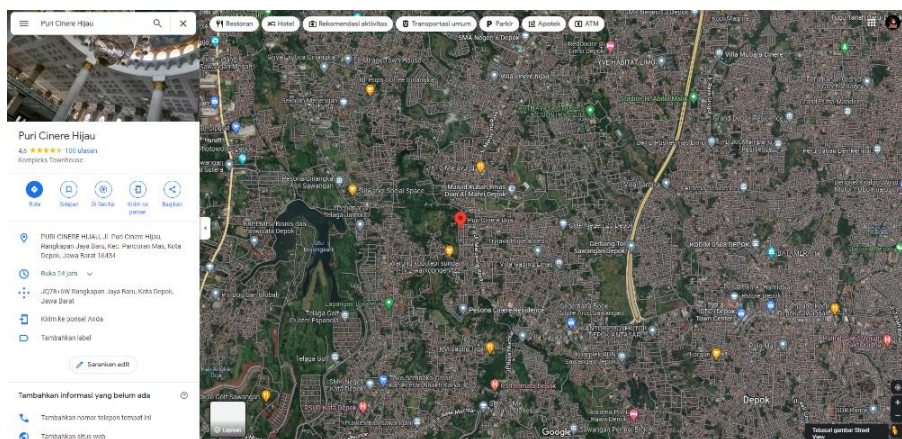


Figure 2. Partner location

b. Module

Prior to this training, the trainer made a module that was concise and easy for the participants to understand. Some of the material provided included: introduction to Microsoft excel worksheets, saving files, creating tables, numbering in cells, age formats, data validation, adding columns, max functions, min functions, average functions, countif functions, count functions, and count functions. One of the materials that the trainer has made, can be seen in Figure 3.

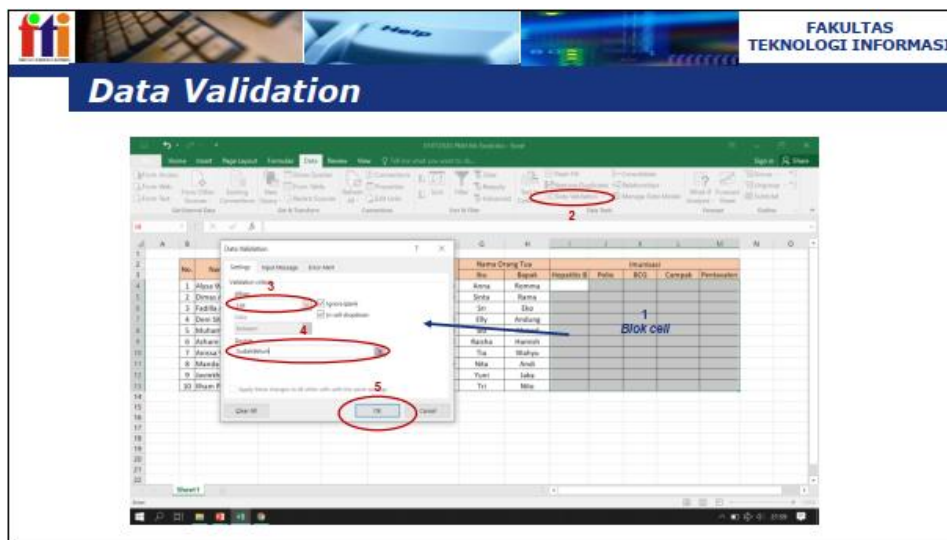


Figure 3. Learning materials

c. Practice

The training will take approximately three hours, with activities including:

- 1) Preparation

During the training process, each participant uses a laptop that has been provided by the committee, besides that the committee also provides a projector and internet to connect the online training.
- 2) Pretest

The trainer gives pretest questions to participants to determine the participants' abilities and initial knowledge regarding the use of Microsoft Excel.
- 3) Training

The trainer guides the participants by distributing material files and practicing together. At this time, there will also be a direct question and answer process for participants who do not understand.
- 4) Evaluation

Participants will be given posttest questions to test participants' understanding and ability to use microsoft excel after the training.
- 5) Questionnaire

At the end of the training session, participants were asked to fill out a satisfaction questionnaire with the training provided. This questionnaire contains ten aspects of the question, which are related to:

 - a) The appearance and clarity of the instructor in delivering the material.
 - b) Insight and mastery of the material by the instructor during the training.
 - c) The instructor's ability to answer the questions given.
 - d) Giving the opportunity to ask questions by the instructor to participants during the training.
 - e) The suitability of the exercises provided by the instructor with the material being taught.
 - f) Enthusiasm of the instructor in delivering the material.
 - g) The quality of the teaching materials provided.
 - h) The training facilities provided.
 - i) The suitability of the material provided to the needs of the participants.
 - j) Completeness and ease of material to be studied.

3. RESULTS AND DISCUSSION

Before the training takes place, of course the trainer will give a pretest question which is then carried out online training activities using the google meet facility with the meeting link <https://meet.google.com/prh-hwvy-wvr>. This training was attended by eight family members of empowerment and welfare. However, for the sake of ease of access and ease of training, mothers gather at one point and are facilitated by an assistant. Meanwhile, trainers provide training from other places online. The training lasted for three hours with one hour of tutorial divided, and two hours for practice and questions and answers. Participants were very enthusiastic about participating in the Microsoft Excel training activities held. The topic of the material chosen to be taught is about administrative issues surrounding Empowerment and Family Welfare cadres so that participants can understand them easily. The online training atmosphere can be seen in figure 4.

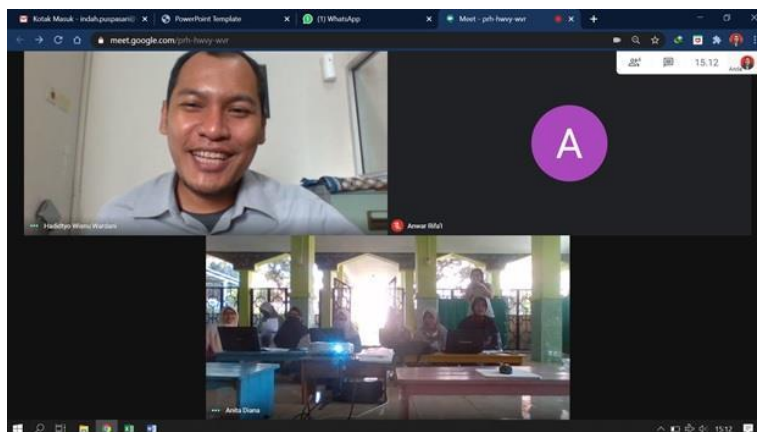


Figure 4. Training process

For explanations that participants cannot understand directly, the training assistant will provide additional explanations and examples, this process often occurs considering that participants are not familiar with microsoft excel. Constraints that often arise during training are differences in the default language used in microsoft excel, so there are often differences between the use of semicolons in the formulas used. The difference in the version of microsoft excel used also provides obstacles for participants during the training, the conditions of the training at the location can be seen in figure 5.



Figure 5. Training conditions

in table 1 and table 2, is a comparison of the results of the pretest and posttest which will be used as a benchmark whether this training is said to be successful or not.

Table 1. Pretest results

Number	Participants	Value
1	P1	60
2	P2	75
3	P3	50
4	P4	65
5	P5	55
6	P6	80
7	P7	75
8	P8	50
Mean		63.75
Standard Deviation		11.87735

Table 2. Posttest results

Number	Participants	Value
1	P1	85
2	P2	80
3	P3	70
4	P4	85
5	P5	65
6	P6	90
7	P7	80
8	P8	70
Mean		78.125
Standard Deviation		8.838835

Based on 20 pretest and posttest questions given to participants, there was an increase in the mean of 14.375 and a decrease in the standard deviation of 8.838835. This proves that the majority of participants have the ability to master the material that has been given. At the end, the trainer asked the participants to fill out a satisfaction questionnaire,

with the aim of being an evaluation for the trainer in the next training. The percentage graph of participant satisfaction can be seen in figure 6 from the results obtained from table 3.

Table 3. Results of The Questionnaire

Question	Percentage				
	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied
Q1	75	12.5	12.5	0	0
Q2	87.5	0	12.5	0	0
Q3	62.5	12.5	25	0	0
Q4	25	25	50	0	0
Q5	75	25	0	0	0
Q6	12.5	37.5	50	0	0
Q7	37.5	37.5	12.5	12.5	0
Q8	62.5	37.5	0	0	0
Q9	37.5	25	37.5	0	0
Q10	75	25	0	0	0
Mean	55	23.75	20	1.25	0

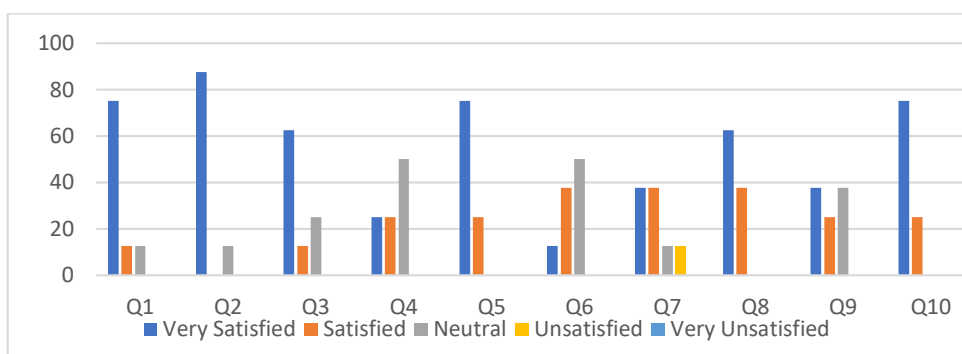


Figure 6. Participant Satisfaction Chart

Based on the average percentage generated from the questionnaire distributed to eight participants, satisfaction with the training that has been carried out can be concluded that it was successful, because the satisfaction of participants reached 78.75% from the results of very satisfied 55% and 23.75% satisfied.

4. CONCLUSION

The results of the Pre-Test and Post-Test showed that participants who previously did not master data processing using Microsoft Excel, but after participating in training in the community service program showed an increase in the mean from 63.75 to 78.125, which means an increase of 14,375. In addition, based on the results of the questionnaire, the participants' satisfaction with the partners was in the good category because the percentage satisfaction of participants reached 78.75%

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