

## Penambahan Materi Training Basic Knowledge pada Kualifikasi Analis di Laboratorium = Addition of Basic Knowledge Training Material to Analyst Qualifications in the Laboratory

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### Abstrak

Materi training personil departemen QC berupa pembacaan protap (prosedur tetap) secara umum dan sesuai divisi yang akan dimasuki oleh personil tersebut, namun belum ada dokumen materi training terkait basic knowledge, best practice dan maintenance dari tiap instrumen yang ada pada laboratorium quality control. Maka dari itu diusulkan untuk menyusun materi training instrumen untuk tiap analis baru sehingga analis baru dapat mempelajari secara mandiri atau self-learning dan juga terkait content dari materi ini diharapkan dapat meningkatkan kualitas personil dan mencegah adanya waste akibat kesalahan dari analis itu sendiri. Tahapan pelaksanaan pembuatan materi training yaitu mengumpulkan data list instrumen dan wawancara analis, mengumpulkan dokumen dan literatur terkait yang menunjang pembuatan materi training instrumen, menyusun materi menggunakan Microsoft Power Point. Dan membuat soal pre-test dan post-test. Setelah dilakukan penyusunan materi didapatkan materi training instrumen berupa power point yang valid dan terstandarisasi yang akan diimplementasikan berupa metode self training dengan dibagikan pada email masing-masing user saat dilakukannya training. Poin keberhasilan training ini dapat dilihat melalui nilai pre-test dan post-test user dengan nilai diatas 70. ....The training material for QC department personnel consists of reading procedures (fixed procedures) in general and according to the division that the personnel will enter, but there are no training material documents related to basic knowledge, best practice and maintenance of each instrument in the quality control laboratory. Therefore, it is proposed to prepare instrument training materials for each new analyst so that new analysts can study independently or self-learning and also related to the content of this material, it is hoped that it can improve the quality of personnel and prevent waste due to errors from the analysts themselves. The stages of implementing training material creation are collecting instrument data lists and analyst interviews, collecting related documents and literature that support the creation of instrument training material, compiling material using Microsoft Power Point. And create pre-test and post-test questions. After preparing the material, we obtained instrument training material in the form of valid and standardized power points which will be implemented in the form of a self-training method by distributing it to each user's email when training is carried out. The success points of this training can be seen through the user's pre-test and post-test scores with scores above 70.