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Administrative Management Training for Development of Information Technology-Based Apparatus and Community Soft Skills in Pelabuhan Dalam Village

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ABSTRACT

Administrative Management Training Activities for the Development of Information Technology-Based Officials and Society Softskills in Pelabuhan Dalam Village are carried out in accordance with the results of discussions between the PKM team and the village head. In selecting topics, training activities are adjusted to the needs of village officials and communities. This is based on the importance of IT for society in facing the demands of the times and the development of the IT world. The training activities started with the preparation of the PKM team in the multimedia laboratory and game programming at the Faculty of Computer Science, Sriwijaya University. Then continued with the PKM team's survey to the location and further discussions with the village head and village officials for the implementation of PKM activities. The result of this activity is the knowledge of the village community with IT, to deal with the development of the IT world.

KEYWORDS
Administrative;
Management Training;
Information Technology;
Apparatus;
Community Soft Skills

1. Introduction

Ogan Ilir Regency is a new district resulting from the expansion of Ogan Komering Ilir Regency in accordance with Law Number 37 of 2003. Most of the Ogan Ilir Regency area is in the form of rural areas which are directed to the development of food crop cultivation areas, namely agricultural areas, supporting activities and settlements. One of the villages that has high potential in Ogan Ilir Regency is the Deep Harbor Village. Many potentials around the village can be informed by ICT. Due to the limited knowledge of ICT officials and the village community, a lot of information could not be conveyed widely. With these problems, the service team is looking for references about ICT. Exploring the influence of ICTs and tourism on economic growth: a study on Israel researched by Kumar [1]. The role of ICTs in energy consumption and the environment: an empirical investigation of Asian economies with cluster analysis researched by [2]. The attitude of parents of elementary school students in the city of Zagreb towards the use of ICT in distance learning during the COVID-19 pandemic was studied by Ivanković [3]. Utilization of Information and Communication Technology (ICT) and Infrastructure Alignment in Construction Organizations was researched by Eliwa [4]. Green is clean: the role of ICT in resource management researched by Batool [5].

ICT as a factor for destination competitiveness: The case of the republic of the former Yugoslavia was investigated by Milićević [6]. The effect of ICT on Corruption Control was studied by Darusalam [7]. The Adequacy of Accounting Education in the Development of the Transversal Skills Needed to Meet Market Demands was studied by Carvalho [8]. A Comparison of ICT Economics, Environmental Degradation and Inclusive Human Development in Sub-Saharan Africa was researched by Asongu [9]. Evaluation of information and communication technology in junior and senior high school education programs: The GENIE program as a case study was investigated by Ismaili [10]. Multivariate Analysis of Attitudes, Knowledge and ICT Use in Students Engaged in Virtual Seedbeds Research was investigated by Martinez-Daza [11]. Application Functions for People with Autism: A Comparison between Educators from Florence and Granada was researched by Gallardo-Montes [12]. Social Innovation in Smart Cities – The Poprad Case was researched by Husar [13]. International connectivity

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in the generation of information and communication technology (ICT) in Spain was researched by Medina [14]. An overview of the use of ICT-based solutions to manage a global pandemic was researched by THilakarathne [15].

Information Communication Technology and Infant Mortality in Low-Income Countries: An Empirical Study Using a Panel Data Model was investigated by Khelfaoui [16]. Research and development trends and topics related to the improvement of signaling and telecommunication systems using information and communication technology were investigated by KAWASAKI [17]. The role of the EU cohesion policy in promoting smart and sustainable competitiveness in the Visegrad region of countries was researched by Dziembala [18]. Information and Communication Technology in Physical Education: bibliometric analysis researched by [19]. Smart Cities and Awareness of Sustainable Communities Associated with Demand Response Programs: Data Processing with First Level and Hierarchical Confirmatory Factor Analysis was researched by Oprea [20].

Investigating the determinants of the human development index in Pakistan: an empirical analysis researched by Khan [21]. Teacher training and ICT for students with disabilities: A systematic review researched by FERNÁNDEZ-BATANERO [22]. Digital competence of aspiring science teachers and engineers: A latent profile and correspondence analysis was investigated by Heuling [23]. Analysis and Ranking of IT Risk Factors Using a Fuzzy TOPSIS-Based Approach was researched by Alshahrani [24]. Remittances, ICT, and doing business in Sub-Saharan Africa were studied by Asongu [25]. Key competencies, education for sustainable development and strategies for 21st century skills development. A systematic review of the literature researched by González-Salamanca [26]. The feasibility of applying the IPD approach to infrastructure projects in developing countries was investigated by Khanna [27]. Adopting a socio-technical perspective to rethink ICT use in VNFIL was researched by Fahrenbach [28]. Assessment of digital co-creation for public open spaces: A methodological guide researched by Skaržauskienė [29]. Knowledge Society failure? Barriers to ICT Use and Further Teacher Education in the Czech Republic was researched by Mynaříková [30].

Outline and Future Prospects of Research and Development Activities related to the Utilization of Information and Communication Technology for Signaling Systems and Telecommunication was researched by KAWASAKI [31], Unraveling the relationship between ICT and Industry 4.0: the impact on knowledge-related performance was researched by Bettiol [32]. The effect of spatial spillover information and communication technology on carbon dioxide emissions in Iran was investigated by Shahnazi [33]. The use and integration of augmented reality in an Andalusian (Spanish) educational cooperative was researched by López Belmonte [34]. Social Distancing or Socially Connected? Well-being through ICT Use among Indian Elderly during COVID-19 was investigated by Bakshi [35]. When you're not here, I can't do what I want on a tablet – The use of ICT to promote the social participation of young people with intellectual disabilities was researched by Björquist [36]. The attitude of Chinese health science graduate students towards the use of information and communication technology in global health research was studied by Huang [37]. Windows of teachers' ICT practices: Distinguishing between teaching and complex pedagogy studied by Vandeyar [38]. Implementation of information and communication technologies in legal clinics in Colombia: research by Guevara Flórez [39]. The role of mobile digital technology in elderly health management among health workers in Indonesia: An analysis of knowledge, attitudes and practices was researched by Dinakrisma [40].

Contribution to Village lecture service activities with the team and 8 students regarding sharing knowledge, insights, and assistance for village officials and communities to learn various ICTs to be applied in a rural environment. The implementation team consisted of lecturers and students from the Faculty of Computer Science, Sriwijaya University who focused on computers and ICT. Deep harbor village has considerable potential to be developed, but so far the use of ICT in information dissemination has not been utilized optimally among government, especially in rural areas, this is due to the limited facilities and infrastructure as well as human resources who have the ability and expertise in the field of science computer.

2. Method

In this activity, the implementation method is to provide training by demonstrating directly to the audience according to the material. Administrative Management Training Methods for the Development

of Information Technology-Based Officials and Society Softskills in Pelabuhan Dalam Village, will be explained below:

1. Creating modules to assist participants in training
2. Making emails to support activities,
3. Training in the form of presenting training material on
    a. Internet training as a medium for disseminating ICT-based village information.
    b. Office administration training to assist the application of ICT in providing better services.
    c. Training on delivering village information to the public with ICT
    d. Social media-based village product marketing training
4. Discussion of the problems encountered during the training activities.
5. Exercise for each participant, by demonstrating directly using the computer and CD provided.

3. Results and Discussion

In order to be able to achieve training results in accordance with the objectives of the activity, indicators of achievement of activity results were compiled as shown in table 1. The table explains that there are four materials namely introduction to email applications, program installation, demonstration and creation, village weblogs, and ICT-based village financial management.

Table 1. Design evaluation of activity results

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy [a]		

Evaluation is carried out at the end of the activity in the form of questions and answers and practice. Indicators of achieving goals if at least 80% of the target audience. four types of instrumentation, namely:

a. Interview

b. Observation (Observation)

c. Questionnaire (questionnaire)

d. Documentation.

Fig. 1. Opening activities for community service activities.

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Figure 1 shows the opening activity for the implementation of activities by the village head. In addition, the opening was attended by several village staff, such as the village secretary and several youth organizations.

Fig. 2. Greetings from the head of the implementation team

In figure 2, the leader of the implementation team from Sriwijaya University is delivering a speech about the activity. In addition, the team leader also said that it was important for IT in the village to support all activities in the village office and the village community. This received an enthusiastic response from the public about IT.

Fig. 3. Submission of Material by the Unsri team

In figure 3, the team is delivering material to the public. The delivery of this material is about the importance of IT, especially the role of IT in supporting activities at the village office. Besides that, the speaker also conveyed caution in responding to unclear information.

Fig. 4. Submission of the 2nd material

Figure 4 shows the 2nd speaker presenting IT material on how to help village communities market their products using social media. This was responded to very enthusiastically by the public, because there are a lot of MSME products that need to be marketed with IT.

4. Conclusion

Administrative management training for the development of information technology-based apparatus and community soft skills in the deep harbor village was successfully carried out in accordance with the activity plan. Based on discussions with the participants, the participants were very enthusiastic about the activity. In addition, there is a desire for participants to carry out further activities. The results of this activity can increase the ability and knowledge of the community towards IT. This was also conveyed by the head of the village, that the activity really helped residents in the field of ICT.

Acknowledgment

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Author Contribution

The activity plan in order to implement the topic of training activities is adjusted to the needs of village apparatus and communities. This supports the importance of IT for society in facing the demands of the times and the development of the IT world.

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Conflict of Interest

The authors declare no conflict of interest.

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