ABSTRACT

Training Needs Analysis for The Head of Administration in Institut Pertanian Bogor (IPB)

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The purposes of this research are (1) to measure a perception of the head of administration about training that they have been followed, (2) to identified the training needs for the head of administration, (3) to know the correlation between training and performance for the head of administration, (4) to recommended a managerial implication about training that can be used by the head of administration to develop their capability.

This research used descriptive method through survey approach. Data collected were in form of primary and secondary data. The number of respondents was taken by sensus method. Respondents are the head of administration from faculty and department in IPB. The analytical tools were Training Need Analysis-Tool (TNA-T), criteria span analytic, and rank spearman correlation analysis.

The results of this research state that, in general, the head of faculty administration do not need to improve all competencies concerning all of their job description. They only need to develop their responsibility about one of job description they had, that’s how to handle a security problems in faculty. This research also showed that the head of administration department in IPB do not need a training based on their job description. It’s because they already fulfilled the prerequirements. And about perception analysis, all respondent felt that they need more training programs which suitable for organizational needs. The results from Rank Spearman showed that there’s no correlation between training and performance.

Keywords: The head of administration, Perception Analysis, TNA-T, Rank Spearman