

## ABSTRAK

**Khadijah Hidayati.** 2021. *Manajemen Pendidikan dan Pelatihan Tenaga Kependidikan Madrasah (Studi Kasus di Balai Diklat Keagamaan Banjarmasin)*. Skripsi, Jurusan Manajemen Pendidikan Islam, Fakultas Tarbiyah dan Keguruan. Pembimbing Bidang Konten dan Metodologi, Dr. Ahmad Salabi, S.Ag, M.Pd dan Bidang Bahasa dan Teknik Penulisan, Nauriatul Muharramah, S.E.I, M.Pd.I

Fokus masalah yang diangkat dalam penelitian ini adalah tentang Manajemen Pendidikan dan Pelatihan Tenaga Kependidikan Madrasah di Balai Diklat Keagamaan Banjarmasin yang meliputi: perencanaan, pelaksanaan, evaluasi, pelaporan, dan faktor-faktor pendukung dan penghambat keberhasilan penyelenggaraan pendidikan dan pelatihan.

Jenis penelitian ini adalah penelitian lapangan dengan pendekatan penelitian deskriptif kualitatif. Teknik pengumpulan data dalam penelitian ini adalah metode observasi, wawancara dan dokumentasi. Proses analisis data mulai menelaah seluruh data hasil observasi, wawancara dan dokumentasi yang berhubungan dengan manajemen pendidikan dan pelatihan tenaga kependidikan madrasah di Balai Diklat Keagamaan Banjarmasin. Subjek dalam penelitian ini adalah kepala seksi diklat tenaga teknis, dan narasumber lainnya. Objek penelitian ini ialah meneliti tentang proses dan hasil pada manajemen pendidikan dan pelatihan tenaga kependidikan madrasah di Balai Diklat Keagamaan Banjarmasin.

Hasil penelitian ini yaitu pada proses perencanaan di Balai Diklat Keagamaan Banjarmasin dilakukan secara sistematis dan mengedepankan skala prioritas. Bentuk kerangka acuan atau TOR (*Term of Reference*) yang digunakan ialah Kursil. Penyelenggaraan diklat di balai dilakukan dengan adanya koordinasi, dan kerjasama. Anggaran diklat berasal dari anggaran DIPA. Balai memiliki standar prioritas program dan ketersediaan anggaran diklat. Pelaksanaan diklat secara menyeluruh yang diselenggarakan ini sesuai dengan pedoman pada Kebijakan Kepala Badan Litbang dan Diklat Kementerian Agama. Program diklat khusus tenaga kependidikan madrasah ialah diklat tata naskah dinas, etos kerja, pengelolaan keuangan, barang dan jasa, manajemen madrasah, dan lain sebagainya. Penyelenggaraannya diklat dilakukan secara klasikal, dan non klasikal. Evaluasi dilakukan melalui aplikasi SIMDIKLAT. Pelaporan diklat, dilakukan seragam dalam penyajian laporannya dengan mengikuti pedoman penyelenggaraan diklat. Faktor pendukung dan penghambat diklat, berasal dari berbagai sumber diantaranya ialah kelengkapan program, sarana prasarana diklat yang menjadi faktor pendukung diklat. Kurangnya keterampilan peserta dalam mengoperasikan teknologi informasi komputer, keterlambatan dalam pengiriman data peserta saat pelatihan jarak jauh (pjj) berlangsung yang menjadi faktor penghambat keberhasilan penyelenggaraan diklat.

## **ABSTRACT**

*Khadijah Hidayati. 2021. Management of Education and Training of Madrasah Education Personnel (Case Study at Banjarmasin Religious Training Center). Thesis, Department of Islamic Education Management, Faculty of Tarbiyah and Teaching. Supervisor of Content and Methodology, Dr. Ahmad Salabi, S.Ag, M.Pd and Language and Writing Techniques, Nauriatul Muharramah, S.E.I, M.Pd.I*

*The focus of the problems raised in this study is on Education Management and Training of Madrasah Education Personnel at Banjarmasin Religious Training Center which includes: planning, implementation, evaluation, reporting, and supporting factors and inhibition of the success of education and training.*

*This type of research is field research with qualitative descriptive research approach. The data collection techniques in this study are observation methods, interviews and documentation. The data analysis process began to study all data from observations, interviews and documentation related to the management of education and training of madrasah education personnel at the Banjarmasin Religious Training Center. The subjects in this study were the head of the technical training section, and other speakers. The object of this research is to examine the process and results in the management of education and training of madrasah education personnel at the Banjarmasin Religious Training Center.*

*The results of this study, namely in the planning process at the Banjarmasin Religious Training Center, were conducted systematically and put forward the priority scale. The form of the frame of reference or TOR (Term of Reference) used is Kursil. The implementation of training in the hall is carried out with coordination, and cooperation. Training budget comes from dipa budget. Balai has priority standards of program priorities and availability of training budgets. The implementation of this comprehensive training is in accordance with the guidelines on the Policy of the Head of R&D Agency and Training of the Ministry of Religious Affairs. Special training program for madrasah education personnel is training in service script, work ethic, financial management, goods and services, madrasah management, and so forth. The implementation of training is done classically, and non classically.*

*Evaluation is done through SIMDIKLAT application. Training reporting, conducted uniformly in the presentation of the report by following the guidelines of the implementation of training. Supporting factors and inhibition of training, derived from various sources including the completeness of the program, training infrastructure facilities that become a supporting factor training. The lack of skills of participants in operating computer information technology, delays in the transmission of participant data during remote training (pjj) took place which became a factor in inhibiting the success of training.*