

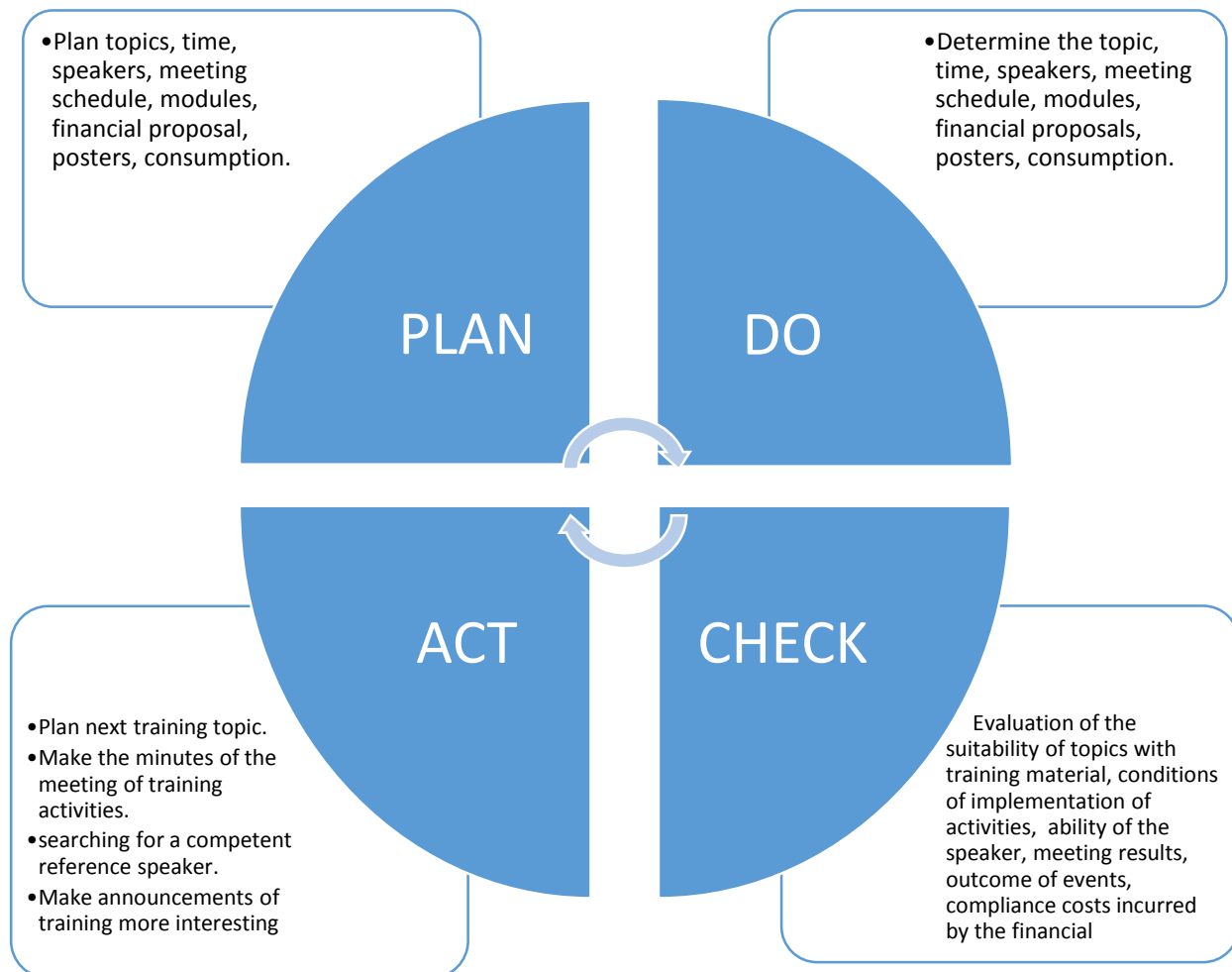


**LABORATORIUM SIMULASI & APLIKASI INDUSTRI**  
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**TRAINING PDCA**





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Activity	Plan	Do	Check	Action
<i>Training</i>	Plan topics that will be training topic	Determine the topics that will be the training topic	Evaluation topics suitability with training materials	Plan topics for the next training in accordance with the desired target audience
	training Plan implementation	Determining when the implementation of the training	Evaluation training conditions implementation	Make the minutes of training results
	Plan for training material	Determine and contacting speakers for training	Evaluation the ability of presenters to provide training	Searching for reference speakers are more competent and in accordance with the training topic
	Plan meeting scheduled with laboratory head and all assistant	Meeting the needs of training with the head of the laboratory and all assistants	Evaluation meeting results with the head of the training needs of the laboratory and all assistants	schedule a meeting attended by the head of the laboratory and all the assistants
	Create training module	Print and distribute training modules	Evaluation training modules content suitability with the contents of training implementation	Create a database of training modules
	Schedule training activity	Conducting training	Evaluation training activity results	Plan training activities at a more appropriate time