

Soft Skill Analysis on Students of SMK N 13 West Jakarta**Hapzi Ali^{1*}, Said Djamaluddin¹, Baruna Hadibrata¹**

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Abstract: Soft skill analysis is held on students of SMK N 13 West Jakarta in 2017 followed by 20 student representatives. Soft skills are a person's skill in dealing with others (interpersonal skills) and intra-personal skills that are capable of developing maximum performance. The purpose of this soft skill workshop is to analyze the different test of soft skills understanding before and after the soft skill workshop implementation on the students of SMK N 13 Jakarta. Quantitative descriptive analysis method, with different test analysis tool (T-test). The result of research or Community Service (PPM) of Mercu Buana University is that there is a real difference of soft skill understanding for students of SMK N 13 Jakarta between their understanding of soft skill before and after the soft skill workshop is held.

Keywords: Workshops, soft skills, interpersonal skills, intra-personal skills

INTRODUCTION**Background**

The Government of Indonesia is currently actively implementing a program of mental reform. For the effectiveness of the mental reform program, every element of society must play an active role. Higher Education Institution with *Tri Dharma Perguruan Tinggi* program must be more active role in realizing mental reform. Campus has a good relationship with many schools such as high school, vocational and other high schools as prospective students. So on this thinking should be done Devotion to Society in School with soft skill theme. Soft skills with internal skill and external skills are the dimensions and or indicators of the values of mental reform.

Soft skills is a person's skill in dealing with others (interpersonal skills) and self-organizing skills (intra-personal skills) capable of developing maximum performance. Soft skills if interpreted literally will seem ambiguous, "soft skill", and hence the term Soft skills is common (common) used as a daily expression is no longer interpreted literally, while his opponent is hard skills (hard skills). Hard skills can be termed either Technical Skills or Technical skills. Soft skills and hard skills are two things that complement each other for a person in achieving excellent performance and performance [1].

Such soft skill values are a person's skill in dealing with others (interpersonal skills) and intra-personal skills.

Formulation of the problem

Based on the background of the problem then the problem formulation of this article is:

- How to understand soft skills before the implementation of workshop on students of SMK N 13 Jakarta,
- How the soft skills after the implementation of the workshop on the students of SMK N 13 Jakarta,
- How is the correlation of soft skill learning before and after the implementation of soft skill workshop for students of SMK N 13 Jakarta.

Research purposes

Based on the background and the formulation of the problem then the purpose of writing this article are:

- To analyze the understanding of soft skills before the implementation of workshop on students of SMK N 13 Jakarta;
- To analyze soft skills after the implementation of workshop on students of SMK N 13 Jakarta;
- To analyze the correlation of soft skill understanding before and after the implementation of soft skill workshop for students of SMK N 13 Jakarta

LITERATURE REVIEW**Understanding Soft skills**

Soft skill is a skill in interpersonal skills and intra-personal skills capable of developing maximum performance. Soft skills can also be interpreted as attitudes, behaviors or individual characters that exist within each of them. More skewness soft skill is your attitude and habits in interacting with others. Soft skills are invisible to technical skills, and to get them you do not necessarily follow a training class. You can get soft

skills through school experiences, life experiences and the past, or experience in the workplace that is being acted on. The experience is a valuable lesson so you can live the role of a professional who is not only reliable in technical matters but very good at connecting with others [2].

Soft skills are a non-technical ability possessed by someone who has been in it since birth. Non-technical capabilities that are not visible in form but are indispensable for success and non-technical capabilities that can be talent and can also be improved by training [10].

There is no single agreement on the meaning of soft skills, but in general this term is used to describe the ability to thrive in work. For example, the ability of an architect to read and translate planning images is hard skills, but the ability to work effectively with subordinates, communication with customers and superiors is a soft skills aspect. In this case soft skills are also termed Employability Skills [10].

The definition of soft skills according to [1] is: "the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees. Furthermore, it was suggested that soft skills is a complement of hard skills. Hard skills are specific and easier to see performance. Hard skills are the minimum ability employees need to work. A person with the same level of education and experience has the same degree of hard skills. Soft skills are relatively unrecognizable and sometimes quite difficult to measure. This ability is basically a manifestation of personality characteristics of a person such as: motivation, sociability, work ethic, leadership, creativity, ambition, responsibility, and communication skills. From various definitions can be formulated that basically soft skills is the ability that needed someone to develop himself in doing the job. Soft skills are a hard skills complement that will determine someone's success in working.

The Importance of Soft Skills in the Education Process

The importance of soft skills in most work can be observed from opinion Ram Phani [6] which suggests that:

Soft skills play a vital role for professional success; they help one to excel in the workplace and their importance cannot be denied in this age of information and knowledge. Good soft skills -- which are in fact scarce -- in the highly competitive corporate world, will help you stand out in a milieu of routine job seekers with mediocre skills and talent.

At the beginning of work, technical skills play an important role in the work, but in the next development aspects of soft skills is a critical success factor in competing for higher positions.

The research undertaken [5] shows the qualification of qualifications required in various jobs and their urgency. In the study, besides threshold competency / hard skills, soft skills have a strategic role in determining one's success in all areas of work. The development of hard skills aspect concerning the mastery of the field of work (technical skills) needs to be balanced with the integration of soft skills aspects such as communication, emotional intelligence, and teamwork.

Soft Skills Dimensions

Various opinions and studies formulate the various dimensions of soft skills needed in the world of work. From some existing research, soft skills need in work or business world more or less there are 13 dimensions of soft skills. Dimensions of soft skills include: Discipline, honesty, confidence, ethics, leadership, commitment, responsibility, courtesy, creativity, communication, cooperation, organization, and entrepreneurship.

Soft skill values include

- Honesty
- Responsible
- Be fair
- Ability to work together
- Ability to adapt
- Ability to communicate
- Tolerant
- Respect for others
- Ability to make decisions
- Problem-solving skills, etc.

These values are developed into two skills: Interpersonal Skills and Intra-Personal Skills, examples of other values are as follows [3].

Interpersonal Skills

Interpersonal Skills is the ability to connect well to the other person or person. You are a good listener, and not easy to judge others, like sharing ideas and feedback. As a person who has interpersonal skills you will become a partner who always available when a colleague requires you. Interpersonal Skills values include: Motivation skills

- Leadership skills
- Negotiation skills
- Presentation skills
- Communication skill
- Relationship building
- Public speaking skills

- Self-marketing skills

Intra-Personal Skills

Is the value of Intra-Personal Skills such as:

- Time management
- Stress management
- Change management
- Transforming beliefs
- Transforming character
- Creative thinking processes
- Goal setting and life purpose
- Accelerated learning techniques

Communication Skills

A person with good communication has the ability to process information either orally or in writing accurately. In addition, those with communication skills are able to provide accurate and accurate information, and can be easily accepted and digested by others.

Problem Solving & Critical Thinking

This skill is the ability to analyze and identify a problem and provide various solutions (solutions). Using logical reasoning is the ability in Problem Solving, so that the problem approach will be easily resolved effectively and efficiently.

Active Listening

The ability to manage oneself to listen to others and take advantage of the opinions or input of the other person. Interrupt only if it should be done, not just want to seem to sound or appear active. Listening is a

non-technical ability that is crucial enough to obtain complete information to avoid misperception.

RESEACRH METHOD

Object of Community Service activities with the theme of soft skill counseling is a student of class III SMK N 13 Jakarta Jl. Rawa Bolong II E Palmerah Jakarta Barat. Location map of the object of Community Service as shown in figure 1. The number of students who become the sample in this workshop is as many as 20 people in the random select that represents the class and force, as in figure 2.'

The method of analysis is by qualitative method and quantitative descriptive. The analytical tool used is a different test (T test) with the analysis tool of the application program analysis (software) SPSS 2.10 under windows.

The students who participated in soft skill workshop as many as 20 people before and after attending the research workshop. This questionnaire contains one question to the respondent is "Do you already know and understand soft skill, or Interpersonal Skills and Intra-Personal Skills?".

The data scale used in community service is the liker scale 1 to 5, where:

- Very little know and understand;
- Lack of knowing and understanding;
- Self Knowing and understanding;
- Know and understand; and
- Very knowing and understanding;

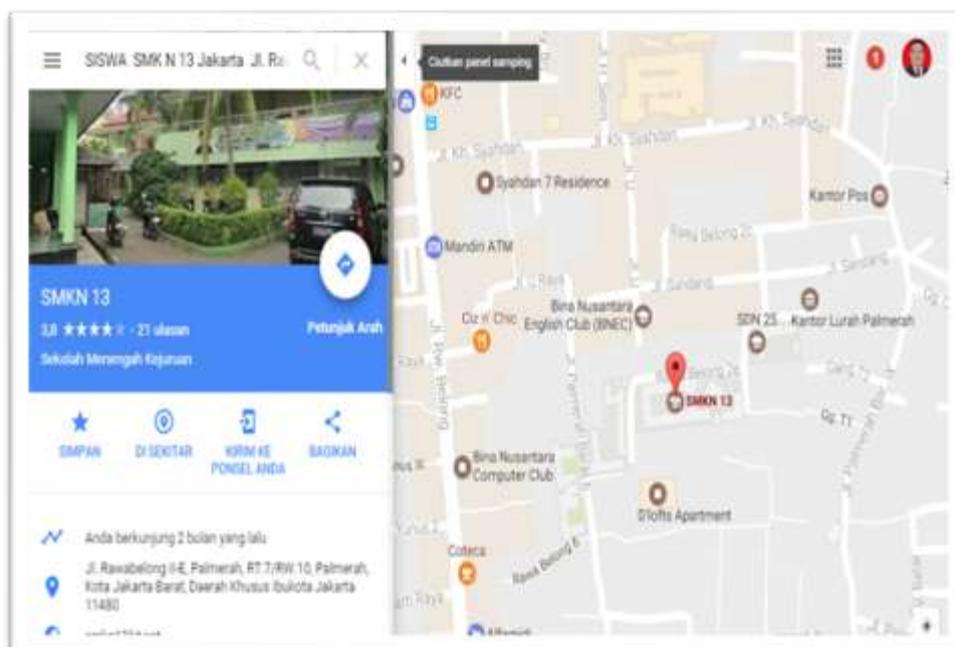


Fig-1: Map of the object of Community Service



Fig-2: Participants soft skill student SMK N 13 Jakarta Jl. Rawa Bolong II E Palmerah Jakarta

The method of the implementation of the Community Service Program (PPM) is by Lecture and Discussion on soft skill values such as a person's skill in dealing with others (interpersonal skills) and intra-personal skills.

RESULT AND DISCUSSION

Result

The results of this study or Community Service (PPM) University of Mercu Buana is at SMK N 23 Jakarta is as follows. Based on the output of

questionnaire data processing from respondents with the help of SPSS 21.00 analysis tools are like tables 1, 2, 3, 4 and 5 below.

Understanding of soft skills before the implementation of workshop on students of SMK N 13 Jakarta

Understanding soft skills before the implementation of workshops on students of SMK N 13 Jakarta can be interpreted from table 1 below:

Table-1: Descriptive Statistics-1

	N	Minimum	Maximum	Mean	Std. Deviation
Before_Workshop_Softs kill	20	1.00	3.00	1.7500	.71635
Valid N (listwise)	20				

Source: output of SPSS 21.0 under windows

From table 1 above, it can be interpreted based on the questions given to the respondents before the soft skill workshop of SMK N 13 Jakarta students is "Do you already know and understand soft skill, or interpersonal skills and intra-personal skills"? Then the results based on the scale 1 and 5 is the average value of respondents answer of 1.75 means between 1 to 2 or between 1) Very less know and understand; And 2) Less knowledge and understanding of soft skills, or interpersonal skills and intra-personal skills.

If rounded then the average respondent's answer on the scale 2, that the students of SMK N 13 Jakarta still less know and understand soft skills, or Interpersonal Skills and Intra-Personal Skills.

The average minimum answer is the scale of 1 and the average answer max 3, which means the average respondent answers between: 1) Very less know and understand; 2) Lack of knowing and understanding; And 3) Simply know and understand. No one has stated the answer to the understanding of soft skills on a scale of 4 and 5, namely: 1) Knowing and understanding; And 2) Very knowing and understanding.

Understanding soft skills after the implementation of workshops on students of SMK N 13 Jakarta

Understanding soft skills after the implementation of workshops on students of SMK N 13 Jakarta can be interpreted from table 2 below:

Table-2: Descriptive Statistics-2

	N	Minimum	Maximum	Mean	Std. Deviation
After_Workshop_Softskill	20	3.00	5.00	4.0000	.79472
Valid N (listwise)	20				
Valid N (listwise)	20				

Source: output of SPSS 21.0 under windows

Based on table 2 above can be interpreted based on questions given to the respondents after the implementation of soft skill workshop on students of SMK N 13 Jakarta is "Do you already know and understand soft skills, or interpersonal skills and intra-personal skills. So the results based on the scale 1 and 5 is the average of respondents' answers is a scale of 4 means that after following the soft skill workshop for students of SMK N 13 Jakarta, the students become very aware and understand the soft skills, or interpersonal skills and intra-personal skills.

The average minimum answer is the scale of 3 and the average maximal answer 5, meaning the

average respondent answers between: 3) Simply know and understand; And 5) Very knowing and understanding soft skills, or Interpersonal Skills and Intra-Personal Skills.

Soft skill correction before and after the implementation of softskill workshop for students of SMK N 13 Jakarta

The correlation of soft skill understanding before and after the implementation of soft skill workshops and other analysis for students of SMK N 13 Jakarta can be interpreted from table 3, table 4 and table 5 below:

Table-3: Paired Sample Statistics

		Mean	N	Std. Deviation	Std. Error Mean
Pair 1	Before_Workshop_Softskill	1.7500	20	.71635	.16018
	After_Workshop_Softskill	4.0000	20	.79472	.17770

Source: output of SPSS 21.0 under windows

From table 3 above it can be explained that there is an increase of soft skill understanding before and after the soft skill workshop for students of SMK N 13 Jakarta, that is from average 1.75 or rounded to 2 and increased to 2 (answer scale 1 to 5). This means

that there is an increasing understanding of soft skill from lack of knowing and understanding soft skill to know and understand soft skill or interpersonal skills and intra-personal skills.

Table-4: Paired Sample Correlation

Paired Samples Correlations					
		N	Correlation	Sig.	
Pair 1	Before_Workshop_Softskill & After_Workshop_Softskill	20	.462	.040	

Source: output of SPSS 21.0 under windows

From table 4 above the output of Paired Samples Correlations mentioned above can be seen that the correlation between before and after the implementation of soft skill workshops amounted to

0.462 so there is a strong and significant relationship with a significant level of 0.040 smaller than the 5 percent error tolerance (0.050).

Table-4: Paired Sample Test

		Paired Differences					t	df	Sig. (2-tailed)
		Mean	Std. Deviation	Std. Error Mean	95% Confidence Interval of the Difference				
					Lower	Upper			
Pair 1	Before_Workshop_Softskill - After_Workshop_Softskill	2.25000	.78640	.17584	2.61805	1.88195	-12.795	19	.000

Source: output of SPSS 21.0 under windows

From table 4 Paired Samples Test above we can know that sig. (2-tailed) is 0.000. This means the value is less than 5 percent or 0.05. So it can be concluded that the understanding of soft skills before and after a soft skill workshop for each respondent (students of SMK N 13 Jakarta) is very influential or have a strong relationship. So soft skill workshop is very useful in doing in the future because it can increase the defense significantly.

From table 4 we can know the level of soft skill understanding before and after the soft skill workshop is between 1.88195 to 2.61805 (scale 1 to 5) with 95 percent confidence level. This means there is a significant increase in the understanding of soft skill with sig. Level 0.000.

DISCUSSION

Each type of work will always require a skill so that it can help someone do it, reach the set targets and reach the final goal declared. For example, a photographer would need to understand different types of camera lens, type of lights, lighting and others. Or a teacher needs to know how to read a mathematical formula and understand how to put it into practice. And many more examples of other work, which must be accompanied by skills tied to the job. This skill is known as a technical skill (hard skills) to get one to learn and practice in a special education program.

So also for a student to be able to follow the lesson well can to complete the study well and on time is very necessary soft skill, meaning that every work and profession needed soft skill.

Says [4] that based on research conducted at Harvard University, it is said that one's success in any field that he is diligent not solely because of his intellectual ability (hard skills) but also the ability to manage emotions or soft skills. Even explicitly the research also mentions that 80% of human success is determined by how he manages his emotions and the rest of a new factor called hard skills.

If there is any question why practicing soft skills are very important. The answer is that humans are subjective beings. Whether we realize it or not every decision we take is a bit much knows how many percent must be influenced by the emotional factors that exist within us. Humans are not robots who only know the Y fungus for Yes and N for no. It shows that humans are creatures that never escape from the subjectivity factor, recognized or not.

Actually soft skills can affect hard skills. It may be that we do not concentrate to pursue the task we are working on because our minds can not control our emotions. And vice versa, when our emotions are in

good condition, then the task no matter how much we can do well

Hard skills can be easily obtained by learning and practicing working on problems. As for soft skills, many of us know that a person's soft skill is determined by one's benchmark in developing his skills skill. Soft skill itself will appear when a person has found his or her identity. But there is also who will not get soft skill from herself if she has no desire to change that big in life from bad pattern life to life pattern better than before. Because soft skill itself will be born if someone has a great motivation to change better than before.

So it can be concluded that there are 3 important differences between hard skills and Soft skills, namely:

- Hard skills using IQ or more intelligence using the left brain (the logical center). While Soft skills using EQ or more intelligence using the right brain (the emotional center)
- Hard skills are skills where the rules remain the same regardless of the circumstances or the people who work with us. In the office, hard skills rules have been set by the company, such as employee standards in terms of skills required by the office. Instead, Soft skills are skills in which the rule changes depend on the corporate culture and the people you work with. Soft skill is more focused on a person's character or personality.
- Hard skills can be learned in school and from books or from experts in their field. While Soft skill, can be formed by the surrounding environment. But the most important thing to practice soft skill is the inner desire of the person.

Furthermore, in the development of various types of work involving many people with different abilities and skills, then someone will be supported by other skills known as soft skills (non-technical skills), a skill that is closely related to the attitude and behavior you face people Others to help one's work.

Soft skills are one's skill in dealing with others (interpersonal skills) and intra-personal skills that are capable of developing maximum performance.

Interpersonal Skills values include: motivation skills, leadership skills, negotiation skills, presentation skills, communication skill, relationship building, public speaking skills and self-marketing skills. Intra-Personal Skills values include: time management, stress management, change management, transforming beliefs, transforming characters, creative thinking processes, goal setting and life purpose, and accelerated learning techniques.

Broadly speaking, the soft skill values are: honesty, responsibility, fair dealing, cooperative ability, adaptability, communication ability, tolerance, respect for others, decision-making ability, and problem.

Soft skill workshop activities at SMK N 13 Jakarta Jl. Rawa Bolong II E Palmerah West Jakarta is very beneficial because it will be able to form the personality of students as the next generation of this nation and in accordance with the government's program of mental reform. Where made a significant improvement understanding between before and after the implementation of soft skill workshop for students of SMK N 13 West Jakarta.

CONCLUSIONS

PPM counseling with the theme of Soft skill at SMK N 13 Jakarta Jl. Rawa Bolong II E Palmerah West Jakarta is very beneficial because it will be able to form the personality of students as the next generation of this nation and in accordance with the government's program of mental reform.

Implementation of Soft skill workshop at SMK N 13 Jakarta Jl. Rawa Bolong II E Palmerah Jakarta Barat is followed by all class representatives, performed solemnly and participants are very enthusiastic to follow the event marked with many questions from the participants. Significant improvement or significant difference between the understanding and after the soft skill workshop for the students of SMK N 13 West Jakarta. Thus this activity needs to be followed up and continued in the future either in the same school or in another school.

The result of this research or Community Service (PPM) of Mercu Buana University is that there is a real difference of soft skill understanding for students of SMK N 13 Jakarta compared to their understanding of soft skill before and after soft skill workshop.

RECOMMENDATIONS

The theme of this PPM workshop is soft skill as well as the government's program of mental reform, so it is better to talk about this soft skill workshop and be held in the same school or other school in Mercu Buana University specially and in Jakarta area in general.

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