

## **ABSTRACT**

Ibnu Dimas Mahargyo. 2024. **EVALUATION OF THE OFFICE ADMINISTRATION PROGRAM AT THE CIPTA TUNGGGA INDONESIA COURSES AND TRAINING INSTITUTION, CIAMIS DISTRICT.** Department of Community Education, Faculty of Teacher Training and Education. Siliwangi University. Tasikmalaya.

To reduce unemployment, it is necessary to increase the skills of the workforce according to needs. The aim of the research is to describe the results of evaluating the context, input, process and product (output) of the office administration program at the Cipta Tungga Indonesia Course and Training Institute. The research method is a descriptive approach. Data collection techniques use observation, interviews and documentation. The results of the research show that based on an evaluation of the context of implementing the office administration program at the Cipta Tungga Indonesia Course and Training Institute in accordance with community needs, the program objectives and indicators of program achievement are good and clear. Input evaluation shows that the program that has been implemented is in line with motivation, in accordance with needs, and the facilities provided. Meanwhile, based on the process evaluation, it shows that there was a good contribution from the course participants so that the goal was achieved, namely changes in attitudes, understanding and skills in the training participants. Product evaluation is seen from the increasing abilities of course participants so that course participants feel more confident and confident in their abilities. The conclusion of the evaluation of the office administration performance program is that the results are quite good in accordance with the program objectives.

***Keywords: Evaluation, Office Administration, Courses and Training.***