

**PLANNING AND ORGANIZING NATIONAL EDUCATION WEBINAR
TO IMPROVE PERSONAL POTENTIAL THROUGH ORGANIZATION
AND ACHIEVEMENT IN THE NEW NORMAL ERA**

(Review of Human Resource and Operational Aspect)

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ABSTRACT

This webinar is an activity carried out to help Indonesian students to remain productive individuals by improving their potential through organizations and improving achievement amid the COVID-19 pandemic situation in Indonesia. It is hoped that with this webinar, participants can discover their potential and continue to be motivated to become better individuals. The specific purpose of this research is to find out the technical aspects of the work carried out in pre-operational, operational implementation, and post-operational implementation. Determine the human resources needed, determine job specification and job descriptions of the committee, determine speaker criteria, motivate the teamwork, know the making of reports on the implementation of webinar and financial reporting from the aspects of human resources and operation, to find problems that have occurred from initial preparation to completion conducting webinar, to find out how to solve problems that occur starting from preparation in planning and organizing webinar. The results showed that the initial plan was to determine human resource needs by recruiting committees, followed by making job specification and job description as well as looking for speakers who were expert in their field. In motivating the committee, there are three types of motivation. Then proceed with the implementation. Meanwhile, the completion stage an evaluation of the work team is carried out. The methods used in planning and organizing this national webinar consist of operational aspect, namely: planning preparation, project implementation plans, project completion plans and project reporting plan.

Keywords: Webinar, Personal Potential, Human Resource Management, Operational Management