APPRENTICESHIP REPORT

PT INDAH KIAT PULP & PAPER Tbk – PERAWANG MILL

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APPRENTICESHIP REPORT

PT INDAH KIAT PULP & PAPER Tbk – PERAWANG MILL

Written as one of the conditions for completing Job training

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Perawang, June 30th, 2021

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PREFACE

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Bengkalis, 2021

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CHAPTER I
INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytrechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytrechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4

Information System Security, and D4 English.For Communication and Professionals. Thus, since 2000 until now the State Polytrechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs. The D-IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work

The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt.

For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months. Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad.

Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work activities for a minimum of 3 months.

The author chose PT. Indah Kiat Pulp and Paper as an internship place because the author has been interested in this company since visiting in 2018 and has a relationship with a team from Public Relations. So that the author can do practical work at PT. Indah Kiat Pulp and Pape, because during the current pandemic it is difficult to find a place to do practical work. During the implementation of practical work the author is placed in the Public Relations section. The author is also very interested in the world of Public Relations and has a dream to work in the Public Relations section of a company after completing his education. The implementation of this practical work really helps the author to learn more about Public Relations.

The implementation of the KP is starting from March 01, 2021 to June 30, 2021. The implementation of the KP is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience gained.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytrechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions during practical work.
2. To explain practical workplace systems and procedures.
3. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytrechnic of Bengkalis:s

1. For Students

   Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies

   There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytrechnic of Bengkalis

   State Polytrechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

CHAPTER II
GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Indah Kiat Pulp & Paper Tbk is a company engaged in thesector pulp integratedand paperwith Foreign Investment (PMA) status. PT Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei), at that time he led Berkat Group.

In 1975, Berkat Group, which has many subsidiaries, invited Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan. Then they conducted the first survey for a feasibility study with the location of the establishment of a paper factory in Serpong, Tangerang, West Java and afactory pulp in Central Java, Jambi, Riau and seven other areas.

In 1976, land acquisition permits were arranged, and investment permits were granted with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976 the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill was now officially established with Notary Ridwan Soesilo, SH. The application for the establishment of this factory is carried out with PMA status where the aim is to make it easier to bring in foreign workers, because local workers have not mastered paper making, in addition to providing incentives so that foreign investors want to enter Indonesia.

Factory design and feasibility studies were continued in 1977 to determine process technology and production capacity. After that,construction of a cultural paper factory (was carried outWood Free Printing & Writing Paperthe first phase of the) by installing 2 lines of paper machines, each with a capacity of 50 tons/day. This factory is located on Jalan Raya Serpong, Tangerang, West Java, which is near the Cisadane river.

A year later, experimental production was carried out at a paper mill in Tangerang with satisfactory results. On June 1st, 1979, commercial production was carried out as well as the inauguration day of the birth of PT Indah Kiat Pulp & Paper Tbk Corporation Tangerang. The date was chosen because it coincided with the birth Mr. Soetopo, in addition to making the logo and motto, namely "To build the country, to educate the nation, and to preserve the environment". Then the following year the second survey was conducted in Jambi and Riau ten times and to produce a phase II Tangerang paper mill by installing apaper machine with line 3rd capacity of 50 tons/day.

After considering the location feasibility study data in 1975, the study was continued in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Sri Indrapura Regency, Riau Province. On September 5th, 1981, land acquisition and permits were carried out.

In 1982 forest clearing and leveling. The forest concession rights owned by PT Indah Kiat Pulp & Paper Tbk Corporation include the collection and logging, maintenance and sale of the following products:

1. HPH supplies (Logging) are the rights of forest entrepreneurs and the purpose of using timber (Logs) for sale with sustainable principles and principles.
2. Industrial Forest HPH (HTI) is a right granted for the management of unproductive forests into better forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area which will be converted into another within a maximum period of one year.

Meanwhile, the operation of thepaper machine line 3at the Tangerang paper mill was carried out in addition to the preparation of themill location pulp in Perawang and Pinang Sebatang villages, Tualang District, Siak Sri Indrapura Regency, Riau Province. A year later the physical construction ofplant Pulp Phase I of thebegan in Riau Province. Simultaneously, loading and unloading facilities were also built in the form of a special port that can be docked by ocean ships

with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometers from thefactory location Pulp on the banks of the Siak river.

Thetrial plant was Pulp carried out with the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto on May 24th, 1984. At that time the capacity the mill pulp bleached sulphate (Bleached Kraft Pulp) is 75,000 tons/year, so that theneeds pulp of paper mills in Tangerang do not need to be imported anymore but are met bytroops Pulp from Riau Province. This factory is the first sulfate factory in Kentang made from wood in Indonesia. This year, the construction of Industrial Plantation Forests (HTI) was started based on a collaboration between PT Indah Kiat Pulp & Paper Corporation and PT Arara Abadi.

In 1985 the production of pulp reached 250 tons/day, then the second phase of industrial forest plantation development planning was continued. This year, PT Indah Kiat Pulp & Paper Corporation had suffered losses due to the effects of the world recession, production quality was still unstable, in addition to the replacement of the leader from Mr. Soetopo Jananto to his first son.

The year 1987 was a transition period from Mr. Boediono Jananto to Teguh Ganda Wijaya, the son of Mr. Eka Wijaya. In this year, production of Pulp 300 tons/day was achieved after modification of production facilities. Phase I of the paper mill construction in Perawang began in 1988 by installing the first line of cultural paper machines (Wood Free Painting & Writing Paper) with a capacity of 150 tons/day. The existence of this factory makes the Perawang factoryfactory pulp an integratedand paper.

In 1989 the construction of a phase II paper mill in Perawang was carried out with the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe, Aceh under the name KKA. Then in 1990, the construction of the Phase II factory in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons/day which is one of the largest cultural paper machines in Asia.

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill has two main locations, namely the office location and the factory location. The office location is located

at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is at Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang is better known as Perawang with a population of about 102.30 6 people is an industrial city on the edge of the Siak River.

Figure 2.1 PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

Perawang city is located between 0o32‟- 0o51‟ north latitude and 101o28‟ – 101o52‟ east longitude. The altitude from the sea level is between 0.5-5 meters with air temperatures around 22oC to 33oC. The Perawang area as well as the Siak area generally consists of lowlands and soil structures that tend to be red-yellow podzolic from sedimentary rocks and alluvials as well as organosol soils containing gley humus in the form of swamps or subsoil (peat). The shape of the area is approximately 75% flat to choppy and 25% wavy to hilly. Other areas bordering the city of Perawang are in the north in the District of Mandau, Kabuaten Minas, the southern part in the District of Kerinci Kanan, Pekanbaru City, the western part in the District of Minas, and the eastern part in the District of Sei Mandau.

The trial production plant phase II sold shares to the public and cooperatives with 54.39% of shares in PT Putri Nusa Eka Persada, 19.99% of Chung Hwa Pulp Corporation , and 8.69% of Yueng Fong Yu Manufacturing.

The process of preparing for the implementation of the Father's Child program is carried out, which is a program for linking large industries with small

industries by the Ministry of Industry and the Regional Government of Riau Province. Inauguration Adopted conducted concerning Industry leather, leather footwear industry, batik, garment apparel, metal casting, traditional weaving Siak, metallic paint and others. A year later,plant was developed Pulp phase III of the, starting with a capacity of 1,300 tons/day, where trial production was carried out at the end of the year. In addition, PT Indah Kiat Pulp & Paper Corporation also helped the government by accepting 20 apprentices from East Timor based on the Ministry of Manpower Program.

In 1994 the mill Pulp Phase III operated commercially and joined together with themills Pulp Phase I and IIto produce Pulp high qualityso that the capacity could be increased from 800 tons to 1,300 tons/day. Then theplant construction was Pulp Phase IV carried out in The next one is with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to:

1. Raised two adopted children in Perawang, namely convection and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

In 1996 was a year of appreciation for PT Indah Kiat Pulp & Paper. In addition to receiving the Upakarti award from the President, PT Indah Kiat Pulp & Paper was also awarded a blue rating, the environment and the Minister of Environmental Welfare regarding a healthy environment. In the same year, the trial production of themill Pulp IV and preparations for the construction of the III paper mill were carried out.

In 1997 PT Indah Kiat Pulp & Paper received another Zero Accident (zero work accident) award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, PT Indah Kiat Pulp & Paper received a worker from East Timor.

In 1998 the construction of paper mill III with a capacity of 1,300 tons/day was achieved and the construction of thebuilding was started Training Center at a cost of two billion (RP 2 billion). PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the HPH Group:

1. PT Arara Abadi concession area of ± 265,000 Ha.
2. PT Wira Karya Sakti concession area of ±220,000 Ha.
3. Mapala Rabda concession area of ± 155,000 Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of ± 166,000 Ha. e. PT. Murini Timber concession area of ±116,000 Ha.

Broadly speaking, initially PT Indah Kiat Pulp & Paper , located in Perawang, produced pulp, which was then sent to a factory located in Perawang.

Attack to be reproduced into packaging paper. After that the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah

Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

   The vision of PT Indah Kiat Pulp & Paper Tbk is to become theproducerpulpnumber oneand paperin the world with international standards in the 21st century, which is dedicated to providing the best for customers, shareholders, employees and society.

2. Mission

   The missions of PT Indah Kiat Pulp & Paper Tbk are as follows:

   a. Increase world market share.
   b. Using the latest technology in the development of new products as well as the implementation of factory efficiency.
   c. Improving human resources through training .
   d. Realizing a sustainable business commitment in all operational activities.

2.3 Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in theindustry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing andpaper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (lineboard and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is

necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of each company and also on the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the company's main objectives that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.1. below as follows:

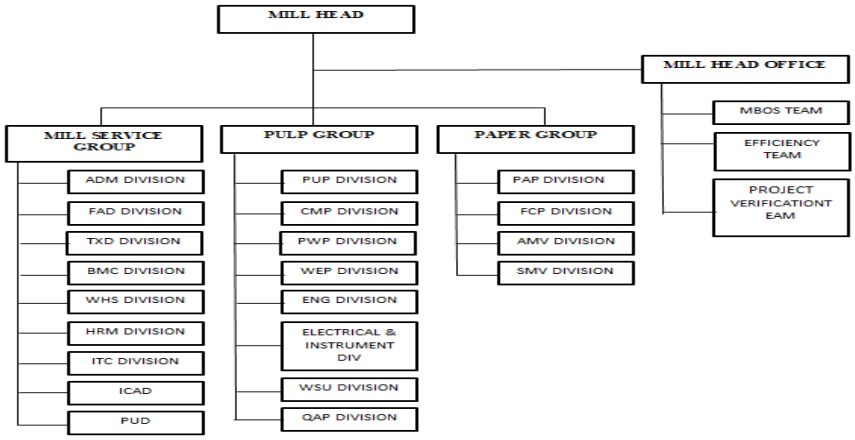


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

Public Relations requires ongoing planning to benefit the company's growth. This is based on the belief that the life of the company will depend on public opinion. Therefore,activities Public Relations must be carried out to form a positive response from the public opinion. The Public Relations relationship that occurs at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a two-way relationship. On the one hand, its function is to interpret the company for society. While on the other hand,activities are Public Relations able to produce information about what is expected by the community towards the company.

The ongoing activities of the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill cannot be separated from the influence of the community environment, given that the community is the target market for industry and the environment used by the company to blend in with the community's residence. Therefore, there is an awareness of the importance of paying attention to and involving the community's role in decisions and activities in the industrial and business environment.

To carry out PR activities properly, a process is needed. Bearing in mind, PR activities are not only concerned with the final result, but also the method taken to obtain the final result. The work process of the Division Public Relations can be seen in Figure 2.2 below as follows:

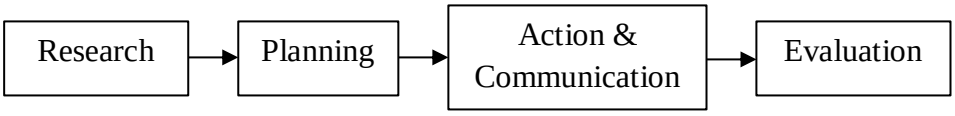


Figure 2.3 The working process of Public Relation Division
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

1. Research (research)

   Public Relations of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill must recognize the symptoms and causes of the problems that occur in society terkat company. Therefore, Public Relations needs to be involved in fact-gathering research. Public Relations needs to monitor and read about the understanding, opinions, attitudes, and behavior of the people who are

interested in and affected by the company's actions. “What's happening now?” are the words that describe this stage. Public Relations must be observant in looking at data and facts that are closely related to the work to be done. All information must be obtained as completely as possible. In the stage of defining research, Public Relations must process existing factual data, make comparisons, make judgments, and produce judgments, so that conclusions and accuracy can be obtained from the factual data that has been obtained. Theprocess is Public Relations not as simple as collecting data and facts, but also must prioritize processing, research, classifying, and compiling data in such a way as to facilitate problem solving later. Research in this data search can be done by surveys and polls, interviews, focus group discussions, in-depth interviews, and walking around research.

2. Planning (planning)

   After the stage of research and data search, Public Relations proceed to the planning stage. In this stage, Public Relations performs the preparation of the problem and makes thoughts to solve the problem and determine the people who will work on the problem later. This planning should not be ignored, but must be considered carefully because it will determine the success of thework Public Relations as a whole. Planning is prepared on the data and facts that have been obtained, not based on the wishes of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is made to create a work program based on company policies that are also adapted to the interests of the community. The keywords of this stage are, "What should we do and why?".

3. Action and Communication (action and communication)

   Communication is often done based on personal assumptions by a practitioner of Public Relations (Staff). As a result, these actions sometimes bring bad results and are not recommended because they will risk the company's image. This stage is skipped to get the answer to the question, "How do we do it and say it". Specific goals and objectivity must be linked to achieve the actions and communications that will be carried out bypractitioners Public Relations.

Public Relations must be able to communicate the implementation of the program so that it can influence people's attitudes which then encourage them to support the implementation of the program. In addition, Public Relations must also take action and carry out activities as well as possible. This action activity is a communication activity, just like group communication, mass communication, and organizational communication.

4. Evaluation (evaluation)

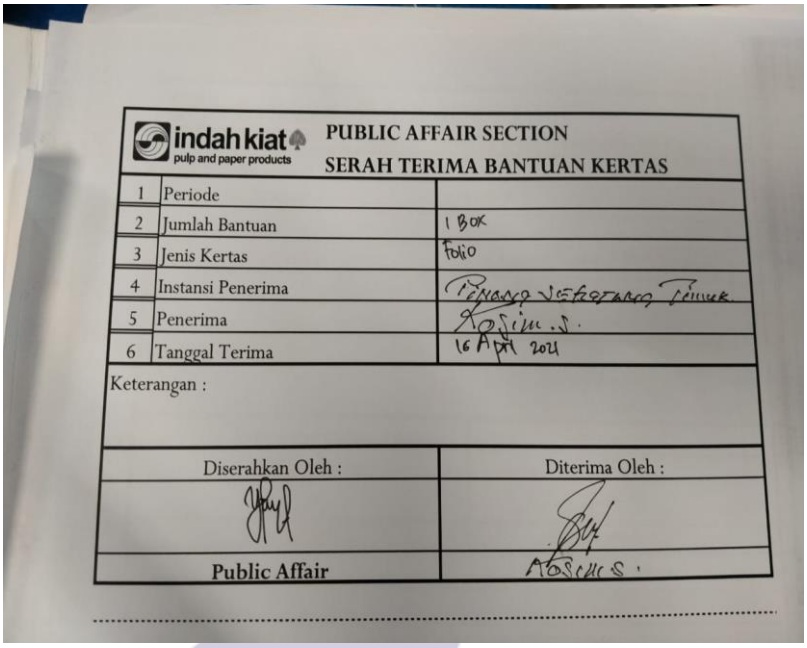
   The way to find out whether the process has been completed or not is to conduct an evaluation of the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process. At this stage, Public Relations is required to be thorough and thorough for the accuracy of the data and facts that already exist. However, keep in mind that amiddle name Public Relations is crisis". Therefore, after completing one problem, it is possible to get new problems again. Thus, this stage is also a reference for future planning. In short, "How did we do?" be used as a reference at this stage.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially theDivision, Public Relations including the following:

1. Paper Aid Handover Form

   The Paper Aid Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The Paper Assistance Handover form can be seen in Figure 2.3 below as follows:



indah kiat
pulp and paper products

PUBLIC AFFAIR SECTION
SERAH TERIMA BANTUAN KERTAS

1	Periode	
2	Jumlah Bantuan	1 Box
3	Jenis Kertas	Folio
4	Instansi Penerima	Perwakilan Jefferson Pekanbaru
5	Penerima	Rosim.S.
6	Tanggal Terima	16 April 2024

Keterangan :

Diserahkan Oleh :	Diterima Oleh :
Public Affair	Rosim.S.

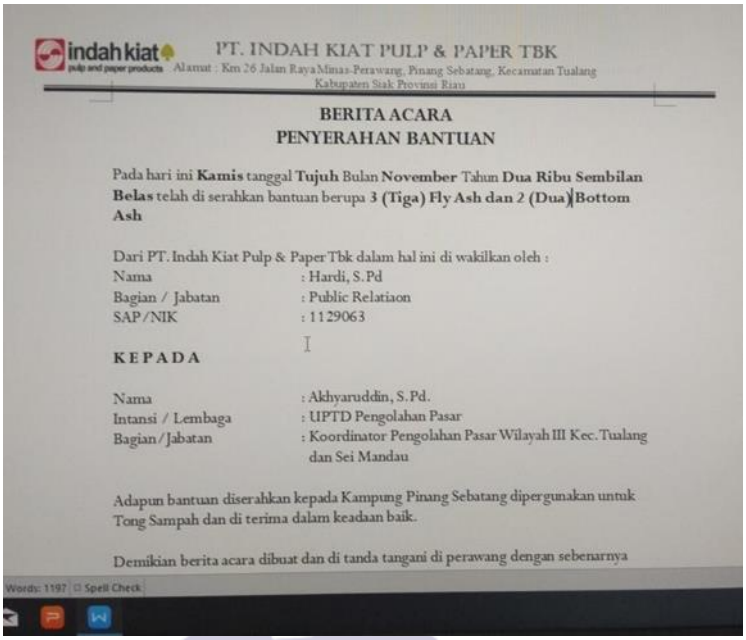
Figure 2.4 Paper Aid Handover Form

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The company provides free paper for Agencies in Siak Regency to be used in work matters. Every month, the company issues a maximum of 20 boxes of paper every month, where 1 box contains 5 reams of paper which is given to each agency in Siak Regency. Each agency has the opportunity to receive 1 paper box of for one month. The form is proof that the paper has been issued and received by the relevant agency.

2. Aid Handover Report

Aid Handover Report were specially prepared by theDivision Public Relations for the local community and the Siak Regency Government in the form of assistance with the remains of material for the company's operational activities such as Drum Backer, Fly Ash, Bottom Ash, and so on. The Minutes of the Delivery of Aid can be seen in Figure 2.4 below as follows:



PT. INDAH KIAT PULP & PAPER TBK

Alamat : Km 26 Jalan Raya Minas-Perawang, Pinang Sebatang, Kecamatan Tualang Kabupaten Siak Provinsi Riau

BERITA ACARA
PENYERAHAN BANTUAN

Pada hari ini **Kamis** tanggal **Tujuh** Bulan **November** Tahun **Dua Ribu Sembilan Belas** telah di serahkan bantuan berupa **3 (Tiga) Fly Ash dan 2 (Dua) Bottom Ash**

Dari PT. Indah Kiat Pulp & Paper Tbk dalam hal ini di wakilkan oleh :

Nama : Hardi, S.Pd
Bagian / Jabatan : Public Relatiaon
SAP/NIK : 1129063

KEPADA

Nama : Akhyaruddin, S.Pd.
Intansi / Lembaga : UPTD Pengolahan Pasar
Bagian/Jabatan : Koordinator Pengolahan Pasar Wilayah III Kec. Tualang dan Sei Mandau

Adapun bantuan diserahkan kepada Kampung Pinang Sebatang dipergunakan untuk Tong Sampah dan di terima dalam keadaan baik.

Demikian berita acara dibuat dan di tanda tangani di perawang dengan sebenarnya

Words: 1197 Spell Check

Figure 2.5 Aid Handover Report

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill for four months, starting from March 01 2021 to June 30 2021. During the internship period, KP participants are placed in the Public Relations Department. There are several tasks during the Job training in the Public Relations Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. Conducting Gatherings or Meetings

   Conducting gatherings or meetings is to strengthen cooperation with an agency, institution, organization and others.

2. Accepting Incoming Proposals

   Receiving incoming proposals is the activity of receiving proposals sent by agencies or organizations that apply for assistance to companies.

3. Fill Out The Paper Assistance Handover Forms

   The company provides free paper for agencies in Siak Regency to use in business matters. The form is proof that the paper has been issued and received by the relevant agency.

4. Making Slide Shares of Training, Seminar Materials

   PT. Indah Kiat Pulp and Paper often receives invitations to be a resource person at a seminar. The company also conducts training activities. The material that is often given in these activities is material about Public Relations and PT. Indah Kiat Pulp and Paper.

5. Recapitalize Vocational High School Data in Riau

   Recapitalizing data on vocational schools for the province of Riau is to complete the company's vocational program data.

3.2 Systems and Procedures

3.2.1 System

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is thesystem process online and offline/ manual. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper and pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area, but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet based company application.

As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is carried out or carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of work that involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently.

The description of the procedures carried out while carrying out practical work activities (KP) in theDivision Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Conducting Gatherings or Meetings

   PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the industrial sector and has collaborated with several agencies and institutions.

It is important for companies to hold meetings or friendships with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a gathering or meeting can be seen in Figure 3.1 as follows:

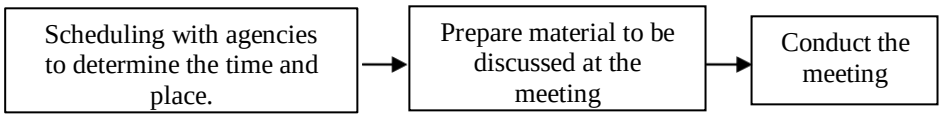


Figure 3.1 Flowchart of Conducting Gatherings org Meetings
Source: Processed Data 2021

Based on the flowchart above, the first step in conducting a gathering or meeting is starting from scheduling to determine the place and time. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. However, often several agencies or institutions make scheduling via telephone and email. Then the Head of Public Relations prepared materials for the meeting. Then do the meeting, but usually before the meeting do follow-up by telephone. Documentation of Conducting Gatherings or Meetings can be seen in Figure 3.2 as follow:

Figure 3.2 Documentation of Conducting Gatherings or Meetings
Source: PT. Indah Kiat Pulp and Paper

The figure above shows the meeting activities between teachers of SMKN 3 Duri and Public Relations Team.

2. Accepting Incoming Proposals

One of the CSR from PT. Indah Kiat Pulp and Paper is to participate in several activities carried out by local organizations, institutions or institutions. Namely receiving several proposals with different objectives such as submitting proposals to request assistance for used materials, funds for activities, borrowing halls and others. The steps in accepting an incoming proposal can be seen in Figure 3.3 as follows:

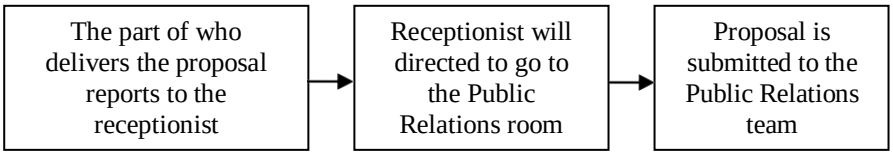


Figure 3.3 Flowchart of Accepting Incoming Proposals
Source: Processed Data 2021

Based on the flowchart above, the first step in receiving an incoming proposal is, the party sending the proposal reports the name of the organization or agency, then tells the receptionist what the purpose is. After that the receptionist will direct the person who delivered the proposal to the public relations room. After that, the person submits his proposal to the public relations team, and the proposal has been accepted and will be processed or assessed by the team concerned whether the proposal is worthy or not for assistance. Documentation of Accepting Incoming Proposals can be seen in Figure 3.4 as follow:

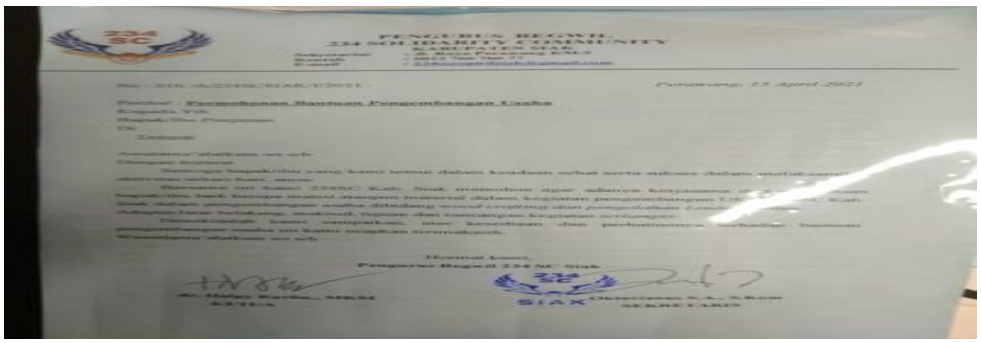


Figure 3.4 Documentation of Accepting Incoming Proposals
Source: PT. Indah Kiat Pulp and Paper

The figure above shows one of the proposals submitted in one of the organizations.

3. Fill Out The Paper Assistance Handover Forms

The Paper Assistance Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The company provides free paper for agencies in Siak Regency to use in business matters. The several steps in filling out the Paper Aid Handover Form can be seen in Figure 3.5 as follows:

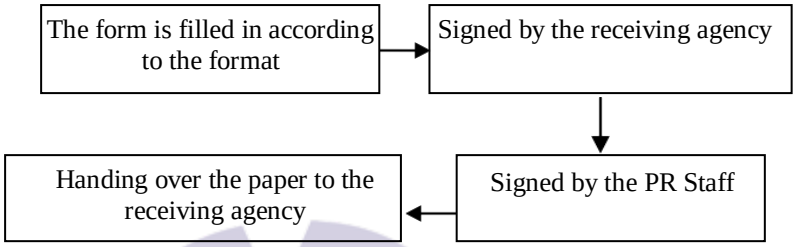
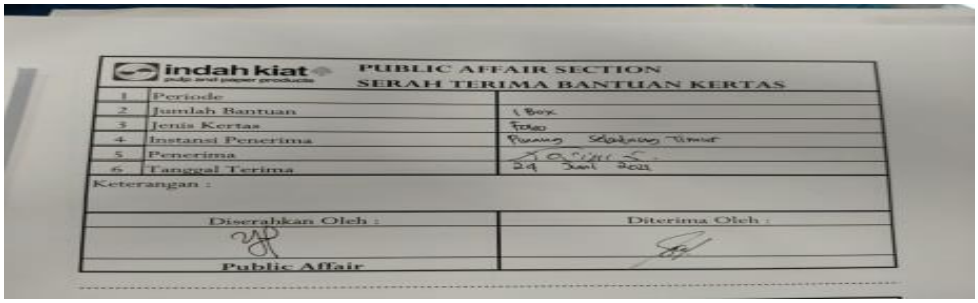


Figure 3.5 Flowchart of Fill Out The Paper Assistance Handover Forms
Source: Processed Data 2021

Based on the flowchart above, the first step in filling out the Paper Aid Handover form is the form provided by the Public Relations Staff, filled in according to the existing format as the date the paper was issued, the receiving agency, and the number of papers issued. Then, the form is signed by the representative of the receiving agency and the Public Relations Staff as proof of submission. After that, the paper is given to the representative of the receiving agency. Documentation of Fill Out The Paper Assistance Handover Forms can be seen in Figure 3.6 as follow:


indah kiat
pulp and paper products

PUBLIC AFFAIR SECTION
SERAH TERIMA BANTUAN KERTAS

1.	Periode	
2.	Jumlah Bantuan	1 Box
3.	Jenis Kertas	Folio
4.	Instansi Penerima	Pinang Sebatang Timur
5.	Penerima	
6.	Tanggal Terima	29 Juni 2021

Keterangan :

Diserahkan Oleh :	Diterima Oleh :
Public Affair	

Figure 3.6 Documentation of Fill Out The Paper Assistance Handover Forms
Source: PT. Indah Kiat Pulp and Paper

The figure above shows fill out the paper assistance form for Pinang Sebatang Timur Village.

4. Making Slide Shares of Training and Seminar Materials

One of the routine activities of a speaker Public Relations is conducting training and beingat seminars. The Head of Public Relations gave a special task to make a Slide share as well as learn about the public relations of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill. The steps in making Slide share can be seen in Figure 3.7. as follows:

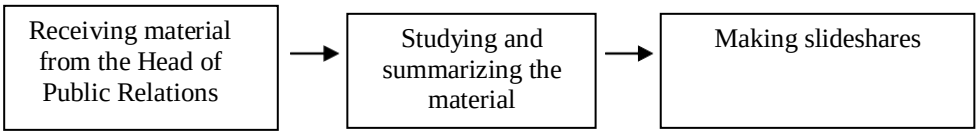


Figure 3.7 Flowchart of Making Slide Shares of Training and Seminar Materials
Source: Processed Data 2021

Based on the flow chart above, the Head of Public Relations provides the material. Then, the material is reviewed and summarized. After finishing studying it, make a slide share by including the important points of the material. Documentation of Making Slide Shares of Training and Seminar Materials can be seen in Figure 3.8 as follow:

Figure 3.8 Documentation of Making Slide Shares of Training and Seminar Materials
Source: PT. Indah Kiat Pulp and Paper

The figure above shows Making Slide Shares of Training and Seminar Materials about Public Relation of PT. Indah Kiat Pulp and Paper.

5. Recapitalize Vocational High School Data in Riau

PT. Indah Kiat Pulp and Paper was appointed by the governor to be a pioneer in integrating vocational programs with industry. Where this program has the aim of increasing the competence of graduates, both soft skills and hard skills, to be more prepared and relevant to the needs of the times. The Head of Public Relations gives the task to find and recap vocational education data based on the name of the school and the Expert Competence in the school. The education data that is recapitulated is data from Vocational High Schools in Riau province. The steps in recapitalize vocational high school data in Riau can be seen in Figure 3.9 as follows:

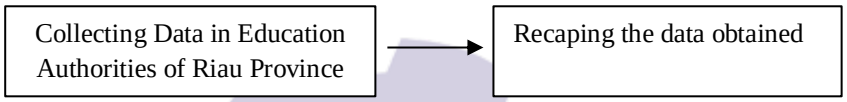
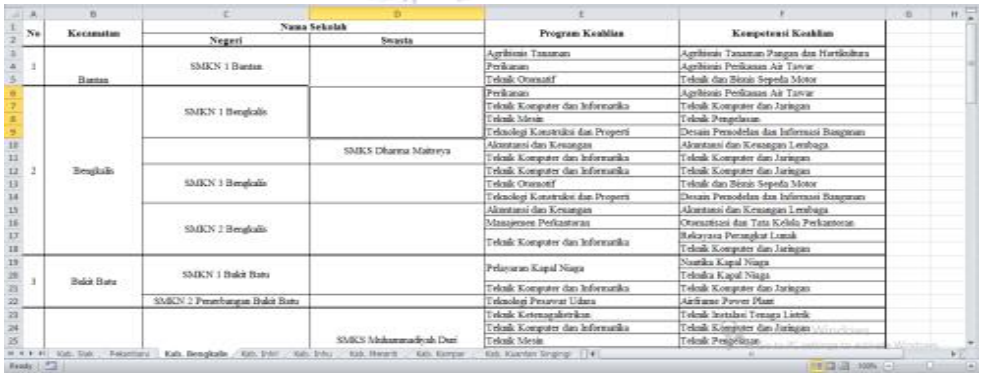


Figure 3.9 Flowchart Recapitalize Vocational High School Data in Riau
Source: Processed Data 2021

Based on the flowchart above, the first step is to take the data in Education Authorities of Riau Province. Then process the data by recapitulating based on the name of the school in each district and the competence of the school's expertise. Documentation of Recapitalize Vocational High School Data in Riau can be seen in Figure 3.10 as follow:



No	Kecamatan	Nama Sekolah		Program Keahlian	Kompetensi Keahlian
		Negeri	Swasta		
1	Bantan	SMKN 1 Bantan		Agribisnis Tanaman	Agribisnis Tanaman Pangan dan Hortikultura
				Perikanan	Agribisnis Perikanan Air Tawar
				Teknik Otomotif	Teknik dan Bisnis Sepeda Motor
2	Bengkalis	SMKN 1 Bengkalis		Perikanan	Agribisnis Perikanan Air Tawar
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
				Teknik Mesin	Teknik Pengelasan
				Teknologi Konstruksi dan Properti	Desain Pemodelan dan Informasi Bangunan
			SMKS Dharma Maitreya	Akuntansi dan Keuangan	Akuntansi dan Keuangan Lembaga
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
		SMKN 3 Bengkalis		Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
				Teknik Otomotif	Teknik dan Bisnis Sepeda Motor
				Teknologi Konstruksi dan Properti	Desain Pemodelan dan Informasi Bangunan
		SMKN 2 Bengkalis		Akuntansi dan Keuangan	Akuntansi dan Keuangan Lembaga
				Manajemen Perkantoran	Otomatisasi dan Tata Kelola Perkantoran
				Teknik Komputer dan Informatika	Rekayasa Perangkat Lunak
					Teknik Komputer dan Jaringan
3	Bukit Batu	SMKN 1 Bukit Batu		Pelayaran Kapal Niaga	Nautika Kapal Niaga
					Teknika Kapal Niaga
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
		SMKN 2 Perawang Bukit Batu		Teknologi Pesawat Udara	Airframe Power Plant
				Teknik Ketenagalistrikan	Teknik Instalasi Tenaga Listrik
			SMKS Muhammadiyah Duri	Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
				Teknik Mesin	Teknik Pengelasan

Figure 3.10 Documentation of Recapitalize Vocational High School Data in Riau
Source: PT. Indah Kiat Pulp and Paper

The figure above shows Recapitalize Vocational High School of Bengkalis district.

3.3 Place of Apprenticeship

This Job training activity was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work the author is placed in the Public Relations Section. The company's provisions regarding the schedule or time for the implementation of practical work are as follows:

Table 3.1. The Working schedule of PT Indah Kiat *Pulp* & *Paper* Tbk – Perawang *Mill*

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The activities carried out during practical work can be seen in the following table:

Table 3.2 Daily Activities of March 1st, 2021 to March 5th, 2021

No	Date and Time	Activities	Place
1	Monday 01 March 2021	Meeting with members of IPMT (Ikatan Pelajar Mahasiswa Tualang)	Public Relation
2	Tuesday 02 March 2021	Recap and Input of Job Application Data	Public Relation
3	Wednesday 03 March 2021	Gathering of SMKN 3 Mandau to Indah Kiat Pulp and Paper	Public Relation
4	Thursday 04 March 2021	1. Attending IPMT Management Inauguration Ceremony 2. Gathering with Vice Regent of Siak 3. Gathering with Teachers of SMKN *Pertanian* Pekanbaru	IKPP, Perdana Raya Restaurant
5	Friday 05 March 2021	Gathering with PAC (Pemuda Pancasila)	Km. 9

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations March 08 2021 to March 12 2021 can be seen in the table below as follows:

Table 3.3 Daily Activities of March 8th, 2021 to March 12th, 2021

No	Date and Time	Activities	Place
1	Monday 08 March 2021	Fill Out The Paper Assistance Handover Form	Public Relation
2	Tuesday 09 March 2021	Recap Proposals	Public Relation
3	Wednesday 10 March 2021	Gathering of UNILAK with Public Relations of IKPP	Public Relation
4	Thursday 11 March 2021	National Holiday	-
5	Friday 12 March 2021	Fill Out The Paper Assistance Handover Form	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations March 15 2021 to March 19 2021 can be seen in the table below as follows:

Table 3.4 Daily Activities of March 15th, 2021 to March 19th, 2021

No	Date and Time	Activities	Place
1	Monday 15 March 2021	Recap of The Paper Assistance Handover Form of 2020	Public Relation
2	Tuesday 16 March 2021	Collecting Profiles of Vocational Schools and CollegesVocational	Public Relation
3	Wednesday 17 March 2021	Hearing at DPRD Riau Province	Office of DPRD Riau Province
4	Thursday 18 March 2021	Meeting with Members of DPRD of the Siak Regency	Siak
5	Friday 19 March 2021	Input The Results of The Recap of The Paper Assistance Handover Form of 2020	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations March 22 2021 to March 26 2021 can be seen in the table below as follows:

Table 3.5 Daily Activities of March 22nd, 2021 to March 26th, 2021

No	Date and Time	Activities	Place
1	Monday 22 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
2	Tuesday 23 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
3	Wednesday 24 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
4	Thursday 25 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
5	Friday 26 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations March 29 2021 to April 02 2021 can be seen in the table below as follows:

Table 3.6 Daily Activities of March 29th, 2021 to April 02nd, 2021

No	Date and Time	Activities	Place
1	Monday 29 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
2	Tuesday 30 March 2021	Making Presentation Slides for Seminars and Training Materials	Public Relation
3	Wednesday 31 March 2021	Recording and Disposing of Incoming Proposals	Public Relation
4	Thursday 01 April 2021	Permitted	-
5	Friday 02 April 2021	National Holiday	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations April 05 2021 to April 09 2021 can be seen in the table below as follows:

Table 3.7 Daily Activities of April 05th, 2021 to April 09th, 2021

No	Date and Time	Activities	Place
1	Monday 05 April 2021	Monitoring the organization of the Lembaga Laskar Melayu Bersatu Kab. Siak Held a Press Conference	PT. Indah Kiat Pulp and Paper
2	Tuesday 06 April 2021	Accepting Incoming Proposals	Public Relation
3	Wednesday 07 April 2021	Learning the Description of the Vocational Program of PT. Indah Kiat Pulp and Paper	Public Relation
4	Thursday 08 April 2021	Visiting IKM Tunas Harapan	Tualang Village
5	Friday 09 April 2021	Fill Out The Paper Assistance Handover Form	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations April 12 2021 to April 16 2021 can be seen in the table below as follows:

Table 3.8 Daily Activities of April 12th, 2021 to April 16th, 2021

No	Date and Time	Activities	Place
1	Monday 12 April 2021	Handling of Demo Action by KNPI Tualang	PT. Indah Kiat Pulp and Paper
2	Tuesday 13 April 2021	Checking Used Material Assistance at Toluk Jangkang Tourism	Tualang Village
3	Wednesday 14 April 2021	Visiting the Place of Making Souvenir PT. Indah Kiat Pulp and Paper	Tualang Village
4	Thursday 15 April 2021	Sick	-
5	Friday 16 April 2021	Fill Out The Paper Assistance Handover Form	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations April 19 2021 to April 23 2021 can be seen in the table below as follows:

Table 3.9 Daily Activities of April 19th, 2021 to April 23th, 2021

No	Date and Time	Activities	Place
1	Monday 19 April 2021	Making Outgoing Goods Pass (PBK) and Mill Entry Permit	Public Relation
2	Tuesday 20 April 2021	Accepting Incoming Proposals	Public Relation
3	Wednesday 21 April 2021	Accepting Incoming Proposals	Public Relation
4	Thursday 22 April 2021	Attending a Focus Group Discussion (FGD) regarding the Establishment of the State Polytechnic of Pekanbaru	Pekanbaru
5	Friday 23 April 2021	Sick	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations April 26 2021 to April 30 2021 can be seen in the table below as follows:

Table 3.10 Daily Activities of April 26th, 2021 to April 30th, 2021

No	Date and Time	Activities	Place
1	Monday 26 April 2021	Sick	-
2	Tuesday 27 April 2021	Sick	-
3	Wednesday 28 April 2021	Sick	-
4	Thursday 29 April 2021	Sick	-
5	Friday 30 April 2021	Sick	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations May 03 2021 to May 7 2021 can be seen in the table below as follows:

Table 3.11 Daily Activities of May 03rd, 2021 to May 07th, 2021

No	Date and Time	Activities	Place
1	Monday 03 May 2021	Sick	-
2	Tuesday 04 May 2021	Sick	-
3	Wednesday 05 May 2021	Sick	-
4	Thursday 06 May 2021	Sick	-
5	Friday 07 May 2021	Sick	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations May 10 2021 to May 14 2021 can be seen in the table below as follows:

Table 3.12 Daily Activities of May 10th, 2021 to May 14th, 2021

No	Date and Time	Activities	Place
1	Monday 10 May 2021	Sick	-
2	Tuesday 11 May 2021	Sick	-
3	Wednesday 12 May 2021	Sick	-
4	Thursday 13 May 2021	National Holiday	-
5	Friday 14 May 2021	National Holiday	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations May 17 2021 to May 21 2021 can be seen in the table below as follows:

Table 3.13 Daily Activities of May 17th, 2021 to May 21st, 2021

No	Date and Time	Activities	Place
1	Monday 17 May 2021	Visit to Stationery	Stationery
2	Tuesday 18 May 2021	Accepting Incoming Proposals	Public Relation
3	Wednesday 19 May 2021	Stay at Office	Public Relation
4	Thursday 20 May 2021	Accepting Incoming Proposals	Public Relation
5	Friday 21 May 2021	Stay at Office	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations May 24 2021 to May 28 2021 can be seen in the table below as follows:

Table 3.14 Daily Activities of May 24th, 2021 to May 28th, 2021

No	Date and Time	Activities	Place
1	Monday 24 May 2021	Meeting with PLN Employees	Public Relation
2	Tuesday 25 May 2021	Accepting Incoming Proposals	Public Relation
3	Wednesday 26 May 2021	National Holiday	-
4	Thursday 27 May 2021	Notifying and Pasting Announcements	Tualang District
5	Friday 28 May 2021	Permitted	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations May 31 2021 to June 04 2021 can be seen in the table below as follows:

Table 3.15 Daily Activities of May 31st, 2021 to June 04th, 2021

No	Date and Time	Activities	Place
1	Monday 31 May 2021	Handling of Second Demo Action by KNPI Tualang	PT. Indah Kiat Pulp and Paper
2	Tuesday 01 June 2021	National Holiday	-
3	Wednesday 02 June 2021	UMRI Student Visits	Public Relation
4	Thursday 03 June 2021	Notifying and Pasting Announcements	Maredan Barat Village
5	Friday 04 June 2021	Accepting Incoming Proposals	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations June 07 2021 to June 11 2021 can be seen in the table below as follows:

Table 3.16 Daily Activities of June 07th, 2021 to June 11th, 2021

No	Date and Time	Activities	Place
1	Monday 07 June 2021	Recap of Public Vaccine Data	Public Relation
2	Tuesday 08 June 2021	Recap of Public Vaccine Data	Public Relation
3	Wednesday 09 June 2021	Create a slideshare	Public Relation
4	Thursday 10 June 2021	Meeting with Students of State Polytechnic of Bengkalis	Bengkalis
5	Friday 11 June 2021	Visit to SMKN 1 Bunga Raya	Bunga Raya Village

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations June 14 2021 to June 18 2021 can be seen in the table below as follows:

Table 3.17 Daily Activities of June 14th, 2021 to June 18th, 2021

No	Date and Time	Activities	Place
1	Monday 14 June 2021	Recap of Public Vaccine Data	Public Relation
2	Tuesday 15 June 2021	Recap of Public Vaccine Data	Public Relation
3	Wednesday 16 June 2021	Data Collecting	Education Authorities of Riau Province
4	Thursday 17 June 2021	Fill Out The Paper Assistance Handover Form	Public Relation
5	Friday 18 June 2021	Fill Out The Paper Assistance Handover Form	Public Relation

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations June 21 2021 to June 25 2021 can be seen in the table below as follows:

Table 3.18 Daily Activities of June 21st, 2021 to June 25th, 2021

No	Date and Time	Activities	Place
1	Monday 21 June 2021	Sick	-
2	Tuesday 22 June 2021	Recap of Vocational High School Data	Public Relation
3	Wednesday 23 June 2021	Recap of Vocational High School Data	Public Relation
4	Thursday 24 June 2021	Fill Out The Paper Assistance Handover Form	Public Relation
5	Friday 25 June 2021	Sick	-

Source: Processed Data 2021

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in the Division from Public Relations June 28 2021 to June 30 2021 can be seen in the table below as follows:

Table 3.19 Daily Activities of June 28th, 2021 to June 30th, 2021

No	Date and Time	Activities	Place
1	Monday 28 June 2021	Recap of Vocational High School Data	Public Relation
2	Tuesday 29 June 2021	Recap of Vocational High School Data	Public Relation
3	Wednesday 30 June 2021	Recap of Vocational High School Data	Public Relation

Source: Processed Data 2021

3.4 Obstacle and Solution

3.4.1 Obstacle

The obstacle that the author get while did the job training at PT. Indah Kiat Pulp and Paper Tbk- Perawang Mill are :

1. COVID 19 which has hampered some work.
2. Less of Public Relations team members, so to do some work is often non effective.
3. Limitations in using office facilities, because office facilities have been authorised from the center.
4. Limitations in obtaining data for the work given, because the data provided is not clear and incomplete.

3.4.2 Solution

So, the solutions for the obstcles that the author get while did the job training, we hope that on the nest period are :

1. During this pandemic, the public relations team must maintain health.
2. Hopefully there will be recruitment soon so that the public relations team will be helped.
3. Discussed again with the Public Relations team so that in the future, interns can also use office facilities.
4. Discussed again with the team who gave the task, and in the future the data related to the company will be clarified again, so that it is easy to understand.

CHAPTER IV
CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill, the following conclusions can be drawn:

1. There are several types of work during the practical work program, namely:
   a. Conducting Gatherings or Meetings
   b. Accepting Incoming Proposals
   c. Fill Out The Paper Assistance Handover Forms
   d. Making Slide Shares of Training, Seminar Materials
   e. Recapitalize Vocational High School Data in Riau
2. The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill in Public Relations. The program is carried out for 4 (months) starting from March 01st 2021 to June 30th 2021.
3. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make it easier to do the work of the public relations section.
4. During the implementation of practical work, there were several obstacles, namely the number of activities that were hampered due to COVID 19.

4.2 Suggestion

After doing practical work at PT. Indah Kiat Pulp and Paper, there are several suggestions, namely:

1. To support the work run smoothly and quickly, it is better to provide computer facilities for students who do practical work.
2. Internet network access must be provided because every job is based online.

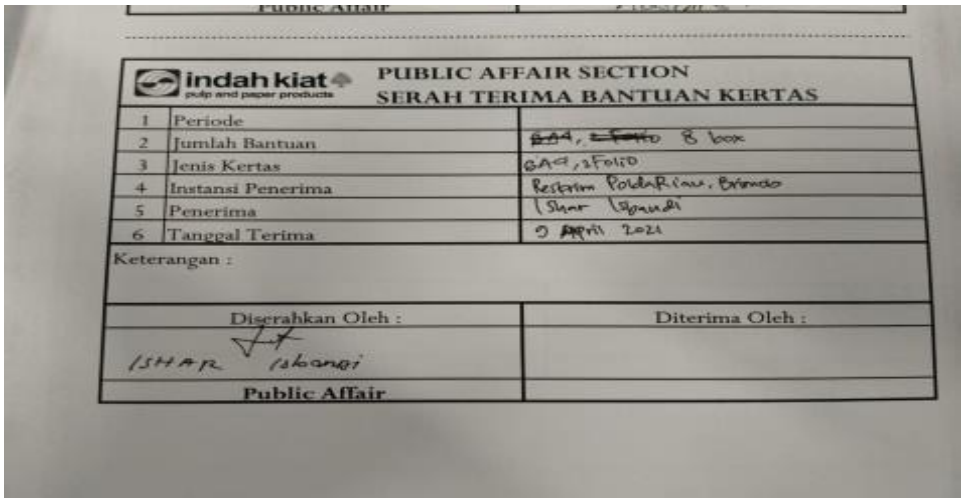
APPENDICES

Appendix 1 : Figure of Job Description

1. Conducting Gatherings or Meetings

2. Accepting Incoming Proposals

3. Fill Out The Paper Assistance Handover Forms



indah kiat
pulp and paper products

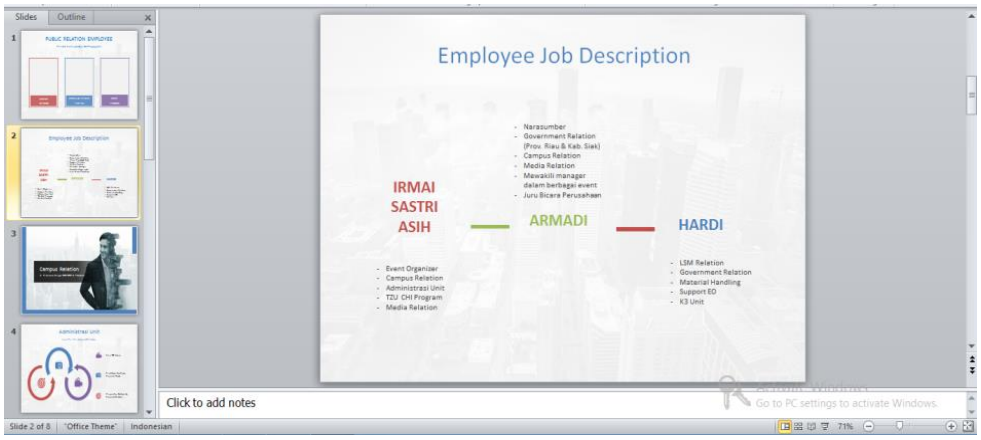
PUBLIC AFFAIR SECTION
SERAH TERIMA BANTUAN KERTAS

1	Periode	
2	Jumlah Bantuan	~~804, =Folio~~ 8 box
3	Jenis Kertas	BA4, 2Folio
4	Instansi Penerima	Restoran Polda Riau, Brimob
5	Penerima	Ishar Ishaadi
6	Tanggal Terima	9 April 2021

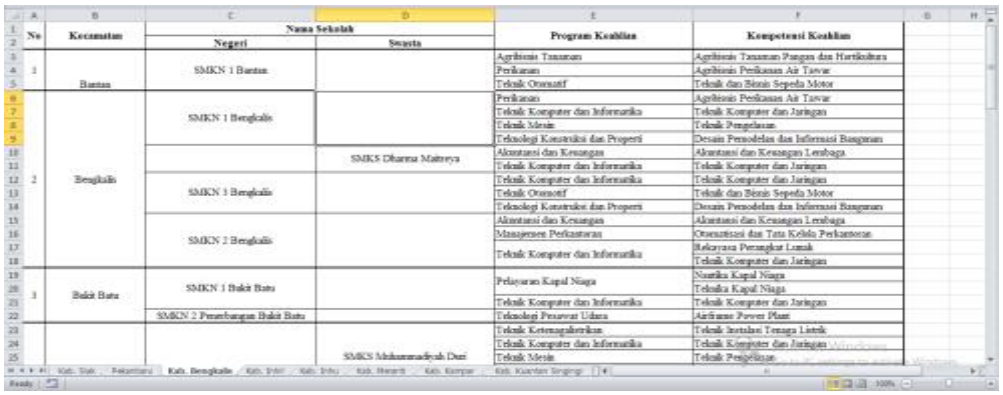
Keterangan :

Diserahkan Oleh :	Diterima Oleh :
ISHAR Ishaadi	
Public Affair	

4. Making Slide Shares of Training, Seminar Materials



5. Recapitalize Vocational High School Data in Riau



No	Kecamatan	Nama Sekolah		Program Keahlian	Kompetensi Keahlian
		Negeri	Swasta		
1	Bantan	SMKN 1 Bantan		Agribisnis Tanaman	Agribisnis Tanaman Pangan dan Hortikultura
				Perikanan	Agribisnis Perikanan Air Tawar
				Teknik Otomotif	Teknik dan Bisnis Sepeda Motor
2	Bengkalis	SMKN 1 Bengkalis		Perikanan	Agribisnis Perikanan Air Tawar
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
				Teknik Mesin	Teknik Pengelasan
				Teknologi Konstruksi dan Properti	Desain Pemodelan dan Informasi Bangunan
			SMKS Dharma Mattreya	Akuntansi dan Keuangan	Akuntansi dan Keuangan Lembaga
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
		SMKN 3 Bengkalis		Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
				Teknik Otomotif	Teknik dan Bisnis Sepeda Motor
		SMKN 2 Bengkalis		Teknologi Konstruksi dan Properti	Desain Pemodelan dan Informasi Bangunan
				Akuntansi dan Keuangan	Akuntansi dan Keuangan Lembaga
				Manajemen Perkantoran	Otomatisasi dan Tata Kelola Perkantoran
				Teknik Komputer dan Informatika	Rekayasa Perangkat Lunak
					Teknik Komputer dan Jaringan
3	Bukit Batu	SMKN 1 Bukit Batu		Pelayaran Kapal Niaga	Nautika Kapal Niaga
					Teknika Kapal Niaga
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
		SMKN 2 Penerbangan Bukit Batu		Teknologi Penawat Udara	Airframe Power Plant
				Teknik Ketenagalistrikan	Teknik Instalasi Tenaga Listrik
				Teknik Komputer dan Informatika	Teknik Komputer dan Jaringan
			SMKS Muhammadiyah Duri	Teknik Mesin	Teknik Pengelasan

Appendix 2 : Apprenticeship Acceptance Letter

indah kiat
pulp and paper products

No : 002 /PA - IKPP/ II / 2021
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 25 Februari 2021

Kepada Yth,
Bapak Armada, ST, MT
Wakil Direktur 1 Politeknik
Negeri Bengkalis (POLBENG)
Di Jalan Bathin Alam, Sungai Alam,
Bengkalis

Dengan hormat.
Menanggapi surat no. 338/PL31/AK/2021, Perihal Permohonan Kuliah Kerja Praktek, bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan tersebut untuk, **Yoanna Zamadayanti Pertiwi** dan dapat dilaksanakan pada tanggal 1 Maret 2021 sampai dengan 30 Juni 2021

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

Armadi
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor. Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O. Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting). Fax : (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting). Fax : (62-761) 91373, 91376

Appendix 3 : Apprenticeship Statement Letter

indah kiat
pulp and paper products

SURAT KETERANGAN
013/AMD-IKPP/VII/2021

Dengan ini menerangkan nama tersebut dibawah ini:

Nama	:	**YOANNA ZAMADAYANTI PERTIWI**
NIM/NIS	:	5404171126
Jurusan	:	Administrasi Bisnis Internasional
Asal Perguruan Tinggi	:	Politeknik Negeri Bengkalis
Waktu	:	01 Maret 2021 – 30 Juni 2021

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Industri dengan ***Baik dan Sungguh-sungguh*** sejak tanggal 01 Maret 2021 – 30 Juni 2021 Public Relation PT. Indah Kiat Pulp and Paper.

Demikianlah Surat Keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan sebaik-baik nya

Perawang, 06 Juli 2021

Hormat Kami
PT. Indah Kiat Pulp & Paper Tbk

Armadi
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O. Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting), Fax (62-761) 91373, 91376

Appendix 4 : List of Attendance

LIST PRESENT OF THE JOB TRAINING

PT. INDAH KIAT PULP & PAPER Tbk COMPANY

Name : **Yoanna Zamadayanti Pertiwi**

Student's Identity Number : **5404171126**

Sec/Dept : **Public Relation**

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, March 1st, 2021	07:00	11:00	13:00	17:00	
2	Tue, March 2nd, 2021	07:00	11:00	13:00	17:00	
3	Wed, March 3rd, 2021	07:00	11:00	13:00	17:00	
4	Thu, March 4th, 2021	07:00	11:00	13:00	17:00	
5	Fri, March 5th, 2021	07:00	11:00	13:00	17:00	
6	Mon, March 8th, 2021	07:00	11:00	13:00	17:00	
7	Tue, March 9th, 2021	07:00	11:00	13:00	17:00	
8	Wed, March 10th, 2021	07:00	11:00	13:00	17:00	
9	Thu, March 11th, 2021	National Holiday				
10	Fri, March 12th, 2021	07:00	11:00	13:00	17:00	
11	Mon, March 15th, 2021	07:00	11:00	13:00	17:00	
12	Tue, March 16th, 2021	07:00	11:00	13:00	17:00	
13	Wed, March 17th, 2021	07:00	11:00	13:00	17:00	
14	Thu, March 18th, 2021	07:00	11:00	13:00	17:00	
15	Fri, March 19th, 2021	07:00	11:00	13:00	17:00	
16	Mon, March 22nd, 2021	07:00	11:00	13:00	17:00	

17	Tue, March 23rd, 2021	07:00	11:00	13:00	17:00	
18	Wed, March 24th, 2021	07:00	11:00	13:00	17:00	
19	Thu, March 25th, 2021	07:00	11:00	13:00	17:00	
20	Fri, March 26th, 2021	07:00	11:00	13:00	17:00	
21	Mon, March 29th, 2021	07:00	11:00	13:00	17:00	
22	Tue, March 30th, 2021	07:00	11:00	13:00	17:00	
23	Wed, March 31st, 2021	07:00	11:00	13:00	17:00	

Perawang, March 31st, 2021

Head of Public Relation

ARMADI, SE., ME

SAP. 615641

LIST PRESENT OF THE JOB TRAINING

PT. INDAH KIAT PULP & PAPER Tbk COMPANY

Name : **Yoanna Zamadayanti Pertiwi**

Student's Identity Number : **5404171126**

Sec/Dept : **Public Relation**

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Thu, April 1st, 2021	07:00	11:00	Permitted		
2	Fri, April 2nd, 2021	National Holiday				
3	Mon, April 5th,2021	07:00	11:00	13:00	17:00	
4	Tue, April 6th, 2021	07:00	11:00	13:00	17:00	
5	Wed, April 7th, 2021	07:00	11:00	13:00	17:00	
6	Thu, April 8th, 2021	07:00	11:00	13:00	17:00	
7	Fri, April 9th, 2021	07:00	11:00	13:00	17:00	
8	Mon, April 12th, 2021	07:00	11:00	13:00	17:00	
9	Tue, April 13th, 2021	07:00	11:00	13:00	17:00	
10	Wed, April 14th, 2021	07:00	11:00	13:00	17:00	
11	Thu, April 15th, 2021	Sick				
12	Fri, April 16th, 2021	07:00	11:00	13:00	17:00	
13	Mon, April 19th, 2021	07:00	11:00	13:00	17:00	
14	Tue, April 20th, 2021	07:00	11:00	13:00	17:00	
15	Wed, April 21st, 2021	07:00	11:00	13:00	17:00	
16	Thu, April 22nd, 2021	07:00	11:00	13:00	17:00	

17	Fri, April 23rd, 2021	Sick	
18	Mon, April 26th, 2021	Sick	
19	Tue, April 27th, 2021	Sick	
20	Wed, April 28th, 2021	Sick	
21	Thu, April 29th, 2021	Sick	
22	Fri, April 30th, 2021	Sick	

Perawang, April 30th, 2021

Head of Public Relation

ARMADI, SE., ME

SAP. 615641

LIST PRESENT OF THE JOB TRAINING

PT. INDAH KIAT PULP & PAPER Tbk COMPANY

Name : **Yoanna Zamadayanti Pertiwi**

Student's Identity Number : **5404171126**

Sec/Dept : **Public Relation**

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, May 3rd, 2021	Sick				
2	Tue, May 4th, 2021	Sick				
3	Wed, May 5th 2021	Sick				
4	Thu, May 6th, 2021	Sick				
5	Fri, May 7th, 2021	Sick				
6	Mon, May 10th, 2021	Sick				
7	Tue, May 11th, 2021	Sick				
8	Wed, April 12th, 2021	Sick				
9	Thu, May 13th, 2021	National Holiday				
10	Fri, May 14th, 2021	National Holiday				
11	Mon, May 17th, 2021	07:00	11:00	13:00	17:00	
12	Tue, May 18th, 2021	07:00	11:00	13:00	17:00	
13	Wed, May 19th, 2021	07:00	11:00	13:00	17:00	
14	Thu, May 20th, 2021	07:00	11:00	13:00	17:00	
15	Fri, May 21st, 2021	07:00	11:00	13:00	17:00	
16	Mon, May 24th, 2021	07:00	11:00	13:00	17:00	

17	Tue, May 25th, 2021	07:00	11:00	13:00	17:00	
18	Wed, May 26th, 2021	National Holiday				
19	Thu, May 27th, 2021	07:00	11:00	13:00	17:00	
20	Fri, May 28th, 2021	Permitted				
21	Mon, May 31st, 2021	07:00	11:00	13:00	17:00	

Perawang, May 31st, 2021

Head of Public Relation

ARMADI, SE., ME
SAP. 615641

LIST PRESENT OF THE JOB TRAINING

PT. INDAH KIAT PULP & PAPER Tbk COMPANY

Name : **Yoanna Zamadayanti Pertiwi**

Student's Identity Number : **5404171126**

Sec/Dept : **Public Relation**

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Tue, June 1st, 2021	National Holiday				
2	Wed, June 2nd, 2021	07:00	11:00	13:00	17:00	
3	Thu, June 3rd, 2021	07:00	11:00	13:00	17:00	
4	Fri, June 4th, 2021	07:00	11:00	13:00	17:00	
5	Mon, June 7th, 2021	07:00	11:00	13:00	17:00	
6	Tue, June 8th, 2021	07:00	11:00	13:00	17:00	
7	Wed, June 9th, 2021	07:00	11:00	13:00	17:00	
8	Thu, June 10th, 2021	07:00	11:00	13:00	17:00	
9	Fri, June 11th, 2021	07:00	11:00	13:00	17:00	
10	Mon, June 14th, 2021	07:00	11:00	13:00	17:00	
11	Tue, June 15th, 2021	07:00	11:00	13:00	17:00	
12	Wed, June 16th, 2021	07:00	11:00	13:00	17:00	
13	Thu, June 17th, 2021	07:00	11:00	13:00	17:00	
14	Fri, June 18th, 2021	07:00	11:00	13:00	17:00	
15	Mon, June 21st, 2021	Sick				
16	Tue, June 22nd, 2021	07:00	11:00	13:00	17:00	

17	Wed, June 23rd, 2021	07:00	11:00	13:00	17:00	
18	Thu, June 24th, 2021	07:00	11:00	13:00	17:00	
19	Fri, June 25th, 2021	Sick				
20	Mon, June 28th, 2021	07:00	11:00	13:00	17:00	
21	Tue, June 29th, 2021	07:00	11:00	13:00	17:00	
22	Wed, June 30th, 2021	07:00	11:00	13:00	17:00	

Perawang, June 30th, 2021

Head of Public Relation

ARMADI, SE., ME

SAP. 615641

Appendix 5 : Daily Activities

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MARCH 1st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Meeting with members of IPMT (*Ikatan Pelajar Mahasiswa Tualang*)	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Meeting with members of IPMT (*Ikatan Pelajar Mahasiswa Tualang*) 	Discussing preparations for the IPMT management inauguration event which will be held in the IKPP hall.

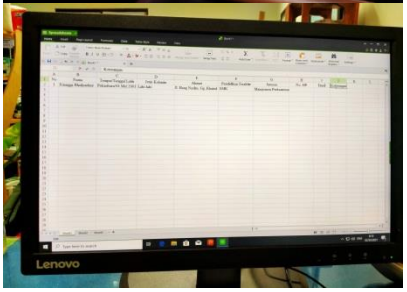
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 2nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap and Input of Job Application Data	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap and Input of Job Application Data 	Recap Job Application data based on name, place and date of birth, address, gender, major and last education. Entering the data into microsoft excel to make it easier to filter individual information and see again which ones meet the criteria or requirements given by the company.

DAILY ACTIVITIES
OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH 3rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Gathering of SMKN 3 Mandau to Indah Kiat Pulp and Paper	Irmai Sastri Asih, SH	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1	Gathering of SMKN 3 Mandau to Indah Kiat Pulp and Paper	Introducing the profile of SMKN 3 Mandau to Public Relations of Indah Kiat Pulp and Paper, introducing the majors and achievements that have been obtained by SMKN 3 Mandau. Shows the processed products of SMKN 3 Mandau students which are also marketed in the region. Bringing SMKN 3 Mandau teachers to visit the factory and also introducing Indah Kiat Pulp and Paper.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MARCH 4th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attending IPMT Management Inauguration Ceremony	Armadi, SE., ME	
2.	Gathering with Vice Regent of Siak		
3.	Gathering with Teachers of SMKN *Pertanian* Pekanbaru		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Gathering with Vice Regent of Siak	Discussion on the dynamics of Siak Regency from the perspective of industry and government.
2.	Gathering with Teachers of SMKN *Pertanian* Pekanbaru	Discussions regarding follow-up to vocational programs related to assessors, curriculum synchronization, teacher and student internships.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MARCH 5th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Gathering with PAC (*Pemuda Pancasila*)	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Gathering with PAC (*Pemuda Pancasila*)	Discussion on the dynamics of Siak Regency from the perspective of industry and government.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MARCH 8th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 1 Box of Folio Paper given to the recipient agency.

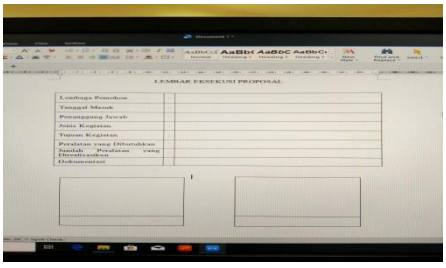
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 9th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1	Recap Proposals 	Recap proposals from local agencies or organizations that request assistance with used materials.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH 10th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Gathering of UNILAK with Public Relations of IKPP	Armadi, SE, ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Gathering of UNILAK with Public Relations of IKPP	Adjusting the curriculum with industry for the Merdeka Campus program, Merdeka Learning.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MARCH 11th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MARCH 12th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 1 Box of Folio Paper given to the recipient agency.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MARCH 15th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of The Paper Assistance Handover Form of 2020	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of The Paper Assistance Handover Form of 2020	Recap of the The Paper Assistance Handover Form that has been given to several agencies in Siak Regency, to re - record how many papers have been given in 2020.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 16th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Collecting Profiles of Vocational Schools and CollegesVocational	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Collecting Profiles of Vocational Schools and Colleges Vocational	Collecting Profiles of Schools and Colleges to see profile data and competencies in Vocational Schools and Colleges in Riau province to be matched with existing departments and units at PT. Indah Kiat Pulp and Paper.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH 17th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Hearing at DPRD Riau Province	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Hearing at DPRD Riau Province	At this hearing, the government offered and discussed supplying cassava from farmers in Riau province, in order to help the economy of cassava farmers. Considering that several companies in Riau province also use cassava in producing or processing their products.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MARCH 18th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Meeting with Members of DPRD of the Siak Regency	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Meeting with Members of DPRD of the Siak Regency	This meeting discussed the development of Siak Regency from an industrial perspective.

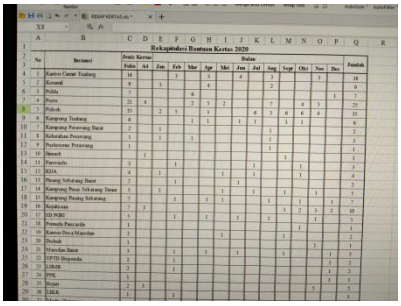
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MARCH 19th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Input The Results of The Recap of The Paper Assistance Handover Form of 2020	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Input The Results of The Recap of The Paper Assistance Handover Form of 2020 	The paper assistance handover form for local agencies that has been recapitulated, is inputted into the computer and then printed. Then it is used as a record for paper entry in the following year.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MARCH 22nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Making Presentation Slides on a general overview of Public Relations and Human Resources. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 23rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Continue making Presentation Slides on a general overview of Public Relations and Human Resources. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH 24th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Continue making Presentation Slides on a general overview of Public Relations and Human Resources. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MARCH 25th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Continue making Presentation Slides on a general overview of Public Relations and Human Resources. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MARCH 26th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Continue making Presentation Slides on a general overview of Public Relations and Human Resources. The data obtained and stored in Ms. Word was then moved in outline to Ms. Power Point which will be used as a presentation support.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MARCH 29th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Revise the contents of the Slide Presentation on the general overview of the Public Relations and Human Resources that have been corrected by the Head of Public Relations.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 30th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Presentation Slides for Seminars and Training Materials	Armadi, SE., ME	
	Notes by Industrial Coach		

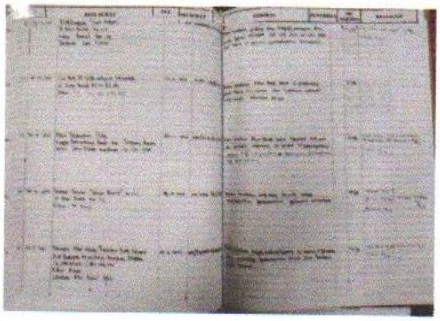
NO.	WORKING	EXPLANATION
1.	Making Presentation Slides for Seminars and Training Materials	Continue revise the contents of the Slide Presentation on the general overview of the Public Relations and Human Resources that have been corrected by the Head of Public Relations.

DAILY ACTIVITIES
OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH 31st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Recording and Disposing of Incoming Proposals	Irmai Sastri Asih, SH	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1	Recording and Disposing of Incoming Proposals 	Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to the head of public relations for processing or providing answers.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : APRIL 1st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Visitng Parents

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : APRIL 2nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 5th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monitoring the organization of the Lembaga Laskar Melayu Bersatu Kab. Siak Held a Press Conference	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Monitoring the organization of Lembaga Laskar Melayu Bersatu Kab. Siak held a Press Conference	To monitor the organization of Lembaga Laskar Melayu Bersatu Kab. Siak held a press conference regarding the recruitment of local men in the field in front of the Public Relations Office.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : APRIL 6th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals 	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

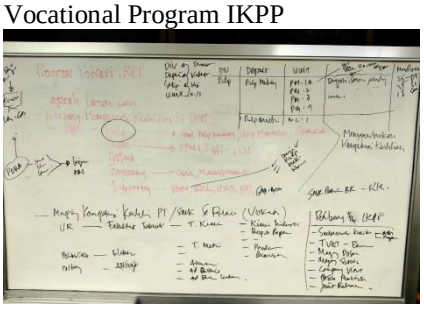
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : APRIL 7th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Learning the Description of the Vocational Program of PT. Indah Kiat Pulp and Paper	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Learning the Description of the Vocational Program IKPP 	Head of Public Relations explained the mapping process between Vocational and Industry for the Vocational Program of PT. Indah Kiat Pulp and Paper.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : APRIL 8th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visiting IKM Tunas Harapan	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Visiting IKM Tunas Harapan	IKM Tunas Harapan is a Small and Medium Industry that thrives in the field of weaving, their products in the form of baskets, mats and others. This industry is under the guidance of CSR of PT. Indah Kiat Pulp and Paper.

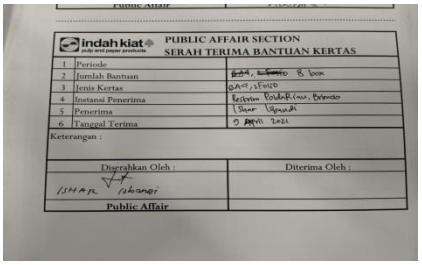
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : APRIL 9th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form 	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 8 Box of Folio Paper given to the Polda Riau.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 12th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Handling of Demo Action by KNPI Tualang	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Handling of Demo Action by KNPI Tualang	Handling of Demo Action by KNPI Tualang relating to demands against Partners of PT. Indah Kiat Pulp and Paper in providing bus facilities for partner employees.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : APRIL 13th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking Used Material Assistance at Toluk Jangkang Tourism	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Checking Used Material Assistance at Toluk Jangkang Tourism	In accordance with the proposal submitted by the Toluk Jangkang Tourism management and has been approved by the proposal processing team, the proposed assistance is used material in the form of plastic drums to support the place.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : APRIL 14th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visiting the Place of Making Souvenir PT. Indah Kiat Pulp and Paper	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Visiting the Place of Making Souvenir PT. Indah Kiat Pulp and Paper	PT. Indah Kiat Pulp and Paper makes an order for souvenirs at the Classic Gallery for guests who will visit, the souvenirs are in the form of a replica of a ship made of wood to have a more beautiful impression.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : APRIL 15th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

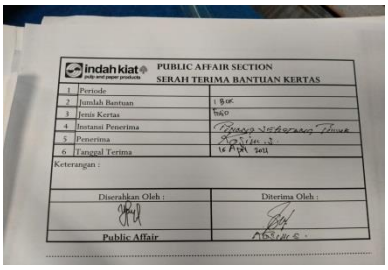
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : APRIL 16th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form  indah kiat PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS 1 Periode 2 Jumlah Bantuan: 1 BOX 3 Jenis Kertas: FOLIO 4 Instansi Penerima: Pinang Sebatang Timur 5 Penerima: Rizki Ardi S 6 Tanggal Terima: 16 April 2021 Keterangan : Diserahkan Oleh : Public Affair Diterima Oleh :	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 1 Box of Folio Paper given to the Pinang Sebatang Timur village.

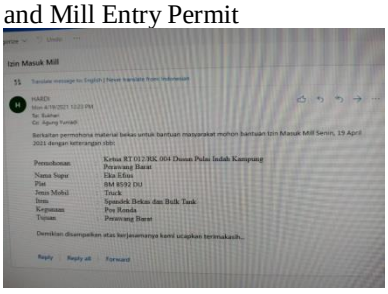
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 19th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making Outgoing Goods Pass (PBK) and Mill Entry Permit	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Making Outgoing Goods Pass (PBK) and Mill Entry Permit 	Every organization that applies for used material assistance and has been approved, then during the collection process an Exit Goods Pass and Mill Entry Permit must be made by the Public Relations team so that they can enter the factory environment of PT. Beautiful Pulp and Paper Tips.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : APRIL 20th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

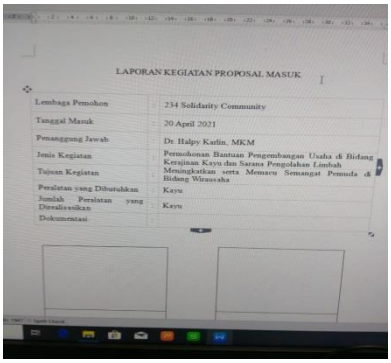
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : APRIL 21st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals  	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : APRIL 22nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Attending a Focus Group Discussion (FGD) regarding the Establishment of the State Polytechnic of Pekanbaru	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Attending a Focus Group Discussion (FGD) regarding the Establishment of the State Polytechnic of Pekanbaru	Attending and participating in a Focus Group Discussion (FGD) on the feasibility study of the establishment of the State Polytechnic of Pekanbaru and adjusting the curriculum to industry needs.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : APRIL 23rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 26th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : APRIL 27th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : APRIL 28th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : APRIL 29th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : APRIL 30th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MAY 3rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MAY 4th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MAY 5th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MAY 6th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MAY 7th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MAY 10th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MAY 11th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MAY 12th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MAY 13th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MAY 14th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MAY 17th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit to Stationery	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Visit to Stationery	Stationery is a place to produce books by PT. Indah Kiat Pulp and Paper, and the books have been sold on the island of Sumatera.

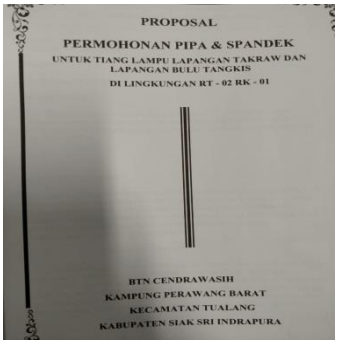
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MAY 18th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals 	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MAY 19th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

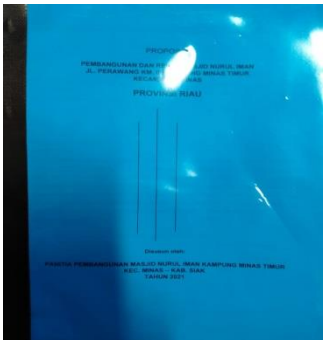
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MAY 20th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals 	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MAY 21st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MAY 24th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Meeting with PLN Employees	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Meeting with PLN Employees	Discussing transformers that are no longer in use at PT. Indah Kiat Pulp and Paper.

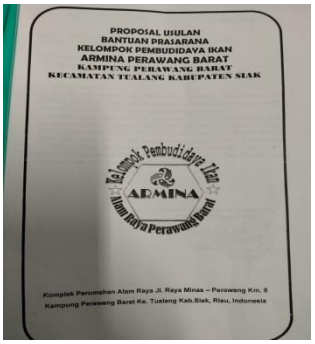
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : MAY 25th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals 	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MAY 26th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holidays		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

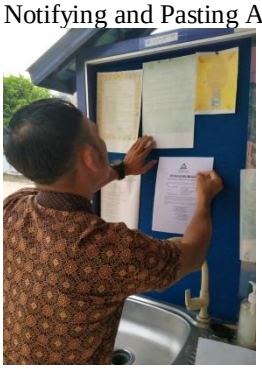
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : MAY 27th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Notifying and Pasting Announcements	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Notifying and Pasting Announcements 	Notifying and pasting wood legality verification announcements to village and sub-district offices in Tualang District

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : MAY 28th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Visiting Parents

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : MAY 31st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Handling of Second Demo Action by KNPI Tualang	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Handling of Second Demo Action by KNPI Tualang	Handling of Demo Action by KNPI Tualang relating to demands against Partners of PT. Indah Kiat Pulp and Paper in providing bus facilities for partner employees.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 1st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	National Holiday		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : JUNE 2nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	UMRI Student Visits	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	UMRI Student Visits	UMRI students visited the Public Relations office of PT. Indah Kiat Pulp and Paper and asked permission to take videos to complete their job.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : JUNE 3rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Notifying and Pasting Announcements	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Notifying and Pasting Announcements	Notifying and pasting wood legality verification announcements to Maredan Barat.

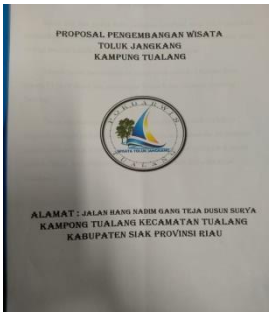
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : JUNE 4th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Accepting Incoming Proposals	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Accepting Incoming Proposals 	Incoming proposals are usually from certain organizations or agencies with various types of goals, some asking for used materials, funds and others.

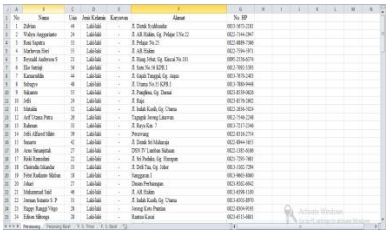
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 7th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Community Vaccine Data	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Community Vaccine Data 	Recap of Community vaccine data for Perawang Village for the Vaccine Program of PT. Indah Kiat Pulp and Paper

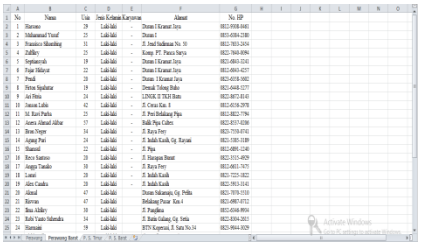
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : JUNE 8th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Community Vaccine Data	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Community Vaccine Data 	Recap of Community vaccine data for Perawang Barat Village for the Vaccine Program of PT. Indah Kiat Pulp and Paper

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : JUNE 9th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Create a slideshare	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Create a slideshare	Make a slideshare on Public Relations and Employee Job Description for Public Relations

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : JUNE 10th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Meeting with Students of State Polytechnic of Bengkalis	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Meeting with Students of State Polytechnic of Bengkalis	At this meeting, we discussed what public relations are and what are the forms of field activities from public relations.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : JUNE 11th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Visit to SMKN 1 Bunga Raya	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Visit to SMKN 1 Bunga Raya	Meets with the Principal of SMKN 1 Bunga Raya and discusses the development of the world of education

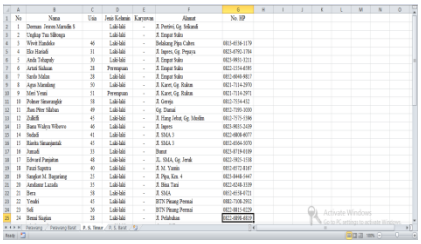
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 14th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Community Vaccine Data	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Community Vaccine Data 	Recap of Community vaccine data for Pinang Sebatang Timur Village for the Vaccine Program of PT. Indah Kiat Pulp and Paper

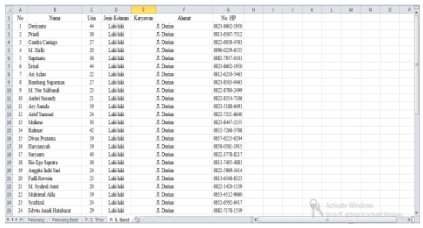
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : JUNE 15th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Community Vaccine Data	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Community Vaccine Data 	Recap of Community vaccine data for Pinang Sebatang Barat Village. Indah Kiat Pulp and Paper

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : JUNE 16th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Data Collecting	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Data Collecting	Collecting data on Vocational High Schools throughout Riau at the Education Authorities of Riau Province (Disdik Prov. Riau) Office for mapping data for the vocational program of PT. Indah Kiat Pulp and Paper.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : JUNE 17th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 1 Box of Folio Paper given to the Maredan Barat village.

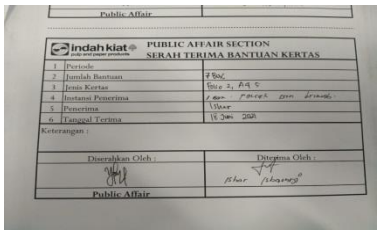
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : JUNE 18th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form 	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 3 Box of Folio Paper given to the Attorney.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 21st, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

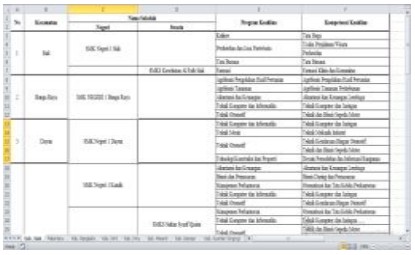
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : JUNE 22nd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Vocational High School Data	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Vocational High School Data 	Recap of Vocational High School of Kab. Siak to map the vocational program of PT. Indah Kiat Pulp and Paper.

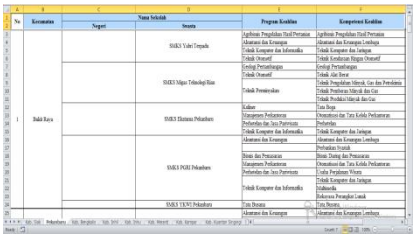
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : JUNE 23rd, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Vocational High School Data	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Vocational High School Data 	Recap of Vocational High School of Pekanbaru to map the vocational program of PT. Indah Kiat Pulp and Paper.

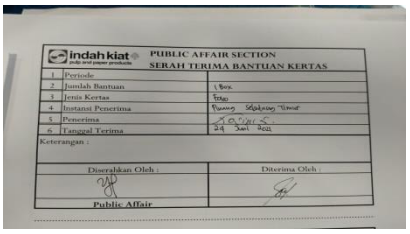
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : THURSDAY

DATE : JUNE 24th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Fill Out The Paper Assistance Handover Form	Hardi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Fill Out The Paper Assistance Handover Form 	Fill out the paper assistance handover form that has been provided. The form is filled out and signed by the receiving agency and the Public Relations Staff of the Social Religious section. Assistance in the form of 1 Box of Folio Paper given to Pinang Sebatang Timur Village.

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : FRIDAY

DATE : JUNE 25th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Permitted	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	-	Sick

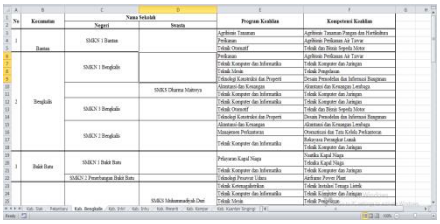
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 28th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Vocational High School Data	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Vocational High School Data 	Recap of Vocational High School of Kab. Bengkalis, Kab. Indragiri Hilir, Kab. Indragiri Hulu to map the vocational program of PT. Indah Kiat Pulp and Paper.

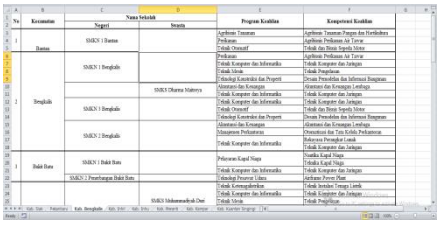
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : TUESDAY

DATE : JUNE 29th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Vocational High School Data	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Vocational High School Data 	Recap of Vocational High School of Kab. Meranti, Kab. Kampar, Kab. Kuantan Singingi to map the vocational program of PT. Indah Kiat Pulp and Paper.

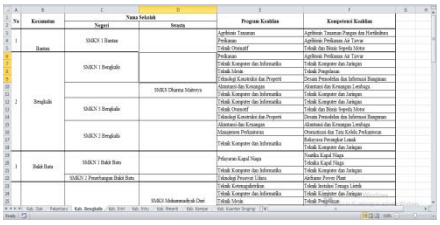
DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : JUNE 30th, 2021

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Recap of Vocational High School Data	Armadi, SE., ME	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.	Recap of Vocational High School Data 	Recap of Vocational High School of Kab. Pelalawan, Kab. Rokan Hulu, Kab. Rokan Hilir and Dumai to map the vocational program of PT. Indah Kiat Pulp and Paper.