

**APPRENTICESHIP REPORT**  
**PT RIAU ANDALAN PULP AN PAPER (PT. RAPP)**  
**PANGKALAN KERINCI-RIAU**

**SUCI RAMADINA**  
**5203201138**



**ENGLISH STUDY PROGRAM**  
**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS-RIAU**  
**2023**

## APPROVAL SHEET

This Apprenticeship Report written by **Suci Ramadina** with **Reg. Number 5203201138** who had done the Apprenticeship at PT. Riau Andalan Pulp and Paper started from January 16<sup>th</sup> to May 16<sup>th</sup>, 2023 by following advisor:

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## ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Suci Ramadina with Reg. Number 5203201138 who had done the apprenticeship at PT. Riau Andalan Pulp and Paper from 16<sup>th</sup> January to 16<sup>th</sup> May, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respect, and any all revision required by the apprenticeship report examine commite had been made.

Bengkalis, June 14<sup>th</sup> ,2023

Accepted by:

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4. Aswandi, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program
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Bengkalis, 16<sup>th</sup> May, 2023



**Suci Ramadina**

**Reg. Number: 5203201138**

## TABLE OF CONTENTS

<b>ACCEPTENCE SHEET.....</b>	<b>i</b>
<b>ACKNOWLEDGEMENT .....</b>	<b>iv</b>
<b>TABLE OF CONTENTS .....</b>	<b>v</b>
<b>LIST OF FIGURE.....</b>	<b>vii</b>
<b>LIST OF TABEL.....</b>	<b>vii</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background of Apprenticeship .....	1
1.2 Purpose of the Apprenticeship .....	2
1.3 Significances of the Apprenticeship.....	2
1.3.1 Significances of the Apprentice.....	2
1.3.2 Significances for the State Polytechnic of Bengkalis.....	2
1.3.3 Significances for the company.....	2
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
2.1 Company History.....	4
2.1.1 Royal Golden Eagle or Raja Garuda Emas (RGE) Group.....	4
2.1.1.1 Asia Pacific Resources International Holding Limited (APRIL) Group .....	6
2.1.2 Company Logo .....	8
2.2 Vision and Mission.....	8
2.2.1 Vision .....	8
2.2.2 Mision.....	8
2.3 Kind of Business Unit .....	9
2.4 Organization Structure .....	10
2.5 Document Used For Activity .....	15
<b>CHAPTER III SCOPE OF APPRENTICESHIP .....</b>	<b>16</b>
3.1 Job Description.....	15
3.2 System and Working Procedure.....	16
3.3 Place of Apprenticeship.....	37

3.4 Kind and Description of the Activity.....	38
<b>CHAPTER IV CONCLUSION AND SUGGESTIONS .....</b>	<b>50</b>
4.1 Conclusion.....	50
4.2 Suggestions.....	51
<b>APPENDICES.....</b>	<b>52</b>

## LIST OF FIGURES

Figure 2. 1 RGE Group Logo .....	4
Figure 2. 2 Company of RGE Group .....	5
Figure 2. 3 a Pathway to Prosperity .....	6
Figure 2. 4 Sowing the Seeds of Sustainable Forestry .....	6
Figure 2. 5 APRIL2030.....	7
Figure 2. 6 Company Logo .....	8
Figure 2. 7 Kinds of Business Unit .....	9
Figure 2. 8 the Main Product of RAPP .....	10
Figure 2. 9 Corpcomm Organization Structures 2023 .....	11
Figure 2. 10 External Communcations apprentice’s jobdesks .....	12
Figure 2. 11 Internal Communications apprentice’s jobdesk .....	12
Figure 2. 12 Guests Categories According to the SOP .....	13
Figure 2. 13 Digital Media Jobdesk .....	14
Figure 3. 1 The Apprentice’s Main Job in CCD .....	17
Figure 3. 2 The Working Procedure of Interviewing Stakeholder .....	18
Figure 3. 3 The Working Procedure of Updating VMB .....	18
Figure 3. 4 The Standarization and Final Display Work Area .....	19
Figure 3. 5 The Working Procedure Before 6s Audit .....	19
Figure 3. 6 The History of Fish in Riau .....	20
Figure 3. 7 The Working Procedure of Collecting Data for Infography .....	20
Figure 3. 8 The Working Procedure of Filing .....	20
Figure 3. 9 The Working Procedure of Matching Up Purchasing Invoices .....	21
Figure 3. 10 The Working Procedure of Sortering PM.....	21
Figure 3. 11 The Work Procedure of Renaming APRIL Digest .....	21
Figure 3. 12 The Work Procedure of Collecting Content for Campaign Making- Process .....	22
Figure 3. 13 The Work Procedure of Translating APRIL Digest Quiz .....	22
Figure 3. 14 The Work Procedure of Translating .....	22
Figure 3. 15 The Work Procedure of Summarizing .....	23
Figure 3. 16 Chairman's RT/RW Data .....	23
Figure 3. 17 The Work Procedure of Making Employee Data.....	23
Figure 3. 18 The Work Procedure of Making List.....	24
Figure 3. 19 The Gift for Outstanding Employee .....	24
Figure 3. 20 The Working Procedure of Serving the Gift .....	24
Figure 3. 21 The Working of Rewriting the File.....	25
Figure 3. 22 The Working of Making 3D Styrofoam Letters.....	25

Figure 3. 23 The Working Procedure of News Monitoring.....	26
Figure 3. 24 Monitoring Publishing .....	26
Figure 3. 25 Working Procedures of Media Monitoring .....	26
Figure 3. 26 Translating an Article .....	27
Figure 3. 27 Translating PPT.....	27
Figure 3. 28 The Working Procedures of Translating PPT .....	27
Figure 3. 29 Visitting Housing-Productions in Siak Regency.....	28
Figure 3. 30 Several Examples of Smart Writing Titles.....	28
Figure 3. 31 The Working Procedure of Smart Writing Production.....	28
Figure 3. 32 Documenting an Event .....	29
Figure 3. 33 Working Procedure of Documenting Event .....	29
Figure 3. 34 Product Photoshoot .....	30
Figure 3. 35 The Working Procedure of Product Photoshoot .....	30
Figure 3. 36 The Working Procedure of Scoring The Proposal.....	30
Figure 3. 37 The Working Procedure of Typing Error Checking .....	31
Figure 3. 38 Subtiling of Speech .....	31
Figure 3. 39 Working Procedure of Making Subtitling .....	31
Figure 3. 40 IG Live Script.....	32
Figure 3. 41 Working Procedure of Making IG Live Script.....	32
Figure 3. 42 SOW.....	33
Figure 3. 43 The Working Procedure of Making SOW .....	33
Figure 3. 44 Welcome Drink .....	33
Figure 3. 45 Things to Check .....	34
Figure 3. 46 Souvenir Checking Process .....	34
Figure 3. 47 The Working Procedure of Taking Guests for Corporate Visit .....	34
Figure 3. 48 Apprentices Corporate Visit .....	35
Figure 3. 49 Event Proposal.....	35
Figure 3. 50 Event Proposals and Event Working Procedure .....	35
Figure 3. 51 Webinar.....	36
Figure 3. 52 Seminar .....	36
Figure 3. 53 Even Report.....	37
Figure 3. 54 The Working Procedure of Event Report .....	37
Figure 3. 55 Visual Management Board (VMB) Presentation .....	37
Figure 3. 56 Toast Mster .....	38
Figure 3. 57 <i>Rumah Batik Bono</i> .....	38



## LIST OF TABLES

Table 3. 1 Agenda of the First Week Activities .....	39
Table 3. 2 Agenda of the Second Week Activities .....	40
Table 3. 3 Agenda of the Third Week Activities .....	41
Table 3. 4 Agenda of the Fourth Week .....	42
Table 3. 5 Agenda of the Fifth Week Activities.....	42
Table 3. 6 Agenda of the Sixth Week .....	43
Table 3. 7 Agenda of the Seventh Week Activities .....	44
Table 3. 8 Agenda of the Eighth Week Activities.....	44
Table 3. 9 Agenda of the Ninth Week Activities .....	45
Table 3. 10 Agenda of the Tenth Week Activities .....	46
Table 3. 11 Agenda of the Eleventh Week Activities .....	46
Table 3. 12 Agenda of the Twelveth Week Activities .....	47
Table 3. 13 Agenda of the Thirteenth Week Activities .....	47
Table 3. 14 Agenda of the Thirteenth Week Activities .....	48
Table 3. 15 Agenda of the Fifteenth Week Activities .....	48
Table 3. 16 Agenda of the Sixteenth Week Activities .....	48
Table 3. 17 Agenda of the Seventeenth Week Activities .....	49
Table 3. 18 Agenda of the Last Week Activities .....	49

## LIST OF APENDICES

APENDIX A Certificate .....	51
APENDIX B Evaluation Form .....	52
APENDIX C Reply of Apprenticeship Letter .....	53
APENDIX D Revision List .....	54
APENDIX E Attending List .....	55
APENDIX F Corporate Communications .....	58
APENDIX G Overview in RGE Exhibition Center (RTC) .....	59
APENDIX H Overview in Kerinci Center Nursery .....	60
APENDIX I Overview in Asia Pacific Rayon (APR).....	61
APENDIX J Daily Activity on the Job Training .....	62

# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Improving the education quality is one of the government's efforts to improve the quality of the Indonesian workforce that has competitiveness and quality. Higher education is a form for preparing students as prospective professional and intellectual workers who are equipped with theoretical knowledge and practice of the real world of work.

Moreover, State Polytechnic of Bengkalis, One of the universities that takes part in preparing its students to be ready to compete in the real workplace. One of them is the implementation of apprenticeship or *Kerja Praktek* (KP) to become a chance for students to implement the knowledge that acquired at campus into a real workplace.

One of the 21 study programs at this polytechnic is Diploma-III English study program. It concentrates on the field of mastering English such as professional translators and interpreters, copywriting, tourism, and experts in running and managing digital media. This program also provides a learning experience and training to students in order to develop professional capabilities in science and technology. It ensures that students have the ability to adapt, work ethic, and be responsible, especially in the business world, and there is a lot of potential for their students to advance in their careers quickly. Therefore, being one of the student of English study program is such an opportunity to do apprenticeship in Corporates Communications Department (CCD) at PT. Riau Andalan Pulp and Paper (RAPP) which is the 9th largest pulp producer in the world. As a center of communication to the local and international employee, Corporate Communications Department requires workforces who are able in English because they can easily understand information not only in Indonesia but also from other countries.

Based on the provisions above, apprenticeship was carried out at PT. Riau Andalan Pulp and Paper Pangkalan Kerinci, Pelalawan Regency, which was held about 17 weeks from January 16<sup>th</sup> to May 16<sup>th</sup>, 2023. After carrying out KP for 17 weeks, students are required to make apprenticeship report as a form of accountability for every activity carried out during the apprenticeship .

## **1.2 Purpose of the Apprenticeship**

The purposes of the apprenticeship are as follow:

1. To find out kind of jobs done in Corporate Communications at PT. RAPP
2. To find out working procedures applied in Corporate Communications at PT. RAPP.
3. To find out the document that used in Corporate Communcations

## **1.3 Significances of the Apprenticeship**

### 1.3.1 Significances of the Apprentice

- a. Gain real-life industry experiences

The apprentices have the ability to put what they l earn straight into practice in their working life and quickly rise through the ranks of many organizations.

- b. Learning new things

Apprentices learn new things and implement theories in campus into real practice in the workplace.

### 1.3.2 Significances for the State Polytechnic of Bengkalis

The apprenticeship program assists Polytechnic in developing relationship with PT. RAPP as an initial step for student who interesting in studying and working at multinational corporation.

### 1.3.2 Significances for the company

- a. Upgrade PT.RAPP branding

Apprenticeship program gives PT.RAPP a chance to promote its image and upgrade the branding of the company.

b. PT.RAPP got a chance to hire experienced employee

It is easy for PT.RAPP to find and hire co-worker and experienced employee because the practical students have had experience working in the company.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

##### 2.1.1 Royal Golden Eagle or Raja Garuda Emas (RGE) Group

In 1973, RGE formerly known as Raja Garuda Mas (RGM) was officially registered. RGE began in 1967 as Toko Motor, a spare parts shop in Medan, Indonesia. Sukanto Tanoto, the founder and chairperson of RGE Group, made his business debut there. During the 1973 oil crisis, he was able to overcome rapidly rising oil prices in order to expand his business as oil companies expanded in the region. After a period of inactivity, he was able to establish a plywood factory in Besitang, North Sumatra. He noticed that Indonesia was exporting logs and importing plywood at the time, so he decided to invest in plywood manufacturing in Indonesia.

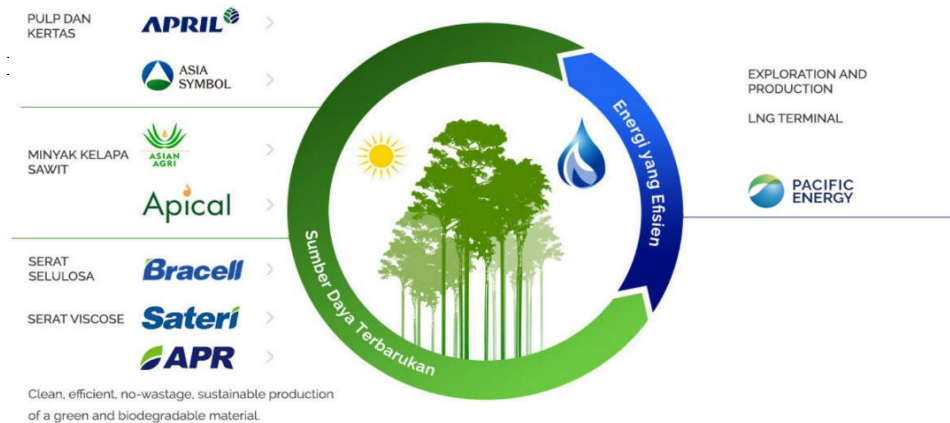


**Figure 2. 1 RGE Group Logo**  
Source: <https://www.rgei.com/id/>

Sukanto Tanoto then built the largest pulp and paper mill in the world in Kerinci, Riau. RGE expanded its operations in China, Brazil, Canada, and Spain in the late 2000s. Sukanto Tanoto believes that the 5C principles will benefit the Community, Country, Climate, Customer, and Company. RGE and its subsidiaries business organization s are:

1. Pulp and Paper Industry - APRIL (Indonesia), Asia Symbol (China) & Asia Honor Paper (Malaysia)
2. Palm Oil Industry - Asian Agri (Indonesia) & Apical (Indonesia and Spain)
3. Viscose Staple Industry - Sateri (China) & Asia Pacific Rayon (Indonesia)

4. Specialty Celulose Industry - Bracell (Brazil)
5. Integrated Energy Provider – Pacific Energy (Indonesia, China and Canada)



**Figure 2. 2 Company of RGE Group**  
 Source: <https://www.rgei.com/id/>

RGE Group has a core value, which is T.O.P.I.C.C. This value is used as a guideline for working within RGE Group companies. T.O.P.I.C.C consists of the following abbreviations:

1. *Complementary Team* or Teamwork, are one in goal and complement each other in teamwork.
2. *Ownership* or Sense of belonging, maintains a sense of belonging to always achieve the best.
3. *People* or human resources, develop human resources to grow together.
4. *Integrity* or honestly, acts with integrity.
5. *Customer*, understands and provides the best for customers.
6. *Continuous Improvement*, avoid indifference and make continuous improvement.

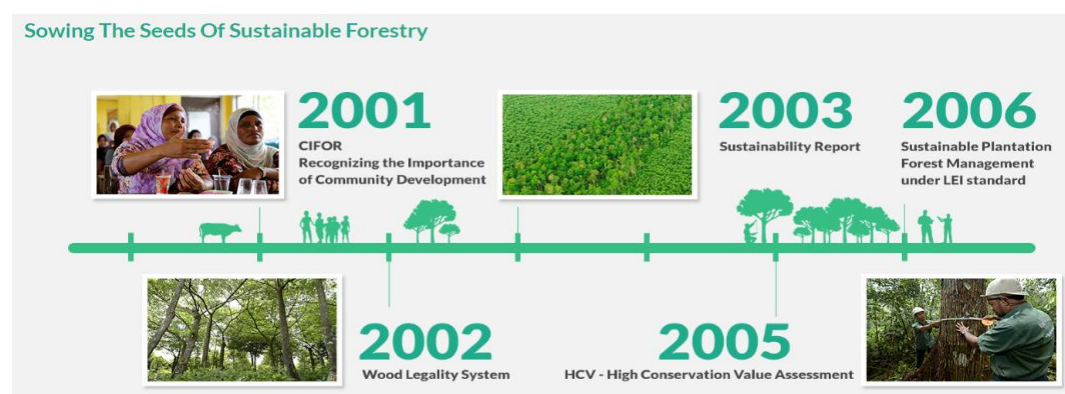
### 2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is a member of RGE Group. Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's, Riau Province and mill construction in Pangkalan Kerinci, Pelalawan Regency from 1993. The company name is PT. Riau Andalan Pulp and Paper (RAPP).

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia with Pelalawan Regency establishment in 1999.



**Figure 2. 3 a Pathway to Prosperity**  
Source: <https://www.aprilasia.com/en/>

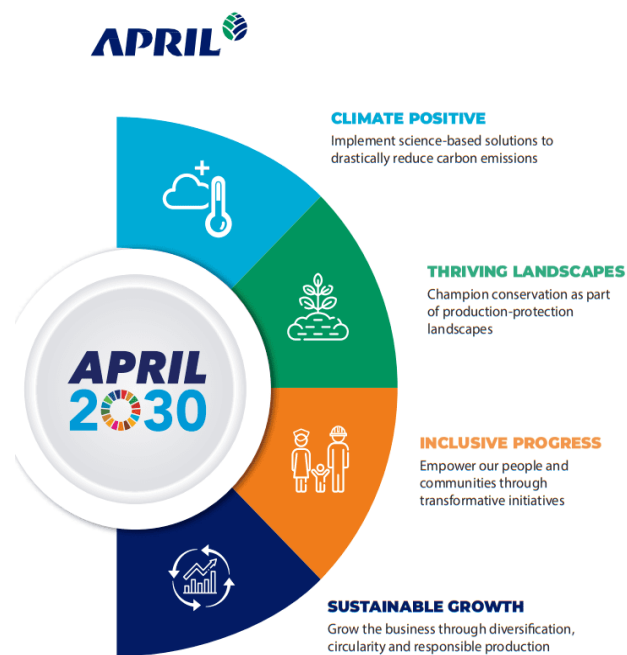


**Figure 2. 4 Sowing the Seeds of Sustainable Forestry**  
Source: <https://www.aprilasia.com/en/>



The appearance of APRIL, instead of giving opportunity for economic society, it gives opportunity for climate and environment through the APRIL 2030 commitment, which has four indicators:

1. Climate Positive
2. Thriving Landscapes
3. Inclusive progress
4. Sustainable Growth



**Figure 2. 5 APRIL2030**  
Source: <https://www.aprilasia.com/en/>

Taking a role as the biggest multinational company, the existence of the Corporate Communications Department (CCD) is needed as the APRIL center information, both internal and external communicator to convey messages directly. Relationships relate to internal and external public, and back up management plays a role in supporting company activities. Good image-makers create a good image for the company through writings, events, as well as interesting content on social media. Ease of access against information needed by the public to seek the

company's reputation is becoming more and more important. Therefore, CCD has become a significant asset for the survival of the company.

### 2.1.3 Company Logo

PT. RAPP has a logo that contains two colours, that is blue and green colours and has a symbol of leaf. The blue colours means energy efficiently and the green colours means renewable resources. In addition, the symbol of leaf means APRIL has a sustainable business with plantations. Here is the company logo:



**Figure 2. 6 Company Logo**  
*Source : <https://www.aprilasia.com/en/>*

## 2.2 Vision and Mission

### 2.2.1 Vision

PT. RAPP vision is to be one of the biggest and best sustainable resource-based companies, always creating benefits for Society, Country, Climate, Customers and Company.

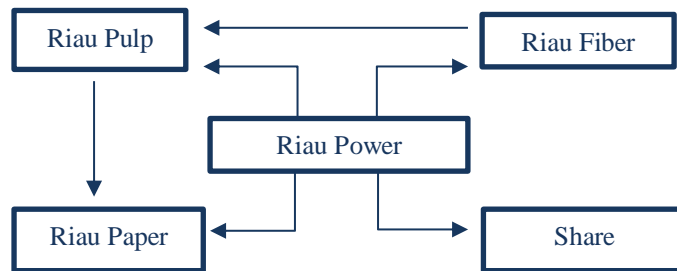
### 2.2.2 Mission

- a. Created and extended a regional business group led by International Corporation with highly qualified personnel.
- b. Long-term expansion and dominance in every market sector and industry.
- c. Improving associated parties' business performance by participating and contributing to regional and national socio-economic development.

### 2.3 Kind of Business Unit

There are five kinds of business in PT. RAPP, which are follows:

1. Riau Fiber is a unit that oversees the seeding, planting, maintenance, and felling of wood in order to raw materials and generates wood seeds.
2. Riau Pulp is a pulp-making plant that uses logs from Riau Fiber as a raw material.
3. Riau Paper is a unit that manufactures paper from Riau Pulp.
4. Riau Power is a unit that manages the power generation and reprocessing black liquor, water, and chemicals.
5. Shared services (common service) is a unit that manages all units in the service sector and company's logistics, including supply chain management, Riau Fiber, Riau Power, Riau Pulp, Riau Paper,



**Figure 2. 7 Kinds of Business Unit**

PT. RAPP manufactures pulp and paper, as well as providing employee training and development. PT. RAPP's main products are BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper), which are commonly used in printing and photocopying with the range in weight from 55 to 150 gsm. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and Bright White Multi-Purpose Office (BMO) are the paper brands manufactured by PT. RAPP. PaperOne™ products are the flagship brand.



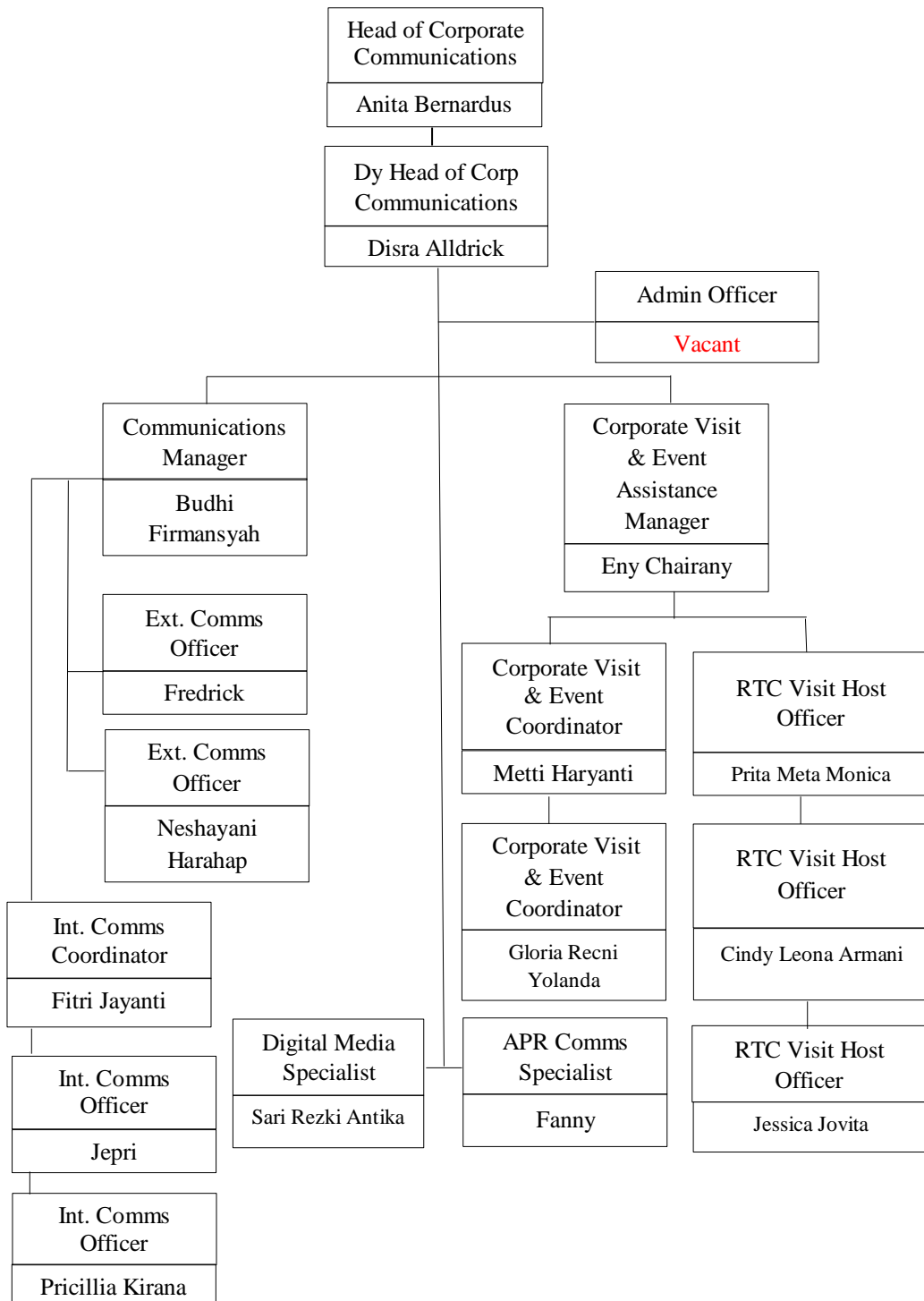
**Figure 2. 8 the Main Product of RAPP**  
 Source: <https://www.aprilasia.com/en/products/paper-products>

## 2.4 Organization Structure

Using Organizational structures allow businesses to remain efficient and focused. A system that defines actions to achieve an organization's goals, including rules, roles, and responsibilities, is referred to as an organizational structure. In a centralized structure, for example, decisions were made from the top down, whereas in a decentralized structure, decision-making authority is shared among several organizational levels.

Corporate Communications has an organizational structure based on their respective scope of work as an administrator of the flow and overshadowing the distribution of messages information, and communications messages delivered by employees and stakeholders.

## CORP COMM ORGANIZATION STRUCTURE 2023



**Figure 2. 9 Corpcomm Organization Structures 2023**  
Source: Internal communication

a. External Communications

The External Communications is the division in charge of disseminating information from within the company to those outside of it. External communications is responsible for the following tasks:

External Communications	1. Media relations
	2. Monitoring (news, contracts)
	3. Handling media crisis
	4. Media involvement
	5. Holding a press conference
	6. Photographic and video footage
	7. Production (press release, smart writing, content provision for APRIL DIGEST magazine)
	8. Media relations

**Figure 2. 10 External Communications apprentice’s jobdesks**

b. Internal Communications

Internal communications is keeping employees connected and informed, and creating a shared understanding of company goals, values, and guidelines. Internal communications is critical for keeping employees up-to-date on a company’s latest initiatives, corporate milestones, establishing facilitating streamlined, clear communications among different departments.

Internal Communications	1. Public messenger
	2. Managed update information on notice board
	3. APRIL portal internet and APRIL DIGEST internal magazine
	4. Running text
	5. Digital signage
	6. WA group
	7. Corporate identity Review
	8. Pop-up Screen saver thin-client
	9. Channel TV 8
	10. Graphic and visual design
	11. Campaign
	12. Corporate data bank

**Figure 2. 11 Internal Communications apprentice’s jobdesk**

c. Corporate Visit and Event

It is a company visit program with the aim of providing an overview and information about the company and to improve the company's image among stakeholders. The Scope is all visits to APRIL Riau Complex consisting of Mill, Office, Townsite and Estate. Stakeholders include customers, financial community, business partners, employees, suppliers, government, media, NGOs, educational institutions/students. The company visit will be lead by a host who explaining all of thing about RGE from the history, company expansion, the export and import, the process of production pulp and paper, the company sister, the foundation, and the community development. The guest who coming to do company visit will be distinguiust into three categories according to the standart operation procedure (SOP):

Regular Visit	1. Assistant training
	2. College student
	3. Working grup
	4. Auditor
	5. Vendor candidate
	6. Media
VIP Visit	1. Bankers
	2. Regent / Governor
	3. Ambassador
	4. Chairman and family
VVIP	1. President
	2. Minister

**Figure 2. 12 Guests Categories According to the SOP**  
Source: Corporate Visit

d. Digital Media

Displaying the company's operational activities through social media platforms such as Facebook, Instagram, YouTube, and others. The scope of work

Digital Media	1. IG live script
	2. Content plan
	3. Writing captions according to Search Engine Optimization (SEO)
	4. Create up-to-date content.
	5. Managing relation with social media influencer
	6. Social media admins: Intagram : @sahabatrapp, @discoverApril Facebook : Sahabat PT RAPP Twitter : @rapp_official

	Linkedin	: Asia Pacific Rayon
	Youtube	: Asia Pacific Rayon

**Figure 2. 13 Digital Media Jobdesk**

The public relations function performed by the management of PT. RAPP is run based on their respective stakeholders who are separated into several departments called Social Capital (Soscapi) led by the BU head.

1. Corporate Communications is a department to create a better corporate brand image in the eyes of the public through social media and maintenance of issue information to journalists.
2. WLS Security, namely making the process of shipping wood uninterrupted on the way, solves land problems that overlap with the community or company land used by the community and carrying out land acquisition security in charge of securing areas that are problematic and conflict with the community.
3. NGO Relations, maintains good relations between non-governmental communities to minimize issues that occur in communities or non-governmental organizations and create a positive impression on the company.
4. Stakeholder Relation (SHR), It is to maintain good relations with stakeholders and create good brand awareness to them that the company is building relationships between communities and knowing the issues that exist in the company's operational area
5. Campus Relations, related to academics.
6. Community Development (CD), is a department to empower the community through Small Medium Enterprise (SME) programs, health, education and minimize stunting rates in the company's operational areas within a radius of 50 km.
7. Supporting licenses, a part that manages permits including building permits, land permits, and others to help launch company licenses.



## **2.5 Document Used For Activity**

Corporate Communications (Corpcomms) uses several documents to manage activities:

a. 6s Log Book and Daily Management Log Book

This is a 6s audit (*Seiri, Seiton, Seiso, Seiketsu, Shitsuke, Safety*) book with new audit rules in accordance with the socialization that has been carried out to each business unit. The book contains explanatory notes on the 6s format of the audit, and its requirements.

b. Feedback forms

It is a form that have to given to the guests after the corporate tour in exhibition center already done. It aims for give a valuation for the host, critics, suggestions for Corporate Visit team as well.

c. Media and Publications Proof

This is an external communications sheet that contains various publications carried out by PT RAPP's media partners such as advertisements, news on the first page, and positive news about PT. Rapp. It aims for ensure the media had done the publications accordingly the contract that have signed.

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Description

The apprenticeship program was completed at Corporate Communications (Corpcomms) and the RGE Exhibiton Center (RTC). The first placement starts from January 16<sup>th</sup> of May 5<sup>th</sup> afterwards RTC begun May 6<sup>th</sup> to 15<sup>th</sup> 2023. Working hours are separated into two separate periods. Monday through Friday from 8:00 a.m. to 5:00 p.m with breaks from 12:00 a.m. to 01:30 p.m. On Saturdays, a shift system was implemented; alternating holidays in order that one person receives a work schedule twice a month.

There were kinds of main jobs during the apprenticeship accordingly of each division, which are follows:

1. Internal Communications	<ul style="list-style-type: none"> <li>a. Participating in APRIL Digest's content</li> <li>b. Updating Visual Management Board</li> <li>c. Preparing for 6s audit (<i>Seiri, Seiton, Seiso, Seiketsu, Shitketsu, Safety</i>)</li> <li>d. Collecting data and content for Infography</li> <li>e. Filing internal Communications Purchases invoices</li> <li>f. Matching up purchasing invoices</li> <li>g. Sortering Public Massager (PM)</li> <li>h. Rename APRIL Digest</li> <li>i. Participating campaign making-process</li> <li>j. Translating economic book, quiz, and biography</li> <li>k. Summarizing material economic book seventh edition</li> <li>l. Making employee data</li> <li>m. Making list of nominating outstanding employee</li> <li>n. Serving a gift for Coffe time with COO</li> <li>o. Rewrite a file; Budget as February form.</li> <li>p. Making 3D styrofoam letters</li> </ul>
2. External Communicatons	<ul style="list-style-type: none"> <li>a. Monitoring news and publishing</li> <li>b. Translating article; environment article from the Jakarta Post</li> <li>c. Smart writing production</li> <li>d. Documenting event and product photoshoot</li> <li>e. Scoring and duplicating of proposal</li> <li>f. Typing error checker in APRIL Digest</li> <li>g. Subtitling; Ms, Anita Bernardus and Mr. Jokowi speech</li> </ul>

3. Digital Media	<ul style="list-style-type: none"> <li>a. Making Instagram (IG) live script</li> <li>b. Making Statement of Work</li> </ul>
4. Corporate Visit	<ul style="list-style-type: none"> <li>a. Assisting host</li> <li>b. Serving welcome drink</li> <li>c. Checking Souvenir</li> <li>d. Joining corporate visit</li> </ul>
5. Corporate Event	<ul style="list-style-type: none"> <li>a. Making event proposal</li> <li>b. Making event report for Mental Health webinar</li> <li>c. Participating and preparing in organizing for online and offline event</li> </ul>
6. Other Activity	<ul style="list-style-type: none"> <li>a. Visual Management Board presentation</li> <li>b. Toast Master</li> <li>c. Visiting Community Development (CD)</li> <li>d. Updating event calendar</li> </ul>

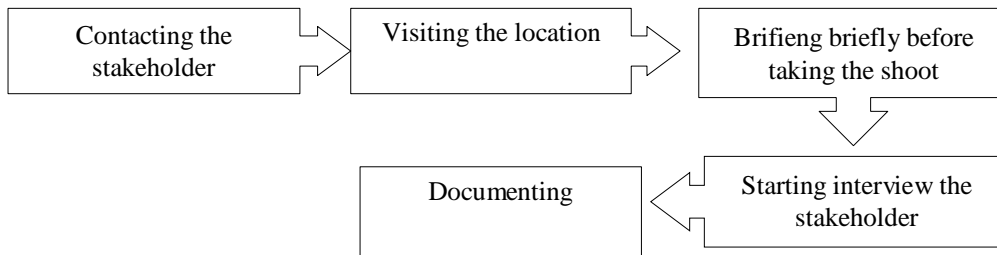
**Figure 3. 1 The Apprentice's Main Job in CCD**

### **3.2 System and Procedure**

There were several working procedures during the apprenticeship program at each department. The procedures are as follow:

1. Internal Communications (Int. Comms)
  - a. Participating in APRIL Digest's content

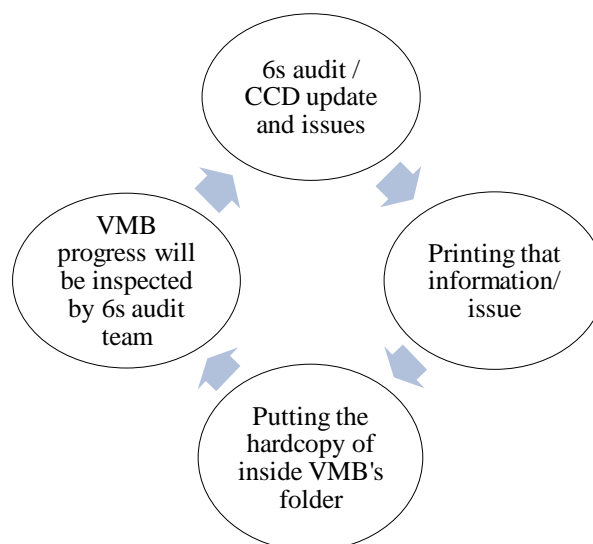
APRIL Digest is a company magazine that contains reviewing the development and activities of APRIL and Asia Pacific Rayon (APR). APRIL Digest is one of Int.Comms jobdesk for keeping employees up-to-date on a company's latest initiatives, corporate milestones, establishing facilitating streamlined, clear communications among different departments. The content making-process was held in Kerinci Central Nursery II (KCN II) that was interviewing, and documenting Mr. Sofyan and his head about nursery and plantation of acacia and eucalyptus as main ingredients of pulp and paper industry, the obstacles of work, quality time with family as well. The result would be published in APRIL Digest magazine. The working process can be seen below:



**Figure 3. 2 the Working Procedure of Interviewing Stakeholder for APRIL Digest Magazine**

**b. Updating Visual Management Board (VMB)**

Visual Management Board (VMB) is a board that contain information about 6s audit (*Seiri, Seiton, Seiso, Seiketsu, Shitsuke, Safety*) and its finding, new company information, calendar event, organization structure, issues, action plan, departmental achievements, department floor plan, and so on. Updating Internal communications is responsible for managing update information on notice board. Therefore, every-singel update and the latest information from the Corporates Communications Department need to be printed then it is putted inside VMB's folder. The working procedure of updating visual management board can be seen below:



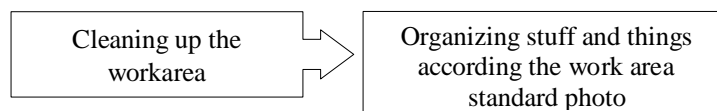
**Figure 3. 3 the Working Procedure of Updating VMB**

c. Preparing for 6s Audit (*Seiri, Seiton, Seiso, Seiketsu, Shitketsu, and Safety*)

Six S is abbreviation of *Seiri* (short), *Seito* (set in order), *Seiso* (shine), *Seiketsu* (standardize), *Shitketsu* (sustain), and Safety. 6S is a process for creating and maintaining neatness, cleanliness and high performance in an organized workplace. A day before the inspection began there was a cleaning activity supervised by a Person in Charge (PIC). Departments that are proven not to follow the standards will be subject to punishments in the form of point reductions, and fines.



**Figure 3. 4 the Standarization and Final Display Work Area**



**Figure 3. 5 the Working Procedure Before 6s Audit**

d. Collecting data for content of Infografy

In this case, internal communication provides information to students who are still in elementary school who attend school in the PT. RAPP. The content aims for giving knowledgement about Timeline of History Fisheryin Riau's water. Starting from the history of fishes, spreading, processing products, and so on. The data was designed in English on blank paper as an initially design before got final design from the graphic design. The data was gotten and collected from internet.

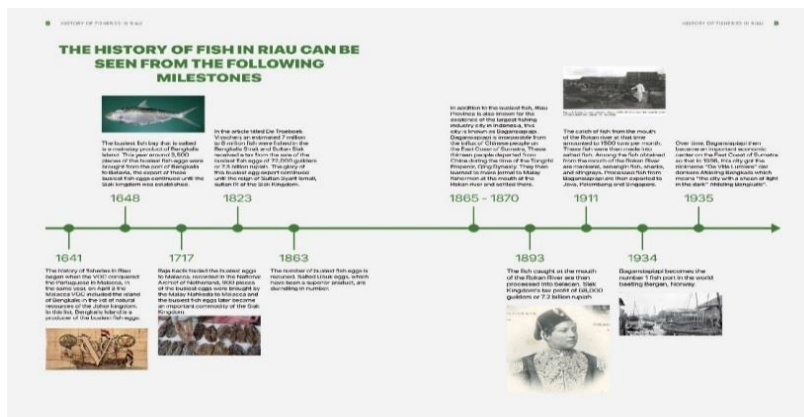
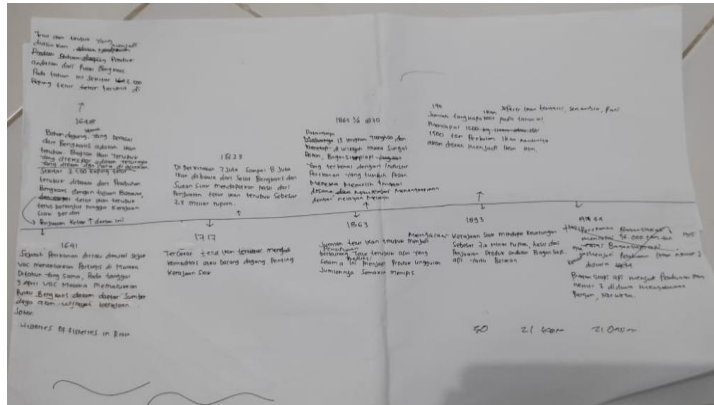


Figure 3. 6 the History of Fish in Riau  
Source: Internal Communications

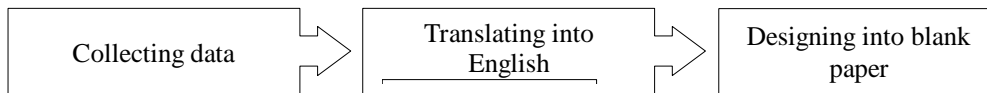


Figure 3. 7 the Working Procedure of collecting data for Infography

e. Filing Purchases Invoices

Filing means Files should be organized, cleaned up, and grouped into one section. In this occasion, internal Communications invoice. Files was organized the dates, and the receipt.

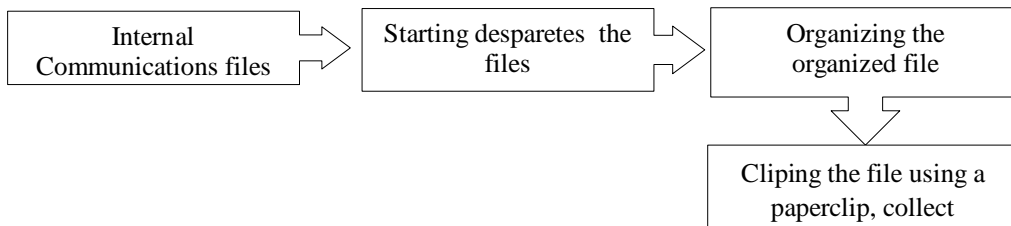
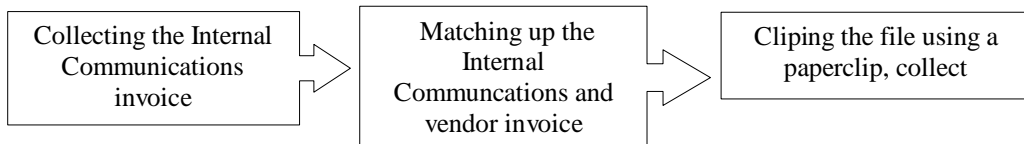


Figure 3. 8 the Working Procedure of filing

f. Matching up purchasing invoices

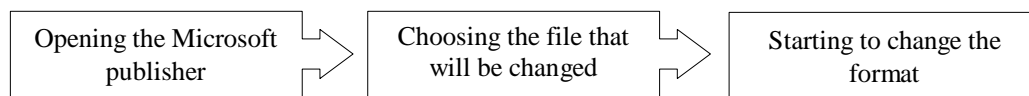
Matching up invoices means organizing the original invoice from vendor to the invoice that Internal Communications has had while doing the purchases. It aims to ensure there is no missed stuff that vendor sends.



**Figure 3. 9 the Working Procedure of Matching Up Purchasing Invoices**

g. Sorting Public Messenger file (PM)

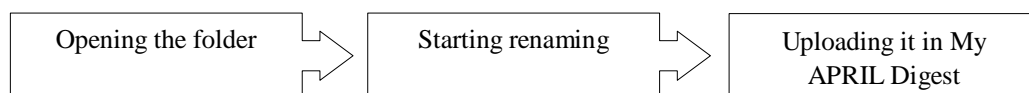
Public Messenger is some of Internal Communications jobdesk for keeping employees up-to-date on a company's latest initiatives, information, and development through online software namely Microsoft Publisher. Sorting is an activity to change the format PM from Microsoft publisher into pdf. It aims in order saving the computer storage. The file was choosing from January 2007 to April 2023.



**Figure 3. 10 the Working Procedure of Sorting PM**

h. Renaming the APRIL Digest

Renaming APRIL Digest is an activity matching up and changing the APRIL Digest in the computer according the number of pages and the edition in order it does not reverse when it will be printed. It should be uploading in My APRIL account before printed as well.



**Figure 3. 11 the Work Procedure of Renaming APRIL Digest**

i. Participating in collecting content for campaign making-process

Campaign is one of company strategy to declarate something or achievement to many people. In this case, Internal Communications responsible for making, designing, and publishing the campaign on Public Messenger. The campaign was about Harrasment, abuse of power, and discrimination. The content was collected from internet then it compiled into Power Point. Next, the content would be designed by design graphis to be published on Public Messenger.

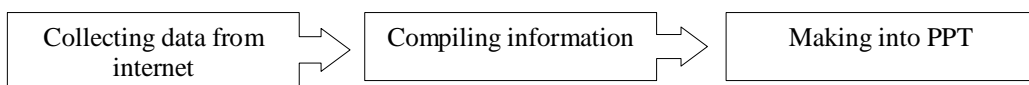


Figure 3. 12 the Work Procedure of collecting content for campaign making-process

j. Translating an article and material

Translating is a process transferring meaning from source language into target language. The article and material was about economic book chapter 5 seventh edition and APRIL Digest quiz for Internal Communication necessary. For it can be seen as below:

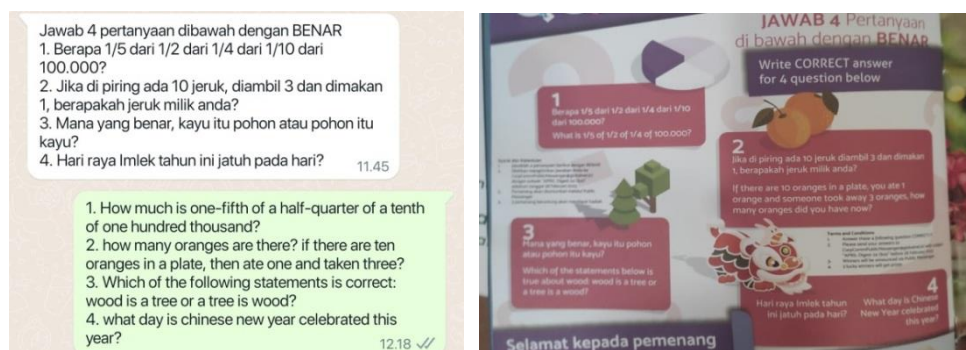


Figure 3. 13 the Work Procedure of Translating APRIL Digest Quiz

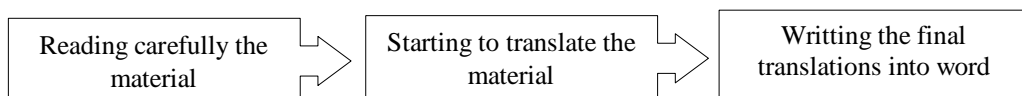


Figure 3. 14 the Work Procedure of Translating



k. Summarizing Internal Communications material

Summarizing is a process making a summary of a material. In this case, the material was about the theory and estimation of cost for Internal Communications necessary. The summary was made using a website as in addition edited according to the grammar.

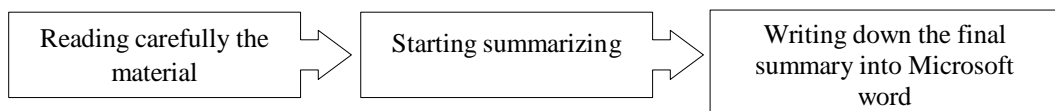


Figure 3. 15 the Work Procedure of Summarizing

l. Making employee data

Internal Communications serves as a corporate data bank, which means it saves employee data across the APRIL district. This includes archiving the chairman's RT/RW data in housing townsites 1 and 2. The data was created in Microsoft Excel for the Internal Communications archive.

No	Nama RT/RW	RT/RW	AREA	Jumlah KK	Keterangan
1	Edy Ismanto	03/10	Town site 1		200
2	Tonny Karloradi	02/10	Town site 1		85
3	Erizal Sikumbang	04/013	Town site 2		91
4	Handara Yoni	01/08	Town site 1		167
5	Hikal Indra	06/03	Town site 2		67
6	Indra syahputra	03/13	Town site 2		59
7	Darul Amfin, S.Pd	07/08	Town site 1		124
8	Tengku Kaspandiar	04/03	Town site 2		107
9	Desli Irawan	02/13	Town site 2		97
10	Indrawan	03/03	Town site 2 baru		186
11	Hamdani	05/10	Town site 1		60
12	Flury Roby Firly	01/13	Town site 2		124
13	Abdul Rachmad Nst	02/09	Town site 1		47
14	David Daniel Rozet	06/10	Town site 1		395
15	Nurul Azmi	04/08	Town site 1		192
16	Suhendri	01/03 Pangkalan Kerinci Barat	Town site 1		188 183 KK + 5 Mess
17	Budhi Firmansyah	03/08	Town site 2		63 Type B dan CM 2 Lantai
18	Radar Herri Dalmunthe	02/08	Town site 1		26
19	Henry Gunawan	06/09	Town site 1		86
20	Adria Patra	04/10	Town site 1		504
21	Asri Al Habsyi	02/03	Town site 2		86

Figure 3. 16 Chairman's RT/RW Data

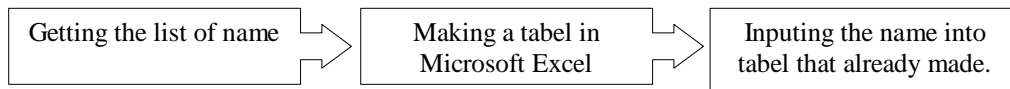


Figure 3. 17 the Work Procedure of Making Employee Data

m. Making list of nominating outstanding employee

An outstanding employee list is a list that contains potential employees who have achieved achievements in their hobbies, such as singing, sports, mountain climbing, and so on. This is a form of campaign human being to the

outstanding employee that still reaches an achievement while spending time as a busy employee.



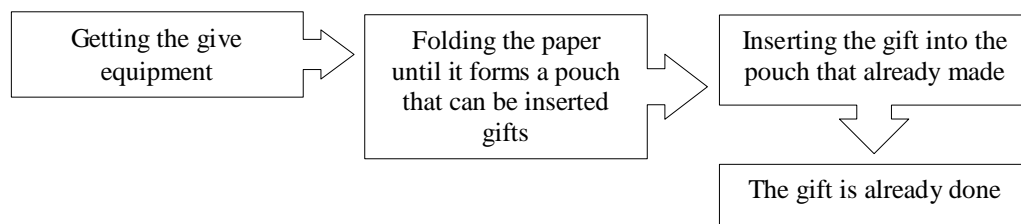
**Figure 3. 18 the Work Procedure of Making List**

n. Serving a gift for coffe time with COO

Coffee time with COO is a highlight of the event giving an appreciation for outstanding employee that was hold by Corporate Event team in Unigraha Hotel. The gift was serving and packing use gift paper containing a tumblr, shopping voucher, and hat.



**Figure 3. 19 the Gift for Outstanding Employee**

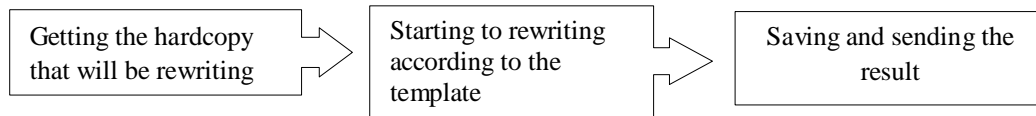


**Figure 3. 20 the Working Procedure of serving the Gift**

o. Rewriting a file

Rewriting a file is an activity to write back file or something that already printed in hardcopy form to the softfile such as in Microsoft word or PPT. It is not

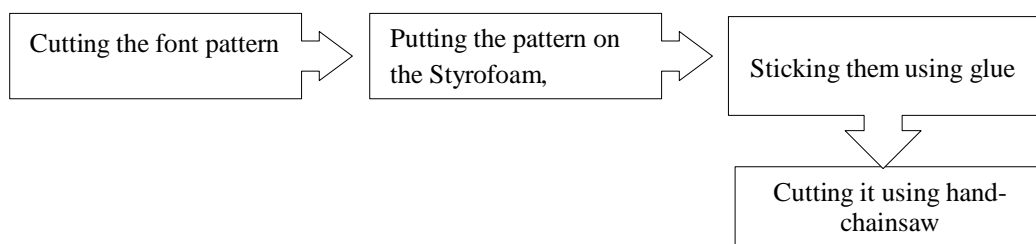
always in hardcopy it could be another form as well. In this case, rewriting file budget as February, holiday calendar into Microsoft word then it printed.



**Figure 3. 21 the Working of Rewriting the file**

p. Making the 3D styrofoam letters

The 3D styrofoam letters is a Styrofoam that cuts following the banner pattern so that it forms letters. It is used in Corporate Event team for the event that held in Unigraha Hotel. The working procedure was; First, cutting the font pattern, which was printed in the banner form. Next, putting the pattern on the styrofoam and sticking it using glue, and then cutting it using hand-chainsaw.



**Figure 3. 22 the Working of Making 3D Styrofoam Letters**

2. External Communications

a. Monitoring news and publishing

Monitoring news and publishing was done for controlling and handling the issues concerning the operating area, development, achievement, all about external necessary as well. Monitoring news and publish was done by searched the issue through internet using the latest keyword such as *Safari Ramadan, jalan lingkar, Restorasi Ekosistem Riau (RER), electric bus PT RAPP*, and so on. Monitoring can be done every early month, every the newest news, or every anytime when needed. The working procedure can be seen on below:

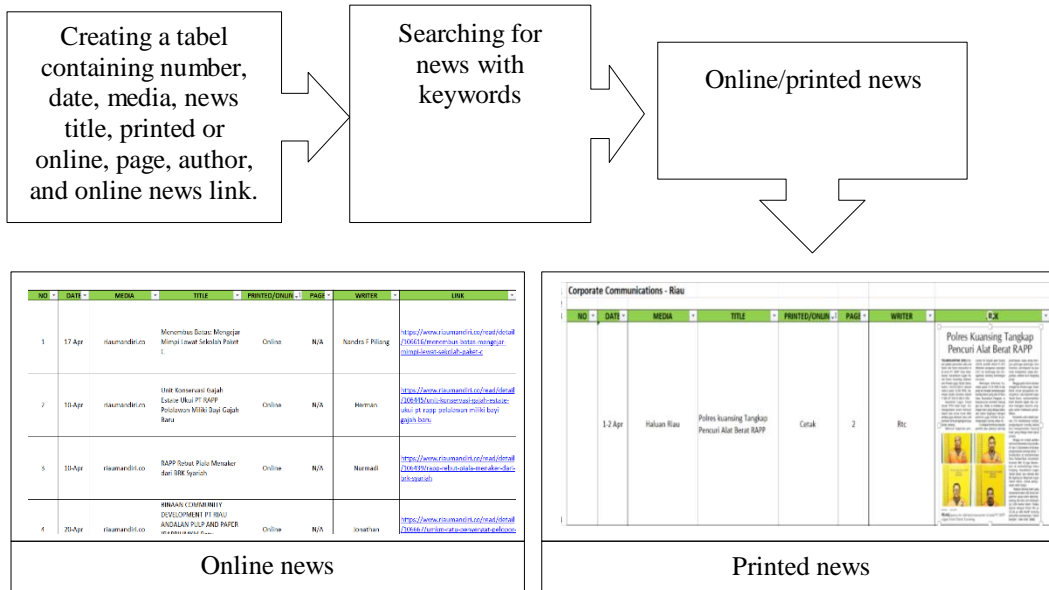


Figure 3. 23 the Working Procedure of News Monitoring

In addition to news, monitoring, external communications conducts publishing monitoring to determine whether the media publishes news, advertising, page-one news, and positif page news in accordance with the contract.



Figure 3. 24 Monitoring Publishing

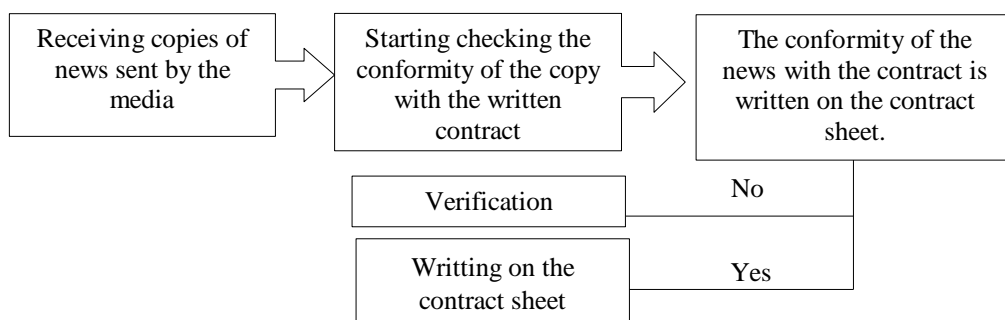


Figure 3. 25 Working Procedures of Media Monitoring

## b. Translating

The way translating that External Communications implement as same as Internal Communications done. The material that already translated were articles, PPT, and some of material magazine readings, research journals, corporate documents, biographies, and additional tasks. It can be seen below:

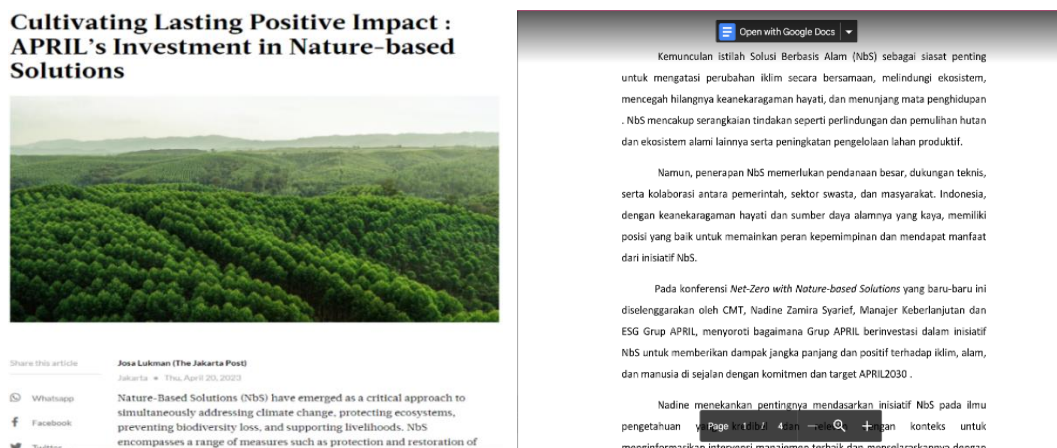


Figure 3. 26 Translating an Article

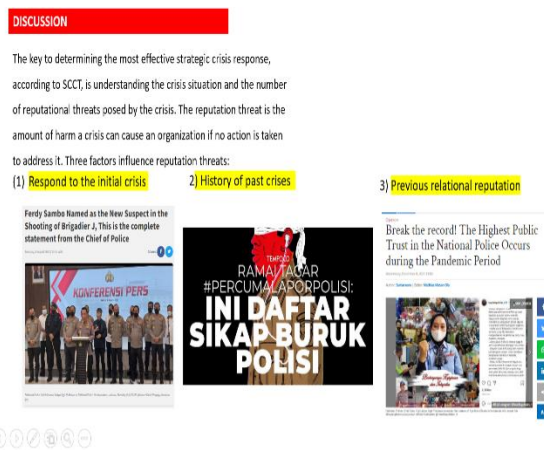


Figure 3. 27 Translating PPT

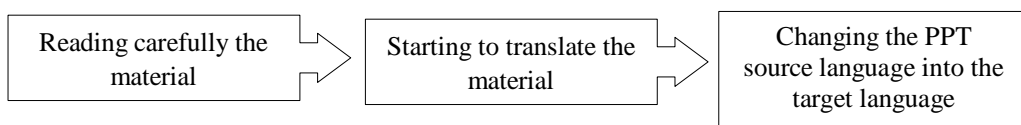


Figure 3. 28 the Working Procedures of Translating PPT

c. Participating in smart writing production

Participating in smart writing production, which is the creation of articles and other forms of media that will eventually become the content of APRIL Digest magazine. External Communications conducts direct visits in addition to telephone interviews to obtain information that would be considered inaccurate if obtained by phone. In this occasion, External Communications went to Siak Regency to monitoring the housing-production of *Nastar Ratu Penyengat* as fostered partners. Then, there will be a publication in media after the visit.



Figure 3. 29 Visitting housing-productions in Siak Regency

There were several theme that have written as long as apprenticeship done.

These were some of titles of smart writing production:

No	Title
1.	<i>Meriahkan Sajian Kue Lebaran dengan Gurih dan Lezatnya Nastar Ratu Penyengat</i>
2.	<i>Penuh Antusias, Mahasiswa Fakultas Ilmu Komunikasi Universitas Riau Sambangi PT. RAPP dalam Kegiatan Kunjungan Lapangan.</i>
3.	<i>Semarak Perayaan Tradisi di Bumi Melayu dalam Menyambut Datangnya Bulan Suci Ramadan</i>

Figure 3. 30 Several Examples of Smart Writing Titles

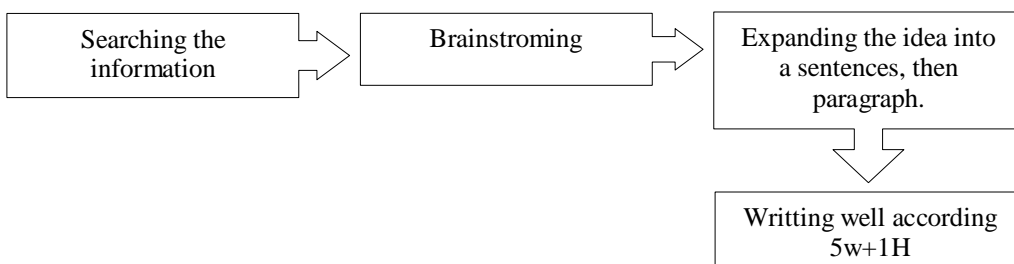


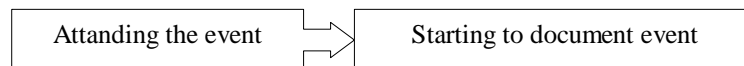
Figure 3. 31 the Working Procedure of Smart Writing Production

d. Documenting an event

Basic skill as External Communications should have is basic photography skill. Documenting event is an activity taking a picture of an on going event. External Communications need it as a compliment to an article that will be published after the event is done. The apprentice has participated in several event such as journalistic forum visit, UNRI communications science faculty field trip, and so on.



**Figure 3. 32 Documenting an Event**



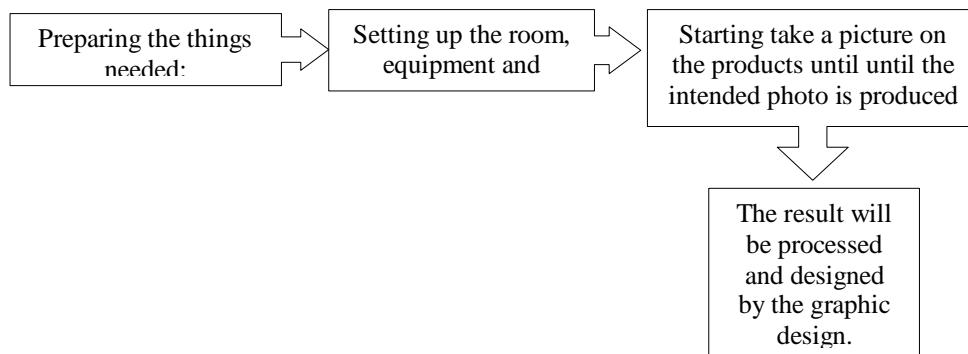
**Figure 3. 33 Working Procedure of Documenting Event**

e. Product Photoshoot

Participating in product photoshoot at Rukan. The products referred to here are the results of the Community Development program as a contribution to APRIL's 2030 commitment to "reach zero extreme poverty" to develop SME-based businesses fostered and funded by APRIL. As arrived in Rukan, team directly setting up the equipment and preparing the product. Also, testing up the lighting, camera and trying some picture to get the best angle. The results of this product photo will later be printed in APRIL Digest magazine after going through the editing process by graphic design.



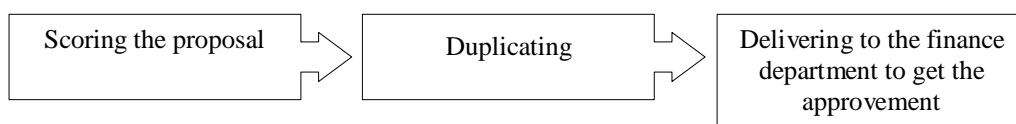
**Figure 3. 34 Product photoshoot**



**Figure 3. 35 the Working Procedure of Product Photoshoot**

f. Scoring, duplicating, and verifying of external organization proposal

Scoring proposal means giving scores to the proposals that claim deserve to be funded. Proposal that came from external organization or media partner that will hold an event and need to be funded from the sponsorship. The proposal needs to be copied and approved from finance department.



**Figure 3. 36 the Working Procedure of Scoring the Proposal**



g. Typing error checking

A typographical error is a mistake made when typing something. Typographical errors are very commonly called typos for short. In this case, the APRIL Digest magazine edition 24 needs to re-check before to be printed.

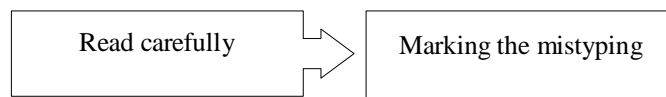


Figure 3. 37 the Working Procedure of Typing Error Checking

h. Subtitling a Speech

The assignment was writing down what the speaker said. In the present instance, the subtitle was written for the director Of Corporate Communications, Ms Anita Bernardus, to utilize in her speech at the APR 2<sup>nd</sup> celebration. The following task was written down what President Joko Widodo said in inauguration APR through youtube.

MS. Anita Bernardus Speech

So april communications directions for 2023 I'm trying to make it concise so it just three R's. So we're refocusing, realigning and repositioning. We're refocusing why is that important because estate company transform. We need the clear understanding or what stakeholder current perception is, right? Because we're transform. So I'm pretty sure that their perception have changed and we need to keep listening to that and provide involving need and then make it better into a guide line. How'd we drive earn late conversation creates strong, trust would be brand. Brand equity as far being mentioned. So what we're aiming for? long term success and loyalty.

Realign because as the day business grow. You know, we need to realign we need to comeback to basic, realign communications effort, we need to sharpening internal capabilities, we're a team where everyone focusing on in particularly in Kerinci impactful media. And I will collaborations driving meaningful partnerships rather than just have partnerships. So what we want to do is essentially is becoming the partner choice. Repositioning as we're transform when we grow of course, we want to maintaint resilience and by doing that we need to build sustainable, skillable braad strategy. By creating awarness based on the perception and then compiling brand story focusing on clear sensor purpose, promise, and positioning. And coming back of course, always toward purpose.

Asia Pacific Rayon (APR) Inauguration by President Joko Widodo

7.5K subscribers

694 likes

Share

Figure 3. 38 Subtiling of Speech

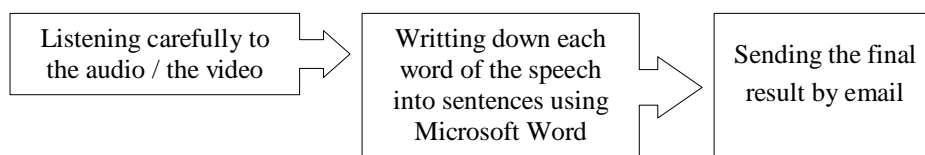


Figure 3. 39 Working Procedure of Making Subtitling

### 3. Digital Media

#### a. Making Instagram (IG) live script

Instagram live is one of the activities carried out to get closer to Instagram followers. Creating and IG live scripts is useful as a guide for the host when doing a talk with guest stars, and also as an anticipation if the host forgets the next dialogue.

No	Opening by Sari	Questions	Sari
	<p>Halo, salamet malam sahabat! Portokolan saya Sari..... Yang akan memandu IG live kali ini sampai 30 menit ke depan dengan judul "30 minutes dooer with Sugeng Putri".</p> <p>Malam ini kita punya guest spesial loh. Seperti yang dimention di judul live tadi, kita akan bincang-bincang bersama Sugeng Putri sebagai salah satu engineer perempuan di tengah mayoritas laki-laki di PT.BAPP. Wow keren ya, bisa punya kesempatan bekerja yang biasanya dihandle oleh laki-laki. Penasaran kan gimana caranya, jadi kalian stay tune terus ya di IG live kita.</p>	<p>1. Putri bisa ceritakan sedikit gimana profesi kamu?</p> <p>2. Jadi sudah berapa lama kamu bekerja sebagai engineer di RAPP?</p> <p>3. Bagaimana Putri memilih profesi sebagai Engineer ketimbang memilih profesi lainnya? Kan kita tahu sendiri kalau engineer mayoritas adalah laki-laki, berkecimpung dengan alat berat, dan panas-panasan.</p> <p>4. Sebagai Engineer perempuan, apakah ada perbedaan kerja antara Putri dengan Engineer laki-laki lainnya?</p> <p>5. Bagaimana Putri beradaptasi di lingkungan yang asing bagi perempuan?</p> <p>6. Jadi selama bekerja, apakah suka dan sukanya?</p> <p>7. Motivasi untuk sahabat RAPP?</p>	<p>3. Tahapan yang dijalani selama penyelesaian</p> <p>4. Ceritakan bagaimana RAPP mendampingi pada saat itu</p> <p>Wah menarik ya...perjuangan Putri akhirnya membuahkan hasil dari tahap wawancara, training, sampai akhirnya diangkat menjadi karyawan</p>
	<p>Sari mengintalkan secara singkat tentang Sugeng Putri</p> <p>Nah, sahabat RAPP Sugeng Putri saat ini bekerja sebagai Engineer di PT. BAPP. Sebelum diangkat menjadi karyawan putri terlebih dahulu menjalani program Engineer Development Trainee selama 2 tahun. Seperti yang sudah di mention tadi, Putri adalah salah satu engineer perempuan, yang artinya dia ikut terjun dan berpartisipasi langsung mengerjakan pekerjaan yang biasanya dikerjakan oleh laki-laki. Keren banget kan</p> <p>Okay sebelumnya terima kasih untuk sahabat RAPP yang sudah bergabung malam ini, kalau kalian ada pertanyaan boleh banget nih langsung ditulis di kolom</p>	<p>Sari langsung baca pertanyaan ke kolom komentar</p> <p>Sari mulai closing</p>	<p>Putri 2 pertanyaan saja</p> <p>Gak kerasa ya sahabat sudah 30 menit kita bersama dan sampaiah kita diunggulung awa.</p>

Figure 3. 40 IG Live Script

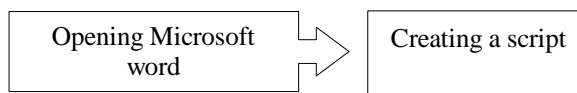


Figure 3. 41 Working Procedure of Making IG Live Script

#### b. Participate in the creation of influencer SOW (Statement of Work)

SOW Influencer is a final instruction on what influencers must do in a project or campaign with colleagues that have been created and agreed upon internally. This thing was made for Pekanbaru Citytour, which also collaborates with other media and Instagram influencers to introduce electric buses as APRIL's commitment to achieve zero carbon emissions.

### Statement of Work

- Project : Tur bus listrik di Pekanbaru
- Tujuan dari *project* ini adalah untuk mengenal teknologi bebas emisi (bus listrik/*electric bus*) kepada khalayak ramai sebagai komitmen PT.RAPP-APRIL untuk mengurangi emisi karbon yang sesuai dengan APRIL 2030 yakni menurunkan kadar emisi karbon hingga 25% dengan peningkatan efisiensi penggunaan sumber daya serta adopsi teknologi dan proses industri yang bersih dan ramah lingkungan secara masif.
- Guidance :
  1. 1 kali post *feed instagram*, collab with @sahabatrapp
    - a) Sampaikan pesan terkait APRIL 2030  
"Klim positif menuju keberlanjutan Indonesia zero emisi karbon"
  2. Upload story disetiap kegiatan dengan mention @sahabatrap
    - a) Menyampaikan kesan / *vibes* selama ada di bus listrik (menyenangkan, tidak berisik, suasana didalam bus nyaman, dan lain lain)
    - b) Menunjukkan fasilitas penunjang yang ada didalam bus (kursi yang nyaman, *air conditioner* yang berfungsi dengan baik, fitur pintu otomatis yang berbeda dengan bus lainnya)
  3. Payment schedulanya (maksimal 2 minggu setelah feed terbit)

Figure 3. 42 SOW

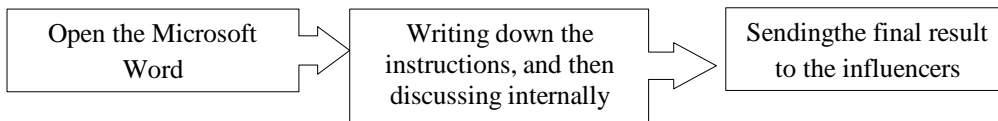


Figure 3. 43 the Working Procedure of Making SOW

#### 4. Corporate Event

##### a. Assisting host

Assisting host means accompany and help the host while leading the guest. Such as help to direct the guest, monitoring the guest who taking a picture in not allowed area, or helping guests who are out of line.

##### b. Serving welcome drink

Welcome drink is a beverages that serving for the guest after done the tour in exhibition center.



Figure 3. 44 Welcome Drink

##### c. Checking souvenir

Checking souvenir is an activity to recheck souvenir condition before to be given to the guest. There are categories things to check:

No	Souvenir	Checking process
1.	Tumblr	<ul style="list-style-type: none"> <li>a. Make sure the bottle does not break and is still airtight.</li> <li>b. Make sure the lid is working properly</li> </ul>
2.	Leather Pouch	<ul style="list-style-type: none"> <li>a. Make sure surfaces are not moldy</li> <li>b. the zipper is working properly</li> </ul>
3.	RGE Pen	<ul style="list-style-type: none"> <li>a. pen works fine</li> </ul>

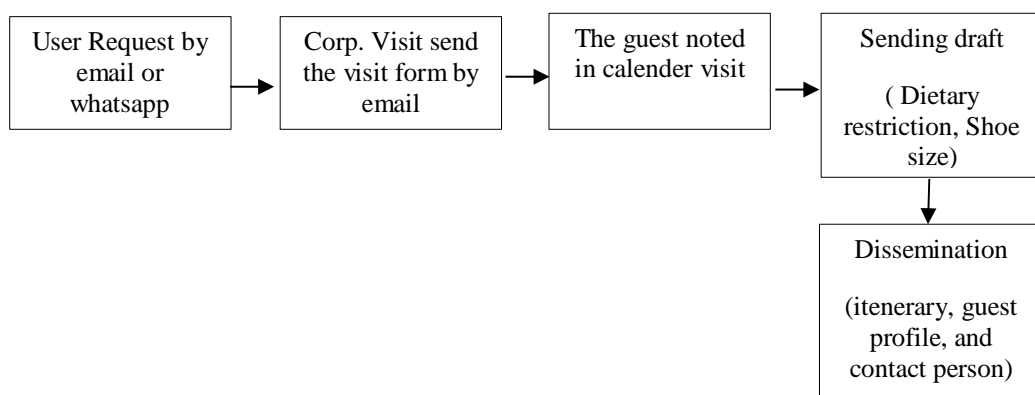
**Figure 3. 45 Things to check**



**Figure 3. 46 Souvenir checking process**

d. Joining corporate visit

The guest who coming to RGE Exhibition Center should fill the guest form that will be sent from corporate visit to the user. There are several step that user should do taking guest to RGE Exhibition.



**Figure 3. 47 the Working Procedure of Taking Guests for Corporate Visit**



**Figure 3. 48 Apprentices Corporate Visit**

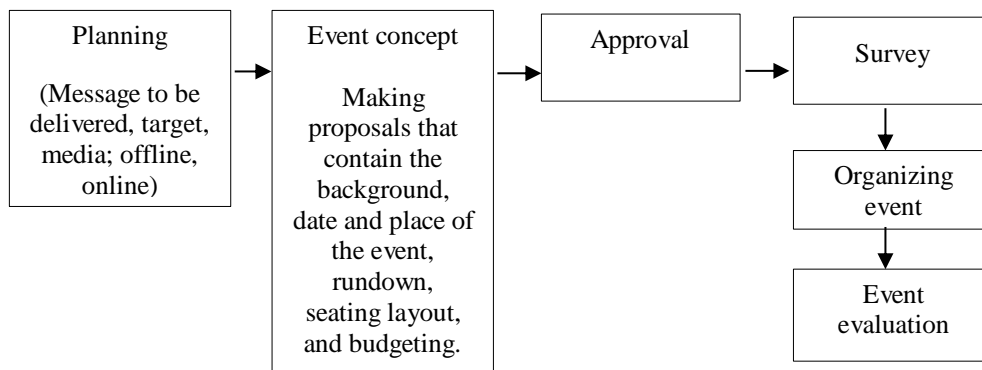
## 5. Corporate Event

### a. Making event proposal

Corporate events are responsible for organizing event concepts in accordance with company standards. There are several stages that need to be done before an event is held, namely event proposal.



**Figure 3. 49 Event Proposal**



**Figure 3. 50 Event Proposals and Event Working Procedure**

b. Participating in online event

Participate in the process of room preparation, seating settings, cameras, and microphones as well as the operation of zoom applications and event documentation throughout the Mental Health webinar



Figure 3. 51 Webinar

c. Participating in offline event

Offline event is an event that is carried out face-to-face between the audience and its speakers. Contributing in room preparation, assisting the master ceremony or moderator, and documenting events. The one of documenting was participating in World Workers Memorial Day 2023 can be seen below:



Figure 3. 52 Seminar

d. Event Report

Contribute on making post-event report or event summary by gathering all success metrics and other data such as audience's feedback, photos that illustrate the performance of the event as well as making conclusion, and suggestions and criticisms.



**Figure 3. 53 Even Report**



**Figure 3. 54 the Working Procedure of Event Report**

e. Other Activity

1. Participating Visual Management Board (VMB) Presentation

Visual management board is a board that contain information about 6s audit and it's finding, calender event, organization structure, action plan departmental achievements, JDI's progress, department floor plan.



**Figure 3. 55 Visual Management Board (VMB) Presentation**

2. Toast Master

Toast Master is an English club in PT. RAPP that routine held a gathering session every Saturday at Corporate Office or April Learning Institute. The Apprentice was invited as a guest who participated in table topic speech.



**Figure 3. 56 Toast Mster**

### 3. Visiting Community Development (CD)

Community development is a fostered partners for commitment APRIL 2030 to reduce poverty. CD employees 4 people to produce and create *Batik Bono*. There the guest who coming to *Rumah andalan batik* will be taught *Membatik*.



**Figure 3. 57 Rumah Batik Bono**

### 3.3 Place of Apprenticeship

The Apprenticeship was started from Jan 16<sup>th</sup> until May 16<sup>th</sup>, 2023. It was been done at PT. Riau Pulp and Paper as a student practical in Corporate Communications.



### 3.4 Kind and Description of the Activity

The daily activities in Corporate Communications PT Riau Andalan Pulp and Paper can be seen in the tables below:

(January 16<sup>th</sup> until 22<sup>th</sup>, 2023)

No	Day/Date	Activity	Place
1	Friday, January 13 <sup>th</sup> 2023	1. Safety induction	Safety Campus
2	Monday, January 16 <sup>th</sup> 2023	1. Allocation of internship locations by Campus Relations staff 2. Self-introduction to all co-worker in Corporate Communications 3. Overviewing explanations about Corporate Communications by head of departement	Corporate Communications office
3	Thursday, January 17 <sup>th</sup> 2023	1. Visiting to visit Kerinci Central Nursery (KCN) 2. Participating in the APRIL Digest magazine content-making process. 1. Documenting activities 2. Noted the key points of the interviews conducted 3. Learning how to take a great photo-shoot for to be printed in APRIL Digest magazine.	KCN
		4. Matching up to the purchase invoices	Corporate Communications office
4	Wednesday, January 18 <sup>th</sup> 2023	1. Looking at Visual Management Board (VMB) presentation who was delivered by Fredrick 1. Documenting the activity 2. Introduced to external Communications by Mr. Fredrick 3. News monitoring about: 1. <i>Restorasi Ekosistem Riau (RER)</i> 2. Electric Bus	Corporate Communications office
5	Tuesday, January 19 <sup>th</sup> 2023	1. Briefing on 6s audit 2. Introducing to Internal Communications by Ms. Fitri	Corporate Communications office
6	Friday, January 20 <sup>th</sup> 2023	1. Making Int.Comms's excel data formatted: head of RT/RW, the RT/RW, amount of Family at RT/RW, 2. Updating VMB 1. Shitketsu 2. Seiso 3. Training schedule updated	Corporate Communications office
7	Saturday, January 21 <sup>st</sup> 2023	Permission	

Table 3. 1 Agenda of the First Week Activities

**(January 23<sup>th</sup> until 28<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, January 23 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Participating int. Comms campaign which was making PPT about:<ol style="list-style-type: none"><li>1. Abuse of power</li><li>2. Harassment</li><li>3. Discrimination</li></ol></li><li>2. Making the make a list of names of journalistic award participants about RER "Anugrah Jurnalistik APRIL-APR" formatted:<ol style="list-style-type: none"><li>1. Name</li><li>2. Phone number</li><li>3. Identity card</li><li>4. Journalistic forum</li><li>5. Mass card</li><li>6. Scientific paper's title</li><li>7. Links to Papers that have been published in the Media</li><li>8. Upload Papers in Microsoft Word Format</li></ol></li></ol>	Corporate Communications office
2	Tuesday, January 24 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Visiting Nastar housing-production "Ratu Penyengat"<ol style="list-style-type: none"><li>1. Helping external communication do directly interview with the Nastar production member</li><li>2. Documenting the Nastar making-process</li></ol></li></ol>	Desa Penyengat, Siak Regency
3	Wednesday, January 25 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Introducing to Digital Media with Ms. Sari</li><li>2. Making IG live script</li></ol>	Corporate Communications office
4	Thursday, January 26 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Media Monitoring</li></ol>	Corporate Communications office
5	Friday, January 27 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Revising Campaign PPT</li><li>2. Making a copy of External Communications document</li><li>3. Filing Internal Communications document</li></ol>	Corporate Communications office
6	Saturday, January 28 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Watching Toast Master speech contest</li></ol>	APRIL Learning Institute (ALI)

**Table 3. 2 Agenda of the Second Week Activities**

**(January 30<sup>th</sup> until February 4<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, January 30 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Media monitoring</li><li>2. Duplicating and filing of external organizations proposal</li><li>3. Continueing making campaign PPT</li></ol>	Corporate Communications office
2	Thursday,	<ol style="list-style-type: none"><li>1. Translating articles</li></ol>	Desa Penyengat,

	January 31 <sup>st</sup> 2023	2. Translating a PPT into English	Siak Regency
3	Wednesday, February 1 <sup>st</sup> 2023	1. Continueing making campaign PPT 2. Media monitoring 3. Making event proposal of <i>Hari Sarung</i>	Corporate Communications office
4	Thursday, February 2 <sup>nd</sup> 2023	1. Media Monitoring 2. Continueing making campaign PPT	Corporate Communications office
5	Friday, February 3 <sup>rd</sup> 2023	1. Making list of outstanding employee in sport, art, hobby, and so on using Microsoft Excel formatted: 1. Name 2. SAP number 3. Phone number 4. Category 5. Year of acquisition 6. level of achievement 7. The achivement	Corporate Communications office
6	Saturday, February 4 <sup>th</sup> 2023 (Half day)	1. Evaluating and sharing session with practical work	Corporate Communications office

**Table 3. 3 Agenda of the Third Week Activities**

**(February 6<sup>th</sup> until 11<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 6 <sup>th</sup> 2023	1. Getting explanation about Mass media 2. Media monitoring for the latest news 1. Online; Tribun Pekanbaru.com, cakaplah.com, riau24.com, riau1.com, riautribune.com 2. Printed	Corporate Communications office
2	Thursday, February 7 <sup>th</sup> 2023	1. Duplicating and scoring external event proposals 2. Visiting the Finance Department at Mill to verify that the handover of external proposals is signed.	Corporate Communications office
		3. Visiting the Finance Department at Mill to verify that the handover of external proposals is signed.	MILL
		4. Collecting back signed to External Communications	Corporate Communications office
3	Wednesday, February 8 <sup>th</sup> 2023	1. Duplicating and scoring external event proposals 2. Visiting the Finance Department at Mill to verify that the handover of external proposals is signed. 3. Preparing office for tomorrow's 6s audit.	Corporate Communications office

4	Thursday, February 9 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Continueing making campaign PPT</li> <li>2. Adding add new nominator for outstanding list</li> <li>3. Filing Internal Communications document</li> <li>4. Digital Media: Searching Riau influencer</li> </ol>	Corporate Communications office
5	Friday, February 10 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Sortering Public Massager from Microsoft Publisher into PDF from 2017 to 2023</li> <li>2. Updating <i>Seiketsu</i> and <i>Shitsuke</i> form</li> <li>3. Updating JDI progress form</li> </ol>	Corporate Communications office
6	Saturday, February 11 <sup>th</sup> 2023 (Half day)	<ol style="list-style-type: none"> <li>1. Joining Toast Master; as an Ah-Counter</li> </ol>	Corporate Communications office

**Table 3. 4 Agenda of the Fourth Week**

**(February 14<sup>th</sup> until April 17<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
Sick Leave			
2	Tuesday, February 14 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Getting explanation about Mass media</li> <li>2. Media monitoring for the latest news               <ol style="list-style-type: none"> <li>1. Online; Tribune Pekanbaru.com, cakaplah.com, riau24.com, riau1.com, riautribune.com</li> <li>2. Printing it</li> </ol> </li> </ol>	Corporate Communications office
3	Wednesday, January 15 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Duplicating and scoring external event proposals</li> <li>2. Visiting the Finance Department at Mill to verify that the handover of external proposals is signed.</li> <li>3. Collectting back signed to External Communications</li> </ol>	Desa Penyengat, Siak Regency
4	Thursday, February 16 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Duplicating and scoring external event proposals</li> <li>2. Visiting the Finance Department at Mill to verify that the handover of external proposals is signed.</li> <li>3. Preparing office for tomorrow's 6s audit.</li> </ol>	Corporate Communications office
5	Friday, February 17 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Continueing making campaign PPT</li> <li>2. Adding add new nominator for outstanding list</li> <li>3. Filing Internal Communications document</li> <li>4. Digital Media: Searching Riau influencer</li> </ol>	Corporate Communications office
6	Saturday, February 18 <sup>th</sup> 2023	Day Off	

**Table 3. 5 Agenda of the Fifth Week Activities**

**(February 14<sup>th</sup> until April 17<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 20 <sup>th</sup> 2023	1. Sortering format Public Massager from Microsoft Publisher into PDF from 2017 to 2023 2. Updating <i>Seiketsu</i> and <i>Shitsuke</i> form 3. Updating JDI progress form	Corporate Communications office
2	Tuesday, February 21 <sup>st</sup> 2023	1. Making list of kind of fish that living in each district of Riau's waters; 1. It makes in Microsoft Excel 2. Formatted : a. Name b. Ordo c. Genus d. Species e. The picture of the fish	Corporate Communications office
3	Wednesday, February 22 <sup>nd</sup> 2023	1. Making subtitling Indonesia to Indonesia of Mr. Joko Widodo at inaugurations of Asia Pacific Rayon (APR) 2. Serving a gift for outstanding employee	Corporate Communications office
		3. Joining additional learning assistants to receive corporate communication material brought to you by external communications.	Rukan Office
4	Thursday, February 23 <sup>nd</sup> 2023	1. Joining VMB's presentation 2. Continueing serving a gift 3. Media monitoring about "PT. RAPP Jalan Lingkar"	Corporate Communications office
5	Friday, February 24 <sup>th</sup> 2023	1. Making daily repot 2. Making Statement of Work (SOW)	Corporate Communications office
6	Saturday, February 25 <sup>th</sup> 2023	Day off	

**Table 3. 6 Agenda of the Sixth Week**

**(February 27<sup>th</sup> until March 4<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, February 27 <sup>th</sup> 2023	1. Monitoring Media 2. Making an article about Ratu penyengat Visit	Corporate Communications office
2	Tuesday, February 28 <sup>th</sup> 2023	1. Categorizing news according their tone 1. Forward the file through Email	Corporate Communications office
3	Wednesday, March 1 <sup>st</sup> 2023	1. Changing and sortering format Public Massager from Microsoft Publisher into PDF from 2020 to 2023 2. Fixing and arranging VMB file	Corporate Communications office

4	Thursday, March 2 <sup>nd</sup> 2023	<ol style="list-style-type: none"> <li>Inviting to join One-day Corporate visit with media forum: <ol style="list-style-type: none"> <li>Tribune Pekanbaru</li> <li>Kompas</li> </ol> </li> <li>The route was: <ol style="list-style-type: none"> <li>RGE Technology Center (RTC)</li> <li>Hotel Unigraha</li> <li>KCN II</li> <li>MILL (Finishing)</li> <li>APR</li> <li>Asia Pacific Yarn (APY) Community Development (CD)</li> </ol> </li> </ol>	RTC, Hotel Unigraha, KCN II, MILL, APR, APY, CD
5	Friday, March 3 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>Joining RTC's tour with State Polytechnic of Bengkalis</li> </ol>	RTC
6	Saturday, March 4 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Sortering Invoices</li> <li>Completing Daily Report</li> </ol>	Corporate Communications Office

**Table 3. 7 Agenda of the Seventh Week Activities**

**(March 6<sup>th</sup> until 4<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 6 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Sortering format Public Massager from Microsoft Publisher into PDF from 2020 to 2023</li> </ol>	Corporate Communications office
2	Tuesday, March 7 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Sortering format Public Massager from Microsoft Publisher into PDF from 2020 to 2023</li> </ol>	Corporate Communications office
3	Wednesday, March 8 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Sortering format Public Massager from Microsoft Publisher into PDF from 2022 to 2023</li> </ol>	Corporate Communications office
4	Thursday, March 9 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Inviting to join Corporate Tour with Communications Science Department</li> </ol>	RTC, Hotel Unigraha, KCN II, CD
5	Friday, March 10 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>Rewriting, duplicating, and sending "budget as of February"</li> <li>Joining Visual Manangement Board (VMB)</li> <li>Renaming APRIL dIgest</li> <li>Joining intern's matery delivered by ms Nesha</li> </ol>	Corporate Communications Office
6	Saturday, March 11 <sup>th</sup> 2023	Day off	

**Table 3. 8 Agenda of the Eighth Week Activities**

**(March 13<sup>th</sup> until 18<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 13 <sup>th</sup> 2023	1. Media monitoring about: 1. RAPP's achievement 2. Kapolda	Corporate Communications office
2	Tuesday, March 14 <sup>th</sup> 2023	1. Media monitoring contract There were 3 theme that should be looking for: 1. The advertisement 2. News 3. Online news 4. Positive news from positive third-party	Corporate Communications office
3	Wednesday, March 15 <sup>th</sup> 2023	1. Continuing monitoring publishing	Corporate Communications office
4	Thursday, March 16 <sup>th</sup> 2023	1. Media monitoring about march latest news	Corporate Communications office
		2. Joining External Communications to give a material for AT	Rukan
5	Friday, March 17 <sup>th</sup> 2023	Permission	
6	Saturday, March 18 <sup>th</sup> 2023	Permission	

**Table 3. 9 Agenda of the Ninth Week Activities**

**(March 20<sup>th</sup> until 25<sup>st</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 20 <sup>th</sup> 2023	1. Media monitoring from 1998 until 2022	Corporate Communications office
2	Tuesday, March 21 <sup>st</sup> 2023	1. Media monitoring from 1998 until 2022	Corporate Communications office
3	Wednesday, March 22 <sup>nd</sup> 2023	The Holy Days of Silence Saka New Year 1945 (Nyepi Day)	
4	Thursday, March 23 <sup>rd</sup> 2023	1. Inviting to join Corporate Tour with Communications Science Department	RTC, Hotel Unigraha, KCN II, CD
5	Friday, March 24 <sup>th</sup> 2023	1. Rewriting, make a copy, send "budget as of February" 2. Uploading April Digest pdf into "My April account"	Corporate Communications Office

6	Saturday, March 25 <sup>th</sup> 2023	Day off	Corporate Communications Office
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**Table 3. 10 Agenda of the Tenth Week Activities**

**(March 27<sup>th</sup> until 1<sup>st</sup> April, 2023)**

No	Day/Date	Activity	Place
1	Monday, March 27 <sup>th</sup> 2023	1. Translating an article themed National's Indonesia Police in Bahasa into English, then is copying it into the existing template.	Corporate Communications office
2	Tuesday, March 28 <sup>th</sup> 2023	1. Creating a summary of the theory and estimation of cost in managerial economic book seventh edition	Corporate Communications office
3	Wednesday, March 29 <sup>th</sup> 2023	1. Continuing of creating a summary of the theory and estimation of cost in Managerial economic book seventh edition.	Corporate Communications office
4	Thursday, March 30 <sup>th</sup> 2023	1. Revising summary 2. Monitoring media and publishing	Corporate Communications office
5	Friday, March 31 <sup>st</sup> 2023	1. Join VMB 2. Check list tag 6s form 3. Updating VMB files	Corporate Communications Office
6	Saturday, April 1 <sup>th</sup> 2023 (Half day)	1. Preparing office for tomorrow's 6s update	Corporate Communications Office

**Table 3. 11 Agenda of the Eleventh Week Activities**

**(April 3<sup>rd</sup> until 8<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 3 <sup>rd</sup> 2023	1. Making IG's story board project for Ramadhan content 2. Compliting daily report	Corporate Communications office
2	Tuesday, April 4 <sup>th</sup> 2023	1. Participating in organising mental health webinars	RTC ( People Room)
3	Wednesday, April 5 <sup>th</sup> 2023	1. Making event report of mental health webinar 2. Making English script of Ms. Anita's Speech	Corporate Communications Office



4	Thursday, April 6 <sup>th</sup> 2023	1. Doing monitoring media contract	Corporate Communications office
5	Friday, April 7 <sup>th</sup> 2023	Death of Jesus Christ/ Good Friday	
6	Saturday, April 8 <sup>th</sup> 2023	Day Off	

**Table 3. 12 Agenda of the Twelveth Week Activities**

**(April 10<sup>th</sup> until 15<sup>th</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 10 <sup>th</sup> 2023	1. Making an article of Ramadan Celebrations in Riau Province 2. Making a list of advertising 3. Scoring proposal	Corporate Communications office
2	Tuesday, April 11 <sup>th</sup> 2023	1. Sortering public massanger 2. Visiting Finance Department 3. Making Public Massanger report	Corporate Communications office
		4. Helping to pick up, prepare, and put APRIL'S sticker for Ied Fith employee hampers	MILL Office
3.	Wednesday, April 12 <sup>th</sup> 2023	1. Ensuring and preparing meeting room 2. Re-updating JDI form on VMB 3. Fixed corrupted, uninstalled, and unupdated employee VMB files.	Corporate Communications office
4	Thursday, April 13 <sup>th</sup> 2023	1. Translating an articles 2. Making copies of employee contract 3. Filing internal documents	RTC, Hotel Unigraha, KCN II, CD
5	Friday, April 14 <sup>th</sup> 2023	1. Joining offline seminar about International Workers Memorial Day 2023" 2. Learning how to make and design an eye-chatching Instagram story for published	Corporate Communications Office
6	Saturday, March 15 <sup>th</sup> 2023 (Half Day)	1. Joining Toast Master	ALI

**Table 3. 13 Agenda of the Thirteenth Week Activities**

**(April 17<sup>th</sup> until 22<sup>nd</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, April 17 <sup>th</sup> 2023	1. Translating article from The Jakarta Post 2. Getting a lesson about basic journalistic from external communications. 3. Making an article about Ied-Fith	Corporate Communications office

2	Tuesday, April 18 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Sorting public massanger</li> <li>2. Visiting Finance Department</li> <li>3. Making Public Massanger report</li> </ol>	Corporate Communications office
		<ol style="list-style-type: none"> <li>4. Helping to pick up, prepare, and put APRIL'S sticker for Ied Fith employee hampers</li> </ol>	MILL Office
3.	Wednesday, April 19 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Updating event calendar</li> <li>2. Joining VMB presentasion which was delivered by Ms. Kiki</li> <li>3. Documenting VMB presentation               <ol style="list-style-type: none"> <li>1. Print out the picture</li> <li>2. Put the print out picure in file</li> </ol> </li> </ol>	Corporate Communications office

**Table 3. 14 Agenda of the Thirteenth Week Activities**

**(April 17<sup>th</sup> until 22<sup>nd</sup>, 2023)**

No	Day/Date	Activity	Place
1	Thursday, April 20 <sup>th</sup> – May 28 <sup>th</sup> 2023	Ied Al-Fitr Leave	

**Table 3. 15 Agenda of the Fifteenth Week Activities**

**(April 17<sup>th</sup> until 22<sup>nd</sup>, 2023)**

No	Day/Date	Activity	Place
1.	Monday, May 1 <sup>st</sup> 2023	International Labor Day	
2.	Tuesday, May 2 <sup>nd</sup> 2023	<ol style="list-style-type: none"> <li>1. Learning how to operate Microsoft Publisher and how to write the correct E-mail among employee</li> <li>2. Media monitoring</li> <li>3. Creating a template using Microsoft Excel “EXPENSE CLAIM FORM” for Internal Communications</li> </ol>	Corporate Communications office
3.	Wednesday, May 3 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Booking and preparing meeting room</li> <li>2. Summary an article about IBM from Ms. Fitri</li> <li>3. Update <i>Shitsuke</i> finding</li> </ol>	Corporate Communications office
4.	Thurday, May 4 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Creating an article</li> <li>2. Making holiday calendar for VMB</li> <li>3. Checklist employee 6s form</li> </ol>	Corporate Communications office
5.	Friday, May 5 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Monitoring Publishing</li> </ol>	Corporate Communications office
5.	Saturday, May 6 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Moving to RTC</li> <li>2. Getting lesson about Corporate Communications</li> <li>3. Getting lesson about Corporate Visit and Event</li> </ol>	RTC

**Table 3. 16 Agenda of the Sixteenth Week Activities**

**(May 8<sup>th</sup> until 22<sup>nd</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, May 8 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Helping the visit team prepare for guest visits at the Exhibition Center prepare souvenirs, meeting rooms</li><li>2. Joining Mentor reviewing new Host for Indonesian and Mandarin</li></ol>	RTC
2	Tuesday, May 9 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Ensuring that the Exhibition Center area is always in a state of compliance and all equipment is functioning properly.</li><li>2. Assisting the visiting team in accompanying guests (Rector and Dean of Faculty of Vocational College UGM)</li><li>3. Assisting the visiting team in accompanying guests ( KAO, Japan)</li></ol>	RTC
3	Wednesday, May 10 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Assiting visit team in picking up stuff in mill office</li><li>2. Joining Mentor reviewing new Host for Indonesian and Mandarin</li></ol>	RTC
4	Thursday, May 11 <sup>th</sup> 2023	<ol style="list-style-type: none"><li>1. Helping the visit team prepare for guest visits at the Exhibition Center (preparing souvenirs, meeting rooms and taking guest visit documentation).</li><li>2. Joining mentor reviewing new Host for Indonesian and Mandarin</li></ol>	RTC
5	Friday, March 12 <sup>st</sup> 2023	<ol style="list-style-type: none"><li>1. Learning about how to fulfill guest form</li><li>2. Learning how to check proper souvenir, room, and welcome drink that will be given for guest</li></ol>	RTC
6	Saturday, April 13 <sup>th</sup> 2023	Day Off	

**Table 3. 17 Agenda of the Seventeenth Week Activities**

**(May 8<sup>th</sup> until 22<sup>nd</sup>, 2023)**

No	Day/Date	Activity	Place
1	Monday, May 15 <sup>th</sup> 2023	1. Assisting the visiting team in accompanying guests (Universiti Teknologi PETRONAS, University Islamic Riau)	RTC
		2. Revising Apprenticeship report	Corporate Communications office
2	Tuesday, May 16 <sup>th</sup> 2023	1. Doing the Apprenticeship final presentation	Corporate Communications office

**Table 3. 18 Agenda of the Last Week Activities**

## CHAPTER IV CONCLUSION AND SUGGESTION

### 4.1 Conclusion

After doing, the apprenticeship program at Corporate Communications PT. Riau Andalan Pulp and Paper there is some conclusion as follow:

1. There are some kinds of job done during the apprenticeship ;

1. Internal Communications	<ul style="list-style-type: none"> <li>a. Participating in APRIL Digest's content</li> <li>b. Updating Visual Management Board</li> <li>c. Preparing for 6s audit (<i>Seiri, Seiton, Seiso, Seiketsu, Shitketsu, Safety</i>)</li> <li>d. Collecting data and content for Infography</li> <li>e. Filing</li> <li>f. Matching up purchasing invoices</li> <li>g. Sorting Public Massager (PM)</li> <li>h. Rename APRIL Digest</li> <li>i. Participating campaign making-process</li> <li>j. Translating</li> <li>k. Summarizing material</li> <li>l. Making employee data</li> <li>m. Making list of nominating outstanding employee</li> <li>n. Serving a gift for Coffe time with COO</li> <li>o. Rewrite a file</li> <li>p. Making 3D Styrofoam letters</li> </ul>
2. External Communicatons	<ul style="list-style-type: none"> <li>a. Monitoring news and publishing</li> <li>b. Translating article</li> <li>c. Smart writing production</li> <li>d. Documenting event and product photoshoot</li> <li>e. Scoring and duplicating of proposal</li> <li>f. Typing error checker in APRIL Digest</li> <li>g. Subtitling</li> </ul>
3. Digital Media	<ul style="list-style-type: none"> <li>a. Making Instagram (IG) live script</li> <li>b. Making Statement of Work</li> </ul>
4. Corporate Visit	<ul style="list-style-type: none"> <li>a. Assisting host</li> <li>b. Serving welcome drink</li> <li>c. Checking Souvenir</li> <li>d. Joining corporate visit</li> </ul>
5. Corporate Event	<ul style="list-style-type: none"> <li>a. Making event proposal</li> <li>b. Making event report</li> <li>c. Participating and preparing in organizing for online and offline event</li> </ul>

6. Other Activity	<ul style="list-style-type: none"> <li>a. VMB presentation</li> <li>b. Toast Master</li> <li>c. Visiting Community Development (CD)</li> <li>d. Updating event calendar</li> </ul>
-------------------	--

**Table 4. 1 Kinds of Job**

2. There were several documents used for activity while doing apprenticeship program; Feedback form, 6s handling book, media and publication proof.
3. All working procedures carried out during the apprenticeship at Corporate Communications are carried out in accordance with the provisions of the SOP that apply in the Corporate Communications.

#### **4.2 Suggestions**

Lecturers and KP coordinators directly or indirectly monitor students who conduct KP. Its aim is to assess student performance and assist in the resolution of problems that may arise in their respective workplaces. A briefing on student placement specifications and a general overview of the company is also required so that students can better prepare.

## APPENDIX A

Certificate



**APRIL**

*Sertifikat*

Diberikan kepada:

**Suci Ramadina**

Jurusan Bahasa Inggris, Politeknik Negeri Bengkalis  
Telah berhasil menyelesaikan

**Program Magang**

Dilaksanakan di

Corporate Communications Department, PT Riau Andalan Pulp and Paper  
dari tanggal, 12 Januari hingga 16 Mei 2023

Diberikan oleh,

  
**Maupulp**  
PT Riau Andalan Pulp and Paper

**Disra Aildrick**

Dy Head of Corporate  
Communications Department

## APPENDIX B

Evaluation form

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK CORPORATE COMMUNICATIONS

Nama : Suci Ramadina  
NIM : 5203201138  
Program Studi : Bahasa Inggris  
Kampus : Politeknik Negeri Bengkalis

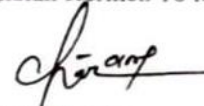
No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	98
2	Tanggung-jawab	25%	95
3	Penyesuaian diri	10%	92
4	Hasil kerja	30%	95
5	Perilaku secara umum	15%	100
	Total Jumlah (1+2+3+4+5)	100%	

Keterangan :  
Nilai : Kriteria  
81-100 : Istimewa  
71-80 : Baik sekali  
66-70 : Baik  
61-65 : Cukup baik  
56-60 : Cukup

Catatan :

- Keep a good work
- Increase your confidence level
- Believe that you can do the thing
- Learn to work in detail
- learn to public speaking

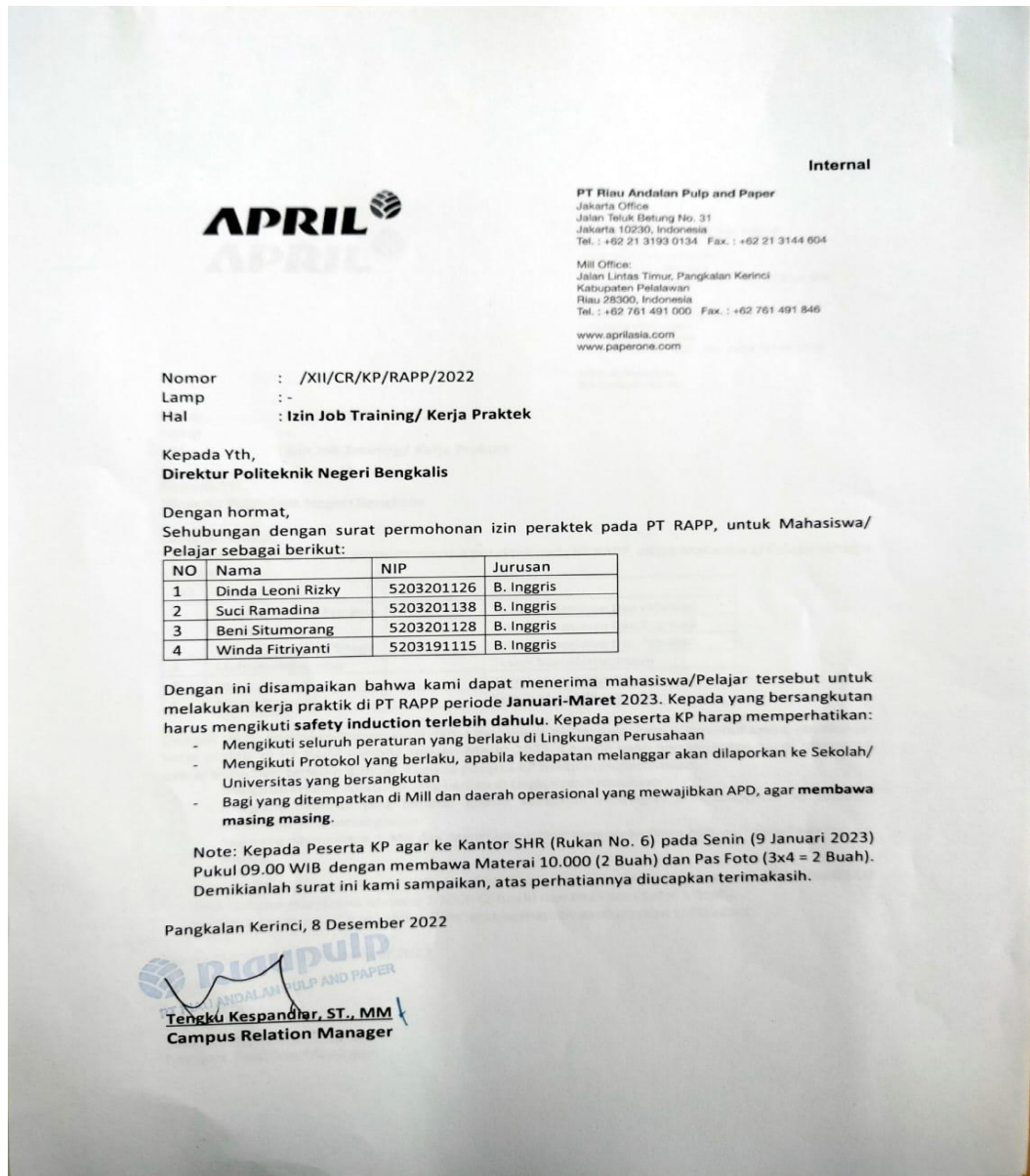
Pangkalan Kerinci. 16 Mei 2023



**Enny Chairany**  
Assistant Manager and  
Corporate Visit Coordinator

## APPENDIX C

### Reply of Apprenticeship Letter





## APPENDIX D

### REVISION LIST

#### REVISION LIST APPRENTICESHIP REPORT

Name : Suci Ramadina  
NIM : 5203201138  
Advisor : Diah Paramita Sari, M.Pd.  
Location : PT. Riau Andalan Pulp and Paper (PT. RAPP)

No	DAY/DATE	REVISION	ADVISOR
1	MAY, 22 <sup>nd</sup> 2023	Consultation cp 1 dan 2	Mitha
2	MAY, 24 <sup>th</sup> 2023	Consultation cp 3	Mitha
3	MAY, 26 <sup>th</sup> 2023	Revising the content	Mitha
4	MAY, 29 <sup>th</sup> 2023	Grammar checking	Mitha
5	MAY, 30 <sup>th</sup> 2023	checking all of report	Mitha
6	5/6 - 23	OK for seminar	Mitha

Bengkalis, June<sup>th</sup> 2023



Diah Paramita Sari, M.Pd

NIK. 1200106

## APPENDIX E

### ATTENDING LIST WORKING PRACTICE (KP) PT.RIAU PULP AND PAPER

Name : Suci Ramadina  
 Study Program : Diploma-III English  
 Institution : State Polytechnic of Bengkalis  
 Department : Corporate Communications Department  
 Period : January 16<sup>th</sup> until February 18<sup>th</sup> 2023

No	Day	Date	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Monday	16/01/2023	07.50	SR	17.00	SR	Present
2	Thursday	17/01/2023	07.48	SR	17.00	SR	Present
3	Wednesday	18/01/2023	07.49	SR	17.00	SR	Present
4	Tuesday	19/01/2023	07.50	SR	17.00	SR	Present
5	Friday	20/01/2023	07.51	SR	17.00	SR	Present
6	Saturday	21/01/2023	-		-		Permission
7	Monday	23/01/2023	07.50	SR	17.00	SR	Present
8	Thursday	24/01/2023	07.48	SR	17.00	SR	Present
9	Wednesday	25/01/2023	07.55	SR	17.00	SR	Present
10	Tuesday	26/01/2023	07.47	SR	17.00	SR	Present
11	Friday	27/01/2023	07.48	SR	17.00	SR	Present
12	Saturday	28/01/2023	-		-		DO
13	Monday	30/01/2023	07.48	SR	17.00	SR	Present
14	Thursday	31/01/2023	07.50	SR	17.00	SR	Present
15	Wednesday	01/02/2023	07.48	SR	17.00	SR	Present
16	Tuesday	02/02/2023	07.50	SR	17.00	SR	Present
17	Friday	03/02/2023	07.50	SR	17.00	SR	Present
18	Saturday	04/02/2023	07.50	SR	12.10	SR	Present
19	Monday	06/02/2023	-		-		Sick leave
20	Thursday	07/02/2023	07.47	SR	17.00	SR	Present
21	Wednesday	08/02/2023	07.48	SR	17.00	SR	Present
22	Tuesday	09/02/2023	07.52	SR	17.00	SR	Present
23	Friday	10/02/2023	07.51	SR	17.00	SR	Present
24	Saturday	11/02/2023	07.51	SR	12.00	SR	Present
25	Monday	13/02/2023	-		-		Sick leave
26	Thursday	14/02/2023	07.56	SR	17.00	SR	Present
27	Wednesday	15/02/2023	07.54	SR	17.00	SR	Present
28	Tuesday	16/02/2023	07.54	SR	17.00	SR	Present
29	Friday	17/02/2023	07.46	SR	17.00	SR	Present
30	Saturday	18/02/2023	-		-		PH

No	Hari	Tanggal	Jam Kehadiran				Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Monday	20/02/2023	07.57	SR	17.00	SR	Present
2	Thursday	21/02/2023	07.49	SR	17.00	SR	Present
3	Wednesday	22/02/2023	07.51	SR	17.00	SR	Present
4	Tuesday	23/02/2023	08.48	SR	17.00	SR	Present
5	Friday	24/02/2023	07.52	SR	17.00	SR	Present
6	Saturday	25/02/2023	-	SR	-	SR	DO
7	Monday	27/02/2023	07.53	SR	17.00	SR	Present
8	Thursday	28/01/2023	07.53	SR	17.00	SR	Present
9	Wednesday	01/03/2023	07.51	SR	17.00	SR	Present
10	Tuesday	02/03/2023	07.49	SR	17.00	SR	Present
11	Friday	03/03/2023	08.00	SR	17.00	SR	Present
12	Saturday	04/03/2023	-	-	-	-	DO
13	Monday	06/03/2023	07.58	SR	17.00	SR	Present
14	Thursday	07/03/2023	07.52	SR	17.00	SR	Present
15	Wednesday	08/03/2023	07.47	SR	17.00	SR	Present
16	Tuesday	09/03/2023	07.51	SR	17.00	SR	Present
17	Friday	10/03/2023	07.57	SR	17.00	SR	Present
18	Saturday	11/03/2023	-	C	-	-	DO
19	Monday	13/03/2023	07.49	SR	17.00	SR	Present
20	Thursday	14/03/2023	07.50	SR	17.00	SR	Present
21	Wednesday	15/03/2023	07.51	SR	17.00	SR	Present
22	Tuesday	16/03/2023	07.51	SR	17.00	SR	Present
23	Friday	17/03/2023	-	-	-	-	Permission
24	Saturday	18/03/2023	-	-	-	-	Permission
25	Monday	20/03/2023	07.55	SR	17.00	SR	Present
26	Thursday	21/03/2023	07.52	SR	17.00	SR	Present
27	Wednesday	22/03/2023	07.54	SR	17.00	SR	Present
28	Tuesday	23/03/2023	07.42	SR	17.00	SR	Present
29	Friday	24/03/2023	07.36	SR	17.00	SR	Present
30	Saturday	25/03/2023	-	-	-	-	DO
31	Monday	27/03/2023	07.57	SR	17.00	SR	Present
32	Thursday	28/03/2023	07.57	SR	17.00	SR	Present
33	Wednesday	29/03/2023	07.55	SR	17.00	SR	Present
34	Tuesday	30/03/2023	07.53	SR	17.00	SR	Present
35	Friday	31/03/2023	07.53	SR	17.00	SR	Present
36	Saturday	01/04/2023	07.58	SR	12.08	SR	Present
37	Monday	03/04/2023	07.52	SR	17.00	SR	Present
38	Thursday	04/04/2023	07.51	SR	17.00	SR	Present
39	Wednesday	05/04/2023	07.54	SR	17.00	SR	Present
40	Tuesday	06/04/2023	07.54	SR	17.00	SR	Present
41	Friday	07/04/2023	-	-	-	-	PH
42	Saturday	08/04/2023	-	-	-	-	DO

43	Monday	10/04/2023	07.51	SR		SR	Present
44	Thursday	11/04/2023	07.51	SR	17.00	SR	Present
45	Wednesday	12/04/2023	07.48	SR	17.00	SR	Present
46	Tuesday	13/04/2023	07.53	SR	17.00	SR	Present
47	Friday	14/04/2023	07.40	SR	17.00	SR	Present
48	Saturday	15/04/2023	07.54	SR	12.00	SR	Present
49	Monday	17/04/2023	-		-		Ied-Fitr
50	Thursday	18/04/2023	-		-		Ied-Fitr
51	Wednesday	19/04/2023	-		-		Ied-Fitr
52	Tuesday	20/04/2023	-		-		Ied-Fitr
53	Friday	21/04/2023	-		-		Ied-Fitr
54	Saturday	22/04/2023	-		-		Ied-Fitr
55	Monday	24/04/2023	-		-		Ied-Fitr
56	Thursday	25/04/2023	-		-		Ied-Fitr
57	Wednesday	26/04/2023	-		-		Ied-Fitr
58	Tuesday	27/04/2023	-		-		Ied-Fitr
59	Friday	28/04/2023	-		-		Ied-Fitr
60	Saturday	29/04/2023	-		-		Ied-Fitr
61	Monday	01/05/2023	-		-		
62	Thursday	02/05/2023	07.46	SR	17.00	SR	Present
63	Wednesday	03/05/2023	07.46	SR	17.00	SR	Present
64	Tuesday	04/05/2023	07.51	SR	17.00	SR	Present
65	Friday	05/05/2023	07.48	SR	17.00	SR	Present
66	Saturday	06/05/2023	-		-		DO
67	Monday	08/05/2023	07.46	SR	17.00	SR	Present
68	Thursday	09/05/2023	07.49	SR	17.00	SR	Present
69	Wednesday	10/05/2023	-		-		Sick leave
70	Tuesday	11/05/2023	07.48	SR	17.00	SR	Present
71	Friday	12/05/2023	07.52	SR	17.00	SR	Present
72	Saturday	13/05/2023	07.50	SR	12.00	SR	Present
73	Monday	15/05/2023	07.50	SR	17.00	SR	Present
74	Thursday	16/05/2023	07.50	SR	17.00	SR	Present

Practical Work Mentor



**Budhi Firmasyah**  
Communications Manager

## APPENDIX F

### Corporate Communications Team



## APPENDIX G

### Overview in RGE Exhibition Center (RTC)



## APPENDIX H

### Overview in Kerinci Center Nursery II (KCN II)



# APPENDIX I

## Overview in Asia Pacific Rayon (APR)



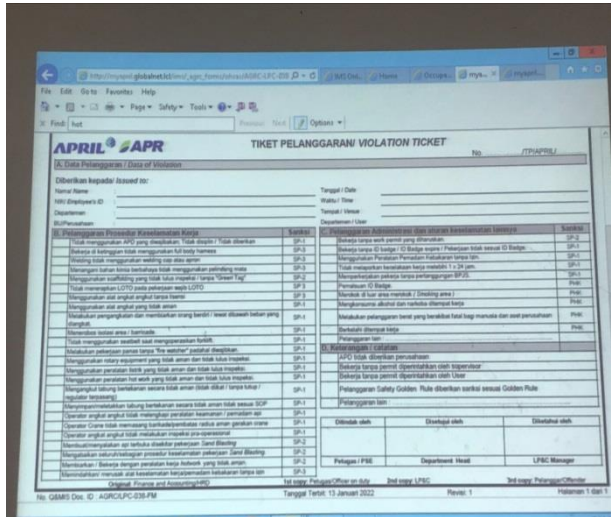


## APPENDIX J

### DAILY ACTIVITY ON THE JOB TRAINING (KP)

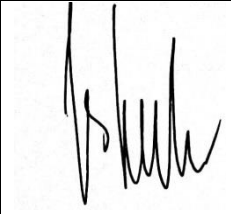
Day : Friday  
Date : 13 January 2023

No	Job Description	Supervisor	Signature
1.	Safety Campus	Tengku Kespandiar	
	Note :		

NO	Picture	Information
		<p>Provision of safety direction by K3 staff and head of security For every negligence that occurs there is a valid violation ticket. The purpose of applying this ticket is as a sanction so that employees are more careful about personal safety during work and to reduce work accidents in the field.</p>

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday  
Date : January, 16<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	First day of Intern	Budhi firmansyah	
	Note :		

NO	Picture	Information
		Meet the mentor and advisor in corporate communication. They are ms. Fitri jayanti and Mr. Budhi Firmansyah. I was joining internal communication. Then we were introduced with another Corporate Communication team.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : January, 17<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Visiting kerinci central nursery for taking a photo and interviewing the stakeholder for april digest magazine content.	Fitri Jayanti	
	Note :		

NO	Picture	Information
		Kerinci Central Nursery II (KCN II)

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

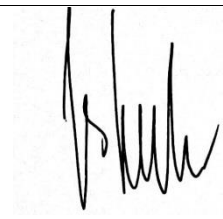
Day : Wednesday  
Date : January, 18<sup>th</sup> 2023

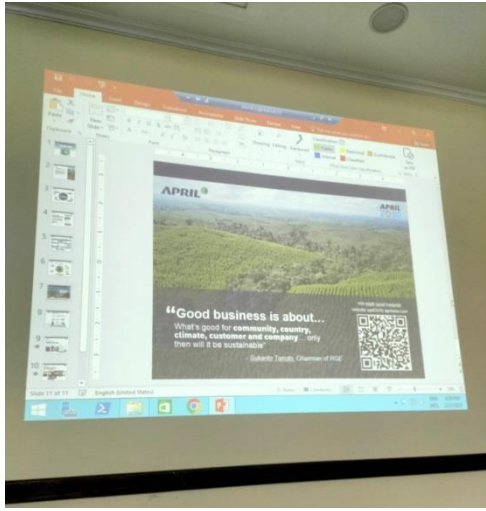
No	Job Description	Supervisor	Signature
1.	Seing VMB's presentation who delivered by Mr. Fredrick.	Budhi firmansyah	
2.	Matching up invoice		
	Note :		

NO	Picture	Information
		VMB (Visual Communication Board ) is a board that a kind of of bulletin board that describes a goal or process that will be completed soon. As a result, each division will explain what they are currently working on, how far they have progressed, and what problems have emerge.

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Thursday  
Date : January, 19<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1. 2.	Briefing on 6s and a lesson about internal communication with ms. Fitri Resuming the material that just delivered	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		Explanation about the jobdesk, the software currently used, main job, the job progress, and so on

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

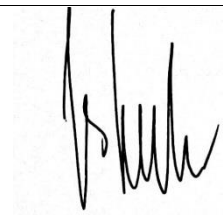
Day : Friday  
Date : January, 20<sup>th</sup> 2023

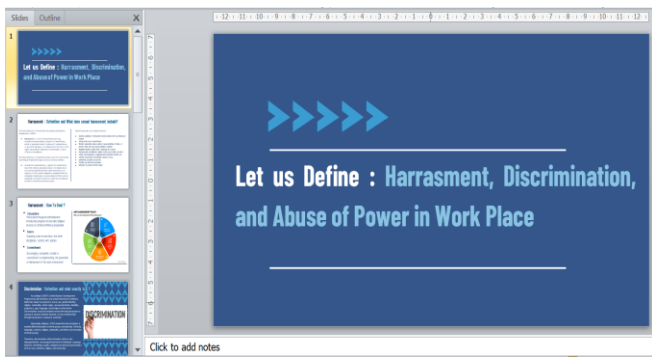
No	Job Description	Supervisor	Signature
1. 2. 3.	Making an employee excel data Doing VMB's update Making employee training schedule using microsoft excel	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday  
Date : January, 23<sup>rd</sup> 2023

No	Job Description	Supervisor	Signature
1.	Making PPT about harrasment, abuse of power, and discrimination for Internal Communications	Fitri Jayanti	
	Note :		

NO	Picture	Information
1.		Beside put the defenition, also include the example, and how to deal with that. <b>Abuse of power</b> is an action taken by a public official or ruler with a specific interest agenda, both for individual interests and the interests of groups or corporations. <b>Harrasment</b> is an act that describes how people are constantly chasing other people online with the intention of scaring or embarrassing the victim. <b>Discrimination</b> is is the act of making unjustified, prejudiced distinctions between people based on the groups, classes.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Tuesday  
Date : January, 24<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Visited Nastar housing-production	Budhi firmansyah	
	Note :		

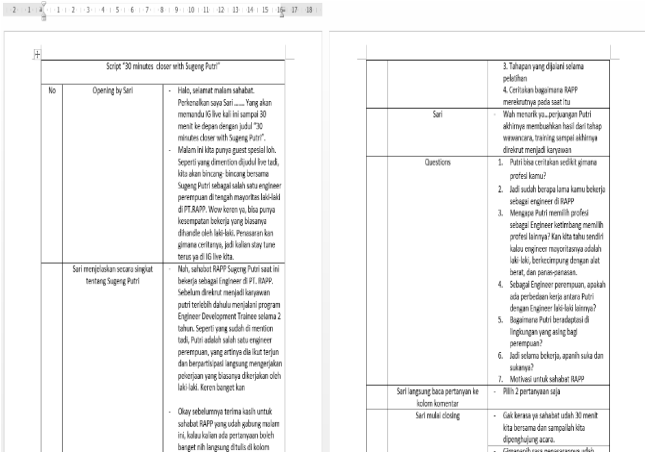
NO	Picture	Information
1.		<p>Visiting the Ratu Penyengat nastar production house in Penyengat Village, Sungai Apit, Siak Regency (24/1/23). Known as the second largest pineapple producing area in Siak Regency, it is used by local residents to produce delicious snacks that are no less delicious than other products.</p> <p>Jonathan, as the head of the production house, also participated in this visit to see directly the nastar-making process, from the kneading process to the ready-to-pack cakes. Not only nastar, there are also several variations of cakes and pineapple preparations that are produced here, namely Moon cake, Nata De Pina, and pineapple jam. The packaging is designed with APRIL's reliable graphic design,</p>



## DAILY ACTIVITY ON THE JOB TRAINING (KP)

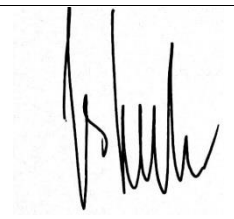
Day : Wednesday  
Date : January, 25<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1. 2.	Making IG live script Getting a lesson from ms. Sari about sosial media specialist	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	 <p>The screenshot shows a transcript of a meeting with Ms. Sari. It includes an opening by Sari, a list of questions from the trainee, and Sari's responses. The transcript is in Indonesian and discusses corporate social media management and the role of an engineer at RAPP.</p>	<p>Ms. Sari is responsible for managing corporate social media. There are 2 social media that is managing of corporate communication employee. They are IG :@sahabatrapp, and IG:@asiapacificrayon. A social media special built corporate branding by post corporate program, facility, the newest activity, and so on. They often do IG live, games, and quizzes to built interaction with followers. RAPP also has social media ambassador. Social ambassador is an employee who has many followers on social media.</p>

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : January, 26<sup>th</sup> 2023


	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1. 2.	Making 3D styrofoam letters Revising a use of power campaign PPT	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : January, 27<sup>th</sup> 2023

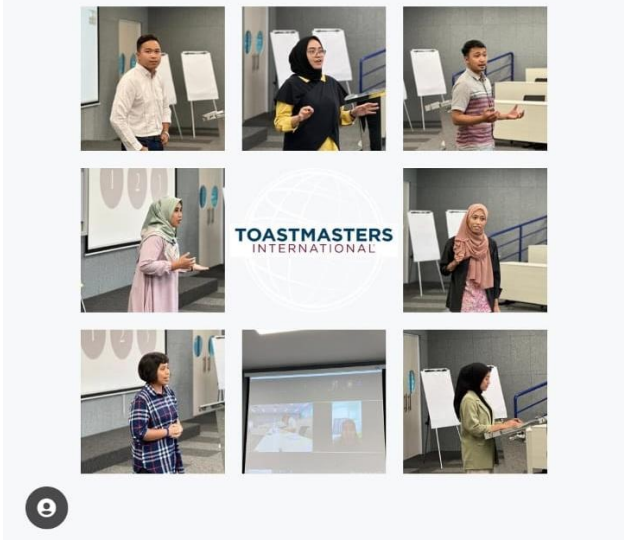
No	Job Description	Supervisor	Signature
1. 2.	Participating in product photo session Translating chinese new year quiz	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		This product photo session would be printed on APRIL digest magazine.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Saturday  
Date : January, 28<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Seeing toast master speech contest	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		<p>Toast Master is a corporate English club focus on improve public speaking and critical thinking skill. In this contest there are two category. They are table topic and speech. The Apprentices was coming as guest.</p>

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Monday  
Date : January, 30<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Media monitoring	Budhi firmansyah	
	Note :		

NO	Picture	Information																																				
1.	<table border="1"> <thead> <tr> <th>NO</th> <th>KETERANGAN</th> <th>TAHUN</th> <th>MEDIA</th> <th>LINK</th> <th>Tone (+/-)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup</td> <td>2021</td> <td>Jikalauhari</td> <td><a href="https://jikalauhari.or.id/kabar/riau/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalauhari.or.id/kabar/riau/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a></td> <td>(-)</td> </tr> <tr> <td>2</td> <td>Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat.</td> <td>2022</td> <td>riapos.jawapos.com</td> <td><a href="https://riapos.jawapos.com/riau/2022/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html">https://riapos.jawapos.com/riau/2022/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html</a></td> <td>(+)</td> </tr> <tr> <td>3</td> <td>Penambahan kapasitas produksi 2.6 juta ton APRIL ugali-ugalan; kianati komitmen kelestarian, bahayakan lingkungan dan masyarakat</td> <td>2021</td> <td>eyeontheforest</td> <td><a href="https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a></td> <td>(-)</td> </tr> <tr> <td>4</td> <td>Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup</td> <td>2020</td> <td>Antaraneews.com</td> <td><a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a></td> <td>(+)</td> </tr> <tr> <td>5</td> <td>Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat</td> <td>2022</td> <td>cakaplah.com</td> <td><a href="https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.u25GXNAF.dobs">https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.u25GXNAF.dobs</a></td> <td>(+)</td> </tr> </tbody> </table>	NO	KETERANGAN	TAHUN	MEDIA	LINK	Tone (+/-)	1	Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup	2021	Jikalauhari	<a href="https://jikalauhari.or.id/kabar/riau/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalauhari.or.id/kabar/riau/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a>	(-)	2	Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat.	2022	riapos.jawapos.com	<a href="https://riapos.jawapos.com/riau/2022/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html">https://riapos.jawapos.com/riau/2022/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html</a>	(+)	3	Penambahan kapasitas produksi 2.6 juta ton APRIL ugali-ugalan; kianati komitmen kelestarian, bahayakan lingkungan dan masyarakat	2021	eyeontheforest	<a href="https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a>	(-)	4	Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup	2020	Antaraneews.com	<a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a>	(+)	5	Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat	2022	cakaplah.com	<a href="https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.u25GXNAF.dobs">https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.u25GXNAF.dobs</a>	(+)	Media monitoring about RER
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## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Tuesday  
Date : January, 31<sup>th</sup> 2023

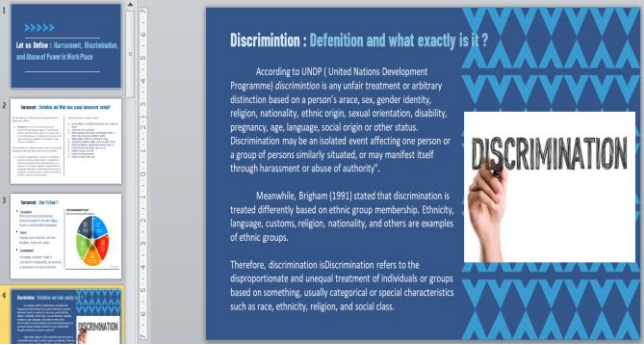
No	Job Description	Supervisor	Signature
1. 2.	Media monitoring Making a copy of ms. Nesha's document	Budhi firmansyah	
	Note :		

NO	Picture	Information																																				
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**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday - Saturday  
Date : February 31<sup>st</sup> – 3<sup>rd</sup> 2023


No	Job Description	Supervisor	Signature
1.	Continuing the making an English of Abuse of power, harrasment, and discrimination.	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Wednesday  
Date : February, 4<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Evaluating and sharing session with mr. Budhi	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		



**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : February, 7<sup>th</sup> 2023

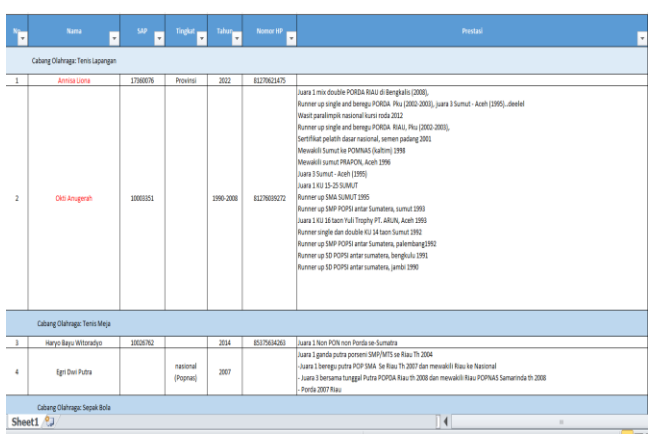
No	Job Description	Supervisor	Signature
1.	Duplicating of external organization proposals	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		There were 4 proposals that have been got acceptance for disbursement of funds. The copies aim asan archive for the corporate.

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Wednesday  
Date : February, 8<sup>th</sup> 2023

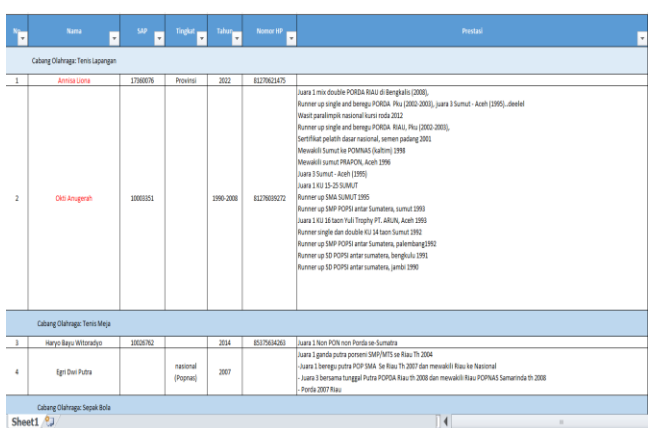
No	Job Description	Supervisor	Signature
1.	Adding new nominator for outstanding list.	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	 <p>The screenshot shows a database interface with columns for 'No', 'Nama', 'LSP', 'Tanggal', 'Tinggi', 'Nomor IP', and 'Preval'. It lists athletes like Amrisa Lora, Oki Anggrah, Haryo Bayu Witoradjo, and Egri Dwi Putra with their respective details and achievements.</p>	

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Thursday  
Date : February, 9<sup>th</sup> 2023





No	Job Description	Supervisor	Signature
1.	Adding new nominator for outstanding list.	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	 <p>The screenshot shows a database interface with columns for 'No', 'Nama', 'LSP', 'Tinggi', 'TB (cm)', 'Nomor IP', and 'Prestasi'. It lists athletes like Amrisa Lora, Oki Anggrah, Haryo Bayu Witoradjo, and Egri Dwi Putra with their respective details and achievements.</p>	

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : February, 10<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Digital media : Searching for influencers	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	<p style="text-align: center;"><b>PROPOSED INFLUENCER FOR ELECTRIC BUS CITY TOUR</b></p>   <p style="text-align: center;">01 <b>DETRI ANGGARITA "IMAIH"</b>  Electric Bus</p> 	

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : February, 10<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Translating Internal Communications document.	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	<p style="text-align: center;"> International Business Mechines (IBM)</p> <p>Para eksekutif baru saja berkumpul untuk rapat dewan pertama IBM pada 28 Januari, ketika CEO Samuel J. Palmisano memberikan kejutan besar. Selama bertahun-tahun, pemerintah menghujani Louis V. Gerstner Jr. karena keberuntungan, menaikkan gajinya menjadi superstar bergaris lainnya di seluruh Amerika. Namun, langkah mengejutkan dari masa lalu, Palmisano meminta dewan untuk memotong bonusnya pada tahun 2003 dan memasukkannya ke dalam dana untuk dibagi sekitar 20 eksekutif puncak berdasarkan kinerja mereka. Palmisano tidak mengatakan berapa banyak yang dia sumbangkan, tetapi orang dalam mengatakan itu antara \$3 juta dan \$5 juta – hampir setengah dari bonusnya.</p> <p>pencairi perhatian? Itu hanya tembakan terakhir. Lima hari sebelumnya dia menargetkan benteng kekuasaan dan hak istimewa di Big Blue, Komite Manajemen Eksekutif berusia 92 tahun. Badan beranggotakan 12 orang yang memandu strategi dan inisiatif IBM ini telah menjadi surga bagi setiap eksekutif Big Blue selama beberapa generasi. Palmisano sendiri diurapi dalam iklan tahun 1997 yang mengisyaratkan kemungkinan gemerlap di masa depan. Namun pada 23 Januari, CEO mengirimkan email ke 300 eksekutif senior yang mengumumkan bahwa komite bergengsi ini telah berakhir, Kaputs. Palmisano bekerja langsung dengan tiga tim yang dia kumpulkan setahun sebelumnya, yang terdiri dari orang-orang dari seluruh perusahaan yang menghasilkan ide-ide terbaik. Komite lama dengan rapat bulannya hanya</p>	The document was using for Internal Communications necessary.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Saturday  
Date : February, 11<sup>th</sup> 2023

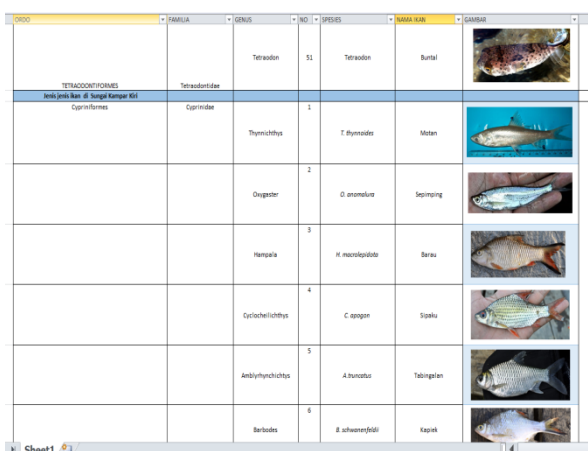
No	Job Description	Supervisor	Signature
1.	Joining Toast Master Riau fiber	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		On a roll as an Ah-counter, who kept track of how many speakers said but, ah, um, and, like.

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Tuesday - Friday  
Date : February, 14<sup>th</sup> – 16<sup>th</sup> 2023

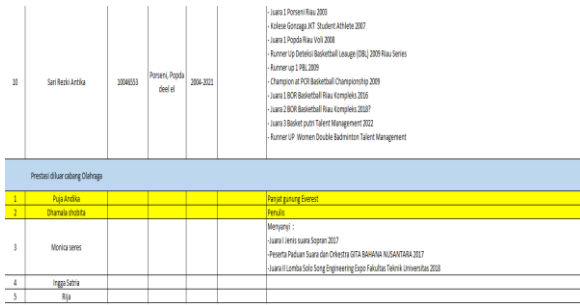
No	Job Description	Supervisor	Signature
1.	Making list of kind of fish that livin in Riau's waters	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		This list was made by the apprentice for Internal Communications campaign.

## DAILY ACTIVITY ON THE JOB TRAINING (KP)

Day : Friday  
Date : February, 17<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Adding employee names to the list of outstanding employees	Budhi firmansyah	
	Note :		


NO	Picture	Information
1.		.



## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Tuesday  
Date : February, 21<sup>st</sup> 2023

No	Job Description	Supervisor	Signature
1.	Summarizing judges scores for LKTJ	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		It aims for search the winner of LKTJ. The winner announced in pekanbaru on 22nd february 2023

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday  
Date : February, 22<sup>nd</sup> 2023

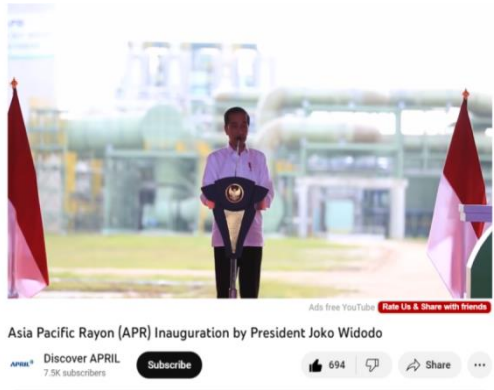
No	Job Description	Supervisor	Signature
1.	Visiting Batik Bono House	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		Visited and attempting to make a batik bono with Ms. Sisil, Ms. Fitra, and Ms. Ade as guides and trainers.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : February, 23<sup>rd</sup> 2023

No	Job Description	Supervisor	Signature
1.	Remake what mr. Jokowi said in his inauguration speech at APR official announcement	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		The final result will be putted as subtitle on Youtube channel APR

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : February, 24<sup>th</sup> 2023

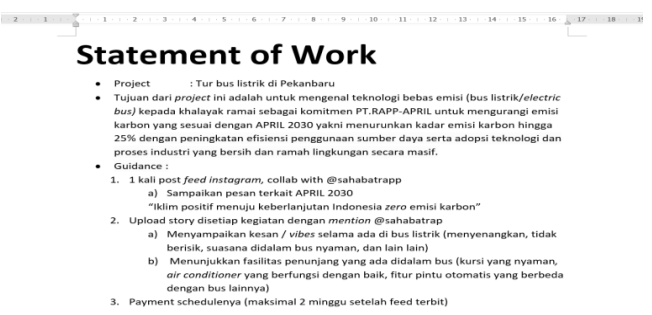
No	Job Description	Supervisor	Signature
1. 2. 3.	Countinueing serving a gift Joining VMB's presentation Made media monitoring about "PT. RAPP Jalan Lingkar"	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday  
Date : February, 27<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Making SOW	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	 <p><b>Statement of Work</b></p> <ul style="list-style-type: none"> <li>• Project : Tur bus listrik di Pekanbaru</li> <li>• Tujuan dari project ini adalah untuk mengenal teknologi bebas emisi (bus listrik/<i>electric bus</i>) kepada khalayak ramai sebagai komitmen PT.RAPP-APRIL untuk mengurangi emisi karbon yang sesuai dengan APRIL 2030 yakni menurunkan kadar emisi karbon hingga 25% dengan peningkatan efisiensi penggunaan sumber daya serta adopsi teknologi dan proses industri yang bersih dan ramah lingkungan secara masif.</li> <li>• Guidance :             <ol style="list-style-type: none"> <li>1. 1 kali post <i>feed instagram</i>, collab with @sahabatrap                 <ol style="list-style-type: none"> <li>a) Sampaikan pesan terkait APRIL 2030 "Iklim positif menuju keberlanjutan Indonesia zero emisi karbon"</li> </ol> </li> <li>2. Upload story disetiap kegiatan dengan <i>mention</i> @sahabatrap                 <ol style="list-style-type: none"> <li>a) Menyampaikan kesan / <i>vibes</i> selama ada di bus listrik (menyenangkan, tidak berisik, suasana didalam bus nyaman, dan lain lain)</li> <li>b) Menunjukkan fasilitas penunjang yang ada didalam bus (kursi yang nyaman, <i>air conditioner</i> yang berfungsi dengan baik, fitur pintu otomatis yang berbeda dengan bus lainnya)</li> </ol> </li> <li>3. Payment schedulanya (maksimal 2 minggu setelah feed terbit)</li> </ol> </li> </ul>	SOW(statement of work) is a guidance and rules that made for influncer that will upload on their instagram content.

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Tuesday  
Date : February, 28<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Categorizing news according their tone	Budhi firmansyah	
	Note :		

NO	Picture	Information																										
1.	<table border="1"> <thead> <tr> <th rowspan="2">NO</th> <th rowspan="2">Link Berita</th> <th colspan="2">TONE</th> </tr> <tr> <th>Negative</th> <th>Netral</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Tanggal 19 Februari</td> </tr> <tr> <td>1</td> <td><a href="https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran">https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran</a></td> <td></td> <td>0</td> </tr> <tr> <td>2</td> <td><a href="http://www.beritaintermeo.com/read/502-11661-2023-02-19-diduga-kebocoran-chemical-beberapa-penyawin-kontraktor-gt-rapp-dilirkan-ke-rumah-sakit.html">http://www.beritaintermeo.com/read/502-11661-2023-02-19-diduga-kebocoran-chemical-beberapa-penyawin-kontraktor-gt-rapp-dilirkan-ke-rumah-sakit.html</a></td> <td></td> <td>0</td> </tr> <tr> <td>3</td> <td><a href="https://regmenews.com/2023/02/19/soal-15-pekerja-terpapar-bahan-kimia-disaker-rau-tunjukkan-tim-investigasi-gt-rapp/">https://regmenews.com/2023/02/19/soal-15-pekerja-terpapar-bahan-kimia-disaker-rau-tunjukkan-tim-investigasi-gt-rapp/</a></td> <td></td> <td>0</td> </tr> <tr> <td>4</td> <td><a href="https://lntaskriminal.co.id/11931/lopa-sat-kimia-di-rapp-bocor-32-pekerja-dilirkan-ke-rs.html">https://lntaskriminal.co.id/11931/lopa-sat-kimia-di-rapp-bocor-32-pekerja-dilirkan-ke-rs.html</a></td> <td>0</td> <td></td> </tr> </tbody> </table>	NO	Link Berita	TONE		Negative	Netral	Tanggal 19 Februari				1	<a href="https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran">https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran</a>		0	2	<a href="http://www.beritaintermeo.com/read/502-11661-2023-02-19-diduga-kebocoran-chemical-beberapa-penyawin-kontraktor-gt-rapp-dilirkan-ke-rumah-sakit.html">http://www.beritaintermeo.com/read/502-11661-2023-02-19-diduga-kebocoran-chemical-beberapa-penyawin-kontraktor-gt-rapp-dilirkan-ke-rumah-sakit.html</a>		0	3	<a href="https://regmenews.com/2023/02/19/soal-15-pekerja-terpapar-bahan-kimia-disaker-rau-tunjukkan-tim-investigasi-gt-rapp/">https://regmenews.com/2023/02/19/soal-15-pekerja-terpapar-bahan-kimia-disaker-rau-tunjukkan-tim-investigasi-gt-rapp/</a>		0	4	<a href="https://lntaskriminal.co.id/11931/lopa-sat-kimia-di-rapp-bocor-32-pekerja-dilirkan-ke-rs.html">https://lntaskriminal.co.id/11931/lopa-sat-kimia-di-rapp-bocor-32-pekerja-dilirkan-ke-rs.html</a>	0		This is a way of external Communications for controlling the issues about PT. RAPP
NO	Link Berita			TONE																								
		Negative	Netral																									
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1	<a href="https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran">https://rau.barcinhaluan.com/berita/pe-117626887/lopa-sat-kimia-bocor-dan-32-orang-karyawan-msm-dilirkan-ke-rumah-sakit-gt-rapp-bantah-ada-kebocoran</a>		0																									
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**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday  
Date : March , 2<sup>nd</sup> 2023

No	Job Description	Supervisor	Signature
1.	Inviting to join Corporate Tour	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		Joined with other guest which are media such as kompas, tribunpekan baru, and so on. First RAPP's The guests was taken to got corporate tour. Then we had lunch in unigraha hotel.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Thursday  
Date : March , 3<sup>rd</sup> 2023


No	Job Description	Supervisor	Signature
1.	Rtc's company touring	Budhi firmansyah	
	Note :		

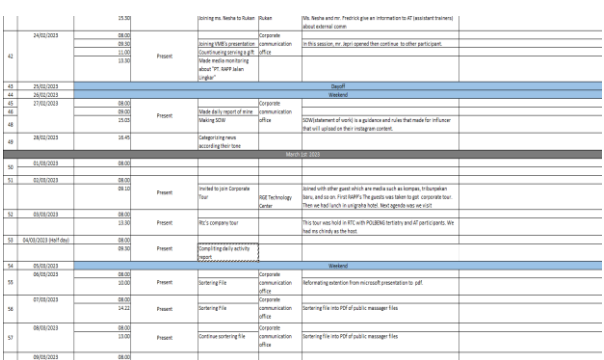
NO	Picture	Information
1.		This tour was hold in RTC with POLBENG tertiary and AT participants. We had ms chindy as the host.



## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Friday  
Date : March , 4<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Compliting daily activity report	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday - Wednesday  
Date : March , 6<sup>th</sup> – 8<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Sortering File	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		Reformatting extention from microsoft presentation to pdf.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : March , 9<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Inviting to join Corporate Tour	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		In this occasion, the tour done with FIKOM UNRI 2020. The route start at RTC, Unigraha hotel, KCN 2, and the last one is CD area.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : March , 10<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Was helping made "Budget as of February 2023"	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		This file made through microsoft word then it got print, and it was sent by E-mail to mr. Erick

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Monday-Thursday  
Date : March , 13<sup>th</sup>-16<sup>th</sup> 2023

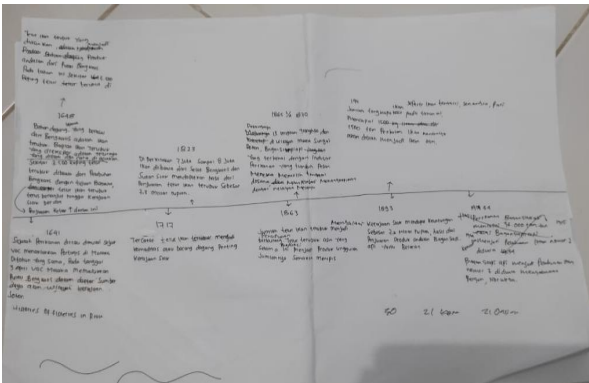
No	Job Description	Supervisor	Signature
1.	Monitoring media	Budhi firmansyah	
	Note :		

NO	Picture	Information																																				
1.	<table border="1"> <thead> <tr> <th>NO</th> <th>KETERANGAN</th> <th>TAHUN</th> <th>MEDIA</th> <th>LINK</th> <th>Tone (+/-)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup</td> <td>2021</td> <td>Jikalahari</td> <td><a href="https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a></td> <td>(-)</td> </tr> <tr> <td>2</td> <td>Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat.</td> <td>2022</td> <td>riaupos.jawapos.com</td> <td><a href="https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html">https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html</a></td> <td>(+)</td> </tr> <tr> <td>3</td> <td>Penambahan kapasitas produksi 2,6 juta ton APRIL ugali-ugalan; kianati komitmen kelestarian, bahayakan lingkungan dan masyarakat</td> <td>2021</td> <td>eyeontheforest</td> <td><a href="https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a></td> <td>(-)</td> </tr> <tr> <td>4</td> <td>Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup</td> <td>2020</td> <td>Antaraneews.com</td> <td><a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a></td> <td>(+)</td> </tr> <tr> <td>5</td> <td>Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat</td> <td>2022</td> <td>cakaplah.com</td> <td><a href="https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs">https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs</a></td> <td>(+)</td> </tr> </tbody> </table>	NO	KETERANGAN	TAHUN	MEDIA	LINK	Tone (+/-)	1	Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup	2021	Jikalahari	<a href="https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a>	(-)	2	Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat.	2022	riaupos.jawapos.com	<a href="https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html">https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html</a>	(+)	3	Penambahan kapasitas produksi 2,6 juta ton APRIL ugali-ugalan; kianati komitmen kelestarian, bahayakan lingkungan dan masyarakat	2021	eyeontheforest	<a href="https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a>	(-)	4	Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup	2020	Antaraneews.com	<a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a>	(+)	5	Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat	2022	cakaplah.com	<a href="https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs">https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs</a>	(+)	Newest news on march about Kapolda, and RAPP'S achievement.
NO	KETERANGAN	TAHUN	MEDIA	LINK	Tone (+/-)																																	
1	Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup	2021	Jikalahari	<a href="https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalahari.or.id/kabar/ribs/izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a>	(-)																																	
2	Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat.	2022	riaupos.jawapos.com	<a href="https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html">https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukung-program-konservasi-bersama-masyarakat.html</a>	(+)																																	
3	Penambahan kapasitas produksi 2,6 juta ton APRIL ugali-ugalan; kianati komitmen kelestarian, bahayakan lingkungan dan masyarakat	2021	eyeontheforest	<a href="https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyesontheforest.or.id/news/penambahan-kapasitas-produksi-26-juta-ton-april-ugali-ugalan-kianati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a>	(-)																																	
4	Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup	2020	Antaraneews.com	<a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a>	(+)																																	
5	Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat	2022	cakaplah.com	<a href="https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs">https://www.cakaplah.com/berita/baca/93338/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GXNAF.dpbs</a>	(+)																																	

## THE JOB TRAINING (KP)


Day : Friday  
Date : March , 17<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Making a Timeline on paper	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		It was about the history of fisheries in Riau. The source was sent by Google.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : March , 23<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Joining VMB presentation	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		The presentation was delivered by Mr. Jepri

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Friday  
Date : March , 24<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Submitt resumming managerial economics.	Budhi firmansyah	
	Note :		

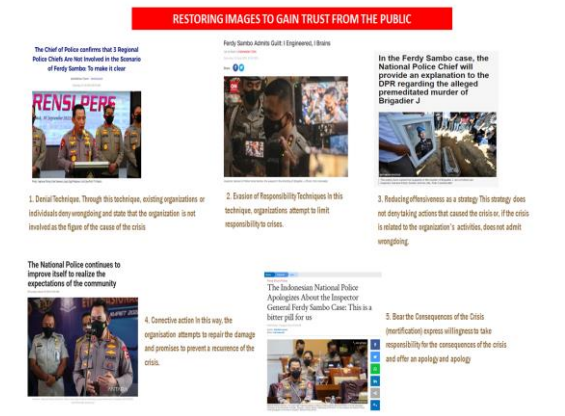
NO	Picture	Information
1.	<p>Chapter 7 summary "The Theory and The Estimation Of Cost"</p> <p>Chapter 7 of the <u>Managerial Economics</u> Focuses on the concept of perfect competition in the market. The chapter begins by explaining the characteristics of a perfectly competitive market, which include a large number of small firms, homogenous product, ease of entry and exit, perfect information, and profit maximization.</p> <p>The chapter then goes on to discuss the short-run and <u>long-run</u> equilibrium in a perfectly competitive market. In the short-run, firms can earn profit or losses, but in the long-run, all firms earn <u>zero economic profits</u> due to the entry and exit of firms. The chapter also explains the role of price in a <u>perfectly competitive market</u> and how it serves as a <u>signal for resource allocation</u>.</p> <ul style="list-style-type: none"> <li>Define the cost function and explain the difference between a short-run and a long-run cost function. <ol style="list-style-type: none"> <li>one can say that <u>the cost function</u> used in economic analysis is simply the production function expressed in monetary rather than physical units. The cost function measures the minimum cost of producing a given level of output for some <u>fixed factor prices</u>. The cost function describes the economic possibilities of a firm.</li> <li>The short-run refers to a period of time during which the firm is unable to change some of its production factors, such as its fixed capital. In contrast, the long-run</li> </ol> </li> </ul>	This material used for internal communication necessary



## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Monday  
Date : March , 27<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Translating PPT	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	 <p>The slide content includes:</p> <ul style="list-style-type: none"> <li><b>1. Denial Techniques:</b> Through this technique, existing organizations or individuals deny wrongdoing and state that the organization is not involved as the figure of the cause of the crisis.</li> <li><b>2. Evasion of Responsibility Techniques:</b> In this technique, organizations attempt to limit responsibility to crises.</li> <li><b>3. Reducing effectiveness as a strategy:</b> This strategy does not deny taking actions that caused the crisis or, if the crisis is related to the organization's activities, does not admit wrongdoing.</li> <li><b>4. Corrective action:</b> In this way, the organization attempts to repair the damage and promises to prevent a recurrence of the crisis.</li> <li><b>5. Bear the Consequences of the Crisis (verification):</b> express willingness to take responsibility for the consequences of the crisis and offer an apology and apology.</li> </ul>	Translating a PPT themed National's Indonesia Police in Bahasa into English, then copying it into the existing template.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : March, 28<sup>th</sup>-31<sup>st</sup> 2023

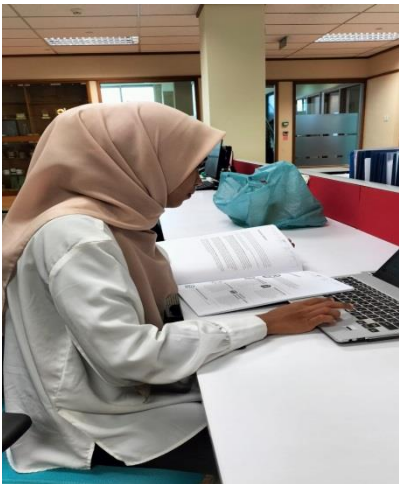
No	Job Description	Supervisor	Signature
1.	Creating a summary	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.	<p>Dikenal tempatnya orang kutu buku yang suka mencari hal hal baru berkumpul, Amazon diam diam meluncurkan usaha baru pukul 2 pagi tanggal 24 Agustus, bernama <i>Elastic Compute Cloud</i> diam-diam diluncurkan dalam mode uji coba. <u>Layanannya daya komputasi mentah yang murah yang dapat dimanfaatkan sesuai permintaan melalui Internet seperti halnya listrik.</u> Dalam waktu kurang dari lima jam, ratusan pemrogram, yang berharap dapat menggunakan layanan ini untuk menggerakkan calon MySpace dan Google mereka, merebut semua slot pengujian. <u>Layanannya daya komputasi mentah yang murah yang dapat dimanfaatkan sesuai permintaan melalui Internet seperti halnya listrik.</u> Dalam waktu kurang dari lima jam, ratusan pemrogram, yang berharap dapat menggunakan layanan ini untuk menggerakkan calon MySpace dan Google mereka, merebut semua slot pengujian. <u>Dia dikenal karena pendekatannya inovatifnya terhadap bisnis dan pengejarannya yang tiada henti terhadap pertumbuhan dan ekspansi.</u> Tapi sekarang Bezos merencanakan arah baru lain untuk perusahaannya yang berusia 12 tahun, yang akan dia paparkan pada 8 November di San Konferensi Web 2.0 Francisco, pertemuan tahunan para digitl creme. <u>Dalam prosesnya, Bezos bertujuan untuk mengubah Amazon menjadi semacam utilitas digital abad ke-21.</u></p> <p><u>Akhir-akhir ini keuntungan Amazon penurunan, terseret oleh pengeluaran untuk proyek teknologi baru dan penawaran pengiriman gratis yang dianggap Amazon sebagai pemasaran sebagai pengganti iklan TV.</u> Analisis memperkirakan laba bersih setahun penuh tahun ini sekitar \$180 juta, atau setengah dari total tahun lalu. <u>Pengeluaran digunakan teknologi, konten, termasuk mempekerjakan ratusan insinyur dan pemrograman. Amazon telah menghabiskan 12 tahun dan \$2 miliar untuk menyempurnakan banyak hal di balik toko online-nya.</u> Secara umum, operasi tersebut sekarang termasuk yang terbesar dan paling dapat diandalkan di dunia.</p>	Creating a summary of the theory and estimation of cost in Managerial economic book seventh edition.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday  
Date : April, 3<sup>rd</sup> 2023


No	Job Description	Supervisor	Signature
1.	Making IG's story board project for Ramadhan content	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : April, 4<sup>th</sup>2023


No	Job Description	Supervisor	Signature
1.	Participating in organising mental health webinars	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday  
Date : April, 5<sup>th</sup>2023

No	Job Description	Supervisor	Signature
1.	Making Event Report of yesterday's webinar	Budhi firmansyah	
	Note :		

NO	Picture	Information
1		Contribute on making post-event report or event summary by gathering all success metrics and other data such as audience's feedback, photos that illustrate the performance of the event as well as making conclusion, and suggestions and criticisms.

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Thursday  
Date : April, 6<sup>th</sup>2023

No	Job Description	Supervisor	Signature
1.	Joining VMB presentation	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Monday  
Date : April, 10<sup>th</sup>2023

No	Job Description	Supervisor	Signature
1.	Continuing making event report	Budhi firmansyah	
	Note :		

NO	Picture	Information																																																							
1.	<table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Activity</th> <th>Location</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>27/03/2023 (Wed)</td> <td>08.00 - 08.20</td> <td>Present</td> <td>Translating a file</td> <td>Translating an article from National's Indonesia Police in Bahasa into English then copying into the working function.</td> </tr> <tr> <td>28/03/2023</td> <td>08.00 - 09.30</td> <td>Present</td> <td>Check a summary</td> <td>Corporate communication office</td> </tr> <tr> <td>29/03/2023</td> <td>08.00 - 09.30</td> <td>Present</td> <td>Continue recurring about Management economics</td> <td>Corporate communication office</td> </tr> <tr> <td>30/03/2023</td> <td>08.00 - 10.00</td> <td>Present</td> <td>Writing summary</td> <td>Corporate communication office</td> </tr> <tr> <td>31/03/2023</td> <td>08.00 - 08.30</td> <td>Present</td> <td>Continue make the summary</td> <td>Corporate communication office</td> </tr> <tr> <td>01/04/2023 (Wed)</td> <td>08.00 - 09.00</td> <td>Present</td> <td></td> <td></td> </tr> <tr> <td>02/04/2023</td> <td>08.00 - 10.20</td> <td></td> <td></td> <td><b>Weekend</b></td> </tr> <tr> <td>03/04/2023</td> <td>14.45 - 14.45</td> <td>Present</td> <td>Meeting of 3 story board project for promotion corporate daily report</td> <td>Corporate communication office</td> </tr> <tr> <td>04/04/2023</td> <td>08.00 - 14.00</td> <td>Present</td> <td>participate in engineering mental health webinar</td> <td>ICC</td> </tr> <tr> <td>05/04/2023</td> <td>08.00</td> <td></td> <td></td> <td>Corporate</td> </tr> </tbody> </table>	Date	Time	Activity	Location	Description	27/03/2023 (Wed)	08.00 - 08.20	Present	Translating a file	Translating an article from National's Indonesia Police in Bahasa into English then copying into the working function.	28/03/2023	08.00 - 09.30	Present	Check a summary	Corporate communication office	29/03/2023	08.00 - 09.30	Present	Continue recurring about Management economics	Corporate communication office	30/03/2023	08.00 - 10.00	Present	Writing summary	Corporate communication office	31/03/2023	08.00 - 08.30	Present	Continue make the summary	Corporate communication office	01/04/2023 (Wed)	08.00 - 09.00	Present			02/04/2023	08.00 - 10.20			<b>Weekend</b>	03/04/2023	14.45 - 14.45	Present	Meeting of 3 story board project for promotion corporate daily report	Corporate communication office	04/04/2023	08.00 - 14.00	Present	participate in engineering mental health webinar	ICC	05/04/2023	08.00			Corporate	
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## DAILY ACTIVITY ON THE JOB TRAINING (KP)

Day : Tuesday - Thursday  
Date : April, 11<sup>th</sup> – 13<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Media Monitoring	Budhi firmansyah	
	Note :		


NO	Picture	Information																																																		
1.	<p>MONITORING MEDIA</p> <p>1. Lingkungan</p> <p>2. Budaya</p> <table border="1"> <thead> <tr> <th>NO</th> <th>KETERANGAN</th> <th>TAHUN</th> <th>LINK</th> <th>Tone (-/+) </th> </tr> </thead> <tbody> <tr> <td>1</td> <td>RAPP Diduga Masih Hancurkan Hutan Alam di Bagas Melibur</td> <td>2014</td> <td><a href="https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/">https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/</a></td> <td>(-)</td> </tr> <tr> <td>2</td> <td>PT. RAPP tidak hanya mengangkut akasia tapi mereka juga mengangkut kayu dari hutan alam. Keberadaan PT. RAPP di kawasan Semenanjung Kampar ini pun tidak membawa kesejahteraan bagi warga masyarakat yang tinggal di kawasan tersebut</td> <td>2013</td> <td><a href="https://www.mongabay.co.id/2013/06/03/foto-penebangan-hutan-alam-masih-berlangsung-di-semenanjung-kampar-riau/">https://www.mongabay.co.id/2013/06/03/foto-penebangan-hutan-alam-masih-berlangsung-di-semenanjung-kampar-riau/</a></td> <td>(-)</td> </tr> <tr> <td>3</td> <td>RAPP melakukan penebangan hutan alam di Pulau Padang</td> <td>2013</td> <td><a href="https://www.mongabay.co.id/2013/06/11/foto-penebangan-hutan-alam-di-pulau-padang-deli-dagang">https://www.mongabay.co.id/2013/06/11/foto-penebangan-hutan-alam-di-pulau-padang-deli-dagang</a></td> <td>(-)</td> </tr> <tr> <td>4</td> <td>RAPP diyakiri menebangi pohon pohon djukur hijau pelalawan</td> <td>2015</td> <td><a href="https://www.mongabay.co.id/2015/05/21/leof-temukan-april-tebang-jalur-hijau-di-pelalawan/">https://www.mongabay.co.id/2015/05/21/leof-temukan-april-tebang-jalur-hijau-di-pelalawan/</a></td> <td>(-)</td> </tr> <tr> <td>5</td> <td>Eksplorasi hutan</td> <td>2014</td> <td><a href="https://www.mongabay.co.id/2014/01/09/laporan-penebangan-hutan-riau-potret-suruk-tata-kelele-sebutan-d/">https://www.mongabay.co.id/2014/01/09/laporan-penebangan-hutan-riau-potret-suruk-tata-kelele-sebutan-d/</a></td> <td>(-)</td> </tr> <tr> <td>6</td> <td>RAPP Diguna Rencanakan Tebang Hutan Alam Riau</td> <td>2020</td> <td><a href="https://www.aktualitasku.com/berita/585/arou-p-april-diduga-rencanakan-tebang-hutan-alam-riau.html">https://www.aktualitasku.com/berita/585/arou-p-april-diduga-rencanakan-tebang-hutan-alam-riau.html</a></td> <td>(-)</td> </tr> <tr> <td>7</td> <td>Bantah Buka Hutan Alam, APP dan RAPP Terapkan Hutan Konservasi</td> <td>2014</td> <td><a href="https://www.mongabay.co.id/2014/09/25/bantah-buka-hutan-alam-app-dan-rapp-terapkan-hutan-konservasi/">https://www.mongabay.co.id/2014/09/25/bantah-buka-hutan-alam-app-dan-rapp-terapkan-hutan-konservasi/</a></td> <td>(+)</td> </tr> <tr> <td>8</td> <td>Penebangan Hutan Oleh Anak Perusahaan APRIL Group Mik Sukanto Taroto</td> <td>2013</td> <td><a href="https://www.mongabay.co.id/2013/12/27/terbit-korupsi-tebang-hutan-alam-mamun-tetap-bersertifikasi-pvtk/">https://www.mongabay.co.id/2013/12/27/terbit-korupsi-tebang-hutan-alam-mamun-tetap-bersertifikasi-pvtk/</a></td> <td>(-)</td> </tr> <tr> <td>9</td> <td>Industri Kertas Lebih Suka Merusak Hutan Alam daripada Menanam Pohon</td> <td>2014</td> <td><a href="https://www.mongabay.co.id/2014/09/21/industri-kertas-lebih-suka-merusak-hutan-alam-daripada-menanam-pohon/">https://www.mongabay.co.id/2014/09/21/industri-kertas-lebih-suka-merusak-hutan-alam-daripada-menanam-pohon/</a></td> <td>(-)</td> </tr> </tbody> </table>	NO	KETERANGAN	TAHUN	LINK	Tone (-/+)	1	RAPP Diduga Masih Hancurkan Hutan Alam di Bagas Melibur	2014	<a href="https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/">https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/</a>	(-)	2	PT. 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NO	KETERANGAN	TAHUN	LINK	Tone (-/+)																																																
1	RAPP Diduga Masih Hancurkan Hutan Alam di Bagas Melibur	2014	<a href="https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/">https://www.mongabay.co.id/2014/05/06/rapp-diduga-masih-hancurkan-hutan-alam-di-bagas-melibur/</a>	(-)																																																
2	PT. RAPP tidak hanya mengangkut akasia tapi mereka juga mengangkut kayu dari hutan alam. Keberadaan PT. RAPP di kawasan Semenanjung Kampar ini pun tidak membawa kesejahteraan bagi warga masyarakat yang tinggal di kawasan tersebut	2013	<a href="https://www.mongabay.co.id/2013/06/03/foto-penebangan-hutan-alam-masih-berlangsung-di-semenanjung-kampar-riau/">https://www.mongabay.co.id/2013/06/03/foto-penebangan-hutan-alam-masih-berlangsung-di-semenanjung-kampar-riau/</a>	(-)																																																
3	RAPP melakukan penebangan hutan alam di Pulau Padang	2013	<a href="https://www.mongabay.co.id/2013/06/11/foto-penebangan-hutan-alam-di-pulau-padang-deli-dagang">https://www.mongabay.co.id/2013/06/11/foto-penebangan-hutan-alam-di-pulau-padang-deli-dagang</a>	(-)																																																
4	RAPP diyakiri menebangi pohon pohon djukur hijau pelalawan	2015	<a href="https://www.mongabay.co.id/2015/05/21/leof-temukan-april-tebang-jalur-hijau-di-pelalawan/">https://www.mongabay.co.id/2015/05/21/leof-temukan-april-tebang-jalur-hijau-di-pelalawan/</a>	(-)																																																
5	Eksplorasi hutan	2014	<a href="https://www.mongabay.co.id/2014/01/09/laporan-penebangan-hutan-riau-potret-suruk-tata-kelele-sebutan-d/">https://www.mongabay.co.id/2014/01/09/laporan-penebangan-hutan-riau-potret-suruk-tata-kelele-sebutan-d/</a>	(-)																																																
6	RAPP Diguna Rencanakan Tebang Hutan Alam Riau	2020	<a href="https://www.aktualitasku.com/berita/585/arou-p-april-diduga-rencanakan-tebang-hutan-alam-riau.html">https://www.aktualitasku.com/berita/585/arou-p-april-diduga-rencanakan-tebang-hutan-alam-riau.html</a>	(-)																																																
7	Bantah Buka Hutan Alam, APP dan RAPP Terapkan Hutan Konservasi	2014	<a href="https://www.mongabay.co.id/2014/09/25/bantah-buka-hutan-alam-app-dan-rapp-terapkan-hutan-konservasi/">https://www.mongabay.co.id/2014/09/25/bantah-buka-hutan-alam-app-dan-rapp-terapkan-hutan-konservasi/</a>	(+)																																																
8	Penebangan Hutan Oleh Anak Perusahaan APRIL Group Mik Sukanto Taroto	2013	<a href="https://www.mongabay.co.id/2013/12/27/terbit-korupsi-tebang-hutan-alam-mamun-tetap-bersertifikasi-pvtk/">https://www.mongabay.co.id/2013/12/27/terbit-korupsi-tebang-hutan-alam-mamun-tetap-bersertifikasi-pvtk/</a>	(-)																																																
9	Industri Kertas Lebih Suka Merusak Hutan Alam daripada Menanam Pohon	2014	<a href="https://www.mongabay.co.id/2014/09/21/industri-kertas-lebih-suka-merusak-hutan-alam-daripada-menanam-pohon/">https://www.mongabay.co.id/2014/09/21/industri-kertas-lebih-suka-merusak-hutan-alam-daripada-menanam-pohon/</a>	(-)																																																



**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : April, 14<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Participating and Joining offline seminar about International Workers Memorial Day 2023”	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		Contributing in room preparation, assisting the master ceremony or moderator, and documenting events

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Saturday  
Date : April, 15<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Joining as a guest in toast master	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Monday  
Date : April, 17<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Translating article from The Jakarta Post	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		The final translation will be publish by External Communications

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : April, 18<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Helping to pick up, prepare, and put APRIL'S sticker for Ied Fith employee hampers	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		The hampers will be shared to the employee

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : April, 19<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Joining VMB Presentation	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

## DAILY ACTIVITY ON THE JOB TRAINING (KP)


Day : Tuesday  
Date : May, 2<sup>nd</sup> 2023


No	Job Description	Supervisor	Signature
1.	Media monitoring	Budhi firmansyah	
	Note :		

NO	Picture	Information																																				
1.	<table border="1"> <thead> <tr> <th>NO</th> <th>KETERANGAN</th> <th>TAHUN</th> <th>MEDIA</th> <th>LINK</th> <th>Tone (-/+)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup</td> <td>2021</td> <td>Jikalahari</td> <td><a href="https://jikalahari.or.id/kabar/izin-izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalahari.or.id/kabar/izin-izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a></td> <td>(-)</td> </tr> <tr> <td>2</td> <td>Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat,</td> <td>2022</td> <td>riaupos.jawapos.com</td> <td><a href="https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukun-program-konservasi-bersama-masyarakat.html">https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukun-program-konservasi-bersama-masyarakat.html</a></td> <td>(+)</td> </tr> <tr> <td>3</td> <td>Penambahan kapasitas produksi 2,6 juta ton APRIL ugul-ugalan: klanati komitmen kelestarian, bahayakan lingkungan dan masyarakat</td> <td>2021</td> <td>eyeontheforest</td> <td><a href="https://www.eyeontheforest.or.id/news/penambahan-keasitas-produksi-26-juta-ton-april-ugulugalan-klanati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyeontheforest.or.id/news/penambahan-keasitas-produksi-26-juta-ton-april-ugulugalan-klanati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a></td> <td>(-)</td> </tr> <tr> <td>4</td> <td>Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup</td> <td>2020</td> <td>Antaraneews.com</td> <td><a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a></td> <td>(+)</td> </tr> <tr> <td>5</td> <td>Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat</td> <td>2022</td> <td>cakaplah.com</td> <td><a href="https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GKNAE.dpbs">https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GKNAE.dpbs</a></td> <td>(+)</td> </tr> </tbody> </table>	NO	KETERANGAN	TAHUN	MEDIA	LINK	Tone (-/+)	1	Izin Lingkungan Diam-Diam Pengembangan Riau Komplek PT RAPP: Dampak Buruk Bagi Masyarakat Sekitar dan Lingkungan Hidup	2021	Jikalahari	<a href="https://jikalahari.or.id/kabar/izin-izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/">https://jikalahari.or.id/kabar/izin-izin-lingkungan-diam-diam-pengembangan-riau-komplek-pt-rapp-dampak-buruk-bagi-masyarakat-sekitar-dan-lingkungan-hidup/</a>	(-)	2	Komitmen Jaga Lingkungan, PT RAPP Dukung Program Konservasi Bersama Masyarakat,	2022	riaupos.jawapos.com	<a href="https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukun-program-konservasi-bersama-masyarakat.html">https://riaupos.jawapos.com/riau/20/12/2022/290321/commitmen-jaga-lingkungan-pt-rapp-dukun-program-konservasi-bersama-masyarakat.html</a>	(+)	3	Penambahan kapasitas produksi 2,6 juta ton APRIL ugul-ugalan: klanati komitmen kelestarian, bahayakan lingkungan dan masyarakat	2021	eyeontheforest	<a href="https://www.eyeontheforest.or.id/news/penambahan-keasitas-produksi-26-juta-ton-april-ugulugalan-klanati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat">https://www.eyeontheforest.or.id/news/penambahan-keasitas-produksi-26-juta-ton-april-ugulugalan-klanati-komitmen-kelestarian-bahayakan-lingkungan-dan-masyarakat</a>	(-)	4	Banyak sekolah binaan PT RAPP dapat Adiwiyata. Ini tanggapan Dinas Lingkungan Hidup	2020	Antaraneews.com	<a href="https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup">https://riau.antaraneews.com/berita/142803/banyak-sekolah-binaan-pt-rapp-dapat-adiwiyata-ini-tanggapan-dinas-lingkungan-hidup</a>	(+)	5	Gubri Apresiasi RAPP Teken MoU Program Konservasi Bersama Masyarakat	2022	cakaplah.com	<a href="https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GKNAE.dpbs">https://www.cakaplah.com/berita/baca/93336/2022/12/19/gubri-apresiasi-rapp-teken-mou-program-konservasi-bersama-masyarakat#sthash.uZ5GKNAE.dpbs</a>	(+)	The key word was about environment
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**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday  
Date : May, 3<sup>rd</sup> 2023

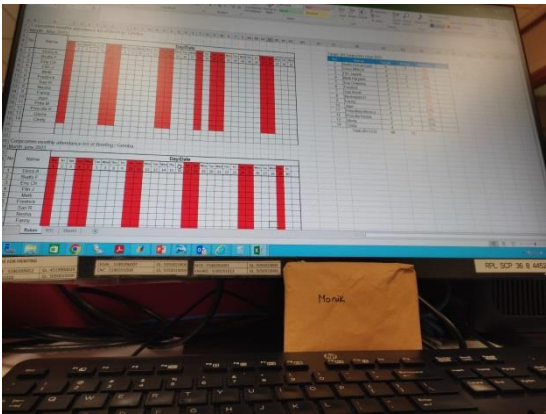
No	Job Description	Supervisor	Signature
1.	Booking and preparing meeting room	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Thursday  
Date : May, 4<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Making holiday calendar for VMB	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		



**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Friday  
Date : May, 5<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Monitoring Publishing	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Saturday  
Date : May, 6<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Helping the visit team prepare for guest visits at the Exhibition Center prepare souvenirs, meeting rooms	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Tuesday  
Date : May, 9<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Assisting the visiting team in accompanying guests (Rector and Dean of Faculty of Vocational College UGM) and ( KAO, Japan)	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**


Day : Wednesday  
Date : May, 10<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Assiting visit team in picking up stuff in mill office.	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Thursday  
Date : May, 11<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Helping the visit team prepare for guest visits at the Exhibition Center (preparing souvenirs, meeting rooms and taking guest visit documentation).	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Friday

Date : May, 12<sup>th</sup> 2023


No	Job Description	Supervisor	Signature
1.	Learning how to check proper souvenir, room, and welcome drink that will be given for guest	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		

**DAILY ACTIVITY  
ON THE JOB TRAINING (KP)**

Day : Monday

Date : May, 15<sup>th</sup> 2023

No	Job Description	Supervisor	Signature
1.	Assisting the visiting team in accompanying guests (Universiti Teknologi PETRONAS, University Islamic Riau)	Budhi firmansyah	
	Note :		

NO	Picture	Information
1.		