

**APPRENTICESHIP REPORT**  
**PT RIAU ANDALAN PULP AND PAPER (PT. RAPP)**  
**APRIL LEARNING INSTITUTE (ALI)**

**SAKINA SHEPIA MAHARANI**  
**Reg. Number: 5504211032**



**ENGLISH FOR BUSINESS AND PROFESIONAL COMMUNICATION**  
**LANGUAGE DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**2025**

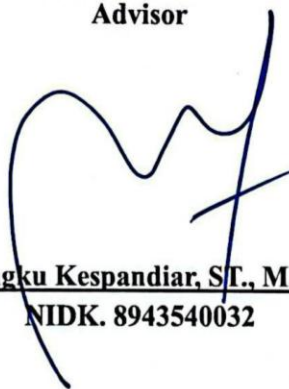
## ACCEPTANCE SHEET

### ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **SAKINA SHEPIA MAHARANI** Reg. Number **5504211032** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in APRIL Learning Institute from July 17<sup>th</sup> to November 30<sup>th</sup>, 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

Pangkalan Kerinci, December 15<sup>th</sup>, 2024

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**Head of English English for Business and Professional Communication Study  
Program**

**State Polytechnic of Bengkalis**



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**NIP. 198510082019032015**

## APPROVAL SHEET

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**APPRENTICESHIP REPORT**  
**PT RIAU ANDALAN PULP AND PAPER (PT. RAPP)**  
**APRIL LEARNING INSTITUTE**

Written as one of the conditions for completing Apprenticeship

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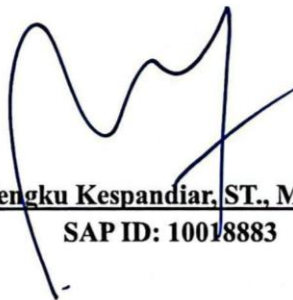
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This Apprenticeship Report is far from perfect in preparation, language, and writing. Feedback and suggestions are greatly appreciated for future improvements. I hope this report benefits both the author and readers.

Pangkalan Kerinci, November 26<sup>th</sup> 2024

**Author**

**Sakina Shepia Maharani**

**5404211036**

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

The English for Business and Professional Communication is one of the language study programs in State Polytechnic of Bengkalis which has student graduates with job prospects such as Public Relations, Translator, Marketing Communication Translator, Social Media Specialist, Copy Writer, Content Writing, Editing, and Public Speaking. These skills are now one of the important requirements in building careers in the business world and the creative industry.

Public speaking and social media management have become essential skills that support personal and professional development in various fields. Public speaking is a skill that plays a significant role in building effective interaction and communication, both in the work environment and the wider community. As a form of verbal communication, it allows one to convey ideas, information and messages in a clear, structured and convincing manner. Meanwhile, Social Media management skills are crucial in the digital era, where creative and strategic content plays an important role in marketing communications, branding, and public education. With this combination of skills, students are expected to fill strategic roles such as trainers, Master of ceremony, content strategists, and more.

To bridge the gap between theoretical knowledge gained in college and real-world work experience, undertaking an internship becomes a crucial strategic step. Internship or often known as practical work is an activity where students participate and adapt to work activities in companies to gain direct experience in certain competencies, this transition involves the application and learning of theories and skills learned during the academic process in college. Through this internship program, the writer had the opportunity to directly apply public speaking and content creation skills while also learning new competencies, understanding workplace dynamics, expanding professional networks, and preparing to become a competitive workforce. Additionally, and equally important, this internship or practical work program is a mandatory requirement for students as part of the

graduation criteria for the Applied English for Business and Professional Communication undergraduate program.

In this opportunity, the author had the chance to participate in an internship program at PT Riau Andalan Pulp and Paper (RAPP), a leading company in the pulp and paper manufacturing industry. The writer was placed at the April Learning Institute, a unit focused on human resources development, training, and competency-based education, particularly within the Education Program and Technical Mill Department. This department provided a highly relevant environment for the writer to develop public speaking and content creation skills, especially in supporting the training programs held by the company.

In this report, the writer will present the experiences and lessons learned during the internship program, particularly in the development of public speaking and content creation skills, as well as other competencies gained throughout the internship. Additionally, the report will discuss how these contributions are relevant to the needs of the industry at PT Riau Andalan Pulp and Paper, specifically the ALI office at April Learning Institute, which took place from July 17<sup>th</sup> to November 30<sup>th</sup>.

## **1.2. Purpose Of Apprenticeship**

The purpose of the Internship program conducted at April Learning Institute PT.

Riau Andalan Pulp and Paper are:

1. To understand the specifications of the work performed in the Education Program and Technical Mill Department.
2. To understand the expected targets of the tasks performed in the Education Program and Technical Mill Department.
3. To train and familiarize myself to conduct teaching programs from needs analysis, material preparation, training and evaluation.
4. To gain knowledge about the process of creating training activities, sharing sessions and other events that are required during the internship in the Education Program and Technical Mill department or ALI office.
5. To identify challenges and solutions encountered during the internship in the Education Program and Technical mill Department.



6. To improve soft skills and increase students' experience and knowledge and apply what has been learned during the internship to the practical world of education.
7. Expand professional networks by interacting with industry practitioners and experts in various forums and events.

### **1.3 Significance of Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and Politeknik Negeri Bengkalis:

1. For Students

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

2. For Companies

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

3. For State Polytechnic of Bengkalis

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

### **1.4 Job and Length of the Apprenticeship**

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 5 (five) months, starting from July 17<sup>th</sup> to November 30<sup>th</sup>, 2024. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

**Table 1. 1 Office Hours Schedule**

<b>No.</b>	<b>Day</b>	<b>Office Hours</b>	<b>Breaks</b>
1.	Monday to Friday	08.00-17.00	12.00-13.30
2.	Saturday	08.00-12.00	-

3.	Sunday	Holiday	-
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This practical work activity was carried out at PT Riau Andalan Pulp and Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the April Learning Institute Unit, Technical Mill Department.

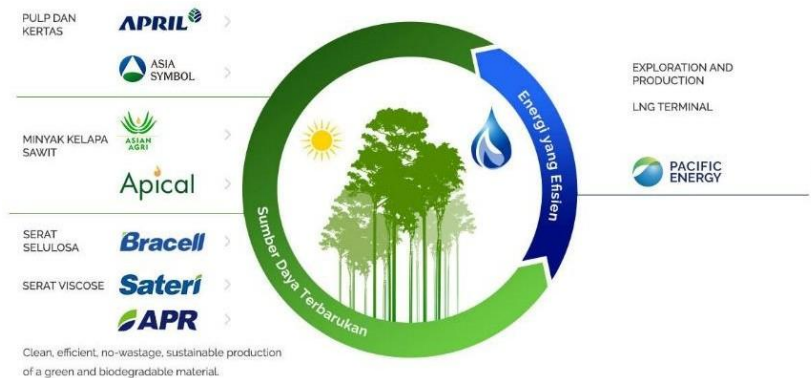
## CHAPTER II

### GENERAL DESCRIPTION OF COMPANY

#### 2.1 Company History

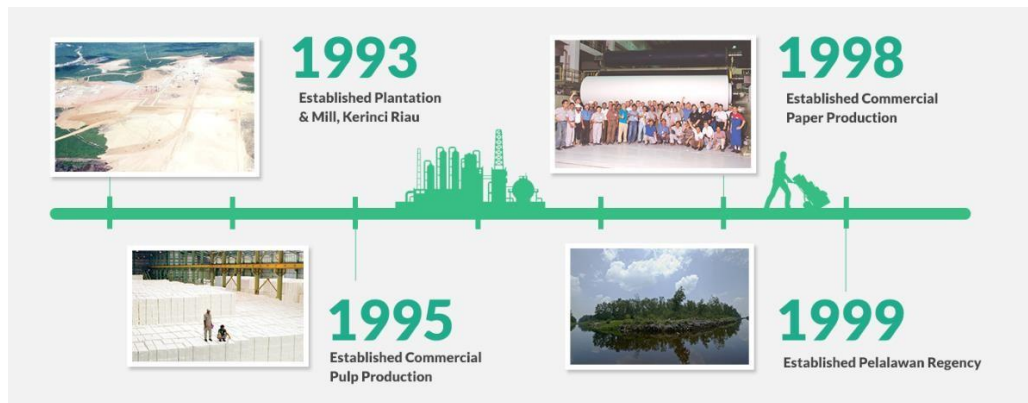
##### (APRIL) Asia Pacifics Resources Iternational Holding Ltd

Asia Pacifics Resources Iternational Holding Ltd (APRIL), is one of the largest pulp and paper producers in the world, also a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 80.000 people with assets totaling more than US\$ 35 billion and worldwide sales reach.



**Fig. 2. 1 RGE Group of Companies**

An advocate of responsible corporate citizenship, APRIL, and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer, and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environment and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981 and implements this vision.

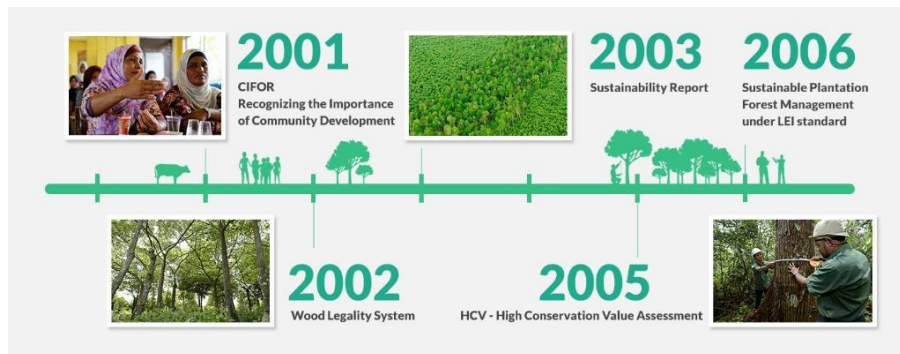


**Fig. 2. 2 The Path to Prosperity**

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau Province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

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 the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations were measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%.



**Fig. 2. 3 Sowing the Seed Sustainable Forestry**

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group also rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fiber plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fiber estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established, and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from

the Indonesian Government.



**Fig. 2. 4 Growth and Recognition**

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years. In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of four million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Program for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations

and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

APRIL Group launched an upgraded Sustainable Forest Management Policy in January 2014. The new policy underlined APRIL Group's commitment to balancing the need to safeguard the environment and enhance the interests of local communities, while continuing to operate a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group evolved its Sustainable Forest Management Policy following input from the SAC and a range of stakeholders, further strengthening its forest protection and conservation commitments including the elimination of deforestation from its supply chain and the addition of High Carbon Stock assessments.

## **2.2 Vision and Mision**

### **2.2.1 Vision**

The vision of RGE, namely "To be one of the largest, best-managed, and sustainable resource-based groups, creating value for the Community, Country, Climate, Customer and Company".

### **2.2.2 Mission**

1. We are aligned by our common purpose and work together as a **complementary team**.
2. We take **Ownership** to achieve outstanding result and seek value at all time.
3. We develop our **people** to grow with us.
4. We act with **Integrity** at all times.
5. We understand our **customers** and deliever best value to them.
6. We act with zero complementary and always strive for **continuous improvement**.

## **2.3 Kind of Business**

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

- a. Riau Fiber is a business unit that functions as a supplier of raw materials in the form of wood to the mill.
- b. Riau Pulp (RPL) is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.
- c. Riau Paper is a business unit that produces paper based on customer needs.
- d. Riau Power is a business unit that functions as the largest producer of electricity for mills and Riau Complex, especially pulp mills and paper mills, while also dealing with energy and electric power issues.
- e. Share Services is a business unit that manages personalia and administration at PT RAPP including General Services, Purchasing, Finance, Personalia Administration, ALI, Security, Transportation and Health Care.
- f. Board machine is a business unit that focuses more on the technical and operational aspects of machines used to produce liner paper or board, including maintenance, operation, and improving the efficiency of these machines in the production process.

PT. Riau Andalan Pulp and Paper is one of the largest, most technologically advanced, and efficient makers of pulp and paper products in the world. This company makes products that are used by millions of people every day in liquid packaging, printing, and writing paper, tissues, shopping bags, food packaging, magazines, and books. The products, including our flagship PaperOne™ office paper, are proudly marketed, and sold in more than 110 countries around the world. The business is built on a Sustainable Forest Management Policy. The operations include a state-of-the-art pulp and paper mill and plantation forests in Riau Province, Sumatra, Indonesia. APRIL employs around 9,000 people directly and provides indirect employment to 90,000. Today, the residential townsite houses up to 7,000 employees and their families.





**Fig. 2. 4 PT. RAPP Featured Product**

## **2.4 Organization Structure**

An organizational structure is a framework that outlines tasks, reporting relationships, and communication channels to coordinate the work of individuals and teams. It is designed to help the organization achieve its goals effectively. Without a proper structure, operations may become disorganized due to unclear responsibilities. A good organizational structure provides clarity, defines roles, and ensures accountability for completing tasks, enabling the organization to function efficiently.

The author completed 4 months of practical work at PT Riau Andalan Pulp & Paper, in April Learning Institute, from July 17<sup>th</sup> to 30<sup>th</sup>, November 2024. The Apprenticeship was done in the Education Program and Technical Mill.

### **APRIL Learning Institute (ALI)**

APRIL Learning Institute (ALI) is the largest employee training and development center for the pulp and paper industry in Indonesia. APRIL Learning Institute was established at the initiative of APRIL Group's founder, Sukanto Tanoto, who cares deeply about the development and enhancement of every employee. APRIL Learning Institute is responsible for ensuring that all employees are able to execute the company's strategies, both in terms of technical and soft skills. APRIL Learning Institute is one of the departments under Shared Service/Human Resource that is responsible for the company's human resources. In the process of creating and running training, ALI has 10 (ten) sections, namely:

1. Assessment Center.
2. Technical Mill.
3. Leadership & Development.

4. ALI Technical Maintenance.
5. Fiber Operation Training.
6. Training Center PTSI.
7. Education Program.
8. Technical Rayon.
9. Technical Transport.
10. Learning Support and Future Learning.

Each of these sections has different tasks according to their scope, but all sections have the same main tasks in order to realize good human resources in accordance with the company's expectations. The main tasks of the APRIL Learning Institute are as follows:

1. Module Development.

Creating modules that are used for learning materials in training with a focus on the field that will carry out the training.

2. Execution.

Conducting trainings aimed at improving the ability of employees with a focus on the field according to what is needed by the employee.

3. Certification.

Conducting an assessment of employees to determine whether the employee is competent or not as one of the requirements in operating the machine, one of which is the provision of DLP (Driving License Program).

License Program).

APRIL Learning Institute also conducts a training needs analysis before designing and running its trainings. ALI also facilitates employees with programs that assist employees in their own development process and capabilities. One of these programs is the IDP (Individual Development Plan) which contains a plan for each employee's capability process. ALI is responsible for improving the Core Value of its employees through technical and soft skills training.

## **2.5 Vision and Mission of APRIL Learning Institute (ALI)**

The Following are the Vision and Mission of APRIL Learning Institute:

1. Vision

“To be a world-class Learning Organization that develops and equips people, particularly within the APRIL Organization and RGE Group”.

2. Mission.

To connect ALI programs to support business solutions transferring maximum learning outcomes in the workplace supporting LEAN transformation programs.

The organizational structure of April Learning Institute can be seen below:

### 2.5.1 Organization Structures of APRIL Learning Institute (ALI)

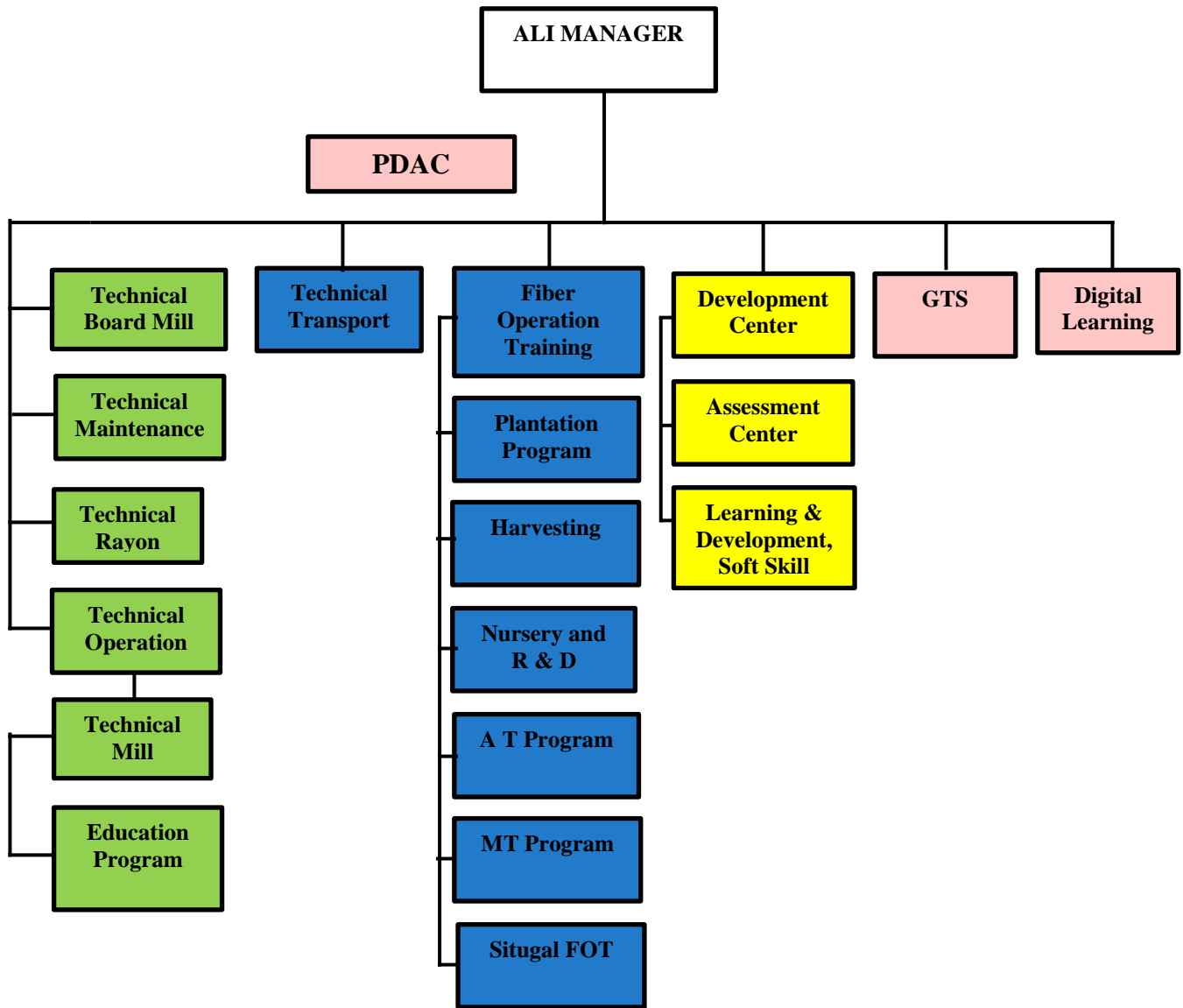


Fig. 2. 6 Organization Structure APRIL Learning Institute

APRIL Learning Institute's organizational structure is prepared in accordance with applicable regulations, which essentially describes all functions, obligations and responsibilities of each section held. The duties and responsibilities of each section within APRIL Learning Institute's organizational structure are as follows

as follows:

1. ALI Manager.

APRIL Learning Institute is a department under Human Resources, where the role of ALI is very important in the development of the company's human resources. The manager plays an active role in managing all parts of the department, in carrying out the manager's duties, a program is formed, namely:

- a. PDCA (Plan Do Check Act) is a management method that aims to solve problems with four repetitive steps. Usually, this method is used in quality control.
- b. Future Learning is a method of future learning by utilizing utilizing ICT, namely computer-based learning, mobile smartphones, mobile learning, and augmented reality. Where this program is indispensable in planning learning that will be given to company employees.

2. Development Center.

This is the section responsible for the company's HR development center at ALI, one of its duties is to provide soft skills material needed by an employee and provide an assessment of the training that has been carried out.

This section has 2 (two) programs, which are as follows:

- a. Assessment Center is a program that serves to provide an assessment of each employee who has conducted training so as to find out whether the employee is competent or not.
- b. Learning and Development Soft skill is a program that functions to provide learning about soft skills and materials that can change the mindset of an employee.

3. Technical Mill.

This is the section responsible for the development of technical mill employees. Employees included in the supervision of this section are IT employees, production and other technicians. One of the tasks is the development of factory employees.

4. Technical Maintenance.

This is the section responsible for plant maintenance. One of the tasks of this section is to provide learning materials and develop machine maintenance skills in the factory.

5. Technical Rayon.

A section responsible for rayon production, this section is in charge of providing learning materials and skills development needed by employees related to the rayon field.

6. Technical Board Mill.

This is the section that is responsible for the problems that exist in the factory, besides that this section has the task of providing learning materials and skill development needed by employees in that field.

7. Fiber Operation Training.

This is the section responsible for fiber, which is responsible for providing learning materials and skill development for employees working in the fiber section.

8. General Training and Services (GTS).

This is the section responsible for all learning carried out by all sections in ALI, where General Training and Services is the section that organizes finances and agendas that will be carried out by each other section.

9. Technical Transports.

This is the section responsible for transportation within the company, where everything related to transportation is organized and executed. At ALI, this section is tasked with developing employees' driving skills. Such as spare parts crane, bus driver, etc.

10. Education Program.

This is the section responsible for the education development program at APRIL Learning Institute, where one of the tasks is to create modules that will be used as learning media for employee training.

### 2.5.2 Working Process

**Table 2.1 The Working Responsibility of Education Program and Technical Mill**

<b>Education Program &amp; Technical Mill Responsibility</b>		
	<b>Education Program</b>	<b>Technical Mill</b>
<b>Adherence to the 5C Principles</b>	Focuses on Good for Community, Good for Country, and Good for Company	Supports these principles by ensuring employees are technically competent to meet operational needs.
<b>Focus on Development and Collaboration</b>	Emphasizes academic partnerships and community development	Focuses on developing employees' technical skills to support pulp, paper, and power operations.
<b>Collaboration with Universities and Academic Institutions</b>	Designing collaborative programs, aligning curricula with industry needs, and providing scholarships, internships, and career opportunities.	
<b>Designing and Delivering Development Programs</b>	Focused on fostering future talent through workshops, industry-based curricula, research collaborations, and community-focused initiatives.	Offers specialized training programs, such as the Driving License Program (DLP), for operators and technicians to enhance technical competencies and align with operational goals.
<b>Implementation of Training and Workshops</b>	Organize training sessions and workshops, covering topics like technical skills, safety protocols, operational efficiency, and sustainability.	
<b>Resource and Curriculum Development</b>	Develops curricula in collaboration with academic partners to reflect the latest industry trends and operational requirements.	Prepares technical manuals, training materials, and updated guidelines to support employee learning.
<b>Evaluation and Certification</b>	Regular assessments are conducted to measure the effectiveness of	Certification programs, such as the Driving License Program (DLP), validate and formalize

	development programs and ensure that participants meet competency standards.	employees' technical skills and qualifications.
<b>Monitoring and Reporting</b>	Both sections track the progress of training and educational initiatives, reporting results to management.	

## 2.6 Document used for Activity

There were several documents used for activity while doing Apprenticeship, as follows:

### 2.6.1 Hard File Document

#### 1. Training Module

Training module is a structured set of learning materials designed to teach specific skills or knowledge in a focused and step-by-step way.

#### 2. examination question sheet

An examination question sheet is a document that contains a set of questions designed to test a person's knowledge, skills, or understanding of a particular subject or topic.

#### 3. Book for Social Media Management

A book for social media content creation is a resource used to draw inspiration or ideas for crafting social media posts.

#### 4. Questionnaire

A questionnaire is a sheet containing responses collected from a series of questions designed to gather information, opinions, or feedback from individuals.



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, several activities during the apprenticeship are described. The apprenticeship took place over a period of 5 months, from July 17<sup>th</sup> until 30<sup>th</sup> November 2024, at the APRIL Learning Institute, PT RAPP. During the apprenticeship at PT Riau Andalan Pulp and Paper, the author was assigned to the Education Program and Technical Mill for 5 (Five) Month. The work schedule was divided into two shifts: Monday to Friday from 8:00 AM to 5:00 PM, and Saturday from 8:00 AM to 12:00 PM, with two Saturdays off each month.

During the internship program, the author was assigned various responsibilities that supported the operational activities of the department. Additionally, the author gained a lot of new knowledge, skills, and experiences, both technical and non-technical. Below is an outline of the tasks assigned to the author during the internship in the Education Program and Technical Mill.

##### **3.1.1 Education Program Department**

There were several jobs given in Education Program Department ALI Office, namely:

1. Teaching English training class (English Corner)
2. Teaching Canva Class (Basic)
3. Choreography of Musical Drama
4. Person In Charge of Factory Visits and Studies
5. Calculating Distribution Data

##### **3.1.2 Technical Mill Department ALI Office**

There were several jobs given in Technical Mill Department ALI Office, namely:

1. Social Media Management
2. Event Management
3. Making Technical Mill game closing video
4. Graphic Designer for social media

5. Upgrading Training Module
6. Supervising and Monitoring the Driver Licenses Program
7. Compiling Data

### 3.2 System and Procedure

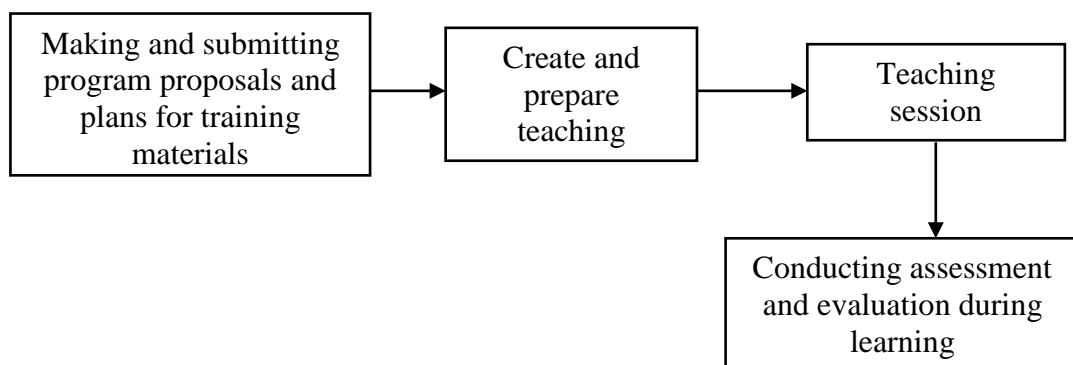
#### 3.2.1 Education Program

The Working procedures done at Education Program which are follows:

##### 1. Teaching English training class (English Corner)

Taking part in the internship program at April Learning Institute, each intern is expected to develop relevant professional skills and contribute to improving the quality of human resources in the company. One of the important tasks given to interns is to develop and implement training programs that can provide tangible benefits to the institution. The program implemented by the author is the English class training (English corner).

The “English Corner” program is a training that focuses on increasing the knowledge and skills of communicating and interacting using English in the work environment according to the needs of people in an international environment in the direction of successful work. The teaching of this English corner class involves students of the Faculty of Chemical Engineering, Riau University's D-III Pulp and Paper Engineering study program which focuses on improving speaking skills using English in a corporate environment. Being a teacher at this English Language Training is the main task of the author during the internship which was carried out for 1 month.



**Fig. 3. 5 Working Procedures of Teaching English Training (English Corner)**



**Fig. 3. 2 English Corner**

**a. Making and submitting program proposals and plans for training materials**

In the process of making and submitting proposals and plans for training materials, the first step is to discuss and analyze the needs of the training participants. The author started by analyzing data and information about the background of the participants, in this case 52 Pulp and Paper Technology (TPK) students from Riau University. Based on the analysis, it was found that these students had learned basic English in their first semester of study. Although they were not complete beginners, their level of English comprehension varied, with some even being able to speak English directly.

However, the main focus of the training is on the ability to interact with expatriate or overseas employers during internships, as well as preparing them for future employment at PT Riau Andalan Pulp and Paper, where English or international languages are spoken in addition to Bahasa Indonesia. Therefore, the training program is designed to strengthen professional communication skills in English, including grammar, industry-specific vocabulary, and conversational practice for work situations.

**b. Create and prepare teaching materials**

In the phase of creating and preparing teaching materials, the author is responsible for developing approved learning materials based on the proposal

submitted earlier. The main sources used to compile this teaching material come from trusted references, such as English books for universities and various relevant sources from the internet. In addition, the teaching materials are also prepared in the form of presentations using PowerPoint to facilitate delivery during class.

To create engaging and effective learning, the author designed interactive activities, such as games, aligned with each week's learning topic. These activities aim to maintain participants' enthusiasm, prevent boredom, and encourage their active involvement during the learning process.

Here is the list of teaching materials for one month

**Table 3. 1 Material Topic of English Corner**

<b>First meeting</b>		
<b>Topic</b>	<b>Format</b>	<b>Game</b>
Greetings	Power Point	Game Rolling Ball Answer
Vocabulary Pulp & Paper and Job Phrases	PDF	Kahoot Game
<b>Second Meeting</b>		
Part Of Speech	Power Point & PDF	Debate Fun Game
Small Talk	PDF & Video	
<b>Third Meeting</b>		
Tenses	Power Point, Buku	Reveal The word
		Puzzle simple tense
<b>Fourth Meeting</b>		
How to make presentation in the office	Power Point	Movie Line Game

### **c. Teaching session**

During the implementation phase of the teaching session, the author was in charge of teaching Pulp and Paper Technology (TPK) students who were divided into four batches, namely batches 1, 2, 3, and 4. The learning process takes place

every week, from Tuesday to Friday, with a duration of 2 hours for each session. During the sessions, the author set the rule of using English as the main language in communicating in class. Students are encouraged to mix English with Bahasa Indonesia if they have difficulty finding the right vocabulary, to help smooth their communication.

To create an interactive training atmosphere, the author used the question-and-answer method, both by asking questions to the students and giving space for them to ask questions. This approach aims to encourage them to speak more actively, increase their confidence, and improve their communication skills in English. The author ensures that each session is designed to be effective, relevant, and provide a useful learning experience for the TPK students in preparation for a work environment that demands English language skills.

#### **d. Conducting assessment and evaluation during learning**

##### **1. Assessment**

Assessment and evaluation are an important part of the learning process, especially in the English language training program that the author implemented during this internship period. Assessment is conducted to measure participants' level of understanding and ability in several key categories relevant to communication needs in an international work environment.

Evaluations were conducted on participants from various batches consisting of different learning materials each week. The assessment focused on the Speaking and Confidence categories as the top priority, as the ability to speak confidently is an indispensable skill in communicating with colleagues and superiors, especially in a multinational work environment. In addition, Reading and Listening categories are also part of the assessment to complete the evaluation of participants' overall abilities.

Participants' assessment results are presented as percentages in the form of tables and charts illustrating their achievements in each category.

The average score of 52 training students in each batch of 4 categories based on each week. With a description of the assessment weight of 10%-100%

**Table 3. 2 Average score of training students' batch 1**

<b>BATCH 1</b>				
<b>Topic</b>	<b>Speaking</b>	<b>Confidence</b>	<b>Reading</b>	<b>Listening</b>
Week 1	55,71%	56,07%	51,43%	53,21%
Week 2	53,43%	58,29%	53,43%	53,31%
Week 3	59,29%	60,00%	55,71%	56,71%
Week 4	64,29%	66,43%	57,14%	58,21%

**Table 3. 3 Average score of training students' batch 2**

<b>BATCH 2</b>				
<b>Topic</b>	<b>Speaking</b>	<b>Confidence</b>	<b>Reading</b>	<b>Listening</b>
Week 1	47,50%	53,33%	47,92%	49,17%
Week 2	51,67%	50,00%	47,92%	48,75%
Week 3	54,17%	58,33%	51,67%	52,08%
Week 4	65,83%	65,83%	62,08%	60,83%

**Table 3. 4 Average score of training students' batch 3**

<b>BATCH 3</b>				
<b>Topic</b>	<b>Speaking</b>	<b>Confidence</b>	<b>Reading</b>	<b>Listening</b>
Week 1	44,62%	47,31%	45,00%	45,00%
Week 2	49,77%	51,15%	47,23%	47,69%
Week 3	55,38%	58,85%	52,31%	51,92%
Week 4	64,62%	66,92%	58,85%	58,85%

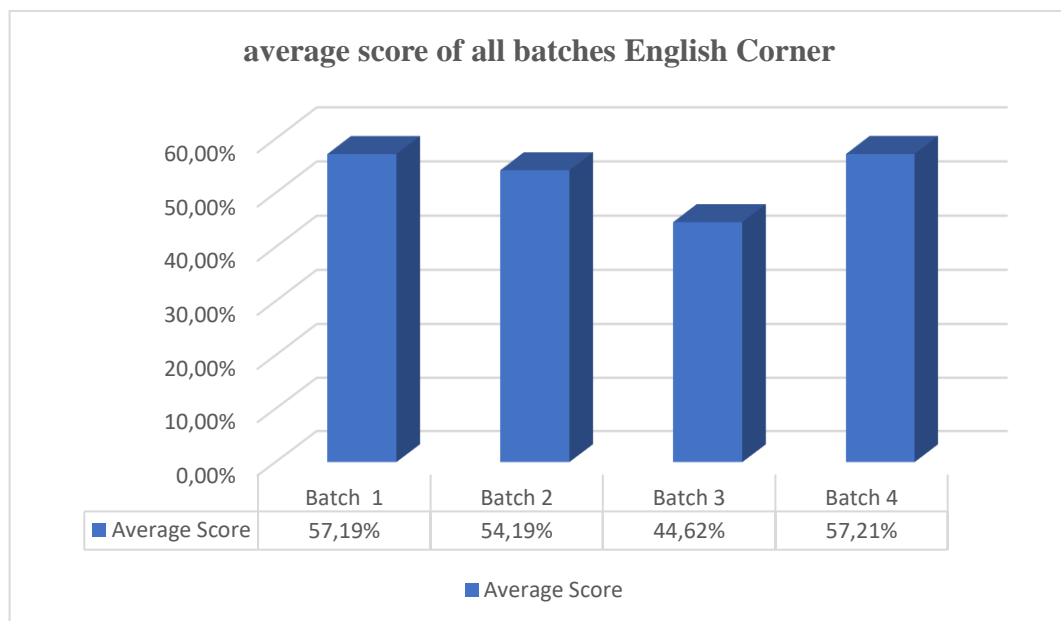
**Table 3. 5 Average score of training students' batch 4**

<b>BATCH 4</b>				
<b>Topic</b>	<b>Speaking</b>	<b>Confidence</b>	<b>Reading</b>	<b>Listening</b>
Week 1	53,85%	56,54%	49,62%	51,54%
Week 2	58,31%	59,69%	53,08%	52,15%
Week 3	56,15%	62,08%	51,92%	54,23%

Week 4	66,15%	69,23%	61,15%	59,62%
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Based on the assessment data, it can be seen that all batches improved in each category (Speaking, Confidence, Reading, and Listening) from week one to week four. The percentage of speaking ability in the first week was still relatively low, but as progress went on, all batches experienced a steady improvement each week. Although improvement occurred, reading had slower progress than the other categories.

To give a clearer picture of the performance between batches, the graph below displays the average score of each category from the results of all categories (Speaking, Confidence, Reading, and Listening) across all batches. This graph aims to identify the best performing batches in each category.



**Fig. 3. 3 Average Score of All Batches English Corner**

From this data, Batch 4 ranked the highest with an average score of 57.21%, while Batch 3 ranked the lowest with an average score of 44.62%. As the author involved in teaching this training recognizes that each batch has its own strengths and challenges in the learning process. Not all participants were able to master each assessment category equally. However, what made Batch 4 special was their

incredible spirit. Despite not fully mastering the material, participants in Batch 4 showed a high level of confidence, courage to speak up in class, willingness to cooperate, and an active and enthusiastic attitude in asking and answering questions. They were able to meet the expectations of the training by showing a strong drive to continue learning and speaking English.

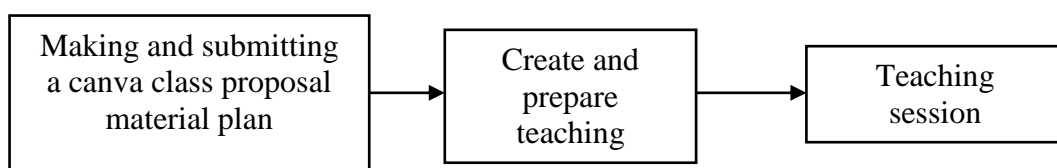
- Evaluation

The teaching schedule for the English Corner sessions with students of the D-III Pulp and Paper Technology program highlighted a significant challenge: the limited duration of only two hours. This time constraint proved difficult to accommodate the planned structure, which included three key segments: topic introduction and practice, a game session, and a sharing session. While the materials were thoughtfully designed to fit the schedule, the limited time often left instructors overwhelmed, as it was challenging to ensure all segments were delivered effectively. This limitation calls for a reevaluation of the allocated time to enhance the learning experience and provide a more balanced approach to the planned activities.

## 2. Teaching Canva Class

Canva class is a training session that aims to teach the use of Canva as an easy-to-use graphic design tool. In this class, participants learn how to quickly and effectively create visual materials such as posters, presentations, and social media content.

As part of the responsibilities in the internship, the author organized Canva classes to teach participants basic understanding and skills. This class aims to provide practical knowledge on how to utilize Canva effectively, from using templates, arranging design elements, to applying appropriate colors and typography.



**Fig. 3. 4 Working Procedure of Teaching Canva Class**





**Fig. 3. 5 Canva Class Flyer**

**a. Making and submitting a Canva class proposal material plan**

Material plan proposal was created for a Canva Basic class designed to teach employees foundational skills in using the application. This process included analyzing employee needs, especially those unfamiliar with Canva, and focusing on its essential features to support editing and other office-related tasks. The proposal outlined teaching objectives, session structures, and expected learning outcomes before being submitted for approval.

**b. Create and prepare teaching materials**

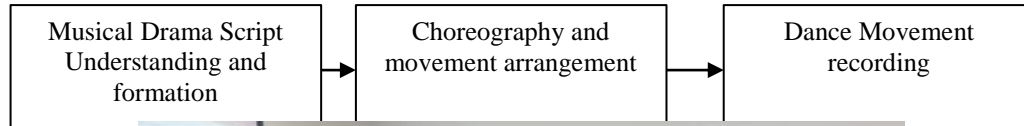
The teaching materials for the Canva class were developed to facilitate a one-day training session lasting approximately three hours. These materials were designed in PDF and PowerPoint formats to ensure clarity and accessibility during the session. The content focused on essential topics, including the use of elements and fonts in Canva, tailored to provide participants with practical knowledge and skills for basic design tasks. This preparation aimed to enhance the participants' ability to utilize Canva effectively for professional purposes.

**c. Teaching session**

The Canva class was conducted with a hands-on teaching approach, where participants were directly involved in applying the skills being taught. The session began with a general explanation, followed by participants attempting to create designs based on specific themes and titles provided by the author. This interactive method allowed participants to practice and enhance their understanding of Canva through guided instruction.

### 3. Choreography of Musical Drama

Choreography of Musical Drama is the process of designing and organizing dance movements combined with music to create a dynamic and fun storyline in a musical drama. In this job, the author is responsible for creating dance movements that are in accordance with the script and storyline of the musical drama being prepared. After that, the movements will be recorded in the form of a video so that the performers can learn them and implement them in their practice.



**Fig. 3. 6 Working Procedure of Choreography of Musical Drama**



**Fig. 3. 7 Choreography of Musical Drama**

#### a. Musical Drama Script Understanding and formation

As part of the assigned responsibilities, the mentor instructed the author to analyze and understand a script containing guidelines for the formation and

choreography of several dance groups involved in a musical drama. The author thoroughly reviewed the script to comprehend the intended movements and formations, ensuring clarity in the coordination of the performance.

#### **b. Choreography and movement arrangement**

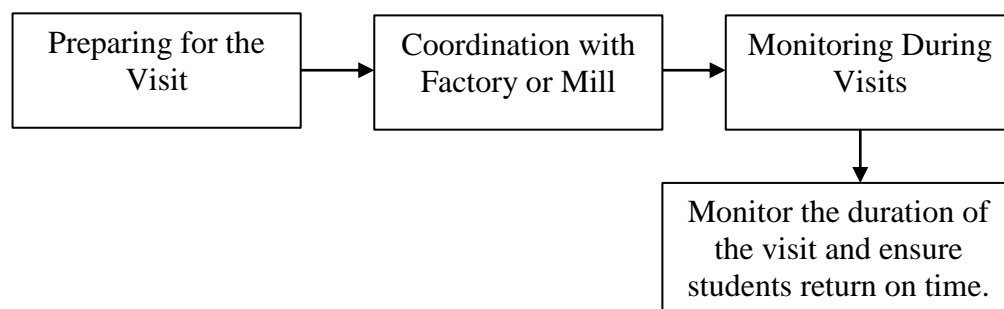
In this phase, the author was tasked with creating choreography that reflected the rhythm and lyrics of the song "Ingatlah Hari Ini" by Project Pop. The movements were carefully designed to align with the musical beat and convey the emotion of the lyrics, ensuring the choreography complemented the song's theme and enhanced the overall performance.

#### **c. Dance Movement recording**

After finalizing the choreography and ensuring the movements matched the formations, the next step involved recording the dance movements. This recording was done to create a reference video for the individuals performing in the musical drama during the RGE graduation. The video served as a guide, allowing the performers to study and replicate the choreography accurately for their upcoming performance.

### **4. Person In Charge of Factory Visits and Studies**

Person in charge (PIC) means someone who is responsible or has the authority to manage, organize, and ensure a task or activity runs smoothly. In this context, the PIC is the person responsible for the organization of factory visits and studies, including making sure students follow the schedule well, directing them, and making sure the activities take place as planned.



**Fig. 3. 8 Working Procedures PIC of Factory Visit and Studies**



**Fig. 3. 9 PIC Visit and Study Factory**

**a. Preparing for the Visit**

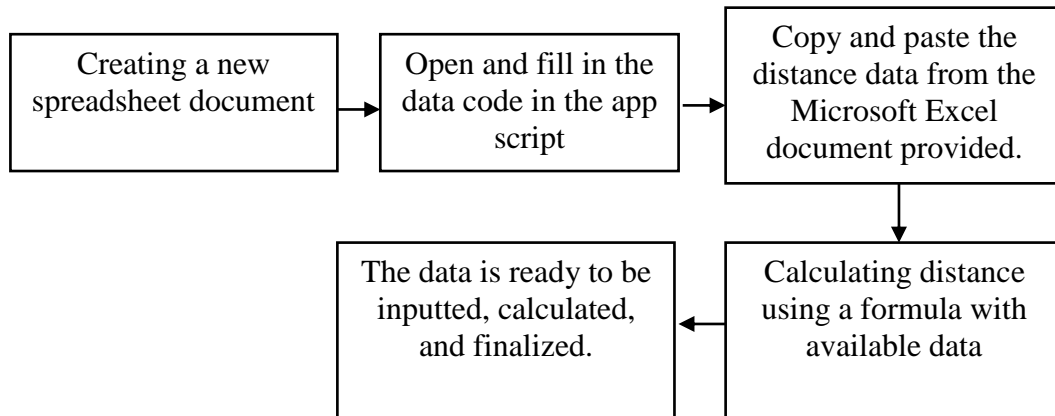
The author was responsible for accompanying and guiding the internship students from Gadjah Mada University during their factory tour. Before the visit, the author ensured that all participants were properly equipped with safety gear, including safety helmets, safety shoes, ear protection, and protective eyewear, to ensure a safe and productive learning experience.

**b. Coordination with Factory or Mill and Monitoring During Visits**

The author was responsible for coordinating with the factory or mill and representing the mentor during the visit. This included introducing the students to the factory staff and guiding them throughout the tour. The author ensured that the students had the opportunity to learn about the operations while monitoring the progress of the visit.

**5. Calculating Distribution Data**

Inputting distribution data is the process of entering, calculating, and analyzing distribution data, such as delivery distance or location, to support decision-making in a company's operations. In this activity, data is calculated and compiled to find out how much distance is obtained in the distribution process, so as to provide a clearer picture of distribution patterns and support decision making regarding routes or estimated delivery times.



**Fig. 3.10 Working procedures of Calculating Distribution Data**

**Fig. 3. 22 Calculating Distribution Data**

### a. Creating a new spreadsheet document

The author prepared a new spreadsheet document as a foundational tool for organizing, structuring, and calculating distribution data.

### b. Open and fill in the data code in the app script

The next step involved accessing the App Script feature within the spreadsheet to input specific data codes. Google Apps Script is a JavaScript-based platform within Google Sheets used to automate tasks, process data, and enhance functionality. This feature streamlines workflows by enabling custom scripts for specific needs.

### c. Copy and paste the distance data from the Microsoft Excel document provided

The data used for this process was provided by the mentor in a Microsoft Excel format. It was transferred into the spreadsheet for further analysis and processing.

**d. Calculating distance using a formula with available data**

This step involved utilizing a distance formula within Microsoft Excel to process the provided data. The formula was applied to calculate the required distances accurately and efficiently.

**e. The data is ready to be inputted, calculated, and finalized.**

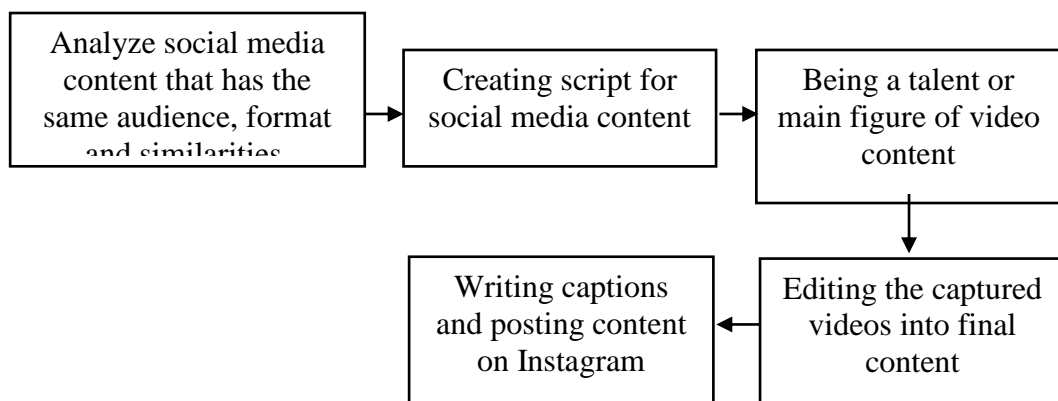
Finally, the data is automatically calculated using the formula in Excel. The author's task was to ensure accuracy by inputting or copying the processed data into the designated section where all calculations were completed.

### **3.2.2 Technical Mill Département**

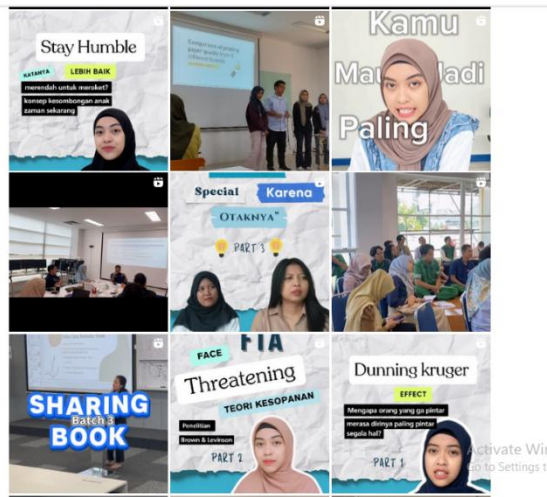
#### **1. Social Media Management**

Social Media Management are individuals tasked with designing, creating, and managing social media content to increase audience engagement and achieve specific goals. As an intern, the duties included scripting, designing content, acting as video talent, writing captions, scheduling posts, and monitoring content performance through insights. The author primarily responsible for managing and producing informative Education content.

The content material is taken from the book "Becoming Super learner", which is then processed to provide interesting and useful insights for the audience. The purpose of creating this content is not only to provide Education value, but also to build public trust in the Riak Ilmu account as a trusted Education platform. This is expected to support the promotion of the best training offered in the future.



**Fig. 3. 11 Working Procedures of Social Management**



**Fig. 3. 12 Social Media Management**

**a. Analyse Social Media Content that has the same audience, format and similarities**

Analyze social media content that has a similar niche, target audience, and video format to the account you manage. This step aims to understand the trends that are in demand, effective delivery styles, and strategies that are successful in attracting audience attention.

To carry out this task, the steps taken include

1. Identified several social media accounts that have a niche relevant to Riak Ilmu, both in education and self-development.
2. Observing the content that gets the highest level of engagement (likes, comments, shares), focusing on elements such as video format, duration, message, and use of visual effects.

**b. Creating script for social media content**

The process of creating social media content scripts begins by utilizing the mind mapping provided by the mentor as the main guide. The material used was processed from sections and chapters in related books to produce a script that is interesting and not monotonous. The script is designed by considering informative elements, relevance to the audience, and additional elements of entertainment or light humor to make the content more interactive and easily accepted.

During script creation, the author usually has to draft at least three times in order to achieve the perfect result. Each draft is subjected to refinement and improvement to ensure the message is delivered clearly, engagingly, and in the desired style.

**c. Being a talent or main figure of video content**

At this stage, the author plays a direct role as a talent or main character in delivering the information that has been compiled in the script. As a talent, the author not only conveys the text verbally, but also needs to adjust facial expressions, body movements, and actions that are relevant to the content being conveyed. Each of these non-verbal communication elements is designed to reinforce the message to be conveyed, so that the audience can more easily understand and connect with the information presented.

**d. Editing the captured videos into final content**

This stage involves the author processing the videos that have been shot into final content that is ready for publication. Editing is utilized using applications such as CapCut, Canva, and various other additional applications to ensure an appealing end result. During the editing process, supporting elements such as transitions, visual effects, text, background music, and other graphic elements are optimally utilized to strengthen the appeal and effectiveness of message delivery.

**e. Writing captions and posting content on Instagram**

At to this point, the author is in charge of publishing the content that has been produced according to a predefined schedule. The posting schedule is generally chosen in the afternoon on weekends, which is Friday, Saturday, or Sunday, considering the best time to reach a wider audience.

In addition, the author composes captions using storytelling techniques designed to be relevant and close to the audience's experience or life. This approach aims to create an emotional connection, making the message more interesting and catchier.

**f. Result**



The performance results of the content uploaded through the Instagram account managed during the internship program are summarized in this section. Data was obtained from the Instagram Professional Dashboard, which provides in-depth information on content performance based on metrics such as impressions, engagement, profile visits, likes, comments, shares and number of followers.

The table aims to provide a clear picture of the results and effectiveness of the content strategy that has been implemented, including the type of content that has been most successful in reaching the audience, the level of engagement, as well as its impact on overall account growth.

### 1. Insight

**Table 3. 6 Content Insight from the social media of Riak Ilmu**

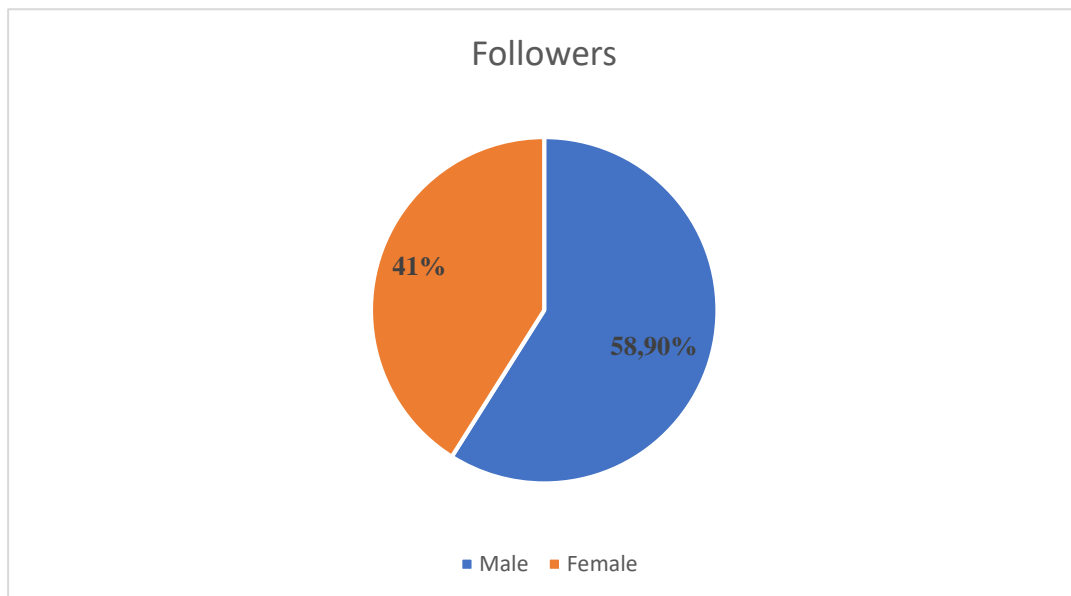
<b>Content</b>	<b>Impressions</b>	<b>Engagement</b>	<b>Profile Visits</b>	<b>Likes</b>	<b>Comments</b>	<b>Shares</b>
Dunning Kruger Effect	1,619	100	1	85	11	0
Manusia special karna otaknya	1,385	91	2	81	7	1
Teori Kesopanan "FTA"	1,167	81	2	73	6	2
Cara jadi paling cerdas	754	65	0	59	5	1
Stay Humble	694	53	0	51	2	0
Sharing Book batch 3	372	24	0	22	0	1

### 2. Followers

During the last six months, the Riak Ilmu Instagram account has experienced significant growth with an ever-increasing number of followers. To date, the

account has a total of 164 followers. While there have been fluctuations in the number of followers following and unfollowing, overall, there has been a steady increase.

Below, you can see a pie chart illustrating the percentage distribution of Instagram account followers by gender. This graph shows the comparison between the number of male and female followers



**Fig. 3. 13 Pie Chart Followers by Gender**

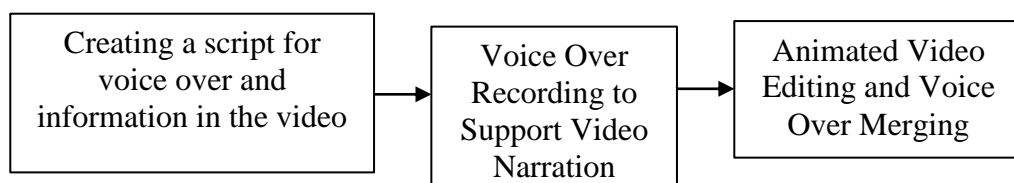
This Instagram account has a total of 164 followers, with varying content performance. The content that received the most impressions and engagement was “Dunning Kruger Effect” with 1,619 impressions and 100 interactions. Meanwhile, the content “Sharing Book batch 3” had the lowest performance, with only 372 impressions and 24 engagements. Overall, while there are variations in results between each content, there is a tendency that content with more interesting and relevant themes tend to get more attention.

## **2. Making an animated video game of Technical Mill closing**

Video making is the process of producing a video that conveys a specific message, starting from concept planning, script writing, shooting, to editing. This

process uses elements such as sound, images, animation, and visual effects to create an engaging and effective video.

The writer is responsible for making a closing video in the form of animation of a game “Game Goyang Maharini” for the Technical Mill department. In making the animated video, the author used Benime application to create animated visual illustrations and add voice over that explains important messages from the game. The creation process includes script creation, voice recording, and animation with Benime application, with the aim of producing an interesting and Education video for the participants.



**Fig. 3. 14 Working Procedures of Making animated closing video game**



**Fig. 3. 15 Making Animated Video Game**

**a. Creating a script for voice over and information in the video**

The script for the voice-over and video information was developed based on details provided by the mentor. These details were tailored to align with the purpose of the animated video game, ensuring that the content accurately conveyed the intended messages and objectives of the game.

#### **b. Voice Over Recording to Support Video Narration**

The voice-over recording was conducted to enhance the video narration, ensuring the information was clearly communicated and aligned with the video's objectives.

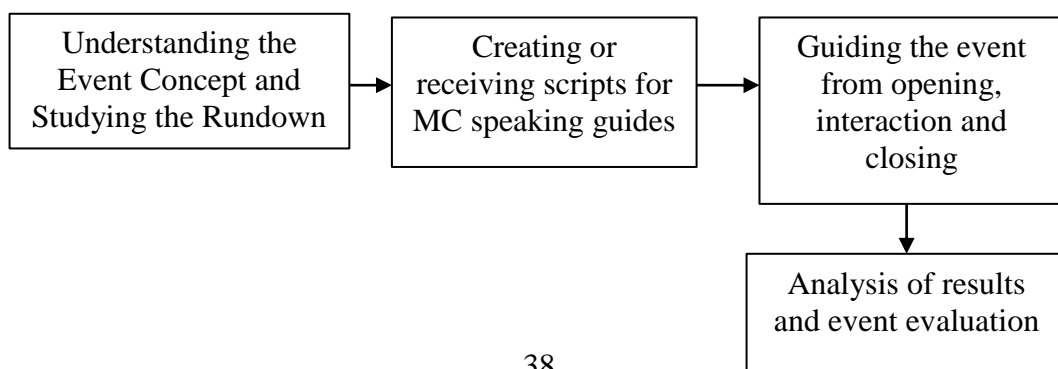
#### **c. Animated Video Editing and Voice Over Merging**

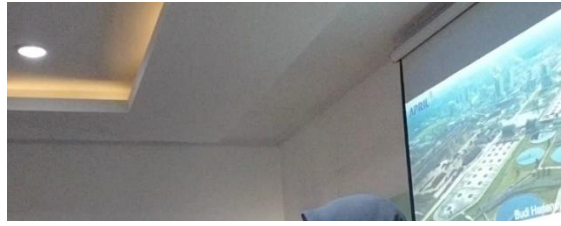
The process involved editing the animated video and integrating the recorded voice-over. This step ensured synchronization between the visuals and narration, creating a cohesive and engaging video that effectively conveyed the intended message and purpose of the animated video game.

### **3 Event Management**

Event management is the process of planning, managing, and running an event to achieve a specific goal, involving the coordination of logistics, timing, and organization of supporting elements.

As part of the internship team, the author contributed to the implementation of the sharing session and event held by April Learning Institute. One of the main responsibilities was to be the Master of Ceremony (MC) to guide the event, create a comfortable atmosphere, and ensure that each session took place as scheduled. When not on duty as MC, the author also acted as an ice-breaker to create a more interactive and fun atmosphere in between the main sessions. Not only that, the author also served as a monitor or clicker, who was responsible for operating the presentation materials during the event, ensuring the transition of materials went smoothly, and supporting the speakers in delivering their materials effectively.





**Fig. 3. 16 Working Procedures of Event Management (Master of Ceremony)**

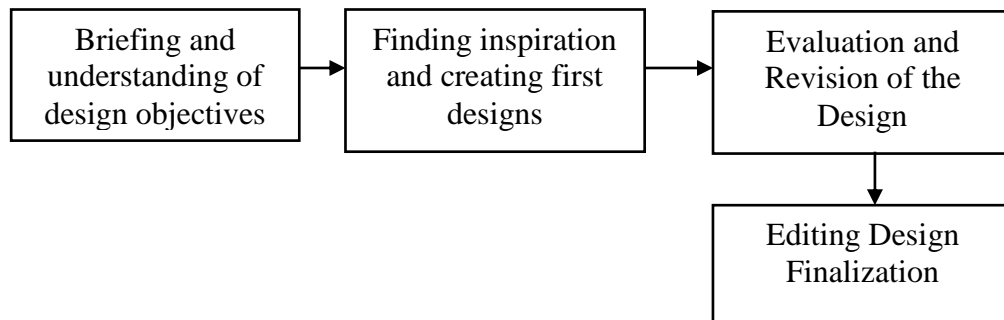


**Fig. 3. 17 Event Management (MC)**

#### **4 Graphic Designer**

Graphic designer is a task that is responsible for designing visual elements, be it images, typography, or layout, for visual communication purposes. The main task of a graphic designer is to convey messages or information in an attractive and effective way through the design created.

In this case, the author is responsible for designing flyers and feeds for social media purposes and company. The flyers created were used for event purposes, while the feeds were designed to amplify the look and message on professional social media platforms. In carrying out this task, the writer ensured that the designs produced were in accordance with the event concept and communication objectives.



**Fig. 3. 18 Working Procedures of Graphic Designer**



#### a. Briefing and understanding of design objectives

**Fig. 3. 19 Graphic Designer (Flyer)**

The initial step involved instructions to create designs such as flyers or social media feeds. The author's primary task was to understand the design objectives thoroughly, ensuring clarity on the purpose and goals of the design to align with the intended message.

#### b. Finding inspiration and creating first designs

After understanding the design objectives, the next step was to find inspiration from various sources, such as current trends, relevant visuals, and the target audience's preferences. Based on this research, the author created initial design drafts, experimenting with layout, colors, and typography to form a strong visual concept.

#### c. Evaluation and Revision of the Design

The initial design was then evaluated to ensure it met the objectives and feedback. This included reviewing the layout, color scheme, and message clarity. Revisions were made to enhance visual appeal and ensure the design effectively communicated the intended message.

#### d. Editing Design Finalization

This included refining details such as text alignment, image quality, and overall consistency. Once finalized, the design was ready for use, ensuring it accurately represented the intended message.

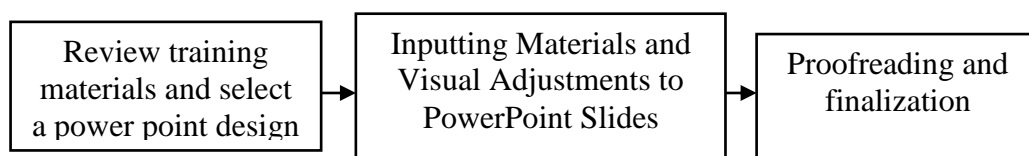
The following are the flyers created and designed by the author during the internship program.

- Sharing Session “Sukses Butuh Proses Bukan Protes” flyer
- Sharing Session “Kirk Patrick Evaluation” flyer
- Sharing Session “Canva Class” flyer
- Sharing Session “Product Knowledge” flyer
- “Tahniah Yudisium” Flyer
- Thank You Card or Gift Card for Guest Lecture by Mr. Budi Hariansyah
- Selamat dan Sukses flyer
- Photo Booth Sharing session
- Welcoming slide “Sukses Butuh Proses Bukan Protes”

## 5 Upgrading Training Module

Training Module Upgrade is a process of improving the appearance of training materials with the aim of improving presentation quality and ease of delivery. In this process, materials that were previously available in hard and soft files are converted and reorganized into PowerPoint slides that are more attractive, structured and professional.

In this case, the author is responsible for reworking the training module, improving the layout, adding relevant visual elements, and ensuring that the material is more easily understood by the audience.



**Fig. 3. 20 Working Procedure of Upgrade Training Module**



**Fig. 3. 21 Upgrade Training Module**

**a. Review training materials and select a power point design**

This step involved reviewing the training materials to fully understand their context and relevance. Once the content was clear, a suitable PowerPoint design was selected to align with the theme of the materials, ensuring the presentation visually appealing, and effective in delivering the intended message.

**b. Inputting Materials and Visual Adjustments to PowerPoint Slides**

This process involved transferring the training materials into PowerPoint slides and refining their visual elements. Using Canva, the author designed and customized the slides, making adjustments to the layout, fonts, and colors to ensure the presentation was visually appealing

**c. Proofreading and finalization**

The final step involved proofreading the training module to ensure the content was accurate, clear, and well-structured. The author then prepared the module in a soft file format for submission to the mentor, allowing for review and any necessary revisions before final approval.

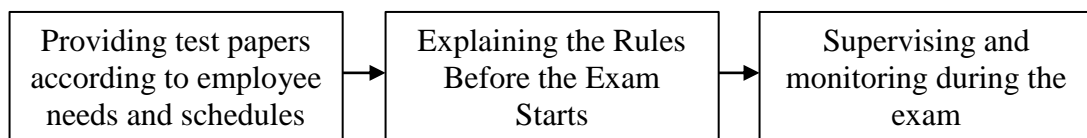
The following is the result of the training module whose design has been upgraded by the author during the internship program.

- Failure Model Effect (FMEA) Module Training power point
- Knowledge Management Power point
- Management Strategi
- Lets get to know Chat GPT



## 6. Supervising and Monitoring the Driving Licenses Program

(Driving License Program) Is a mandatory program for employees who work in the company's operations. In this case, the author is in charge of supervising the exam, ensuring that the exam runs smoothly by providing exam papers according to employee needs. The writer is also responsible for ensuring that participants take the exam according to the procedure.



**Fig. 3. 22 Working Procedure of Monitoring the Driving License Program**



**Fig. 3. 23 Driving Licenses Program Monitoring**

### **a. providing test papers according to employee needs and schedules**

As part of supervising and monitoring the Driving Licenses Program, the author was responsible for providing test papers tailored to the schedule and the test titles assigned to employees. Each employee received test titles determined by their respective PICs (Person in Charge). The author ensured that the test materials were correctly selected and distributed according to the employees' business units, ensuring alignment with their specific requirements and operational roles.

### **b. Explaining the Rules Before the Exam Starts**

The author was assigned the task of explaining the rules and procedures that employees needed to adhere to during the examination. This included clear

instructions prohibiting cheating, requiring employees to deposit their smartphones in a designated area, and placing bags and personal belongings in assigned lockers. These measures were conveyed to maintain an organized and compliant exam environment.

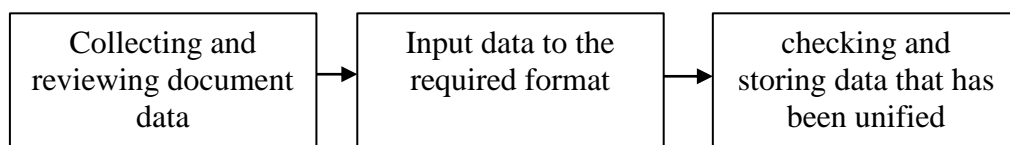
**c. Supervising and monitoring during the exam `**

The final step in the process, the author oversaw the examination for employees from various business units. This included monitoring the exam to ensure it proceeded smoothly and in compliance with the established rules. After the exam concluded, the author ensured that all participants completed their attendance records via a designated Google Form, maintaining accurate documentation.

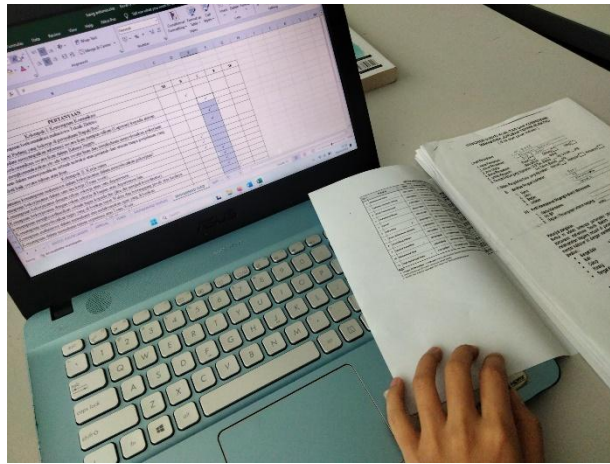
**7. Compiling Data**

Compiling data is the process of collecting, compiling, and organizing data from various sources into a structured and easily accessible format. This process aims to ensure that data is available in a neat, accurate, and ready form for further analysis or use.

In this internship, the writer is responsible for compiling various types of data, including questionnaire data, summary data, report data and other relevant data, from physical form (hard file) to digital (soft file). The writer ensures that the data is inputted carefully into the appropriate format, such as worksheets or databases.



**Fig. 3. 24 Working Procedure of Compiling Data**



**Fig. 3. 25 Compiling Data**

**a. Collecting and reviewing document data**

The author typically received various documents from the mentor to be compiled, which could come in the form of either hard copies or soft files. This required careful organization and attention to detail to ensure all materials were properly reviewed.

**b. Input data to the required format**

This Section, the writer is in the process of preparing the data to be input into the required format, as instructed by the mentor. The data is being gathered, organized, and reviewed to ensure it aligns with the specified structure and guidelines.

**c. checking and storing data that has been unified**

The author is responsible for checking and storing the data that has already been unified. This process involves reviewing the consolidated data for accuracy, completeness, and consistency. Any discrepancies or missing information are identified and corrected before the data is securely stored.

**3.3 Place of Apprenticeship**

Practical Work is carried out after students occupy the VII semester, while the Practical Work activities take place for approximately five (5) months, starting from July 17, 2024 to November 30, 2024 at PT Riau Andalan Pulp and Paper (PT. RAPP) Jalan Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300,

Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during the field work practice were at the April Learning Institute dept. Technicall Mill. With the provisions of work entry starting at 08.00 - 17.00 WIB for Monday - Friday and 08.00 - 12.00 WIB for Saturday.

### 3.4 Kind and Description of Apprenticeship

The following outlines the work report for Week 1, including the day/date, activities, and locations of implementation.

**Table 3. 7 Daily Activities of July 17<sup>th</sup> to 20<sup>th</sup> July**

No	Date and Time	Description of Activities	Assignor
1.	Wednesday. July 17 <sup>th</sup> 2024	Safety Induction	Advisor Tengku Kespandiar
2.	Thursday, July 18 <sup>th</sup> 2024	Department division briefing	Advisor Tengku Kespandiar
3.	Friday, July 19 <sup>th</sup> 2024	Visiting Rumah Batik Andalan Bono	Advisor Tengku Kespandiar
4.	Saturday, July 20 <sup>th</sup> 2024	Creating A social media flyer design	Advisor Tengku Kespandiar

**Table 3. 8 Daily Activities of July 22<sup>th</sup> to November 27<sup>th</sup> 2024**

No	Date and Time	Description of Activities	Assignor
1.	Monday, July 22 <sup>nd</sup> 2024	1. Visiting April Learning Institute 2. briefing the department of the selected internship place	Advisor Tengku Kespandiar
2.	Tuesday, July, 23 <sup>rd</sup> 2024	Introduction and discussion with mentor	Education Program Mentor Nanda Patricia Flowerence

3.	Wednesday, July 24 <sup>th</sup> 2024	Discussion and briefing with head of technical operation and mentor	Education Program Mentor Nanda Patricia Flowerence
4.	Thursday, July 25 <sup>th</sup> 2024	English training class with employees	Technical Mill Tri Hariyadi
5.	Friday, July 26 <sup>th</sup> 2024	Technical leader program event preparation briefing	Technical Mill Dedi Yandri
6.	Saturday, July 27 <sup>th</sup> 2024	Day Off	

**Table 3. 9 Daily Activities of July 29<sup>th</sup> to August, 3<sup>rd</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, July 29 <sup>th</sup> 2023	Ice Breaker event Kick of Technical Leader Program	Technical Mill Dedi Yandri
2.	Tuesday, July, 30 <sup>th</sup> 2024	1. Task discussion about the preparation of games that will be competed between departments 2. Meeting to submit proposal for English corner	Technical Mill Dedi Yandri
3.	Wednesday, July 31 <sup>th</sup> 2024	Making video closing game for Technicall Mill	Education program Mentor Nanda Patricia Flowerence
4.	Thrusday, August 1 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Filling and calculating distribution data</li> <li>Creating soft files of Failure Mode Effect Analysis</li> </ul>	Head of Technical Operation Sri Wahdini Rahmi

		(FMEA).	
5.	Friday, August 2 <sup>th</sup> 2024	Filling and calculating distribution data	Head of Technical Operation Mentor Sri Wahdini Rahmi
6.	Saturday, August 3 <sup>th</sup> 2024	Filling and calculating distribution data	Head of Technical Operation Sri Wahdini Rahmi

**Table 3. 10 Daily Activities of August 5<sup>th</sup> to August, 10<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, August 5 <sup>th</sup> 2024	Creating and upgrading power points presentation (Knowledge Management)	Education program Mentor Nanda Patricia Flowerence
2.	Tuesday, August 6 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Finishing the soft file of FMEA material</li> <li>Meeting to prepare and choreograph a graduation musical drama for the RGE Graduation 2023 event.</li> </ul>	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, August 7 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Upgrade training modules (Finishing the soft file "Knowledge Managaement).</li> <li>Making a summary of the book "The Art of Speaking Without Hurting Your Heart" by the author Oh Su Hyang.</li> </ul>	Technical Mill Dedi Yandri

4.	Thursday, August 8 <sup>th</sup> 2024	Rehearsal and video shooting of musical drama choreography movements	Education program Mentor Nanda Patricia Flowerence
5.	Friday, August 9 <sup>th</sup> 2024	Analysis of social media content plan	Technical Mill Mentor Dedi Yandri
6.	Saturday, August 10 <sup>th</sup> 2024	Monitoring sharing session books batch 1	Education program Mentor Nanda Patricia Flowerence
7.	Sunday, August 11 <sup>th</sup> 2024	Accompanying the supervisor and documenting video content of alumni's recitation.	Advisor Tengku Kespandiar

**Table 3. 11 Daily Activities of August 12<sup>th</sup> to August 17<sup>th</sup> 2024**

<b>No</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, August 12 <sup>th</sup> 2024	Concept analysis of Instagram video content plan	Technical Mill Dedi Yandri
2.	Tuesday, August 13 <sup>th</sup> 2024	Filling in distribution data	Head of Technical Operation Sri Wahdini Rahmi
3.	Wednesday, August 14 <sup>th</sup> 2024	1. Filling in alumni data 2. Meeting with mentor to discuss social media management and content plan	Education program Mentor Nanda Patricia Flowerence

4.	Thursday, August 15 <sup>th</sup> 2024	Compile the summary data the execution of Technical Mill achievements from January - July 2024	Head of Technical Operation Sri Wahdini Rahmi
5.	Friday, August 16 <sup>th</sup> 2024	1. Conceptualizing safety induction content for the ALI building 2. Meeting and rehearsal of Mr. Suranto's sharing session	Technical Mill Dedi Yandri Technical Maintenance Joni Ariady
6.	Saturday, August 17 <sup>th</sup> 2024	Making video content on august 17 <sup>th</sup> for elementary, junior high, and senior high schools IT at-Taqwa	Advisor Tengku Kespandiar

**Table 3. 12 Daily Activities of August 19<sup>th</sup> to August 24<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1	Monday, August 19 <sup>th</sup> 2024	Master of ceremony for maintenance strategy sharing session by Mr.Suranto	Technical Maintenance Joni Ariady
2	Tuesday, August 20 <sup>th</sup> 2024	Visit and study of "wood yard" factory	Education program Mentor Nanda Patricia Flowerence
3	Wednesday, August 21 <sup>st</sup> 2024	1. Visit and study of "RPE" factory 2. Visit and study of "Power Plant" Factory	Education program Mentor Nanda Patricia Flowerence
4	Thursday, August 22 <sup>nd</sup> 2024	Visit and study of "RPY & APY" factory	Education program Mentor Nanda



			Patricia Flowerence
5	Friday, August 23 <sup>rd</sup> 2024	Visit dan study KCN & Tissue Culture factory	Technical Maintenance Joni Ariady
6	Saturday, August 24 <sup>th</sup> 2024	Day Off	

**Table 3. 13 Daily Activities of August 26<sup>th</sup> to August 31<sup>st</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, August 26 <sup>th</sup> 2024	1. Conducting water ph testing and measurement (soap water ph experiment) 2. Inputting internship student challenge survey data	Education program Mentor Nanda Patricia Flowerence
2.	Tuesday, August 27 <sup>th</sup> 2024	Creating and shooting instagram video content (Dunning Krugger Effect)	Technical Mill Mentor Dedi Yandri Technical
3.	Wednesday, August 28 <sup>th</sup> 2024	1. Discussion with mentors regarding how the English Corner system is implemented. 2. Creating and developing teaching modules for the upcoming english corner class 3. Assisting the employee's english corner class	Education program Mentor Nanda Patricia Flowerence

4.	Thursday, August 29 <sup>th</sup> 2024	Creating and shooting instagram video content (Dunning Krugger Effect) finalization	Technical Mill Mentor Dedi Yandri Technical
5.	Friday, August 30 <sup>th</sup> 2024	Master of ceremony guest lecture by Mr. Budi Hariansyah at University of Riau	Education program Mentor Nanda Patricia Flowerence
6.	Saturday, August 31 <sup>th</sup> 2024	Day off	

**Table 3. 14 Daily Activities of September 2<sup>nd</sup> to September 7<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 2 <sup>th</sup> 2024	1. Supervising exam employees (DLP) Driving License Process	Education program Mentor Nanda Patricia Flowerence
2.	Tuesday, September 3 <sup>th</sup> 2024	Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 1	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, September 4 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 1	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, September 5 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 1	Education program Mentor Nanda Patricia Flowerence

5.	Friday, September 6 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 1	Education program Mentor Nanda Patricia Flowerence
6.	Saturday, September 7 <sup>th</sup> 2024	Creating video content sharing session book batch 3	Education program Mentor Nanda Patricia Flowerence

**Table 3. 15 Daily Activities of September 9<sup>th</sup> to September 14<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 9 <sup>th</sup> 2024	PIC visit and factory study of Gadjah Mada University students	Education program Mentor Nanda Patricia Flowerence
2.	Tuesday, September 10 <sup>th</sup> 2024	1. PIC visit and factory study of Gadjah Mada University students. 2. Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 2	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, September 11 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 2	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, September 12 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 2	Education program Mentor Nanda Patricia Flowerence

5.	Friday, September 13 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 2	Education program Mentor Nanda Patricia Flowerence
6.	Saturday, September 14 <sup>th</sup> 2024	Day Off	

**Table 3. 16 Daily Activities of September 16<sup>th</sup> to September 21<sup>st</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, September 16 <sup>th</sup> 2024	National Holiday	
2.	Tuesday, September 17 <sup>th</sup> 2024	Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 3	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, September 18 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 3	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, September 19 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 3	Education program Mentor Nanda Patricia Flowerence
5.	Friday, September 20 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 3	Education program Mentor Nanda Patricia Flowerence

6.	Saturday, September 21 <sup>th</sup> 2024	Monitoring sharing session book batch 4 students D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
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**Table 3. 17 Daily Activities of September 23<sup>rd</sup> to September 28<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 23 <sup>th</sup> 2024	Rehearsal of the product knowledge session event	Technical Mill Mentor Maharani
2.	Tuesday, September 24 <sup>th</sup> 2024	1. Ice Breaker of Mr. Hari Mardinto's Product Knowledge Sharing Session 2. Teaching English Corner training batch 1 students D- III Pulp and Paper Technology week 4	Technical Mill Mentor Maharani Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, September 25 <sup>th</sup> 2024	Teaching English Corner training batch 2 students D-III Pulp and Paper Technology week 4	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, September 26 <sup>th</sup> 2024	1. Making and submitting canva class proposal (basic) 2. Teaching English Corner training batch 3 students D- III Pulp and Paper Technology week 4	Education program Mentor Nanda Patricia Flowerence
5.	Friday, September 27 <sup>th</sup> 2024	Visit and documentation of Mr. surya's guest lecture event	Education program Mentor Nanda

		for students of D-III Pulp and Paper Technology	Patricia Flowerence
6.	Saturday, September 28 <sup>th</sup> 2024	Day off	

**Table 3. 18 Daily Activities of September 30<sup>th</sup> to October 5<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1	Monday, September 30 <sup>th</sup> 2024	1. Sharing session preparation meeting (lyocell) 2. Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 4	Technical Mill Putri Rahmadani
2	Tuesday, October 1 <sup>th</sup> 2024	Evaluation of the scores and results of the english corner class of students D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
3	Wednesday, October 2 <sup>nd</sup> 2024	Creating and shooting Riak Ilmu instagram video content about (manusia special karna otaknya)	Technical Mill Dedi Yandri
4	Thursday, October 3 <sup>rd</sup> 2024	Documenting the job fair event SMK 1 Mempura Siak	Advisor Tengku Kespandiar
5	Friday, October 4 <sup>th</sup> 2024	Documenting Mr. Tengku Kespandiar's practitioner lecture at state polytechnic of Bengkalis	Advisor Tengku Kespandiar

6	Saturday, October 5 <sup>th</sup> 2024	Day Off
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**Table 3. 19 Daily Activities of October 7<sup>th</sup> to October 12<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, October 7 <sup>th</sup> 2024	Editing video content (manusia special karna otaknya)	Technical Mill Dedi Yandri
2.	Tuesday, October 8 <sup>th</sup> 2024	Making and creating canva class (basic) teaching modules	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, October 9 <sup>th</sup> 2024	Compiling questionnaire data of electrical engineering students	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, October 10 <sup>th</sup> 2024	Creating and shooting Riak Ilmu instagram video content about (Belajar dari tanda sekecil apa pun)	Technical Mill Dedy Yandri
5.	Friday, October 11 <sup>th</sup> 2024	Discussion of canva class preparation and making flyers about canva class	Education program Mentor Nanda Patricia Flowerence
6.	Saturday, October 12 <sup>th</sup> 2024	Day off	

**Table 3. 20 Daily Activities of October 14<sup>th</sup> to October 19<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, October 14 <sup>th</sup> 2024	Revising canva class flyer	Education program Mentor Nanda

			Patricia Flowerence
2.	Tuesday, October 15 <sup>th</sup> 2024	Teaching basic canva class to April Learning Institute employees	Education program Mentor Nanda Patricia Flowerence
3.	Wednesday, October 16 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
4.	Thursday, October 17 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
5.	Friday, October 18 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
6.	Saturday, October 19 <sup>th</sup> 2024	<b>Day off</b>	

**Table 3. 21 Daily Activities of October 21<sup>th</sup> to October 26<sup>th</sup> 2024**

No	Date and Time	Description of Activities	Assignor
1.	Monday, October 21 <sup>st</sup> 2024	creating and designing flyers for Kirk's sharing session event	Head of Technical Operation Mentor Sri Wahdini Rahmi
2.	Tuesday, October 22 <sup>nd</sup> 2024	Creating canva class teaching module part 2	Education program Mentor



			Nanda Patricia Flowerence
3.	Wednesday, October 23 <sup>rd</sup> 2024	1. Documenting the Kirk Patrick Evaluation sharing session. 2. Briefings about game simulation.	Head of Technical Operation Sri Wahdini Rahmi Technical Maintenance Antonio Wilbert
4.	Thursdays, October 24 <sup>th</sup> 2024	Creating instagram video content script Riak ilmu about “stay humble”	Technical Mill Dedi Yandri
5.	Friday, October 25 <sup>th</sup> 2024	Creating and shooting instagram video content (Stay Humble)	Technical Mill Dedi Yandri
6.	Saturday, October 26 <sup>th</sup> 2024	<b>Day off</b>	

**Table 3. 22 Daily Activities of October 28<sup>th</sup> to November 2<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, October 28 <sup>th</sup> 2024	Organized and arranged driver's license program exam papers	Technical Mill Dedi Yandri
2.	Tuesday, October 29 <sup>th</sup> 2024	Editing video content about "stay humble"	Technical Mill Dedi Yandri
3.	Wednesday, October 30 <sup>th</sup> 2024	Monitoring of employee driving license exam	Technical Mill Tri Haryadi
4.	Thursday, October 31 <sup>th</sup> 2024	monitoring of employee driving license exam	Technical Mill, Maharani
5.	Friday, November 1 <sup>st</sup> 2024	Teaching canva basics to employees	Technical Mill, Maharani

6.	Saturday, November 2 <sup>nd</sup> 2024	Monitoring Sharing Book student D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence
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**Table 3. 23 Activities of November 4<sup>th</sup> to November 9<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, November 4 <sup>th</sup> 2024	<b>Sick</b>	
2.	Tuesday, November 5 <sup>th</sup> 2024	<b>Sick</b>	
3.	Wednesday, November 6 <sup>th</sup> 2024	<b>Sick</b>	
4.	Thursday, November 7 <sup>th</sup> 2024	Scripting video content about talents	Technical Mill Dedi Yandri
5.	Friday, November 8 <sup>th</sup> 2024	Comfiling the data	Head of Technical Operation Sri Wahdini Rahmi
6.	Saturday, November 9 <sup>th</sup> 2024	Monitoring sharing book student D-III Pulp and Paper Technology	Education program Mentor Nanda Patricia Flowerence

**Table 3. 24 Activities of November 11<sup>th</sup> to November 16<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
-----	---------------	---------------------------	----------

1.	Monday, November 11 <sup>st</sup> 2024	1. Shooting video or being videographer for content Instagram Riak ilmu. 2. Monitoring presentation student of D-III Pulp and Paper Technology.	Technical Mill Dedi Yandri  Education program Mentor Nanda Patricia Flowerence
2.	Tuesday, November 12 <sup>nd</sup> 2024	<b>Sick (Absent)</b>	
3.	Wednesday, November 13 <sup>trd</sup> 2024	<b>Sick (Absent)</b>	
4..	Thursday, November 14 <sup>th</sup> 2024	Monitoring of employee driver's license exam	Technical Mill, Tri Haryadi
5.	Friday, November 15 <sup>th</sup> 2024	Video editing instagram content Riak Ilmu about (Hati-hati dalam memaknai Bakat)	Technical Mill, Dedy Yandri
6.	Saturday, November 16 <sup>th</sup> 2024	<b>Day Off</b>	

**Table 3. 25 Activities of November 18<sup>th</sup> to November 23<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, November 18 <sup>th</sup> 2024	Discussion of upcoming Chat GPT sharing session activities	Technical Maintenance, Antonio Wilbert

2.	Tuesday, November 19 <sup>th</sup> 2024	1. Drafting the agenda for the master of ceremony sharing session Mr. Rafael. 2. Clicker/monitor certificate giving event. 3. Simulation game application in employee training	Technical Mill, Dedy Yandri  Technical Maintenance, Antonio Wilbert
3.	Wednesday, November 20 <sup>th</sup> 2024	Rehearsal of Mr. Rafael's sharing session about Mill sustainability and April 2030	Technical Mill, Maharani
4.	Thursday, November 21 <sup>st</sup> 2024	Master of ceremony sharing session Mr. Rafel about Mill sustainability and April 2030	Technical Mill, Maharani
5.	Friday, November 22 <sup>nd</sup> 2024	1. Designing a photo booth for Mr. Hendra's Sharing Session (Drafting) 2. Making materials for the Chat GPT sharing session	Technical Maintenance, Antonio Wilbert
6.	Saturday, November 23 <sup>rd</sup> 2024	<b>Day off</b>	

**Table 3. 26 Activities of November 25<sup>th</sup> to November 30<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, November 25 <sup>th</sup> 2024	Designing a photo booth for Mr. Hendra's Sharing Session (Revision)	Technical Mill, Tri Haryadi
2.	Tuesday, November 26 <sup>th</sup> 2024	Designing a photo booth for Mr. Hendra's Sharing Session (Revision)	Technical Mill, Tri Haryadi

3.	Wednesday, November 27 <sup>th</sup> 2024	<ol style="list-style-type: none"> <li>1. Designing a photo booth for Mr. Hendra's Sharing Session (Finalization)</li> <li>2. Designing Instagram story templates Riak Ilmu</li> </ol>	Technical Mill, Dedi Yandri
4.	Thursday, November 28 <sup>th</sup> 2024	Decorating photo booths for Mr. Hendra's Sharing Session	Technical Mill, Dedi Yandri
5.	Friday, November 29 <sup>th</sup> 2024	Ice Breaker for Mr. Hendra's Sharing Session	Technical Mill, Dedi Yandri
6.	Saturday, November 30 <sup>th</sup> 2024	Compile data from student proposal seminar assessment sheets	Education Program Mentor Nanda Patricia Flowerence

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After conducting an internship program at PT Riau Andalan Pulp and Paper in the April Learning Institute department of Education Program and Technical Mill, there are several conclusions

conclusions as follows:

1. There are several types of work carried out during the internship at the Education program department; Teaching english training class (english corner), Teaching canva class, Person in Charge of Factory Visits and Studies, and Calculating Distribution Data. and Technical Mill; Social Media Management, Event Management, Making Technical mill closing video, Graphic Designer for social media, Ugrade Training Module, Supervising and Monitoring the Driver Licenses Program, and Inputting Questionnaire Data.
2. There were Document used for activity while doing apprenticeship program. such as English Corner Proposal, English Corner training material, english corner training assessment document, flyer sharing session, canva class proposal, and canva class material document.
3. All work procedures carried out during apprenticeship at april Learning institute Education program department and Technical Mill are carried out in accordance with the provisions of the SOP that apply in both places of apprenticeship.

#### **4.2 Suggestion**

Successful apprenticeship thrives on collaboration between mentors and interns. Mentors are encouraged to share their knowledge and provide meaningful tasks, as these experiences are invaluable for interns. At the same time, interns should stay proactive and cultivate curiosity, ensuring they remain motivated to explore and gain new insights. This mutual effort enriches the learning experience and fosters professional growth for both parties.


## **REFERENCES**

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>. accessed on November 01<sup>st</sup>, 2024.

## APPENDICES

### Appendix 1: Apperenticeship Acceptance Letter

**Internal**

**APRIL** 

**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

[www.aprilasia.com](http://www.aprilasia.com)  
[www.paperone.com](http://www.paperone.com)

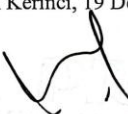
**SURAT KETERANGAN**  
No :778/ XII/ CR / KP / RAPP / 2024

Dengan ini kami menerangkan bahwa mahasiswa/ Siswa berikut :

Nama : Sakina Shepia Maharani  
NIM : 5504211032  
Fak/ Jurusan : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional  
Universitas : Politeknik Negeri Bengkalis  
Durasi : 17 Juli – 30 November 2024

Benar telah menyelesaikan program Magang Mandiri di PT. RAPP.  
Demikian surat keterangan diberikan dan agar dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 19 Desember 2024

  
**Tengku Kespandiar, ST., MM**  
**Campus Relation Manager**

CS Dipindai dengan CamScanner



## Appendix 2: Certificated of Internship



### Appendix 3: Appreciation Letter



**PT Riau Andalan Pulp and Paper**

Jakarta Office  
Jalan Teluk Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com  
www.paperone.com

Internal

#### APPRESIASI LETTER

Dengan surat ini menyatakan penghargaan kepada:

Nama : Sakinah Shepia Maharani

Program Studi : Program Studi Bahasa Inggris untuk komunikasi bisnis dan profesional

Universitas : Universitas Poli Teknik Bengkalis

Atas dedikasi dan kontribusi selama masa pemagangan di PT Riau Andalan Pulp and Paper di dalam pelaksanaan project:

**“Peningkatkan kemampuan berbahasa inggris melalui platform English Corner bagi karyawan PT Riau Andalan Pulp and Paper”**

Kontribusi yang di berikan merupakan suatu peningkatan yang di pergunakan dalam pembelajaran institusi di perusahaan PT Riau Andalan Pulp and Paper.

Semoga pencapaian yang diraih menjadi motivasi untuk memenuhi kesuksesan di masa yang akan datang.

Pembimbing lapangan,

**Nanda Patricia Flowerence**  
Education Program

Acknowledge By,

**Sri Wahdini Rahmi**  
Technical Mill and Education Program Head

## Appendix 4: Evaluation Form

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK APRIL LEARNING INSTITUTE (ALI)

**NAMA** : Sakina Shepia Maharani  
**NIM** : 5504211032  
**Program Studi** : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional  
**Kampus** : Politeknik Negeri Bengkalis  
**Departemen** : Technical Mill

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggungjawab	25%	96
3.	Penyesuaian diri	10%	94
4.	Hasil kerja	30%	95
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	95

#### Keterangan

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

#### Catatan:

- Mahasiswa Internship yang terproduktif selama  
 magang di ALI / PT RAPP  
 - Good attitude

Pangkalan Kerinci, 10 Desember 2024

  
**Nanda Patricia Flowerence**  
 Educational Program  
 April Learning Institute

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK**  
**APRIL LEARNING INSTITUTE (ALI)**

**NAMA** : Sakina Shepia Maharani  
**NIM** : 5504211032  
**Program Studi** : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional  
**Kampus** : Politeknik Negeri Bengkalis  
**Departemen** : Technical Mill

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Tanggungjawab	25%	97
3.	Penyesuaian diri	10%	98
4.	Hasil kerja	30%	96
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	96,8


**Keterangan**

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

**Catatan:**

.....  
.....  
.....

Pangkalan Kerinci, 10 Desember 2024

  
**Sri Wahdini Rahmi**  
Education Program  
Head Section of Educational Program

## Appendix 5: List Of Attendance

**ABSENSI HARIAN KERJA PRAKTEK (KP)**  
**PT RIAU ANDALAN PULP AND PAPER**  
**APRIL LEARNING INSTITUTE (ALI)**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Technical Mill

Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

**Bulan: Juli**

No	Hari	Tanggal	SAKINA SHEPIA MAHARANI				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Rabu	17/07/2024	09.00	<i>Shady</i>	12.00	<i>Shady</i>	Hadir
2	Kamis	18/07/2024	14.00	<i>Shady</i>	16.00	<i>Shady</i>	Hadir
3	Jum'at	19/07/2024	08.00	<i>Shady</i>	11.30	<i>Shady</i>	Hadir
4	Sabtu	20/07/2024	-	-	-	-	Libur
5	Minggu	21/07/2024	-	-	-	-	Libur
6	Senin	22/07/2024	08.00	<i>Shady</i>	12.00	<i>Shady</i>	Hadir
7	Selasa	23/07/2024	08.00	<i>Shady</i>	12.00	<i>Shady</i>	Hadir
8	Rabu	24/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir
9	Kamis	25/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir
10	Jum'at	26/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir
11	Sabtu	27/07/2024	-	-	-	-	Libur
12	Minggu	28/07/2024	-	-	-	-	Libur
13	Senin	29/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir
14	Selasa	30/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir
15	Rabu	31/07/2024	08.00	<i>Shady</i>	17.00	<i>Shady</i>	Hadir

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Libur: 4

Total kehadiran: 11

Mengetahui,

Mentor Magang



**Patricia Flowerence**



**ABSENSI HARIAN KERJA PRAKTEK (KP)**  
**PT RIAU ANDALAN PULP AND PAPER**  
**APRIL LEARNING INSTITUTE (ALI)**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Technical Mill

Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan: Agustus

No	Hari	Tanggal	SAKINA SHEPIA MAHARANI				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Kamis	01/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
2	Jum'at	02/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
3	Sabtu	03/08/2024	08.00	<i>Sakina</i>	12.00	<i>Sakina</i>	Hadir
4	Minggu	04/08/2024	-	-	-	-	Libur
5	Senin	05/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
6	Selasa	06/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
7	Rabu	07/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
8	Kamis	08/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
9	Jum'at	09/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
10	Sabtu	10/08/2024	08.00	<i>Sakina</i>	12.00	<i>Sakina</i>	Hadir
11	Minggu	11/08/2024	-	-	-	-	Libur
12	Senin	12/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
13	Selasa	13/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
14	Rabu	14/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
15	Kamis	15/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
16	Jum'at	16/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
17	Sabtu	17/08/2024	07.00	<i>Sakina</i>	12.00	<i>Sakina</i>	Hadir
18	Minggu	18/08/2024	-	-	-	-	Libur
19	Senin	19/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
20	Selasa	20/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
21	Rabu	21/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
22	Kamis	22/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
23	Jum'at	23/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
24	Sabtu	24/08/2024	-	-	-	-	Day Off
25	Minggu	25/08/2024	-	-	-	-	Libur
26	Senin	26/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
27	Selasa	27/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
28	Rabu	28/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
29	Kamis	29/08/2024	08.00	<i>Sakina</i>	17.00	<i>Sakina</i>	Hadir
30	Jum'at	30/08/2024	06.00	<i>Sakina</i>	19.00	<i>Sakina</i>	Hadir
31	Sabtu	31/08/2024	-	-	-	-	Day Off

Catatan

Izin: 0

Sakit: 0

Tanpa keterangan: 0

Libur: 4

Total kehadiran: 25

Mengetahui,

Mentor Magang



**Patricia Flowerence**

**ABSENSI HARIAN KERJA PRAKTEK (KP)**  
**PT RIAU ANDALAN PULP AND PAPER**  
**APRIL LEARNING INSTITUTE (ALI)**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Technical Mill

Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan: September

No	Hari	Tanggal	SAKINA SHEPIA MAHARANI				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Minggu	01/09/2024	-	-	-	-	Libur
2	Senin	02/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
3	Selasa	03/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
4	Rabu	04/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
5	Kamis	05/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
6	Jum'at	06/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
7	Sabtu	07/09/2024					Hadir
8	Minggu	08/09/2024					Libur
9	Senin	09/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
10	Selasa	10/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
11	Rabu	11/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
12	Kamis	12/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
13	Jum'at	13/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
14	Sabtu	14/09/2024	-	-	-	-	Day Off
15	Minggu	15/09/2024	-	-	-	-	Libur
16	Senin	16/09/2024	-	-	-	-	Libur
17	Selasa	17/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
18	Rabu	18/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
19	Kamis	19/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
20	Jum'at	20/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
21	Sabtu	21/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
22	Minggu	22/09/2024					Libur
23	Senin	23/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
24	Selasa	24/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
25	Rabu	25/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
26	Kamis	26/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
27	Jum'at	27/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir
28	Sabtu	28/09/2024					Day Off
29	Minggu	29/09/2024					Libur
30	Senin	30/09/2024	08.00	<i>Shepi</i>	17.00	<i>Shepi</i>	Hadir

Catatan

Izin: 0

Sakit: 0

Taupa keterangan: 0

Libur: 6

Total kehadiran: 22

Mengetahui,

Mentor Magang



**Patricia Flowerence**

**ABSENSI HARIAN KERJA PRAKTEK (KP)**  
**PT RIAU ANDALAN PULP AND PAPER**  
**APRIL LEARNING INSTITUTE (ALI)**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Technical Mill

Waktu Kerja Praktek : 17 Juli s/d 30 November 2024

Bulan: November

No	Hari	Tanggal	SAKINA SHEPIA MAHARANI				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Jum'at	01/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
2	Sabtu	02/11/2024	08.00	<i>Stok</i>	12:00	<i>Stok</i>	Hadir
3	Minggu	03/11/2024	-	<i>S</i>	-		Libur
4	Senin	04/11/2024					Sakit
5	Selasa	05/11/2024					Sakit
6	Rabu	06/11/2024					Sakit
7	Kamis	07/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
8	Jum'at	08/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
9	Sabtu	09/11/2024					Hadir
10	Minggu	10/11/2024					Libur
11	Senin	11/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
12	Selasa	12/11/2024					Sakit
13	Rabu	13/11/2024					Sakit
14	Kamis	14/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
15	Jum'at	15/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
16	Sabtu	16/11/2024	-		-		Libur
17	Minggu	17/11/2024	-		-		Libur
18	Senin	18/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
19	Selasa	19/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
20	Rabu	20/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
21	Kamis	21/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
22	Jum'at	22/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
23	Sabtu	23/11/2024	-		-		Day Off
24	Minggu	24/11/2024	-		-		Libur
25	Senin	25/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
26	Selasa	26/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
27	Rabu	27/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
28	Kamis	28/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
29	Jum'at	29/11/2024	08.00	<i>Stok</i>	17.00	<i>Stok</i>	Hadir
30	Sabtu	30/11/2024	08.00	<i>Stok</i>	12:00	<i>Stok</i>	Hadir

Catatan

Izin: 0

Sakit: 5

Tanpa keterangan: 0

Libur: 4

Total kehadiran: 20

Mengetahui,

Mentor Magang



Patricia Flowerence

Patricia Flowerence

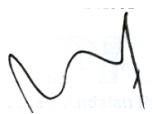
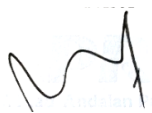


Total kehadiran: 24





## Appendix 6: Daily Activities Apprenticeship

### DAILY ACTIVITY APPRENTICESHIP



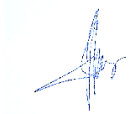
#### Daily Activities of July 17<sup>th</sup> to 20<sup>th</sup> July


No	Date and Time	Description of Activities	Approved by Mentor
1.	Wednesday. July 17 <sup>th</sup> 2024	Safety Induction	Tengku Kespandiar 
2.	Thursday, July 18 <sup>th</sup> 2024	Department division briefing	Tengku Kespandiar 
3.	Friday, July 19 <sup>th</sup> 2024	Visiting Rumah Batik Andalan Bono	Tengku Kespandiar 
4.	Saturday, July 20 <sup>th</sup> 2024	Creating A social media flyer design	Tengku Kespandiar 



No	Working	Explanation
1.		Rumah Batik bono is one of community Development by PT. RAPP. This program serves as a platform for batik artisans in Pelalawan Regency, Riau.



		
2.		<p>The session provided a comprehensive Safety Induction, covering key aspects of workplace safety and protection in both field and factory areas. The discussion included detailed explanations of safety systems, mandatory requirements, and regulations that must be followed to ensure a secure working environment.</p>
3.		<p>Briefing on practical work such as related knowledge, skills, and competencies expected during the internship as well as an introduction to the department where the intern will be placed.</p>

**Daily Activities of July 22<sup>th</sup> to July 27<sup>th</sup> 2024**


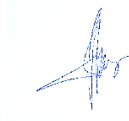
No	Date and Time	Description of Activities	Assignor
1.	Monday, July 22 <sup>nd</sup> 2024	<ol style="list-style-type: none"> <li>1. Visiting April Learning Institute</li> <li>2. briefing the department of the selected internship place</li> </ol>	<p>Tengku Kespandiar</p> 
2.	Tuesday, July, 23 <sup>rd</sup> 2024	Introduction and discussion with mentor	<p>Nanda Patricia Flowerence</p> 
3.	Wednesday, July 24 <sup>th</sup> 2024	Discussion and briefing with head of technical operation and mentor	<p>Nanda Patricia Flowerence</p>
4.	Thursday, July 25 <sup>th</sup> 2024	English training class with employees	<p>Dedi Yandri</p> 
5.	Friday, July 26 <sup>th</sup> 2024	Technical leader program event preparation briefing	<p>Dedi Yandri</p>





			
6.	Saturday, July 27 <sup>th</sup> 2024	Day Off	


No.	Working	Explanation
1		Visiting April Learning Institute (ALI) is the employee training and development center owned by APRIL Group.
2.		Introduction to the mentor and explanation of the department at April Learning Institute.



3.		Discussion with the Head of technical operation, Mrs. Sri Wahdini Rahmi, regarding the prospects of students' majors and study programs and the planned activities that will be carried out during the internship
4.		Employee English corner class is an English language training class program from the technical mill department to improve the English language of employees. the author Attended and participated in English training classes (English Corner) with employees.

#### Daily Activities of July 29<sup>th</sup> to August, 3<sup>rd</sup> 2024

No.	Date and Time	Description of Activities	Assignor
1.	Monday, July 29 <sup>th</sup> 2023	Ice Breaker event Kick of Technical Leader Program	Dedi Yandri 
2.	Tuesday, July, 30 <sup>th</sup> 2024	3. Task discussion about the preparation of games that will be competed between departments 4. Meeting to submit proposal for English corner	Dedi Yandri 





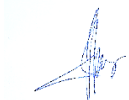
3.	Wednesday, July 31 <sup>th</sup> 2024	Making video closing game for Technicall Mill	Nanda Patricia Flowerence 
4.	Thrusday, August 1 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Filling and calculating distribution data</li> <li>Creating soft files of Failure Mode Effect Analysis (FMEA).</li> </ul>	Sri Wahdini Rahmi 
5.	Friday, August 2 <sup>th</sup> 2024	Filling and calculating distribution data	Sri Wahdini Rahmi 
6.	Saturday, August 3 <sup>th</sup> 2024	Filling and calculating distribution data	Sri Wahdini Rahmi 

No.	Working	Explanation
1.		An <b>icebreaker</b> in this context is a fun activity or game held in the first or middle of an event. It's designed to re-energize the audience, help them feel more connected. The author was in charge of the Tehnical Leader Program committee as an ice breaker.



2.		<ol style="list-style-type: none"> <li>1. Project briefing for making the script and closing game in video format. the video will be used to be displayed as an inter-departmental morning activity that is contested.</li> <li>2. meeting to conduct English training class program and proposal submission.</li> </ol>
3.		<p>Making a closing game animation video that will be contested by the inter-departmental technical mill with a duration of 3 minutes, in the video contains the meaning and morals that can be taken from the game that has been carried out and voice over from the author as an additional explanation.</p>



#### Daily Activities of August 5<sup>th</sup> to August, 10<sup>th</sup> 2024




No.	Date and Time	Description of Activities	Assignor
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1.	Monday, August 5 <sup>th</sup> 2024	Creating and upgrading power points presentation (Knowledge Management)	Nanda Patricia Flowerence 
2.	Tuesday, August 6 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Finishing the soft file of FMEA material</li> <li>Meeting to prepare and choreograph a graduation musical drama for the RGE Graduation 2023 event.</li> </ul>	Nanda Patricia Flowerence 
3.	Wednesday, August 7 <sup>th</sup> 2024	<ul style="list-style-type: none"> <li>Upgrade training modules (Finishing the soft file "Knowledge Managaement).</li> <li>Making a summary of the book "The Art of Speaking Without Hurting Your Heart" by the author Oh Su Hyang.</li> </ul>	Dedi Yandri 
4.	Thursday, August 8 <sup>th</sup> 2024	Rehearsal and video shooting of musical drama choreography movements	Nanda Patricia Flowerence 
5.	Friday, August 9 <sup>th</sup> 2024	Analysis of social media content plan	Dedi Yandri 
6.	Saturday, August 10 <sup>th</sup> 2024	Monitoring sharing session books batch 1	Nanda Patricia Flowerence

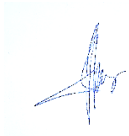





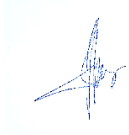

			
7.	Sunday, August 11 <sup>th</sup> 2024	Accompanying the supervisor and documenting video content of alumni's recitation.	Tengku Kespandiar 


NO	WORKING	EXPLANATION
1.		Upgrading PowerPoint presentation refers to the task of designing and enhancing Power Point slides to make them more visually appealing, engaging, and effective.
2.		Upgrade training modules refers to the task of enhancing the visual design and layout of training materials, which are prepared in PowerPoint format. The author's responsibility is to enhance the appearance of these modules, which will be used for employee training sessions.



3.		<p>The author is responsible for preparing and recording the dance movements based on the assigned formations and group arrangements. The recorded video will serve as a reference for performers in the musical drama.</p>
4.		<p>Involves analyzing existing social media content to prepare for future management. The author responsible to analyze various aspects, such as identifying the target audience, understanding the niche, and examining content with similar themes.</p>
5.		<p>Accompanying and documenting the advisor at an alumni forum in pekan baru, Riau.</p>


**Daily Activities of August 12<sup>th</sup> to August 17<sup>th</sup> 2024**

No	Date and Time	Description of Activities	Assignor
1.	Monday, August 12 <sup>th</sup> 2024	Concept analysis of Instagram video content plan	Dedi Yandri 
2.	Tuesday, August 13 <sup>th</sup> 2024	Filling in distribution data	Sri Wahdini Rahmi 
3.	Wednesday, August 14 <sup>th</sup> 2024	3. Filling in alumni data 4. Meeting with mentor to discuss social media management and content plan	Nanda Patricia Flowerence 
4.	Thursday, August 15 <sup>th</sup> 2024	Compile the summary data the execution of Technical Mill achievements from January - July 2024	Sri Wahdini Rahmi 

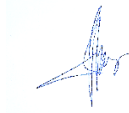




5.	Friday, August 16 <sup>th</sup> 2024	3. Conceptualizing safety induction content for the ALI building 4. Meeting and rehearsal of Mr. Suranto's sharing session	Dedi Yandri 
6.	Saturday, August 17 <sup>th</sup> 2024	Making video content on august 17 <sup>th</sup> for elementary, junior high, and senior high schools IT at-Taqwa	Tengku Kespandiar 

No	Working	Explanation
1.		The responsibility involved analysing and developing a concept plan for Instagram video content. It included identifying target audiences, determining content themes, and outlining video ideas




2.		<p>Calculating distribution involves inputting and organizing and calculating distribution-related, as well as performing calculations to determine distances using Microsoft Excel</p>
3.		<p>This responsibility entailed transferring alumni data from physical hard files to a digital soft file format. Making the data more accessible and efficiently organized for future use.</p>

4.		<p>Author responsible to focused on compiling data, which involves collecting, organizing, and summarizing information or data from mentor into a structured format. In this case, the data was processed and presented using Excel.</p>
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**Daily Activities of August 19<sup>th</sup> to August 24<sup>th</sup> 2024**






No.	Date and Time	Description of Activities	Assignor
1	Monday, August 19 <sup>th</sup> 2024	Master of ceremony for maintenance strategy sharing session by Mr.Suranto	Dedi Yandri 
2	Tuesday, August 20 <sup>th</sup> 2024	Visit and study of “wood yard” factory	Nanda Patricia Flowerence 
3	Wednesday, August 21 <sup>st</sup> 2024	3. Visit and study of “RPE” factory 4. Visit and study of “Power Plant” Factory	Nanda Patricia Flowerence 
4	Thursday, August 22 <sup>nd</sup> 2024	Visit and study of “RPY & APY” factory	Nanda Patricia Flowerence 
5	Friday, August 23 <sup>rd</sup> 2024	Visit dan study KCN & Tissue Culture factory	Nanda Patricia Flowerence 
6	Saturday, August 24 <sup>th</sup> 2024	Day Off	

No.	Working	Explanation
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1.		<p>As a Master of Ceremony (MC), his responsibilities include opening and closing sessions, introducing speakers, organizing transitions between segments, and maintaining an engaging atmosphere throughout the event.</p>
2.		<p>The activity focused on visiting and studying the operations of the “Wood Yard” factory. The purpose was to observe the production processes, understand the workflow, and gain insights into the techniques and systems used in the factory.</p>
3.		<p>The activity focused on visiting and studying the operations of the “RPE and Power Plant” factory. The purpose was to observe the production processes, understand the workflow, and gain insights into the techniques and systems used in the factory.</p>




**Daily Activities of August 26<sup>th</sup> to August 31<sup>st</sup> 2024**





No.	Date and Time	Description of Activities	Assignor
1.	Monday, August 26 <sup>th</sup> 2024	3. Conducting water ph testing and measurement (soap water ph experiment) 4. Inputting internship student challenge survey data	Nanda Patricia Flowerence 
2.	Tuesday, August 27 <sup>th</sup> 2024	Creating and shooting instagram video content (Dunning Krugger Effect)	Dedi Yandri 
3.	Wednesday, August 28 <sup>th</sup> 2024	4. Discussion with mentors regarding how the English Corner system is implemented. 5. Creating and developing teaching modules for the upcoming english corner class 6. Assisting the employee's english corner class	Nanda Patricia Flowerence 
4.	Thursday, August 29 <sup>th</sup> 2024	Creating and shooting instagram video content (Dunning Krugger Effect) finalization	Dedi Yandri 
5.	Friday, August 30 <sup>th</sup> 2024	Master of ceremony guest lecture by Mr. Budi Hariansyah at University of Riau	Nanda Patricia Flowerence 



6.	Saturday, August 31 <sup>th</sup> 2024	Day off
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No.	Working	Explanation
1.		<p>The activity involved conducting pH testing and measurement of water, specifically through a soap water pH experiment. This process aimed to determine the pH level of the water to assess its acidity</p>
2.		<p>This role includes developing concepts, scripting content, editing and managing posts that appeal to audiences for Riak Ilmu Instagram.</p>



3.		<p>The role included designing lesson plans, preparing instructional materials, and ensuring the modules were structured to enhance students' understanding and engagement in learning English effectively.</p>
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#### Daily Activities of September 2<sup>nd</sup> to September 7<sup>th</sup> 2024

No.	Date and Time	Description of Activities	Assignor
1.	Monday, September 2 <sup>th</sup> 2024	2. Supervising exam employees (DLP) Driving License Process	Nanda Patricia Flowerence 
2.	Tuesday, September 3 <sup>th</sup> 2024	Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 1	Nanda Patricia Flowerence 
3.	Wednesday, September 4 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 1	Nanda Patricia Flowerence 
4.	Thursday, September 5 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 1	Nanda Patricia Flowerence 






5.	Friday, September 6 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 1	Nanda Patricia Flowerence 
6.	Saturday, September 7 <sup>th</sup> 2024	Creating video content sharing session book batch 3	Nanda Patricia Flowerence 

No.	Working	Explanation
1.		<p>This task involved designing a thank-you card, which included creating the layout, selecting appropriate visuals, and crafting the wording to ensure the design was visually appealing.</p>
2.		<p>This responsibility involved teaching the first batch of English Corner class training for D-III Pulp and Paper Technology students during week 1. The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills. In the first week, the sessions were introducing yourself, greeting, games, Kahoot test, vocabulary pulp &amp; paper and sharing.</p>




3.		<p>This responsibility involved teaching the first batch of English Corner class training for D-III Pulp and Paper Technology students during week 1. The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills in the first week, the sessions were introducing yourself, greeting, games, Kahoot test, vocabulary pulp &amp; paper and sharing.</p>
4.		<p>This responsibility involved teaching the first batch of English Corner class training for D-III Pulp and Paper Technology students during week 1. The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills. In the first week, the sessions were introducing yourself, greeting, games, Kahoot</p>



		test, vocabulary pulp & paper and sharing
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**Daily Activities of September 9<sup>th</sup> to September 14<sup>th</sup> 2024**






<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 9 <sup>th</sup> 2024	PIC visit and factory study of Gadjah Mada University students	Nanda Patricia Flowerence 
2.	Tuesday, September 10 <sup>th</sup> 2024	3. PIC visit and factory study of Gadjah Mada University students. 4. Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 2	Nanda Patricia Flowerence 
3.	Wednesday, September 11 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 2	Nanda Patricia Flowerence 
4.	Thursday, September 12 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 2	Nanda Patricia Flowerence 
5.	Friday, September 13 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 2	Nanda Patricia Flowerence 
6.	Saturday, September 14 <sup>th</sup> 2024	<b>Day Off</b>	







No.	Working	Explanation
1.		<p>The author had the role of PIC for factory visits and studies conducted by Gadjah Mada University students. His responsibilities included coordinating the visit and ensuring the students could effectively observe operations.</p>
2.		<p>The author had the role of PIC for factory visits and studies conducted by Gadjah Mada University students. His responsibilities included coordinating the visit and ensuring the students could effectively observe operations.</p>
3.		<p>The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills. In the second week, the sessions</p>

		were part of speech, debate fun game, and make the most word.
4.		The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills. In the second week, the sessions were part of speech, debate fun game, and make the most word.
5.		The role included delivering lessons, facilitating discussions, and guiding students in improving their English language skills. In the second week, the sessions were part of speech, debate fun game, and make the most word.






**Daily Activities of September 16<sup>th</sup> to September 21<sup>st</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 16 <sup>th</sup> 2024	National Holiday	
2.	Tuesday, September 17 <sup>th</sup> 2024	Teaching English Corner class training batch 1 students D-III Pulp and Paper Technology week 3	Nanda Patricia Flowerence 
3.	Wednesday, September 18 <sup>th</sup> 2024	Teaching English Corner class training batch 2 students D-III Pulp and Paper Technology week 3	Nanda Patricia Flowerence 
4.	Thursday, September 19 <sup>th</sup> 2024	Teaching English Corner class training batch 3 students D-III Pulp and Paper Technology week 3	Nanda Patricia Flowerence 
5.	Friday, September 20 <sup>th</sup> 2024	Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 3	Nanda Patricia Flowerence 
6.	Saturday, September 21 <sup>th</sup> 2024	Monitoring sharing session book batch 4 students D-III Pulp and Paper Technology	Nanda Patricia Flowerence 




No.	Working	Explanation
1.		<p>The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills in. In the third week, the sessions were about Tenses, puzzle simple present game, and reveal the word.</p>
2.		<p>The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills. In the third week, the sessions were about Tenses, puzzle simple present game, and reveal the word.</p>
3.		<p>The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills. In the third week, the sessions were about Tenses, puzzle simple</p>


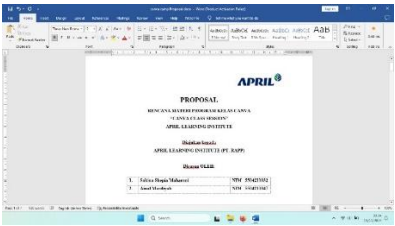

		present game, and reveal the word.
4.		<p>The author was responsible for monitoring the Sharing Session Book Batch 4 for D-III Pulp and Paper Technology students. This included overseeing the session's flow, ensuring active participation, and documenting key activities and discussions.</p>

**Daily Activities of September 23<sup>rd</sup> to September 28<sup>th</sup> 2024**


<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, September 23 <sup>th</sup> 2024	Rehearsal of the product knowledge session event	Nanda Patricia Flowerence 
2.	Tuesday, September 24 <sup>th</sup> 2024	3. Ice Breaker of Mr. Hari Mardinto's Product Knowledge Sharing Session 4. Teaching English Corner training batch 1 students D- III Pulp and Paper Technology week 4	Nanda Patricia Flowerence 
3.	Wednesday, September 25 <sup>th</sup> 2024	Teaching English Corner training batch 2 students D-III Pulp and Paper Technology week 4	Nanda Patricia Flowerence 
4.	Thursday, September 26 <sup>th</sup> 2024	3. Making and submitting canva class proposal (basic) 4. Teaching English Corner training batch 3 students D- III Pulp and Paper Technology week 4	Nanda Patricia Flowerence 
5.	Friday, September 27 <sup>th</sup> 2024	Visit and documentation of Mr. surya's guest lecture event for students of D-III Pulp and Paper Technology	Nanda Patricia Flowerence 

6.	Saturday, September 28 <sup>th</sup> 2024	Day off
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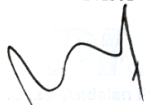

No.	Working	Explanation
1.		The author participated in the rehearsal for the Product Knowledge Session event, where they were assigned the role of an icebreaker during the session.
2.		The author was responsible for leading the icebreaker during Mr. Hari Mardinto's Product Knowledge Sharing Session. This role involved preparing and conducting interactive activities to engage the audience.
3.		This session focused on enhancing students' English language skills through structured lessons, interactive activities. In the weeks four, the sessions were about how to make a presentation in the office,



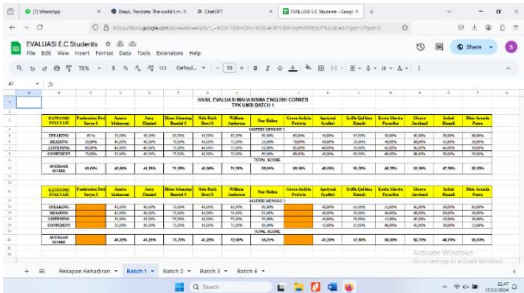
		Role play presentation, movie line game, sharing.
4.		The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills. In the weeks four, the sessions were about how to make a presentation in the office, Role play presentation, movie line game, sharing.
5.		The writer is responsible for creating and submitting a proposal for a Canva foundation class. This includes outlining class objectives, learning materials, and detailing activities to help participants learn essential Canva tools and skills.
6.		The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills. In the weeks four, the sessions were about how to make a presentation in the office, Role play presentation, movie line game, sharing.



7.		<p>The author attended and documented Mr. Surya's guest lecture event for D-III Pulp and Paper Technology students. This included observing the session, capturing key moments through photos and videos, and ensuring the event was well-documented for reporting and future reference.</p>
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**Daily Activities of September 30<sup>th</sup> to October 5<sup>th</sup> 2024**


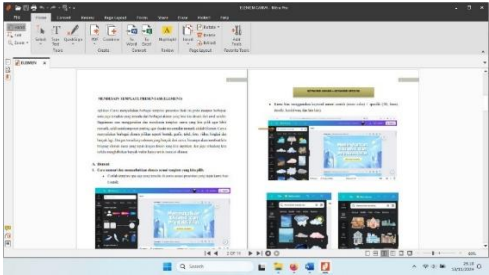
No.	Date and Time	Description of Activities	Assignor
1	Monday, September 30 <sup>th</sup> 2024	3. Sharing session preparation meeting (lyocell) 4. Teaching English Corner class training batch 4 students D-III Pulp and Paper Technology week 4	Nanda Patricia Flowerence 
2	Tuesday, October 1 <sup>th</sup> 2024	Evaluation of the scores and results of the english corner class of students D-III Pulp and Paper Technology	Nanda Patricia Flowerence 
3	Wednesday, October 2 <sup>nd</sup> 2024	Creating and shooting Riak Ilmu instagram video content about (manusia special karna otaknya)	Dedi Yandri 
4	Thursday, October 3 <sup>rd</sup> 2024	Documenting the job fair event SMK 1 Mempura Siak	Tengku Kespandiar 
5	Friday, October 4 <sup>th</sup> 2024	Documenting Mr. Tengku Kespandiar's practitioner lecture at state polytechnic of Bengkalis	Tengku Kespandiar 
6	Saturday, October 5 <sup>th</sup> 2024	Day Off	

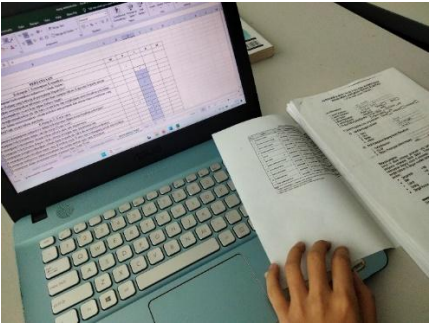


No.	Working	Explanation
1.		<p>The author participated in the preparation meeting for the Lyocell Sharing Session. This involved discussing event details, coordinating roles and responsibilities,</p>
2.		<p>The role included delivering lessons, facilitating discussions, game session and guiding students in improving their English language skills. In the weeks four, the sessions were about how to make a presentation in the office, Role play presentation, movie line game, sharing.</p>
3.		<p>The author was responsible for evaluating the scores and results of the English Corner. This included assessing student performance, analysing progress, and providing feedback to measure their understanding and</p>

		improvement in English language skills throughout the program.
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**Daily Activities of October 7<sup>th</sup> to October 12<sup>th</sup> 2024**

No.	Date and Time	Description of Activities	Assignor
1.	Monday, October 7 <sup>th</sup> 2024	Editing video content (manusia special karna otaknya)	Dedi Yandri 
2.	Tuesday, October 8 <sup>th</sup> 2024	Making and creating canva class (basic) teaching modules	Nanda Patricia Flowerence 
3.	Wednesday, October 9 <sup>th</sup> 2024	Compiling questionnaire data of electrical engineering students	Nanda Patricia Flowerence 
4.	Thursday, October 10 <sup>th</sup> 2024	Creating and shooting Riak Ilmu instagram video content about (Belajar dari tanda sekecil apa pun)	Dedy Yandri 
5.	Friday, October 11 <sup>th</sup> 2024	Discussion of canva class preparation and making flyers about canva class	Nanda Patricia Flowerence 
6.	Saturday, October 12 <sup>th</sup> 2024	Day off	




No.	Working	Explanation
1.		<p>The activity involved editing video content, the process included refining the footage, adding transitions, text, and visuals, and ensuring the final video was polished, engaging, and effectively conveyed the intended message to the audience.</p>
2.		<p>This activity involved creating teaching modules for a basic Canva class. The modules covered essential features such as Elements, Fonts, Uploads and Effects, and Applications. The materials were designed to provide a clear and practical understanding of these tools, enabling participants to use Canva effectively for their design projects.</p>


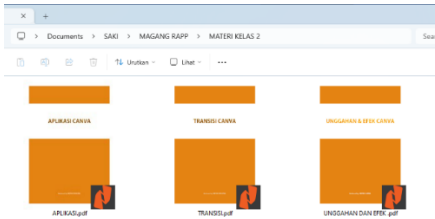
3.		<p>This activity involved compiling questionnaire data from Electrical Engineering students. The process included collecting responses and organizing the data into a structured format.</p>
4.		<p>This activity involved creating and shooting <i>Riak Ilmu</i> Instagram video content on the topic "Belajar dari Tanda Sekecil Apa Pun" The process included developing the concept, scripting, managing the video shoot,</p>
5.		<p>This activity involved discussing the preparation for the Canva class and creating promotional flyers for the session. The discussion focused on organizing the class structure, determine class assignments and practices.</p>

**Daily Activities of October 14<sup>th</sup> to October 19<sup>th</sup> 2024**






<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, October 14 <sup>th</sup> 2024	Revising canva class flyer	Nanda Patricia Flowerence 
2.	Tuesday, October 15 <sup>th</sup> 2024	Teaching basic canva class to April Learning Institute employees	Nanda Patricia Flowerence 
3.	Wednesday, October 16 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Nanda Patricia Flowerence 
4.	Thursday, October 17 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Nanda Patricia Flowerence 
5.	Friday, October 18 <sup>th</sup> 2024	Teaching english corner training arrangement class of students D-III Pulp and Paper Technology	Nanda Patricia Flowerence 
6.	Saturday, October 19 <sup>th</sup> 2024	<b>Day off</b>	






No.	Working	Explanation
1.		<p>This activity involved teaching a basic Canva class to employees of April Learning Institute. The session covered essential Canva features, including Elements, Fonts, and colour. Then providing participants with hands-on experience and practical skills to create professional designs for their work.</p>
2.		<p>This activity involved teaching the English Corner training arrangement class for D-III Pulp and Paper Technology students. The session focused on improving students' English skills through structured lessons, interactive activities, and practical exercises</p>
3.		<p>This activity involved teaching the English Corner training arrangement class for D-III Pulp and Paper Technology students. The session focused on</p>



		improving students' English skills through structured lessons, interactive activities, and practical exercises
4.		<p>This activity involved teaching the English Corner training arrangement class for D-III Pulp and Paper Technology students. The session focused on improving students' English skills through structured lessons, interactive activities, and practical exercises</p>
5.		<p>This activity involved creating the second part of the teaching module for the Canva class. The module expanded on the foundational knowledge from the previous session, focusing on advanced features such as animations, templates, collaboration tools, and design optimization techniques.</p>

**Daily Activities of October 21<sup>th</sup> to October 26<sup>th</sup> 2024**







No	Date and Time	Description of Activities	Assignor
1.	Monday, October 21 <sup>st</sup> 2024	creating and designing flyers for Kirk's sharing session event	Sri Wahdini Rahmi 
2.	Tuesday, October 22 <sup>nd</sup> 2024	Creating canva class teaching module part 2	Nanda Patricia Flowerence 
3.	Wednesday, October 23 <sup>rd</sup> 2024	3. Documenting the Kirk Patrick Evaluation sharing session. 4. Briefings about game simulation.	Sri Wahdini Rahmi 
4.	Thursdays, October 24 <sup>th</sup> 2024	Creating instagram video content script Riak ilmu about “stay humble”	Dedi Yandri 
5.	Friday, October 25 <sup>th</sup> 2024	Creating and shooting instagram video content (Stay Humble)	Dedi Yandri 
6.	Saturday, October 26 <sup>th</sup> 2024	<b>Day off</b>	




No.	Working	Explanation
1.		This activity involved creating and designing flyers for the Kirkpatrick

	 <p>APRIL<sup>®</sup> APRIL LEARNING INSTITUTE</p> <p><b>KIRKPATRICK EVALUATION SHARING SESSION</b></p> <p>Join us for an engaging and interactive session!</p> <p>WEDNESDAY 23 OKTOBER 2024</p> <p>START FROM 09:00 - 12:00 WIB</p> <p>PLACE UKUI ROOM 1ST FLOOR ALI BUILDING</p> <p>OUR SPEAKER ▶ • SRI WAHDINI RAHMI • DEDI YANDRI</p> <p>April Learning Institute Riak Ilmu</p>	<p>Evaluation Sharing Session event. The process included selecting appropriate visuals, crafting engaging text, and organizing the layout to effectively communicate event details and attract participants.</p>
2.		<p>The task involved documenting the Kirkpatrick Evaluation Sharing Session. It included capturing photos and videos of key moments, recording significant discussions and presentations,</p>
3.		<p>The role involved conducting briefings about the game simulation. This included explaining the objectives, rules, and procedures of the simulation to participants, ensuring they understood their roles and responsibilities, and preparing them for active engagement during the activity.</p>

4.		<p>The task involved creating a script for Riak Ilmu Instagram video content on the theme "Stay Humble." This included outlining the key message, crafting engaging dialogue or narration.</p>
5.		<p>The author responsible to Managing the video production, be talent, and capturing visuals that effectively conveyed the importance of humility in an engaging and relatable manner for the audience.</p>

**Daily Activities of October 28<sup>th</sup> to November 2<sup>th</sup> 2024**


<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, October 28 <sup>th</sup> 2024	Organized and arranged driver's license program exam papers	Dedi Yandri 
2.	Tuesday, October 29 <sup>th</sup> 2024	Editing video content about "stay humble"	Dedi Yandri 
3.	Wednesday, October 30 <sup>th</sup> 2024	Monitoring of employee driving license exam	Maharani 
4.	Thursday, October 31 <sup>th</sup> 2024	monitoring of employee driving license exam	Maharani 
5.	Friday, November 1 <sup>st</sup> 2024	Teaching canva basics to employees	Maharani 
6.	Saturday, November 2 <sup>nd</sup> 2024	Monitoring Sharing Book student D-III Pulp and Paper Technology	Nanda Patricia Flowerence 

No.	Working	Explanation
1.		<p>The task involved organizing and arranging exam papers for the Driver's License Program. This included sorting the documents, ensuring all required materials were prepared and correctly ordered.</p>
2.		<p>The project involved editing video content on the theme "Stay Humble." This included refining the footage, adding transitions, text overlays, and audio elements, and ensuring the final video was polished and effectively conveyed the intended message to engage the audience</p>
3.		<p>The task involved monitoring the employee driver's license exam. This included overseeing the examination process, ensuring that procedures were followed correctly,</p>


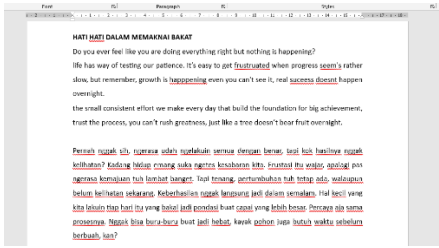






**Daily Activities of November 4<sup>th</sup> to November 9<sup>th</sup> 2024**

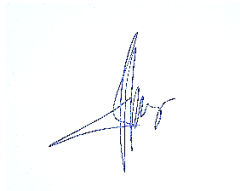
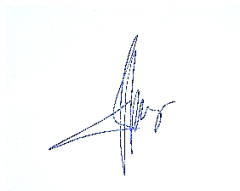
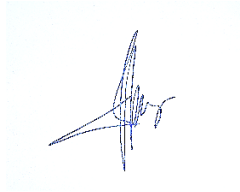
No.	Date and Time	Description of Activities	Assignor
1.	Monday, November 4 <sup>th</sup> 2024	<b>Sick</b>	
2.	Tuesday, November 5 <sup>th</sup> 2024	<b>Sick</b>	
3.	Wednesday, November 6 <sup>th</sup> 2024	<b>Sick</b>	
4.	Thursday, November 7 <sup>th</sup> 2024	Scripting video content about talents	Dedi Yandri 
5.	Friday, November 8 <sup>th</sup> 2024	Comfiling the data	Sri Wahdini Rahmi 
6.	Saturday, November 9 <sup>th</sup> 2024	Monitoring sharing book student D-III Pulp and Paper Technology	Nanda Patricia Flowerence 


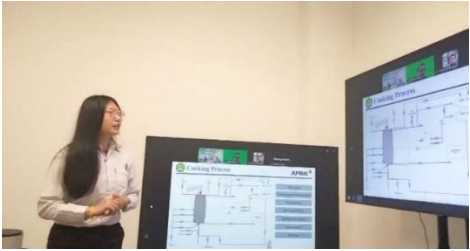

No.	Working	Explanation
1.		The task involved monitoring the employee driver's license exam. This included overseeing the examination

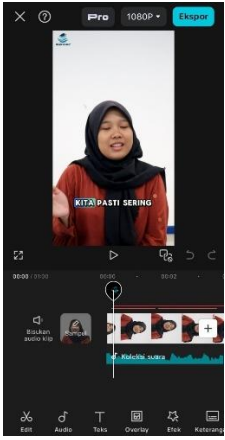
		process, ensuring that procedures were followed correctly,
2.		The task involved scripting video content on the topic of talents. This included developing a clear storyline, crafting engaging dialogue or narration, and organizing the content to highlight key messages.
3.		The task involved compiling data, which included collecting, organizing, and summarizing information from various sources into a structured and cohesive format.

4.		<p>The task involved compiling data, which included collecting, organizing, and summarizing information from various sources into a structured and cohesive format.</p>
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**Daily Activities of November 11<sup>th</sup> to November 16<sup>th</sup> 2024**




No.	Date and Time	Description of Activities	Assignor
1.	Monday, November 11 <sup>st</sup> 2024	3. Shooting video or being videographer for content Instagram Riak ilmu. 4. Monitoring presentation student of D-III Pulp and Paper Technology.	Dedi Yandri 
2.	Tuesday, November 12 <sup>nd</sup> 2024	<b>Sick (Absent)</b>	
3.	Wednesday, November 13 <sup>trd</sup> 2024	<b>Sick (Absent)</b>	
4..	Thursday, November 14 <sup>th</sup> 2024	Monitoring of employee driver's license exam	Dedi Yandri 
5.	Friday, November 15 <sup>th</sup> 2024	Video editing instagram content Riak Ilmu about (Hati-hati dalam memaknai Bakat)	Dedy Yandri 
6.	Saturday, November 16 <sup>th</sup> 2024	<b>Day Off</b>	

No.	Working	Explanation
1.		<p>The task involved serving as a videographer for <i>Riak Ilmu</i> Instagram content. This included setting up equipment, capturing high-quality footage, and ensuring the visuals aligned with the planned concept and message of the content.</p>
2.		<p>This role focused on monitoring the presentations of D-III Pulp and Paper Technology students. Responsibilities included observing and ensuring the presentations ran smoothly.</p>
3.		<p>This role included overseeing the employee driver's license exam to ensure the process was conducted smoothly and according to established procedures.</p>



4.		<p>This role involved editing Instagram video content for Riak Ilmu on the topic "Hati-Hati dalam Memaknai Bakat".</p> <p>The editing process included refining footage, adding transitions, text overlays, and audio enhancements to create an engaging video.</p>
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**Daily Activities of November 18<sup>th</sup> to November 23<sup>th</sup> 2024**







<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, November 18 <sup>th</sup> 2024	Discussion of upcoming Chat GPT sharing session activities	Antonio Wilbert
2.	Tuesday, November 19 <sup>th</sup> 2024	4. Drafting the agenda for the master of ceremony sharing session Mr. Rafael. 5. Clicker/monitor certificate giving event. 6. Simulation game application in employee training	Dedy Yandri 
3.	Wednesday, November 20 <sup>th</sup> 2024	Rehearsal of Mr. Rafael's sharing session about Mill sustainability and April 2030	Maharani 
4.	Thursday, November 21 <sup>st</sup> 2024	Master of ceremony sharing session Mr. Rafel about Mill sustainability and April 2030	Maharani 
5.	Friday, November 22 <sup>nd</sup> 2024	3. Designing a photo booth for Mr. Hendra's Sharing Session (Drafting) 4. Making materials for the Chat GPT sharing session	Antonio Wilbert
6.	Saturday, November 23 <sup>rd</sup> 2024	<b>Day off</b>	

No.	Working	Explanation
1.		<p>This role involved drafting the agenda for the Master of Ceremony during Mr. Rafael's sharing session.</p> <p>The task included organizing the flow of the event, outlining key segments, and ensuring a well-structured.</p>
2.		<p>This role involved operating the clicker and monitoring the flow of the certificate-giving event.</p> <p>Responsibilities included ensuring the seamless progression of the presentation slides.</p>
3.		<p>This role involved participating in the rehearsal for Mr. Rafael's sharing session on Mill Sustainability and April 2030. Responsibilities included reviewing the event flow, coordinating with the team, and ensuring all aspects of the session.</p>








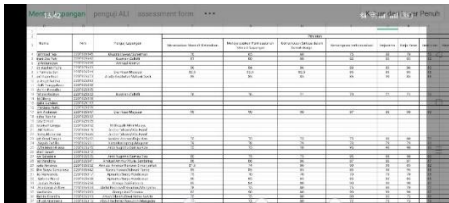
4.		<p>This role involved serving as the Master of Ceremony for Mr. Rafael's sharing session on Mill Sustainability and April 2030. Responsibilities included opening and closing the session, guiding the event flow, introducing the speaker, and ensuring smooth transitions between segments while engaging the audience effectively.</p>
5.		<p>This role focused on drafting a photo booth design for Mr. Hendra's Sharing Session. The process included brainstorming creative concepts, selecting visual themes, and outlining the booth's layout.</p>

**Daily Activities of November 25<sup>th</sup> to November 30<sup>th</sup> 2024**

<b>No.</b>	<b>Date and Time</b>	<b>Description of Activities</b>	<b>Assignor</b>
1.	Monday, November 25 <sup>th</sup> 2024	Designing a photo booth for Mr. Hendra's Sharing Session (Revision)	Dedi Yandri 
2.	Tuesday, November 26 <sup>th</sup> 2024	Designing a photo booth for Mr. Hendra's Sharing Session (Revision)	Dedi Yandri 
3.	Wednesday, November 27 <sup>th</sup> 2024	<sup>3.</sup> Designing a photo booth for Mr. Hendra's Sharing Session (Finalization)  <sup>4.</sup> Designing Instagram story templates Riak Ilmu	Dedi Yandri 
4.	Thursday, November 28 <sup>th</sup> 2024	Decorating photo booths for Mr. Hendra's Sharing Session	Dedi Yandri 
5.	Friday, November 29 <sup>th</sup> 2024	Ice Breaker for Mr. Hendra's Sharing Session	Dedi Yandri 
6.	Saturday, November 30 <sup>th</sup> 2024	Compile data from student proposal seminar assessment sheets	Nanda Patricia Flowerence 


































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






















No.	Working	Explanation
1.		This role involved revising the photo booth design for Mr. Hendra's Sharing Session. The task included refining the initial layout, adjusting visual elements, and incorporating feedback to ensure the final design.
2.		This role involved revising the photo booth design for Mr. Hendra's Sharing Session. The task included refining the initial layout, adjusting visual elements, and incorporating feedback to ensure the final design.
3.		This role involved finalizing the photo booth design for Mr. Hendra's Sharing Session. The process included completing all design elements, ensuring alignment with the event's theme, and preparing the layout for implementation.


4.		<p>This role involved decorating the photo booth for Mr. Hendra's Sharing Session. The task included setting up the booth based on the finalized design, arranging decorations, and ensuring all elements were visually appealing and aligned with the event's theme</p>
5.		<p>This role involved serving as the Ice Breaker for Mr. Hendra's Sharing Session. The task included preparing and delivering engaging activities or remarks to energize the audience, create a welcoming atmosphere, and set a positive tone for the session.</p>
6.		<p>This role involved compiling data from the assessment sheets of proposal seminars for D3 Pulp and Paper Technology students into a structured Excel document, this process involves reading, checking, and recording</p>













































































































		data such as scores, comments, or notes from the examiner.
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










## Appendix 7: Daily Activities from Logbook Siakad State Polytechnic of Bengkalis





































281	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	PENEMPATAN MAGANG DI HOTEL UNIGRAHA	  
282	Sabtu, 20 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	PEMBUATAN FLYER	  
283	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	INTERNSHIP BRIEFING	  
284	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	KUNJUNGAN RUMAH BATIK ANDALAN	  
285	Jumat, 19 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	KUNJUNGAN KERUMAH BATIK ANDALAN	  
286	Kamis, 18 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	Visiting Rumah Batik Bono Andalan	  
287	Kamis, 18 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	KONTRAK MAGANG	  
288	Kamis, 18 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	ARAHAN PEMBAGIAN DEVISI	  
289	Rabu, 17 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	Training Safety Induction	  
290	Rabu, 17 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	TRAINING SAFETY INDUCTION	  
291	Rabu, 17 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	TRAINING SAFETY INDUCTION	  





































271	Kamis, 25 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	KELAS PELATIHAN BAHASA INGGRIS BERSAMA KARYAWAN	  
272	Kamis, 25 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	DASAR-DASAR FRONT OFFICE	  
273	Rabu, 24 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	INTERNSHIP BRIEFING w Mentor	  
274	Rabu, 24 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	DISKUSI DAN ARAHAN BERSAMA HEAD EDUCATION PEOGRAM DAN TECHNICAL MILL	  
275	Rabu, 24 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	DASAR-DASAR FRONT OFFICE	  
276	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	VISITING ALI (APRIL Learning Institute)	  
277	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	DISKUSI BERSAMA MENTOR	  
278	Selasa, 23 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	DASAR-DASAR FRONT OFFICE (TELEPHONING)	  
279	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	Visiting APRIL Learning Institution	  
280	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	PENGARAHAN TEMPAT MAGANG TERPILIH	  
281	Senin, 22 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	PENEMPATAN MAGANG DI HOTEL UNIGRAHA	  
282	Sabtu, 20 Juli	8943540022 – TENGKU	5504211032 – Sakina	PEMBUATAN FLYER	  

260	Selasa, 30 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MEETING PERSIAPAN PEMBUATAN SCRIPT DAN VIDEO GAME TECHNICAL MILL	  
261	Selasa, 30 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MEETING PENGAJUAN PROPOSAL ENGLISH CORNER	  
262	Selasa, 30 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	HOTEL ROOM RATE	  
263	Senin, 29 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	TLP KICK OFF MEETING	  
264	Senin, 29 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	PENGISI ACARA KICK OF TECHNICAL LEADER PROGRAM	  
265	Senin, 29 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	MEMBERSHIP HEALTH CLUB	  
266	Sabtu, 27 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	KODE KAMAR	  
267	Jumat, 26 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	BRIEFING WITH MENTOR	  
268	Jumat, 26 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	ARAHAN PERSIAPAN ACARA TECHNICAL LEADER PROGRAM	  
269	Jumat, 26 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	PRICE LIST HEALTH CLUB	  
270	Kamis, 25 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	BRIEFING WITH MENTOR	  
271	Kamis, 25 Juli 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	KELAS PELATIHAN BAHASA INGGRIS BERSAMA KARYAWAN	  























249	Sabtu, 3 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
250	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
251	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
252	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
253	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
254	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
255	Kamis, 1 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
256	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
257	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT VIDEO CLOSING GAME UNTUK TECHNICAL MILL	  
258	Rabu, 31 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ROOM RATE- FRONT OFFICE	  
259	Selasa, 30 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	BRIEFING WITH MENTOR	  
260	Selasa, 30 Juli 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEETING PERSIAPAN PEMBUATAN SCRIPT DAN VIDEO GAME TECHNICAL MILL	  
240	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
241	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR /TAMU BISNIS UNIT	  
242	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT PRESENTASI ANIMASI	  
243	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEETING PERSIAPAN DAN LATIHAN KOREOGRAFI DRAMA MUSICAL ACARA GRADUATION	  
244	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
245	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
246	Senin, 5 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT POWER POIN PRESENTASI (KNOWLEDGE MANAGEMENT)	  
247	Sabtu, 3 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
248	Sabtu, 3 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
249	Sabtu, 3 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
250	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
251	Jumat, 2 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
229	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATON	  
230	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	SHARING SESSION BOOKS BATCH 1	  
231	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
232	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATION	  
233	Jumat, 9 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	ANALISIS RENCANA KONTEN SOSIAL MEDIA	  
234	Kamis, 8 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	Choreographed the video of musical drama for RGE Graduation 2023.	  
235	Kamis, 8 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATION	  
236	Kamis, 8 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	LATIHAN DAN TAKE VIDEO GERAKAN KOREOGRAFI DRAMA MUSICAL	  
237	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	Sharing Session	  
238	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	HEALTH CLUB MEMBERSHIP (ADMINISTRATION)	  
239	Rabu, 7 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	UPGRADE MODUL AJAR	  
240	Selasa, 6 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  


218	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	COMPILE DATA SUMMARY	  
219	Rabu, 14 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
220	Rabu, 14 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA ALUMNI	  
221	Selasa, 13 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
222	Selasa, 13 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	LAUNDRY PAKET ADMINISTRATION	  
223	Selasa, 13 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENGISI DATA PENDISTRIBUSIAN	  
224	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
225	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATION	  
226	Senin, 12 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	ANALISIS KONSEP KONTEN VIDEO INSTAGRAM	  
227	Minggu, 11 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MENDAMPINGI DAN MEMBUAT KONTEN VIDEO PENGAJIAN ALUMNI	  
228	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
229	Sabtu, 10 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	HEALTH CLUB ADMINISTRATON	  













207	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	Sharing Session & Mill Visit	  
208	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MASTER OF CEREMONY ACARA SHARING SESSION MAINTENANCE STRATEGY OLEH PAK SURANTO	  
209	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
210	Sabtu, 17 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
211	Sabtu, 17 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MEMBUAT KONTEN VIDEO 17 AGUSTUS SD,SMP,SMA IT AT-TAQWA	  
212	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
213	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	LAUNDRY PAKET ADMINISTRATION	  
214	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	MEETING DAN GLADI RESIK SHARING SESSION PAK SURANTO	  
215	Jumat, 16 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	DISKUSI KONSEP KONTEN SAFETY INDUCTION ALI-BUILDING	  
216	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
217	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	LAUNDRY PAKET ADMINISTRATION	  
218	Kamis, 15 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	COMPILE DATA SUMMARY	  




























196	Jumat, 23 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
197	Kamis, 22 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	Discussion on ALI introduction video and Social Media Management	  
198	Kamis, 22 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK RPY & APY	  
199	Kamis, 22 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
200	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	MILL VISIT	  
201	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK POWER PLANT	  
202	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK RPE	  
203	Rabu, 21 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
204	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	MILL VISIT	  
205	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK WOOD YARD	  
206	Selasa, 20 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
207	Senin, 19 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST,MM	5504211047 - Ainal Mardiyah	Sharing Session & Mill Visit	  



























185	Selasa, 27 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	MEETING WITH MENTOR	  
186	Selasa, 27 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM (DUNNING KRUGGER EFFECT)	  
187	Selasa, 27 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
188	Senin, 26 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
189	Senin, 26 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGINPUT DATA SURVEY CHALLENGE MAHASISWA MAGANG	  
190	Senin, 26 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	PENGUJIAN DAN PENGUKURAN PH AIR (EKSPERIMEN PH AIR SABUN)	  
191	Senin, 26 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
192	Sabtu, 24 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  
193	Jumat, 23 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	MILL VISIT	  
194	Jumat, 23 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	VISIT DAN STUDY PABRIK KCN/ISSUE CULTURE	  
195	Jumat, 23 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
196	Jumat, 23 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	POSTED TRANSPORTATION BILL	  

174	Sabtu, 31 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
175	Jumat, 30 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	JOB SHADOWING	  
176	Jumat, 30 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MASTER OF CEREMONY ACARA KULIAH TAMU PAK BUDI HARIANSYAH DI UNIVERSITAS RIAU	  
177	Jumat, 30 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
178	Kamis, 29 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
179	Kamis, 29 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM 2 (DUNNING KRUGGER EFFECT)	  
180	Kamis, 29 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
181	Rabu, 28 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	GIVEN ASSIGNMENTS	  
182	Rabu, 28 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MONITOR KELAS ENGLISH CORNER KARYAWAN	  
183	Rabu, 28 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEYUSUN MODUL AJAR UNTUK KELAS ENGLISH CORNER MENDATANG	  
184	Rabu, 28 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
185	Selasa, 27 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	MEETING WITH MENTOR	  

166	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
167	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
168	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211047 - Ainal Mardiyah	ENGLISH Corner	  
169	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
170	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
171	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENDESAIN KARTU UCAPAN TERIMAKASIH/ HADIAH	  
172	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAWASI KARYAWAN UJIAN (DLP) DRIVING LINCENCE PROCESS	  
173	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
174	Sabtu, 31 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  

158	Jumat, 6 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	ENGLISH Corner	  
159	Jumat, 6 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
160	Jumat, 6 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	CEK OUT TAMU	  
161	Jumat, 6 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	CEK OUT TAMU	  
162	Kamis, 5 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	ENGLISH Corner	  
163	Kamis, 5 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
164	Kamis, 5 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	CEK OUT TAMU	  
165	Rabu, 4 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	ENGLISH Corner	  
166	Rabu, 4 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  

150	Senin, 9 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	PIC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA	  
151	Senin, 9 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	CEK OUT TAMU VENDOR/BU	  
152	Senin, 9 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211044 – Syarina Revlati Sofyan	safety training, diskusi dan arahan pembagian divisi dari pembimbing	  
153	Minggu, 8 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MERINGKAS ARTIKEL THE SAGE GUIDE	  
154	Sabtu, 7 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	JOB SHADOWING	  
155	Sabtu, 7 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MENDESAIN FLYER UCAPAN (SELAMAT DAN SUKSES)	  
156	Sabtu, 7 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211032 – Sakina Shepia Maharani	MEMBUAT KONTEN VIDEO SHARING SESSION BOOK BATCH 3	  
157	Sabtu, 7 September 2024	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211036 – Dina Mariana	CEK OUT TAMU	  
158	Jumat, 6 September	8943540022 – TENGKU KESPANDIAR, ST,MM	5504211047 – Ainal Mardiyah	ENGLISH Corner	