

SYSTEMATIC LITERATURE REVIEW TRAINING AS AN EFFORT TO IMPROVE SKILLS

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ABSTRAK

Training is an effort and systematic learning process to improve the knowledge and skills of trainees to achieve goals. Training serves as an alternative for skills improvement in the community. The purpose of this study is to explain the concept of training, training methods and training outcomes. This research uses a systematic literature study approach. The stages of this research determine keywords, search process according to criteria and analyze research articles. The article search used databases from Google Scholar and Garuda Portal with a time span of the last 5 years. The concept of training refers to the process of developing knowledge, skills, and behavioral abilities of individuals or groups.

Keywords: Training, Skills, Systematic Literature Review.

INTRODUCTION

Training is something that refers to matters related to planned efforts carried out to achieve mastery of skills, knowledge, and attitudes of a person (Wexley and Yulk in Suparno and Eko Widodo, 2018: 5). According to Sastrodipera (2006) in Kamil (2010, hal.152) provides an understanding of training is "one type of learning process to acquire and improve skills outside the human resource development system, using methods that prioritize tactics over theory in a relatively short time". According to Umar (in Salinding, 2011).

Training aims to improve the ability of various skills and methods of carrying out work for current needs. Training also aims to make trainees develop quickly because for someone to develop themselves is very difficult if only based on experience without any special education and training (Dewi et al., 2020). The lack of skills in each individual or group is an urgent problem for now, where skills are the basic things that every human being must have. In supporting life. The importance of skills to improve trainees who were previously unfamiliar after attending the training can operate it properly so as to produce a product. It can be seen at the time of training assessment, participants have completed the results of their skills well. This is obtained by participants based on each learning carried out through the delivery of basic material and direct practice by the instructor which is then implemented by participants and carried out well. (Widia, Sholih, & Rosmilawati, 2023). Therefore, skills are very important to have because skills can help an individual or group improve performance, adaptation, competence, morale and motivation.

RESEARCH METHODS

Systematic literature review (SLR) is the method used for this research. SLR was used in this study to systematically collect, assess and combine data from various articles or publications on training as a skill enhancement effort. SLR in this study serves to provide a comprehensive picture of training, identify the truth about training and its effectiveness and answer all complex research questions.

The stages of this research are the determination of problem formulations such as 1) what is the concept of training?; 2) what are the most effective training methods in improving certain skills in individuals?; 3) What are the results of training that can improve skills? Next, determining keywords, the process of searching for articles and article criteria, analyzing the selected articles. Furthermore, determining the criteria for the literature to be reviewed include: 1) Literature articles published in research journals at least Sinta 5; 2) Articles published in the last 5 years (2020-2024); 3) there is a

training component in the title. Article searches used databases from Google Schorol and Garuda Portal with a time span of the last 5 years (2020-2024). The keyword chosen was training.

RESULTS AND DISCUSSION

Result

The results of the research are made into two tables containing journal articles that were reviewed. Table 1 outlines the results of the research which include the year of publication of the article, the name of the journal, the number of articles and the type of publication. Of the 8 journals that contain articles with the title Training, 1 article was published in the Sinta 4 indexed journal, and 5 articles were indexed in Sinta 5. From the article findings, the range of years starts from 2021-2023. This indicates that training is still a subject to be studied.

After the description of Table 1 which explains the year of publication of the article, the name of the journal, the number of articles and the type of publication, Table 2 describes the author's name, research method, and findings related to training.

Table 1 Indexed Journal Publications

Year	Journal Name	Number of Articles	Publication Type
2022	<i>Empowerment: Jurnal Pengabdian Masyarakat</i>	1	Sinta 5
2024	<i>Journal of Social Sciences and Technology for Community Service (JSSTCS)</i>	1	Sinta 5
2023	Jurnal Pendidikan dan Humaniora	1	Sinta 5
2021	<i>Learning Community : Jurnal Pendidikan Luar Sekolah</i>	1	Sinta 5
2022	Jurnal Ilmiah Pendidikan	1	Sinta 5
2023	Jurnal Pengabdian Kepada Masyarakat	1	Sinta 5
2023	<i>Journal of Economics and Business Research</i>	1	Sinta 4

Discussion

There are 7 articles found which contain the keyword Training. All of these articles were published from 2021-2024, which means that the articles are still new and actual. The articles obtained and analyzed contain training and skills that are reviewed regarding the concept of training, training methods and training results.

Table 2 Authors, Methods, and Findings

Author	Type of Research	Findings
Semiun, T. T., Wisrance, M. W., Napitupulu, M. H., Seran, Y., Luruk, F. D., & Pale, E. S.	Experiment	English speech training activities speaking improvement efforts are able to improve skills, especially speaking English, students through English speech training and help them to be more confident in speaking English.

An'ars, M. G., Wahyudi, A. D., Hendrastuty, N., Damayanti, D., Hutagalung, S., & Mahendra, A.	Qualitative	There was an increase in students' knowledge and skills from before and after the training.
Marhamatunnisa, M., Saraka, S., Winarti, H. T., & Alisalman, M.	Qualitative	There was an increase in knowledge and skills after attending the training (graphic design). In addition, the trainees got positive impacts such as changes in economic impacts because from the knowledge and skills, they can get job opportunities or open their own graphic design business.
Anafiyati, A., & Imsiyah, N.	Qualitative	In improving skills, it is necessary to have training that has been previously designed and adjusts the needs of learning citizens and requires the contribution of competence from LKP managers so that training becomes effective in accordance with the objectives.
Jilianti, J., Santika, T., & Suminar, U.	Qualitative	The culinary training is considered quite successful in improving skills and developing themselves in the entrepreneurial creativity of the trainees. The ability of self-confidence so that they can be confident to work or open their own business.
Widia, K., Sholih, S., & Rosmilawati, I.	Qualitative	The results obtained from the sewing training indicate an increase in the knowledge, attitudes, skills and entrepreneurial spirit of the housewives after attending the training. The participants of the training participated in the training with great enthusiasm and activity, facilitated by competent trainers, very high motivation of the mothers due to availability of aids and infrastructure.
Amalia, F. U., & Anggraini, Y.	field research	The results of training can improve knowledge, skills and abilities. Thus, the output can be developed into entrepreneurs.

The following explains the concept of training, training methods that are effective in improving certain skills in individuals and the results of training that can improve skills.

Training Concept

Training is an effort and systematic learning process to improve the knowledge and skills of trainees to achieve goals. Training serves as an alternative for improving skills in the community. Through training, it is expected that learning citizens (community) can provide changes to themselves such as increased knowledge, skills and abilities (Marhamatunnisa, Saraka, Winarti, & Alisalman, 2023). The concept of training refers to the process of developing knowledge, skills, and behavioral abilities of individuals or groups. Effectiveness in training is an important concept in training containing

a description of the success of goals in which there are indicators such as quality, quantity of work and time utilization. (Amalia, & Anggraini, 2023).

Training must have clear and measurable objectives in order to achieve its goals. Before designing training, it is important to analyse the needs of the trainees. Training should provide the right knowledge and skills for the trainees. Training should actively and interactively engage participants to reinforce skills. Training is designed to create and achieve set goals and the purpose of training is not only on knowledge but also skills, talents and interests of a person. Some of the objectives expressed according to Marzuki in Kamil (2010) are as follows: Meet the needs of the organisation; Gain understanding and understanding of the work with the standards that have been set; and Assist workers, especially organisational leaders in carrying out their duties. The results of training can increase knowledge (cognitive), train attitudes (affective), and especially hone the skills (psychomotor) of students.

Training Methods

Training methods are tailored to the material to be delivered in the hope that trainees can capture information about the goals and objectives that instructors or tutors provide. (Amalia & Anggraini, 2023). Training methods focus on approaches that are used effectively to help trainees achieve goals. Training methods used include socialisation, lecture, practice, question and answer and guidance methods. The socialisation method is used as the first step to approach and introduce the trainees. The lecture method was used to provide material on theory. The practice method was used so that the trainees could practice directly. The question and answer method, after the tutor explains about the theory and practice of the tutor will provide an opportunity for participants who want to ask questions and usually in this method participants are free to ask at any time, the tutor does not limit the time because what is important for the tutor is that the participants are comfortable and absorb a lot of information and knowledge. then the guidance method is carried out to guide and train participants to appear confident. (Semion, T. T., et al, 2022,. Jilianti, Santika, & Suminar, 2022).

Training Results

The results of the training activities reviewed from the research results are almost all positive impacts. Training can improve knowledge, skills, and abilities and become confident and independent participants. The skills are in the form of hard skills and soft skills. As a result of the training conducted, the trainees have mastered the skills and are confident in their abilities so that they are confident in working or opening a business independently. (Jilianti, Santika, & Suminar, 2022). Assessment of behaviour change is based on changes in three aspects, namely knowledge, attitude and behaviour.

The trainees experienced these three aspects after attending the training and of course the main thing was the skills and knowledge about hair beauty (Anafiyati & Imsiyah, 2021). At first, most of the trainees did not have basic skills in the field of hair beauty but, after attending the training, some participants wanted to open their own salon business at home if they had capital and some wanted to work in a salon because the trainees really wanted to use the skills they had after attending the training. So it can be seen that there is a change in behaviour obtained after attending the training and utilising these skills to get a job.

Training makes participants have certain expertise in the form of increased knowledge and skills so that participants can apply for jobs or open businesses independently from the training they have attended. It also fosters self-confidence in trainees and motivation in trainees. The results of field findings in the article "The Impact of Graphic Design Training for Trainees at LKP Cendana Samarinda City (2023)" trainees in addition to having skills and knowledge, felt an economic impact after attending graphic design training. Economic forms such as increased income due to income from opening design services, ease in finding work because of the certification that has been obtained during the training.

CONCLUSIONS

This study aimed to systematically review the literature on training. Training is an effort and systematic learning process to improve the knowledge and skills of trainees to achieve goals. Training must have clear and measurable objectives to achieve the goal. Training should provide the right knowledge and skills to the trainees. Training methods focus on the approaches used effectively to help

trainees achieve objectives. Training methods used include socialisation, lecture, practice, question and answer and guidance methods. The results of the training activities reviewed from the research results are almost all positive impacts. The trainees experienced these three aspects after attending the training and of course the main thing was skills and knowledge about hair beauty (Anafiyati & Imsiyah, 2021). So it can be seen that there are changes in behaviour obtained after attending training and utilising these skills to get a job. Training makes participants have certain expertise in the form of increased knowledge and skills so that participants can apply for jobs or open businesses independently from the training they have attended.

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