
Folding Duplicate Success with Training Effective Personal Productivity & Time Management

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Abstract:

This research used experimental design used is a quasi-experiment that aims to double the productivity of personal success through effective training and time management to the employees of PT. X. Design model used is non-randomized pretest-posttest control group design. The subjects were 26 employees who had labor productivity below the average were divided into experimental group and control group. Data analysis using independent sample t-test. Based on the results of analysis show that there are differences in the increase in employee productivity is significant between the experimental group who received training personal productivity and time management and the group that did not receive the training ($t = 2.778$; $p = 0.010$; $p < 0.05$). The results showed that the effective training of personal productivity and time management so as to multiply the success of employees and increase productivity.

Key words: Multiple for Success, Effective Personal Productivity Training, Time Management.

I. Introduction

After years of living the life we live, we feel no change or so so-be-it. Get to work in the morning, trapped on the road, arrived

the Office to meet with the monotonous routine work, it feels boring, without a goal, such as river water flows, download the galir and flows. Often we nothing where we floated by water.

Unwitting time goes on, we are surprised even the depressed looking around us. Our friends the more success with his career, even our subordinates have the ability to work that much better than us, there's intrigue everywhere, the economy is the more pressing. What's worse, because we are not able to face competition-competition around us, we blame the occupation, environment, Enterprise, the condition of the country, even the other people who are around us. Stop blaming others, concentrated on ourselves.

In Leadership Management International- "Effective Personal Productivity" The teaching how we can achieve success. "Success is continuous realization of meaningful personal goals that have been set in advance." Success does not come by accident, cannot be bought or inherited. Success depends on the efforts of a life time. To grab the success we need to specify the destination and changes continuously, a process called "realitation progressively". Success also depends on the pursuit of a goal that has been ditetap-kan before. Productivity is one of the aspects which determine the success of a company in the business world competition getting tougher (Anis et al, 2007). Seen in terms of psychology, productivity is a behavior as the output of a process a wide variety of component a psychiatric introduce (Anoraga, 2005). Understanding work productivity is the amount of output produced some one completely in the unit of time the work done includes activities that are effective in achieving results or achievements work sourced from input and use it efficiently (Sinungan, 1997).

PT X PT. Astra Otoparts was, Tbk. Division Nusametal is a company engaged in manufacturing aluminum base, such as the engine block, the engine cover and so on. The resulting products are distributed either into or out of the country. Consumer any company is notable automotive industry such as

TAM, AHM and others. Along with the development of the time, the company was growing and became one of the most trusted companies in the field of automotive components. Currently, PT Astra Otoparts Tbk.. Nusametal the Division is located on lived Pegangsaan Two km. 2.1, Kelapa Gading, North Jakarta has a land area of 33.330 m² where area the manufacturer alone amounted to 17.395 m² and for right-at its offices is 2,535 m². PT Astra Otoparts Tbk. . Nusametal have Divisions Manager at once plant Director Mr. Lay Agus. with various demand of product that's the PT Astra Otoparts Tbk.. Nusametal have divisions of various machines, namely machines from 250 tons to 1650 to injection Casting. From existing machines that produced different component type or form. The weight of the components – components that the generate ranged from 0.01 kg sampai 15 kg. PT Astra Otoparts Tbk. Nusametal Division also had good working standard have. This can be evidenced by the presence of certificate of ISO 14001 on environment and QS 9000 quality since August 2004.

However it is inevitable that in this company still has problems encountered, such as employee productivity is declining due to saturation or the working time arrangements are less efficient. For that company management initiative to provide training Effective Personal Productivity and Time Management, so that employees begin to passionately again, because with the personal productivity of employees increased due to proper time management also, this would lead to the company's productivity has also increased. According to Ravianto (1985), there are many factors that can affect the productivity of which were morale and discipline of work, level of education, skills, nutrition and health, attitude and ethics, motivation, work climate, technology, means of production, employment and opportunity over achievers.

Goal-setting theory (goal setting theory) (Riggio, 2003) places emphasis on the specific task, the implementation of challenging goals, and the commitment of the workers against the purpose of the principal motivation is the key. Miner (1992), posited the concept of goal-setting theory of Locke:

1) a difficult Goal was instrumental to increased performance from the goal.

2) specific, challenging goals are instrumental to increased performance from in no goals or purposes that are not clear, such as "do your best".

3) Mechanism of how goals affect performance are attention and direct action, the deployment effort, persistence increases, motivated to find the right strategy inberunjuk work.

4) rise of the essential feedback to make goals in the job, because the feed-back allows people to compare his work with performance goals that were created.

5) commitment to a goal is important if the goal affect performance.

6) commitment to a goal is generally not affected by a person's involvement in making his personal goal, but was influenced from the expectations for success and degree of success.

7) Reward in the form of money may encourage goal setting spontaneously, probably plays the specified purpose, heightens and may play a role to raise the commitment to goals.

8) individual differences such as personality and education in general are not relationship with the effectiveness of goal setting.

Goal-setting theory (goal setting theory) (Riggio, 2003) places emphasis on the specific task, the implementation of challenging goals, and the commitment of the workers against the purpose of the principal motivation is the key. Locke (Gibson et al., 2003) stated that goal setting is the cognitive process of practical purposes. Locke (Gibson et al., 2003)

outlines the nature of mental processes (cognitive) goal setting, namely:

1) Details the purpose is the level of precision of quantitative (obviousness) purposes.

2) goal is the Difficulty level of skill or level of achievement.

3) intensity of purpose is concerned the process of goal setting or determining how to achieve these goals.

From the background of the issue above demonstrated the productivity achieved to prepare quality improvement resources and management systems through training programmes and training of Kai-zen attitude and behaviour of HUMAN RESOURCES is indispensable so that more effective worker personal productivity and disappear. For that the author took the title of the research "To multiply training success with Effective Personal Productivity and Time Management", see to employees can increase productivity company PT Astra Otoparts Tbk. "

II. A Review of the Literature

1. Training

Evaluation of training is also conducted, both quantitative as well as qualitative evaluation. Kirk Patrick; Latham & Saari; Warr, et al (Riggio, 2003), suggests that there are four different criteria to evaluate the effectiveness of a training program: criteria of reaction, learning, behavior criteria, criteria and results. Quantitative and qualitative evaluation criteria, namely the reaction used to measure satisfaction of participants attend training, learning what the participants have received, and the impression that participants get given right after training is completed. Based- quantitative and qualitative evaluation of the participant, after the holding of the training participants were pleased and felt such training is

beneficial because participants can acquire knowledge, new experience, new insights and uplifting to work more actively again. Participants feel more confident, thinking ahead, and passion for the more advanced.

According to Mulyono (1993), training and development for employees is a process of termination which must constantly take place in order to increase knowledge, skills, and attitudes relevant work with businesses improve employee productivity.

2. Productivity and success

a. Understanding Productivity

Putti (1989) also explains that there are two important aspects in productivity i.e. efficiency and effectiveness, where the efficiency of the work carried out here how, while effectiveness relates to a fact whether the expected results or output levels that can be reached or not. An employee said to be productive when he shows the results or greater output in spite of a relatively smaller input. With the input of the larger can increase productivity, additional input when it is relatively larger results (Hadi, in Widwoyo, 1990). Mu'thi (1990) stated that productivity is the ratio between the output and input. The entries here are all the resources used to produce outputs, such as raw materials, energy and labor.

We often hear the word productivity, either through radio, television, newspapers, speeches of Ministers, even before we enter the world of work, said it was the first us-garden at the time of the interview. Often people assume that productivity is the result of work, yes it's true, but that is only a fraction of the actual productivity sense. Productivity was the fundamental factors that affect performance of the ability to compete in the construction industry. Increased levels of productivity closely related to the time that required it,

especially coming from cost reduction that is consumed by the building workers (Ervianto, 2008).

Productivity depends very much upon its own. No matter how much the facility but without any vibration of the personal self, all to no avail. God created human beings there is a noble purpose in life. How Earth and the creatures of his life was created shows that its creator is a loving God who really cares.

Measurement of productivity keija, according to Hadipranata, et al (1984) is the result of work should be compared with things that used to get results ter-call. The comparison that's called productivity jobs someone. Related with it, Ravianto(1985) pekeija said to say that one product-tif when able to produce the product or results more than any other labor in the same unit of time or work has been in the back up. Experts to argue as follows:

1) Muchdarsyah Sinungan work productivity is also defined as the action of the efficiency in producing goods or services.

2) Payaman Simanjuntak suggests that philosophically, productivity to contain view of life and the mental attitude that is always striving to improve the quality of life. The circumstances of today should be better than yesterday, and tomorrow's quality of life should be better than today. View of life and the mental attitude that will encourage people to fast not be satisfied, but keep developing themselves to improve so that will be produced in high productivity.

Personality; Wiyono (1992) found in his research that there is a very significant relationship between asertif behavior with work productivity sales people. Research Maier (in Wiyono, 1992) found that sales people work for Predictor the succses of more determined by personality and interests than the ability such as science trade and so on. While Schreiber (Moestadjab, 1987) from his research results showed that success of a salesman 15% determined by the values of one's

mental attitude or personality.

b. The sense of success

Success is a valuable goal achievement, phase out. Build impair us through "Goal Setting". Through goal setting we would derive tremendous benefits, we can pursue our dreams (dream list), as well as areas where we need to develop. The success could not be released to the value of a person's productivity. Why we are here above the Earth? and where our goals?. Some notions about success by experts:

1) Dorothy Leeds

Success is the exchange of knowledge with positive action, leadership are respected, both in business and in social life. The same success his thing with freedom. Freedom from anxiety, fear, frustration and failure. Success means always be honored always felt happy and satisfied with the life in, and managed to do better for the people who become dependents.

2) Dr. D. J. Schwartz

The success was many things admirable and positive, success means welfare, have a House, get a vacation, can I buy new stuff, feeling financially secure (finance), could provide an opportunity to advance to his children.

3) Dr. Haward Gardner

Translate the meaning of success as the success of someone finding the potential superiority of himself to be the best in their field so that it is useful for yourself and others, the results of observations of Gardner who finds more people are said to be financially successful, but his life is not happy, as it turns out this is because that person chose a job/profession which is not in accordance with the desires of the heart and the pent-up potential.

c. Time management

The ability that we receive from the Lord gives us the authority and responsibility to choose goals and determine the priorities in our lives. There is a reporter who interviewed 3 people Masons at a stately Building in write down by Paul j. Meyer in his book *Effective Productivity Personnel* as follows:

- 1) what might be the response to the following questions:
- 2) why you are here, in this place?
- 3) what is the purpose of your life?
- 4) have you met and meaning in your life? "

What is the response to the answers of 3 Masons it?

1) don't you see, I'm splitting stone, answered the first person with a tone of annoyance.

2) I'm looking for a living, the responsibility of people to
2.

3) the third answered: I'm making a Cathedral.

From the above answers the question how we can respond to whether someone that understood the purpose of his life. The first was earlier stated that he was working like a robot, and tidak understand the purpose of his life, he saw only a stone works only if disu-ruh. The latter stated that he worked only for a living works according to the wages he received, alive today, to this day, have no ideals. While the 3rd person stated he really meant even though he's just as rock-breaking ... but he know the vision of the company where he works, and he had a considerable share. the slightest task, is a big responsibility in achieving a goal.

Even because the tasks that we do so-so just the end all running routine, without innovative. Unwittingly changes outside so quickly, if we fall asleep, we are finally going to be disappointed even depression. Business and the work we do during this time is never separated from various internal and external factors. In fact we often hear "everything around us

seems to always change, how I am still here-just put it this way. This might be my fate, there is baseball Yes school fate?

To multiply success very much depends on:

1) Our understanding about the value of time: Quite a lot of valuable time someone used for tasks whose value is only a bit of the value of time. Productivity very much depends on the understanding of the time value. The time available was entirely time capital. Time cannot be lent; It is not possible also save time as inventory; the only thing that can be done to appreciate the investment time is the time available that is doing something that generates something. What is accepted in lieu of time used is a measure of the effectiveness of the way how to redeem the time. Productivity is a measure of how to wisdom investing time.

We should not be off guard with wasted time. When time is used productively is money. Means using a time that seems to be just a little bit, for example 30 minutes in a day is used for jobs that are really productive will generate extra income equal to a month's salary in 1 year. Imagine what that means for our personal productivity. How much is the value of our time? realize how valuable your time is. Every hour that we use in order to perform a task means investing money directly. If we realize the value of our time, then we will be better able to focus our activities to the things that are more valuable. As a result of Goal Setting we will be achieved even exceed the target which we expect. To realize the value of time noticable 1 below, how the value of time?

By realizing the value of time, then we can concentrate the activities to the things that are more valuable. Increasing productivity or success for the same number of hours. By concentrating the mind to things that are indeed worthy of note would increase productivity by not adding to the number of hours of work. Productivity or the same success in the shorter

work hours. By realizing the value of working hours, it will be revealed where tasks can be removed, simplified or turned over to others, to see what can be maintained or the number of levels of success in fewer hours of work. The rest of the remaining time can be used for things that make life more meaningful.

How we use our time? Do we often say "I don't have enough time"? Does God, the cruel cosmic ruler, so that the 24 hours a day is not enough for us to do everything we have to do? Charles Richards once said: "do not be deceived by the calendar. In a year there is the same number of days that we can use. One person gets the value of one week in one year; others again gained value one year within a week."

The problem is not enough or not enough time, it's how we use our time.

2) Criteria of time dimension: According to the model of the time dimension, typically effectiveness rates are stated in the size of the time:

Short term: criteria to show the results of action that includes the time of one year or more.

Medium term: the criteria are applied in assessing the effectiveness of a person, group, or organization in a shorter period of time (e.g. five years).

The longer term: the criteria for assessing the future unlimited.

Conscious or not everyone surely never determines the goals/objectives, in his life, a good goal for the family, education, employment, health services, etc. The model effectiveness time dimension allows you to understand your goal setting.

3) Achieve the goal by setting the time

The time factor has a very big influence against the purpose/goal. Time is needed to reach the goal. Time is often needed to achieve the goal, without the information of NESW and alternatives, because of the time needed to get the data and

take into account all possibilities. Amount (span) time that will be covered in achieving goals must be considered.

4) To achieve productivity with planning time

Short-term plan (short-range plans) covers a wide range of plans from one day to one year. Medium term plans (intermediate – range plans) having spans the time between a few months to three years. Long term plans (long range plans) covers activities over the next two to five years, with several plans that projected 25 years or more in the days to come. Regular long-term planning with regard to the Strategic Planning. The time factor that is affecting other planning is how often the plans should be reviewed and improved. That seems to be "earnestly trying to" pluck a result turns out just concern them selves only and thus add destructive identity and ultimately failed. In contrast, people who expect to be successful, focused mind and his efforts towards constructive work will be fruitful. How our attitude right now is the result of a bunch of the experience of the past and how our reaction against that experience.

d. The effective Personal Productivity

Effective Personal Productivity show how to make the necessary changes and improve our identity. Remind ourselves continually going to self esteem and our ability, that we have to think positive and keep changing, improving continuously. Patterns of behavior can be changed by means of the following ways:

1) change the attitude and views that are the source of that behavior. Train your self to have new behaviors to become habits.

2) hanging out with other people who have managed to achieve success. Read books and essay about how to improve. We will have the capability of "seeing" a more beautiful future.

Three steps to an effective personal productivity:

1) analysis of our lifestyle. Where we spend our time? Value that every day, week and month. Whether we are physical, mental, emotional, spiritual and relational (in association with others), has become better now, compared with 6 months ago?

2) Get long important time we with 30 minutes per day. 30 minutes a day = 7.5 days extra per year! If we are active in the morning, wake up 30 minutes earlier; If we love working nights, gain some 30 minutes in the evening.

3) make a note of the time. Usually the time wasted in the same way every day.

e. Take advantage of the present moment

Yesterday has passed. Tomorrow is hopeless. Wear the opportunities today! This, does not mean we should not make a goal/goal for tomorrow, but we are asked to make planning directional planning in our lives, i.e. by making the goal setting, set life becomes meaningful. "Today or tomorrow we leave for the town of anu, and there we will stay a year and trading as well as profited, while you do not know what will happen tomorrow. What is the meaning of your life? Your life is the same as the steam briefly appears and then disappears. In fact you should say: "If the Lord wills, we will live and do this or that. What then should we do so that our life is not in vain, and fill it full of life planning:

1) Pray to God in every planning. Learn to with combination activities. The contents of the time with the best (priority) – without interruptions. Rutinity time (medium priority under) do at least two things at the same time. Take the time (priority)-relax, go on vacation.

2) to avoid in our lives: the tangled web of physical (things that foreclose our view negatively). Tangled mental (things that foreclose our thoughts are negative). Tangled emotional (stuff that seized our souls are negative).

3) Detection now time. Redeem means got back, freeing and change for the better.

Paul j. Meyer said: "What ever you vividly imagine, ardently desire, sincerely believe, and enthusiastically act upon, must inevitably come to pass". Means "anything that you can imagine clearly, with fiery you want, seriously and enthusiastically believe you do, will surely become a reality".

There is some connection between the effective personal productivity with penga-turan time.

An enterprise is considered successful if it can add richness or assetnya not just because efficient operationally, but also how the company can download the make or use worker productivity as effectively as possible. Increased productivity may need to change some of the attitudes and Outlook of someone's life. Attitude and behavior one can grow and develop. How to – how to be more productive is to look at how attitudes as a determinant in it:

1) Restrict themselves to the task – the main task of Use the time to tasks – tasks that will achieve the objectives it is important so as not to get caught up on things – things that are small and less mean.

2) coaching and self discipline

Self - discipline enables people to stay focused on a specific task and executed until completion

3) Resilient

Planning and goal setting, determination to succeed and realize how lucky if the goalhas been achieved. People who are productive and focused to determine the steps toreach the goal. The resilient people always remember the goal and work hard until the end.

4) soon began to

Many ways so that the task can be completed is starting work now too. Start work the tasks and continue to work without

holding to love or not loveterha-dap work. Divide tasks in several stages and take on one after another.

5) prioritizing their result is not perfection

Even in projects that secret people who are productive especially to help the results rather than perfection. Goal setting allows to set priority and take steps-steps that must be accomplished.

There are basically 3 basic factors often called 3 T, namely:

- 1) future uncertain, so it is lazy to create improvement or new innovations in the works.
- 2) purpose/Goal Setting, Objective, mission and vision, if we determine this is all we can craft a strategic planning and making "Action Plan" on what to do.
- 3) Limited, resources owned, our resources are particularly is our thoughts.

According to Vayu Darmo Kusumo, SE, Hrd PT Netindo solution group, which he talk in learning and Growth netsol Mind, 02 March 2013 regarding Time management is a skill the ability to establish, manage, choose, decide between quality/energy to the effectiveness and productivity of the time:

- 1) Set is the first step in making the planning.
- 2) Set is how I create (draw up) something became regular (neat).
- 3) Choose is how to define/take something considered appropriate den-gan what has become the choice for running.
- 4) Decide is a provision taken to immediately run/done.
- 5) Quality is how well a product is generated whether or not according to your needs.
- 6) Power is an ability to do a good job in terms of human resources as well as goods.
- 7) The effectiveness is the level where the real performance comparable to the targeted performance/achievement of the set.

8) time Productivity is the degree to which/how long human resource levels/goods capable of producing a work/production.

The initiative is the responsiveness person to immediately perform an action to see a job exceeds the required or demanded of the work without waiting for the instruction first. Proactive attitude is someone who is able to make a choice where they have get stimulation (stimulus). Futile was when it was doing a job but the result is not in expect or useless.

Efficiency is a measure of the success of the assessed in terms of the magnitude of the resource/cost to achieve the results of the activities undertaken. Effective is the achievement of an appropriate goal of election or of some other alternatives. People are able to set the time properly, is the person that is capable of also balancing between energy with quality (quality).

f. Be a whole person

But we can not think properly if we haven't become a whole person. As it is written Paul j.. Meyer in his book Effective Personal Productivity:

Our lives should be balanced (Wheel of Life):

1. Family - Family and Home
2. Financial - Financial and Career
3. Physical and Health - Physical and Health
4. Mental and Mental - Education and Educational
5. Spiritual and Ethical Spiritual and Ethical
6. Social and cultural - Social and Cultural

Towards the era of globalization, all organizations should require a strategy to manage its business professionally. This cannot be achieved without the strong support of the HR (human resources).

g. Strategic planning

With put forward business activities with environmental conditions and human resource support, then retrieved the right strategy. Human resources has a large weighting in the need to run and control the business, necessitating a "strategic planning". Strategic planning is not to be made by "Top Management" who are experts in their field. But it is a system which is mysterious, sophisticated, complex even contain elements of art. According to Paul j. Meyer strategic planning process must be "SMART":

- 1) Specific (clearly): specific Objectives give greater opportunity to achieve the goals that are common.
- 2) Measurable (measurable): specify the criteria to measure the progress of attainment of tu-juan who is already set.
- 3) Attainable (achievable): looking for a way to achieve the purpose of making it the reality.
- 4) Realistic (makes sense): the objectives to be achieved and indeed able to get it.
- 5) Tangible (real): the purposes for which it can be seen, touched and touched.

This cannot be achieved without any motivation from himself. As we see the Motivation there are two words "Motive" and "Action" in other words the Action of moving, action, deed. Motive is the reason, intention, purpose, encouragement. So according to the concept of "Motivation Leadership Management International" is: "action that leads to a goal". Therefore to achieve an objective/Goal Setting is not as fast as fungus that bloom simply overnight. To become a great tree and bear much fruit, requiring time, me-business need. Likewise, to achieve the targets/goals we need a "humanistic management and Scientific Management, the two complement each other.

An enterprise is considered successful if it can add richness or assetnya, not only is it operationally efficient. It is up to what your business, profession or career you quite a lot of

their precious time was used for tasks whose value only a DAB of productive time value. Check out the following things and follow these important steps in planning your goals, so that you can increase your success:

- 1) the power of Goal Setting. Goal Setting is the greatest power available to achieve success. Goal Setting provide a "sense of the SE" who makes us stay focused on the things that are important.
- 2) building a Dream/Dream List. We will have tremendous benefits of Goal Setting, when we are planning a complete personal goals program and download all inventory dreams to be realized.
- 3) Plan in writing by drafting plans in writing, we are able to make scheduled measures as well as the date of the target, which can turn dreams into reality.
- 4) Power priority. Even though we know business and personal objectives we want to achieve, but it is not possible we will reach it at once. To select among the goal that appeared, we have to use a priority. By basing priority values will provide direction, focus and sense of purpose. One to the cheerfulness of setting priorities is so that we have a constant awareness of what we do and why we do it.
- 5) Plans practical. After set a goal as a top priority, we are prepared to draw up a practical plan to achieve it.
- 6) Managing with Goals. The purpose of clearly formulated, as well as planned, the Act of writing both in business and private life giving benefits to revenue range pressure (pressure).
- 7) Integrate business goals and personal goals. Everyone at all levels must have the belief that by giving a contribution on the achievement of the Organization's tu-juan, his personal goal would be quickly reached. Without such confidence many individuals showed a divided loyalty. Indifferent towards the vision, mission and objectives of the company, as well as apathy toward personal goals.

Personal effectiveness will be retrieved to the maximum when people look for real relationship personal goals with company goals. When a member in a group of equipment one personal goals, the company lost the basis for expanding moti-vasi. Develop individuals determine and achieve challenging goals, allows people to be more effective. "Goal setting" it is wonderful to revamp dreams come true; Double the Success.

III Research Methods

This research uses experiments with experimental design used is a quasi-experiment design experiments that are done without randomisasi, but still using a control group (Latipun, 2006). The subject entered into experiment group and the control group. Experimental group is given preferential treatment or manipulation, sedangkan a control group not given any treatment.

The results of the experiment were analyzed by t-test independent sample i.e. the procedure in-use average to compare two data while the group to find the effectiveness of training Effective Personal Time Management is the Productive & analysis (ANAVA) repeated measure.

IV Results and Discussion

Based on the results of the analysis note that $t = 2,778$ with a score of significance to the assumption the equation variant was 0,010 ($p < 0.05$) then there is the difference in the increase in employee produktivitas a very significant between the experimental and control group so that the hypothesis is accepted. It means the granting of training Effective Personal Productivity and time management influence on double success of the employee so that the employee productivity increases.

Based on the results of test data analysis through the Tests of Within-Subjects Effects obtained that there was a

significant interaction between groups and increased productivity with $F = 8,854$; $p = 0.007$; $p < 0.05$ then changes scores pretest and different posttest between experiments with the control group. The value of the partial a squared of 0,270 means training motivation contribute effectively amounted to 27% in the experimental group improved productivity.

The effectiveness of training will increase when the training principles are understood and apply appropriately. Those principles are participation, repetition, relevance, and feedback (Siagian, 2002). Determination of proper training material needed to create an effective training. Packing the contents of the training is right on target very influential towards the success of participants in absorbing the science presented in the training. Content that is easy to understand and will greatly affect to understand trainees so that the purpose of holding of the training will be achieved. As in the theory of goal setting from Locke (Riggio, 2003), mentions so that employees are motivated, the goals should be clear, specific, achievable, and at any time can be measured.

The training is based on the theory of goal-setting from Locke, containing about air-like material covering discussions, lectures, and games. Games-simulation games that me-its sense of active participants to determine the goal itself as well as the commitment to the goal of implementation is emphasized in this training. Session III in training, particularly invites the participants to determine the goal itself and is committed to implementing it. In addition the introduction of self through discussion in a small group and management time for attendees to succeed also are taught in training.

The concept of the training content is created with a simple but interesting, so participants are keen to participate actively in training. Simulation games designed interesting and entertaining, so without conscious participants entertained with the game while getting the science. Participants are invited to determine the target will be achieved in-game

simulation in accordance with the ability of the him self. Participants will be more motivated and strive to achieve the targets he has set himself is te. Based on the results of observation training, participants look more motivation when following this game. Participants enthusiastically because it can participate.

Self introduction of good material based on assessment of your self as well as others also provide. These materials aim to let participants know the advantages and disadvantages, so that participants can develop the existing advantages and minimize the disadvantages that exist. Granting of motivation to be successful people and plan map of life taught in order for participants to be more passion and a purpose that will be implemented. This makes planning participants have an idea about his future and forcing the participants to think about how or what will he do in the future.

Evaluation of training is also conducted, both quantitative as well as qualitative evaluation. Kirkpatrick; Latham & Saari; Warr, at al (Riggio, 2003), suggests that there are four etc. criteria for evaluating the effectiveness of a training program: criteria of reaction, the criteria study, criteria of conduct, criteria and results. Quantitative and qualitative evaluation criteria, namely the reaction used to measure satisfaction of participants attend training, learning what the participants have received, and the impression that participants get given right after training is completed. Based quantitative and qualitative evaluation of the participant, after the holding of the training participants were happy and felt such training is beneficial because participants can acquire knowledge, new story, new insights and up lifting to work more actively again. Participants feel more confident, thinking ahead, and passion for the more advanced.

Learning and behavioral criteria obtained from the interview conducted after the training. The interview was conducted on two employees who experience an increase in

productivity of the most high and one of the employees has decreased productivity the most. Based on the interviews of the employees understand the purpose of holding of the training. The employee argued that the purpose of the training is the motivation to work more actively again in order to achieve the target. The process of understanding the criteria studied. Employees who follow the training knowing the intent of the annual training with seeing, observing, and following the training. Criteria of conduct derived from the way employees including call to apply what he gained from training into jobs. Two of those employees who are experiencing the highest increase suggests that from the training, employees became more passion in work and driven to achieve targets such as other employees. Although not many fabrics reject also influential, but the urgent to simulate other friends who hit the target makes more passion for the work. While one person employees who decline suggests that most of the training, employees become more spirited in the works, but according to him that not many fabric cacatnya is a major influence to achieve the targets that have been set. Based on the criteria of this behavior, the result can be seen later-i.e. criteria results. The criteria of productivity data as seen from the results obtained after the holding of a training, whether there are changes or not.

Based on the training that has been carried out, the increase in the productivity of the employee's work looks at the group who were given training. Although some people in the control group there was also an increase in productivity. Based on the results of productivity among the group with a control group experiment showed that the mean pretest on the Group eksperimen registration ($M = 919,62$), while the mean pretest in the control group ($M = 1022,85$). After being given preferential treatment in the form of personal productivity training effectif and the management time, an increase in mean postest group experiments. The mean of experimental group

posttest ($M = 976,92$) and in the control group ($M = 976,85$). The mean gain score on a group of eksperimen ($M = 53,31$) and in the control group is large ($M = -42,15$). This proves that there is a personal productivity training influences effective against multiplying success employees who have an impact on employee productivity increase. Success does not come by itself, but the need to management. Are we already manager selves well. Don't let other people's surroundings even set our life, we alone must control our lives. Attitude we determine success. And the most important is whether the attitude we have programs, whether we make the planning?

Success does not come by it self. When we throw the ball without a goal, the ball will roll whether where, even throw a ball carelessly can hurt people or damage others. But if we already know where that ball would have us throw it, we can control the ball to the goal we want. And the most important is whether we want to change our view of life, do we have the motivation to do anything to improve our attitude. Each person has a different attitude, se-suai with his personality. This means that the behavior is influenced by the lifestyle of a person. The old saying goes, "If you do what you always did, you will get what you always get." This means that we have to change attitudes and behaviours. This aphorism suggests that we can set up our own lives and by changing attitudes and behaviour, we can direct our lives toward the most important goal in our lives.

V Conclusions and Suggestions

Conclusions

Summary of the research is no difference increased work productivity works very significant wan between experimental and control group. The effective contribution of personal productivity training efektif towards double success that have an impact one employee productivity increase of 27%.

Increased employee produkti-vitas who received training is higher than the increase of productivity of work employees do not get effective personal productivity training and manajemen time. This proves that employee productivity can be increased with a double success by training an effective personal productivity and time management.

Suggestions

Training effective personal Productivity and time management is very important to multiply the success that can result in increased employee productivity. Presumably this research can proceed with a more detailed qualitative method again with even more samples as consideration or input and comparison for search more deeply on the issue make an employee's personal productivity.

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