

## 50 Words Summary – Sawangan Region of Jakarta

Name :Kastolani and Sudiono

School :State Vocational School 2 Jakarta and State Vocational School 11 Jakarta

We have had a talk to two teachers to observe each other in English class. The two teachers discussed everything they will do when they observe each other. The problem is the time selection. We have not conducted it yet because we still looking for the right time. We tried to overcome this problem by making new schedule.

Name :Tikno Subadi

School :State Vocational School 48 Jakarta

Things we have done among the action plans we agreed to:

- Asking the teachers to review again the school vision and mission by making necessary changes
- Making a consensus of the school vision and mission
- Making a consensus/commitment to reach the vision and mission

Difficulties

- There were some teachers who are still unaware of the activity
- Not all teachers understood the program

Plan to overcome the difficulties

- More exposures about the program to the teachers
- Coaching is needed to the teachers who still do not understand the program.

Name : Abdul Karim

School : State Vocational School 1 Jeneponto

Our relationship with the school partner has been very good, because my partner take my ideas well through coaching program. This is because both my school and my partner's school have the same background, the same skill field and the same skill program so the ideas expressed, both mine and my partner were directly responded positively. Things we have done of the action plan; we have conducted coaching two vice principals namely vice principal responsible for student affair and vice principle responsible for public relation. Both vice principals have also conducted coaching to the Head of Skill Program to prepare their students in Students' Competency Competition and to the English teachers at our school. The problem we face in our school is; e-mail of my school did not work well. We tried to overcome the problem by opening internet connection for State Vocational School Jeneponto.

Name : Chairuddin  
School : State Vocational School 40 Jakarta

After the end of the training program, I and my partner agreed to communicate to each other especially about the action plan we have made together. About two weeks later, my partner sent me the action plan which has been revised. After I learnt it, I discovered some points to be revised and agreed before we sending it.

The first things I did were:

- Introducing coaching program in the teacher's meeting
- Making approaches to the teachers and school staff whom I considered good to be recruited as pioneers in the program
- Building spirit to small groups to perform their duties well

The difficulties I met

- There were some teachers and school staff who have low self awareness, for example, there was a job which should have finished in one week but in fact they could not finish it on time
- There were many agendas in the Provincial office of National Education Ministry which required principals involvement so the principal often had to leave their works at school

Things I plan to do:

- Program improvement
- Arrange a meeting to discuss about the benefit of the coaching program.

Name : Hasan Koswara  
School: State Vocational School 31 Jakarta

At first when we made action plan we could decide soon about the object to discuss. However, when we applied it in the field, we found it difficult because we were quite busy with our daily routines at school. There were almost no communication with the school partner, it was only carried out once and it was not even effective because the school partner also had the same problem.

Name : Ahmad Hidayat  
School : P4TK Business and Tourism

Coaching Program has been implemented several times by consulting with my school partner Aritonang. There was an agreement about coaching program we were going to implement. We have informed the activity we were going to do with my partner to the Head of P4TK institution. He agreed and would facilitate the program. We have also decided some teachers who had to be improved through learning strategy development with coaching. With the busy activities at each of our school, between us and the coachee, we felt that we did not have enough time. Next we are going to try to make new schedule which is could be carried out by the coachee.

Name : Drs. Rachiman and Drs. Adi Purwantoro  
School : State Vocational School 23 Jakarta and State Vocational School 39 Jakarta

In coaching implementation we exchanged experiences about coaching techniques. I have applied coaching principles even though I did not specifically call it "coaching". The difficulties I found were the limited time that I have because of my work load and my limited knowledge about coaching. I will try to manage the time better and to learn again the literature about coaching.

Name : Drs. Asdar, M.Pd.  
School : State Vocational School 1 Sengkang

Relationship with the school partner has been very good. Each school has been implementing its duties in line with the coaching method. At first there were hindrances. But after we understood what we were going to do and how to do it, we could implement the coaching in each of our schools and decide who would be involved in the coaching. The consensus was to conduct coaching to the respective two vice principals responsible for curriculum affairs and school facilities and infrastructures. Then they would be able to continue coaching to the 4 subject teachers and trainers who then would pass on the coaching to other 2 teachers. We tried to overcome the problem of not functioning ICT at school by accessing internet through internet cafe.

Name : Elsya Aunalal / Soselisa, S.sos  
School : State Vocational School 5 Ambon

At the moment relationship between our school and school partner has been going well. The only problem is; the communication between us is not going smoothly because of the long distance. We always tried to make the action plan work well. The problem we are facing is lack of readiness of all school elements about this program. We will introduce this action plan continuously all school people about the activity in order to make it more comprehensive and work as planned.

Name : Adrianto S.Pd, S.Kom  
School : Telecommunication Vocational School of Sandhy Putra, Medan  
Training Partner : Pardos Pakpahan, S.Pd, MM  
(PPPPTK Business and Tourism) Jakarta  
Topic : Teacher's Performance Improvement Through Coaching Program

As training partner, we have made personal contact several times, both by e-mail and by telephone. Before doing further action, we have made revision to the action plan which was informed to each other by e-mail. After the action plan was revised, we decided 2 (two) teachers who will undergo coaching program.

In accordance with the action plan, the writer of this report has collected data of the number of teachers, and it revealed that the number

of teachers at Sandhy Putra Telecommunication Vocational School is as many as 43 teachers. The training partner has identified the number of the staff as many as 4 persons.

In October, I have designed instrument of teacher performance assessment, which consisted of 5 assessment aspects namely:

1. Attendance
2. Teaching Material Mastery
3. Material Teaching Skills
4. Class Control
5. Learning Administration

Each assessment aspect is given option which consists of:

1. Very Good
2. Good
3. Fair
4. Poor
5. Very Poor

In addition to the above mentioned aspects, there are 2 option of teaching qualification of a teacher namely:

1. qualified to teach at School with International Standard (SIS)
2. qualified to be a Class Monitor Teacher

Next the instrument is distributed to the students. The number of respondent is 180 persons (10 respondents for every class, with the total number of classes as many as 18 classes. The instrument has been distributed and up to now it is in the process of recapitulation. This is the report we made as the preparation for first stage of Round Table Discussion (RTD) in Jakarta on 15<sup>th</sup> November 2007.

Name : Dra. A. Eryatun Koswara  
Site of service : State Vocational School 52 Jakarta  
Training Partner : Dra. Eva Siswoyo, M.Sc.  
THEME : Improving Teacher's performance through coaching program to two teachers.

As training partner, we have made personal contact both by e-mail and by telephone.

We have decided 2 (two) teachers to undergo coaching process namely: Mathematics Teacher: Mr. Drs. Nyoto and English Teacher : Mr. Drs. Taufik

#### **Activity in September 2007**

❖ We have introduced Coaching program in the Principal's Room after the teachers finished teaching on the day in accordance with

the teaching schedule.

### Activity in October 2007

- ❖ Preparation of Learning Instrument, in line with Learning Instrument Requirements.

Mathematics and English Teacher know how to:

- Improve Teaching Management
- Develop and extend Learning Instrument
- Introducing and trying out alternative learning strategies, the advantages of the development of learning methods and strategies of learning process about theories underlying the new methods to be able to be analyzed and adjusted in various contexts.

- ❖ Conducting Class Supervision

The outcomes of the coaching process through Class Supervision are as the following:

- 1) Obtaining the data of the attendance
- 2) Obtaining the data of the Scores

### Activities in November 2007

Conducting RTD 1 at State Vocational School 39 Jakarta

Name : Junaedi, S.Pd.  
School : State Vocational School 5 Jakarta  
School Partner : State Vocational School 49 Jakarta  
Topic : Mind Body Soul Training

- Action** : The implementation of Mind Body Soul In House Training (MBS IHT)
- Outcome** : MBS IHT has is implemented with 50 participants at State Vocational School 49 Jakarta
- Criteria of Success**
  - 90% of the MBS IHT participants realized and understood about the MBS.
  - 80% of the MBS IHT participants have had strong motivation.
  - 70% of the MBS IHT participants are able to improve their performance at State Vocational School 49 Jakarta
- Evaluation Monitoring** : The monitoring was conducted by The Head Higher Learning Education Service of Jakarta Special Region, Sub-section of Higher Learning Education Service of Jakarta Special Region, British Council and P4TK Business and Tourism Jakarta.
- Date of Implementation** : 13<sup>th</sup> December 11, 2007
- An overview of MBS IHT** : MBS IHT is an empowering training of Mind Power by maximizing the power of Body and Soul. This training is intended to improve and develop self potential in anticipating various problems in life and carrier so that a person

participating the training are able to make GOAL SETTING (make goal in life and carrier)

This training was organised in co-operation between State Vocational School 49 with Management Site Institution

Name : Tikno Subadi  
School : State Vocational School 48 Jakarta  
School Partner : State Vocational School 5 Ambon (Ibu Elsy)

Soon after we returned to each of our school from Principal Candidacy Training Program, we made contact with our partner to make revision to each of our action plan. Further contact, in addition to asking how things were going on, we also discussed about things we have done to realize the action plan.

A bit different from what I experienced, in which it is relatively easy to implement school vision and mission to the school community, in State Vocational School 5 Ambon, however, it is rather difficult to do so because of some factors at the school. But, until our last contact we made, the school have made progress in that matter. Ms Elsy has also informed that at the moment the school has got school partner abroad (in England) but she forgot to mention the name of the school.

Name : Drs. Abdul Rofi  
School : State Vocational School 1 Kraksaan

I have conducted coaching introduction at State Vocational School Kraksaan to two persons of marketing skill program and initial phase has been done. But, after we made contact with training partner we did not get good response, may be because the place was very far.

We, therefore proposed to Ms Itje at RTD 1 at Junior High School 1 Surabaya to change with new partner with State Vocational 1 Amuntai and was approved, so it produced improvement of action plan.

Name :Magiyono, M.Pd  
School :State Vocational School 1 Banyuwangi / State Vocational School Tegalsari Banyuwangi

Based on the school innovation project action plan with another school partner we have made actions as follows:

1. First action; setting up action plan with school partner.
2. Next, after action plan was set up, a report was sent to the principal and to Education Service Office of Banyuwangi Regency.
3. Introducing coaching program to school community in the program of information and development
4. Assigning 2 vice principals as the target of coaching program in the school leadership of school innovation project.
5. The implementation of coaching process (first stage) using GROW model.

6. Systematic working procedures are not identified. It shows that the targets have not had working program.

A problem identified at State Vocational School 1 Situbondo in introduction and coaching activities was because at first the coachee and the school communities consider it as unimportant thing, but finally understand how important coaching process in order to reach goal.

Name : Syawal  
School : Vocational School of YPK 64 Tuban

We agreed to make coaching to 2 teachers in order to improve learning quality, to improve student comfort in learning, and to decide coaching schedule at school with the coachee. The out put of coaching would be shared in RTD I in Surabaya. If there are still some weaknesses identified, we will improve it and then send it to British Council as a report

Name : Mohamad Daroini S.Pd  
School : State Vocational School 5 Samarinda

Observation of the first 5-10 minutes of learning to 3 productive teachers from Business Management Skill Study  
Things to observe are:

1. Teaching-Learning activity instrument including syllabus, lesson plan and learning module.
2. Start learning by praying, reviewing, and writing down the objectives of learning and apperception.

From the observation conducted, teachers' discipline were improving and it could be the beginning of the effective learning process

Name : Husain Fajri  
School : State Vocational School 1 Situbondo

After following talent scouting training in which one of the activity is training by British Council, I applied things I got from the training in coaching process to two vice principals in charge of curriculum affair and vice principal in charge of student's affair.

Coaching process for vice principal in charge of curriculum affair:

In this process, it is expected that teachers of all subjects make and apply their teaching programs

Coaching process for vice principal in charge of students affair:

In this process it is expected that nationalism value is developed.

Coaching process is conducted with GROW model

Name : H. Marjuki  
School : State Vocational School 1 Amuntai

Two productive teachers understand and positively responded the coaching program. As the output of the program, they are able to improve learning quality indicated by the usage of more learning material reference and application of various learning methods, as well as their ability to set up and complete teaching-learning instruments.

They are becoming more motivated after getting support from the Principal of State Vocational School 40 Jakarta as partner in coaching program.

Name : Drs. Tasmuri  
School : State Vocational School 2 Tuban

Coach is able to identify learning objectives of the two computer teachers, the strengths and the weaknesses of leaning quality improvement target, learning instrument, learning process and able to discuss it with the coachee about their complaints. This is very important for coach in giving motivation to the coachee to reach the learning objectives of the 2 teachers.

Name : Dra. Willy Willyawati  
School : SMK PGRI Majalengka,

During October, Our school, Vocational School of Tourism PGRI Majalengka and State Vocational School 49 Jakarta made communication about School Innovation Project Action Plan. Based on the Action Plan, we agreed to have "In House Training (IHT) of School Performance Improvement". In accordance with the action plan, during this October, the activity we did was making proposal of "In House Training of School Performance Improvement" by IHT Executive Committee (on the second week of October 2007). The proposal made by the committee is submitted to the Principal to be learned and processed (in the fourth week of October 2007)

Name : DRS. WILHELMUS JEMAHAN  
School : SMKN 1 Kupang

The summary of activities have been done since September-October 2007

1. Discussed with Head Teacher of State Vocational School 6 Kupang about the implementation of the action plan: improving the performance of vice head teacher for student matter and coordinator teacher for student organizational activities to deal with student coming late.
2. Identified student coming late
3. Interviewed some students who always coming late to find out their reason
4. Coached the vice head teacher for student matter and coordinator teacher for student organizational activities to find the solution
5. Gave advice and sanction to student often coming late

6. Discussed the result of activities in State Vocational School 1 Kupang with Maxsen A. Mauk in State Vocational School 6 Kupang

Name : MAXSEN A. MAUK

School : SMKN 6 Kupang

1. Made a notification letter to SMKN 6, head of education department of Kupang and head of SMKN 1 Kupang to let them know and get permission to implement the action plan for improving performance of the vice head teacher for student matter and coordinator teacher for student activities in dealing with student coming late.
2. Met head of SMKN 6 to discuss the activity.
3. Identified the student who often coming late
4. Identified the reason student coming late
5. Coached the vice head teacher for student matter and coordinator teacher for student activities to find solution for student coming late.
6. Gave advice and sanction to student often coming late
7. Discussed the result of activities in SMKN 6 with Drs. W. Jemahan in SMKN 1 Kupang

Name: Willy Willyawati

School: SMKS PGRI Majalengka

Our communication and cooperation has run well. We consistently implement the action plan having been prepared. SMKN 49 will hold IHT-MBS on December 13, 2007 with the implementation of 'Management Site'. SMKS PGRI Majalengka will hold IHT of Performance Improvement in January 2008.

We have established communication via email with our partner in England, Jon Bar.

The encountered obstacles occur due to our hectic activities. Thus, the principal of such SMK has a lot of works to do. However, we keep trying to maintain communication to each other either via email or telephone.