

## Implementation Of Orientation Activities For Village Heads and Staff In Bogor District

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**Abstract:** *The purpose of this study was to examine the implementation of orientation activities for village heads and their staff in Bogor Regency. The research method applied by the researcher was a qualitative method with a descriptive approach and the location of this study was conducted in Bogor Regency. Purposive sampling, became a sampling technique involving village heads and staff as respondents in this study. Based on the results of the study on the orientation of case studies of village heads and village staff in Bogor Regency, it can be concluded that good orientation is the key to improving the understanding, competence, and integrity of village leaders and staff.*

*Keywords:*

*Village Apparatus, Village Head, Orientation*

## INTRODUCTION

Orientation is an important initial step in ensuring that new individuals in an organization, including village heads and village officials, understand their roles, responsibilities, and work culture in their environment (Minh et al., 2024). This process is very crucial in the context of village government, considering the strategic role of village heads and village officials in running administration, serving the community, and managing village development (Sabet & Khaksar, 2024; Harsanto & Wahyuningrat, 2024).

However, the implementation of orientation in many areas, including Bogor Regency, often faces various challenges, such as the lack of structured training, minimal local context-based guidance, and limited resources to support the implementation of orientation effectively (Hoshino et al., 2024). This can have an impact on low understanding of the main tasks and functions, which ultimately affects the performance of village government (Rostami & Salehi, 2024). Therefore, it is important to review the implementation of work orientation in Bogor Regency to identify problems, evaluate its effectiveness, and provide recommendations for future improvements.

The orientation process is intended to introduce new employees to new work situations and work groups (Shalley, 2024). Orientation is an activity that involves introducing individuals to the organization, providing a foundation for new employees to start functioning effectively and pleasantly in their new jobs (Wood et al., 2024). Orientation includes introducing new employees to the company, its functions, tasks, and people (Jia et al., 2024). Basically, an orientation program for new employees is absolutely necessary both from the perspective of the company's interests and the employees themselves (Lin & Meng, 2024). The main goal of which is so that each new employee can adapt and interact with the new environmental conditions they have entered (Gilson, 2024). Second, can understand the organization and culture of the company (vision, mission, core values and operational activities). Third, have a common pattern (paradigm) of thinking and finally, as a provision before the person concerned is assigned to their respective workplaces.

Kusa et al. (2024) mentions that orientation is intended to provide new employees with background information needed to perform their work satisfactorily, such as company information. This program can start with a brief informal introduction or with a long formal course (Clarke et al., 2024). This orientation aims to accelerate the adaptation of new employees to the existing work environment and system (Tripathi & Kalia, 2024).

New or old human resources if they are going to be placed in a new position need to be introduced first to the tasks and functions before carrying out new tasks/jobs, in order to avoid mistakes in carrying out tasks (Cady et al., 2024). Violations of work regulations occur because employees do not know the work regulations in detail or there is a lack of socialization from the company (Myers et al., 2024). The purpose of this research is to examine the implementation of orientation activities for village heads and their staff in Bogor Regency.

## RESEARCH METHOD

The research method applied by the researcher is a qualitative method with a descriptive approach and the location of this research was conducted in Bogor Regency. Qualitative research is descriptive in nature and often uses analysis. To find out more about the respondents' choices, a questionnaire was used in this study, and interviews were conducted to obtain more detailed responses (Yuliana, 2024; Wati et al., 2024). In addition, case study observations and literature studies used to support this research are in the form of references to books, journals, documents, and also previous research that is still relevant to the problems of this research. The research was conducted in October-November 2024 involving village heads and village officials in Bogor Regency as respondents in this study.

The research process proposed by Firdaus & Yuliana (2024) and Tarisca & Yuliana (2024) begins with the collection of research data, which is then supplemented through the use of supporting references and interviews with respondents. Purposive sampling, a sampling technique in which the approach is based on existing population characteristics, is the sampling strategy used in this study (Yuliana et al., 2022; Saputri et al., 2024; Hamdani & Yuliana, 2024). This technique is used to select individuals or groups who have special knowledge, experience, or characteristics that can provide in-depth and meaningful information about the topic being studied (Alfian et al., 2024; Ambiyah et al., 2024; Astri et al., 2024). Open-ended questions were asked to respondents in the form of interviews.

## RESULTS AND DISCUSSION

Orientation steps that have been taken by the Regency Government or related parties. Training activities, workshops, or other programs to support the orientation of village heads and their staff. The implementation of the orientation was carried out by the Village Community Empowerment Service to 88 elected Village Heads for the 2021-2027 term of office, involving the National Professional Certification Agency. The material includes: Prites, General policies for implementing village governance, Preparation of the Village Medium-Term Development Plan, Preparation of the Village Government Work Plan and the Village Revenue and Expenditure Budget.

In the orientation test session, participants are given material about questions related to the material to be discussed, the committee will test the participants' abilities before and after the orientation. And the test results will be announced at the end of the orientation, participants can measure their ability in understanding the orientation material.

In the second material, participants received orientation regarding the general policy of implementing village governance, including conveying the duties of the village head and village apparatus in implementing village

governance covering the following areas: Implementation of Village Government, Implementation of Development, Implementation of Village Community Development and Empowerment of Village Communities.

The Village Medium-Term Development Plan is a village development plan for a period of 6 (six) years which contains the Vision and Mission of the Village Head, the direction of Village development policies, and activity plans which cover the areas of organizing Village Government, implementing Village development, fostering Village communities, and empowering Village communities.

The objectives and benefits of compiling The Village Medium-Term Development Plan include, first, as a guideline in compiling Preparation of the Village Government Work Plan, so as to guarantee the implementation and consistency between planning, budgeting, monitoring and evaluation. Second, realizing development planning that is in accordance with local needs and conditions and in order to improve community welfare and the quality of life of the community. Third, creating a sense of ownership and shared responsibility for development programs. Fourth, maintaining and developing development results (sustainability). Fifth, encouraging and developing participation and self-reliance in development. Finally, as a space for interaction between the community and the supra-village government.

In the context of village development planning, the Village Head organizes the preparation of the Village Medium-Term Development Plan no later than 3 (three) months after the inauguration of the Village Head. In order to prepare the planning, it is intended to involve elements of the Village community and consider the objective conditions of the village as well as the priority programs and activities of the district/city. The steps of the activity are carried out in stages, starting from the Formation of The Village Medium-Term Development Plan Compilation Team, Alignment of the Direction of District/City Development Planning Policy, Village Condition Assessment, Problem Grouping, Determination of Problem Priorities. Sixth, Assessment of Problem Solving Actions, Determination of Action Rankings, Preparation of Village Development Plans Through Village Deliberations, Preparation of Draft the Village Medium-Term Development Plan, Preparation of Village Development Plans Through Village Development Planning Deliberations and Determination and Amendments to Preparation of the Village Medium-Term Development Plan.

Village Revenue and Expenditure Budget is the annual financial plan of the village government. Legally, the Village Revenue and Expenditure Budget is a village legal product in the form of Village Regulations, which is a product of agreement between the Village Consultative Body and the Village Head in a village meeting. In substance, the Village Revenue and Expenditure Budget is a planning product prepared based on the Village Government Work Plan and is an elaboration of the Village Medium-Term Development Plan.

From the aspect of structure or components, Village Revenue and Expenditure Budget consists of income, expenditure and financing. Income is all

Village receipts in 1 (one) budget year which are the Village's rights and do not need to be returned by the Village. Income consists of Original Village Income, Transfer Results and Other Income. Original Village Income can be obtained from: Business Results, Asset Results, Self-Reliance, Other Original Village Income. Transfer Results are obtained from: Village Fund Allocation, Village Funds, Regional Tax and Regional Retribution Revenue Sharing, Financial assistance from the Provincial / Regency Village Revenue and Expenditure Budget.

Other income is the income of the Village which consists of: Income from the results of Village cooperation, Income from assistance from companies located in the Village, Income from grants and donations from third parties, Correction of errors in spending in the previous budget year which resulted in income in the Village Treasury in the current budget year, Bank interest, Prizes from competitions participated in by the Village Government, and other legitimate Village Income, namely original village income, transfers and other income.

Meanwhile, village spending consists of spending on: village government, village development implementation, village community development, community empowerment and emergency disaster management in urgent situations in the village. Revenue and Expenditure Budget is stipulated in Village Regulations and its implementation is outlined in the Village Head Regulation concerning the Explanation of the Village Revenue and Expenditure Budget. Before being stipulated, the Village Revenue and Expenditure Budget must first be submitted to the Regent for evaluation.

Orientation activities in the Village Head and his staff in Bogor Regency are carefully prepared by adjusting to the needs of stakeholders. The Village Head as the main guard who is an interested party must understand and implement village activities that aim for the interests of the community in Bogor Regency. According to the researcher's analysis, orientation activities in Bogor Regency have been in accordance with the procedures and needs of the Village Head and his staff.

## CONCLUSION

Based on the results and discussion of the orientation of the case study of village heads and village officials in Bogor Regency, it can be concluded that good orientation is the key to improving the understanding, competence, and integrity of village leaders and officials. The managerial implementation in this study where the orientation is directed allows village heads and village officials to better understand their duties, functions, and responsibilities in serving the community. However, challenges such as lack of ongoing training, limited resources, and minimal understanding of applicable regulations are still the main obstacles.

This study has limitations, because it focuses on orientation based on Prites, General Policy for the implementation of Village governance, Preparation of Village Medium-Term Development Plans, Preparation of Village Government Work Plans and Village Revenue and Expenditure Budgets. Suggestions for further research can evaluate the orientation related to the motivation and job satisfaction of Village Heads and their staff.

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