

ABSTRACT

KNOWLEDGE CONVERSION OF THE POST-PRACTICUM ACTIVITIES IN THE LABORATORIES OF INDUSTRIAL ENGINEERING FACULTY IT TELKOM USING SECI METHOD

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Post-practicum activities in Faculty of Industrial Engineering are the score input, make-up practicum, assistant's salary recaps, and new assistants recruitment. These activities are carried out in different ways in each laboratory of Faculty of Industrial Engineering based on the experience of each assistant. Accordingly, best practice from each activity is need to be known to be used as a reference in the standardization of implementation post-practicum activities in the laboratories of Faculty of Industrial Engineering.

This study uses the SECI knowledge conversion method. This method has four stages, namely socialization, externalization, combination, and internalization. In this study, the tacit knowledge obtained is about post-practicum activities in the laboratories of Faculty of Industrial Engineering which is gained from interviews with laboratory assistants. Tacit knowledge that has been obtained is processed into a business process document in the post-practicum activities across the Faculty of Industrial Engineering laboratories. The result of this study is the best practice in the form of Standard Operation Procedure (SOP) for each business process performed on post-practicum activities in the laboratories of Faculty of Industrial Engineering.

Based on knowledge conversion that has been performed using SECI method, this study gets the best practice for score input activity is owned by SISJAR laboratory, the best practice for make-up practicum is owned by SIPO laboratory, the best practice for assistant's salary recaps and new assistants recruitment are owned by GARTEK laboratory. Future studies could use another approach in determining the best practice in the combination stage.

Keywords: *tacit knowledge, explicit knowledge, SECI method, best practice, Standard Operation Procedure (SOP).*