

ABSTRACT

Institutions of higher education in Indonesia at this time is increasing. It shows that these services institution competition will be intense. To be able to compete in a competitive college must be able to establish the quality of graduates who are ready to plunge into the world of work and society. One of the things that must be considered is the development of soft skills in IT Telkom which has been making efforts to increase the willingness of students to improve the soft skills by application TAK score by Student Division. To further optimize the application of this TAK, needed a career flow of TAK in accordance with Tri Dharma Perguruan Tinggi to make the students improve softskillnya with more focused.

In this study, using a SECI method comprising into four phases: socialization, externalization, combination and Internalization. SECI is done in the design phase, deployment and processing of questionnaires. At the design stage, SECI role in respondents' observation, documentation of observations, questionnaire design and validation of the draft questionnaire. Stage distribution and processing, SECI play a role in the spread of questionnaires, documentation of the results of the questionnaire, the validity and reliability assessment, ranking the level of realization and TAK interests, as well as validation on the Student Division.

In the results, for the first year of activities focused on activities in the field of Education and Teaching, and Organizational Activities limited recognition. In the second year, activities focused on activities in the field of Education and Teaching, Research and Organizational Activities. In the third year, activities focused on activities in the field of Education and Teaching, Research, Community Service, Organizational Activities, and Leadership Training. In the fourth year, activities focused on activities in the field of Education and Teaching, Research, Community Service and Extra Campus Organization.

Based on the analysis and data processing results it could be concluded that the program is a TAK career flow of Tri Dharma Perguruan Tinggi elements can be formed with the help of SECI method thus TAK career flow divided in four years in accordance with the level of interest TAK is rated by the respondents and business process flow can be made relevant with TAK career flow. For further research, the results of SECI can evaluated career flow that has been designed so that it can be done in improving its application.

Keywords: SECI, TAK, Career Flow