CHAPTER II

LITERATURE REVIEW

In this chapter the researcher will discuss about the theory which support this research. There are definition of Life skill, implementation and management theory.

2.1 Life skill

According to Moya (2009), Life skill approach is an interactive educational methodology that focuses on acquiring knowledge, attitude and interpersonal skill. It aims to what universities students need now; for example knowledge of English and Informational technology. Besides, the World Health Organization (WHO) defines life skill as abilities for adaptive and positive behaviors that enable individual to deal effectively with the demands and challenges of everyday life. Based on the definition before the writer can see that life skill is very important to encourage the university students be ready for the globalization era, because they are the next generation to face the future.

The fact now shows that, the skill of English language and Informational technology are the most important for our future life, because many science and knowledge which use it. Moreover, in 2020 later, the market trade will be approved. In this era most of strange products and education institution can be existed in Indonesia easily (Hanafie :2007).

To solve the problem that will be happened in the future, we need to increase the sector of education. One of the sectors of education that should be increase is English and informational technology which commonly called life skill. Why is it important because life skill is the interpersonal skill (communication). If we have life skill we have strange of competition. It is support by Jhon Naisbitt in his Global Paradox. He said that “Nowadays, there was one billions of people who was talk into English language as a mother tongue, second language or foreign
language (Hanafie : 2007). Besides, Hanafie (2007) states that many products of technology are increase, because most of technologies use English as the language bearer and only less people can operate it. Based on Hanafie assumption Informational technology also is important to compete in the future.

Consequently, the great challenge that is faced by our nation is the penetration of the strange culture. So that, if we have the strongest preparation completely, naturally the biggest country in South Asia will be ready to face the future.

2.2 Implementation Term

Based on the dictionary the implementation is the carrying out, execution, or practice of a plan, a method, or any design for doing something. As such, implementation is the action that must follow any preliminary thinking in order for something to actually happen (Team arrangement 2005:475). Whereas according to Susilo (2007:174) implementation is the application of the idea, concept, policy, or innovation to make activity which give good impact to their knowledge, creativity and attitude. Besides, the oxford advance dictionary the implementation is a process of something.

According to (Nurdin Usman 2002:70) in his book entitled “Konteks Implementasi berbasis Kurikulum” convey the definition of implementation below:

“Implementation focuses on activity, action and mechanism of system. Implementation is not only an activity but it is also an activity with good preparation and has target at the end of the activity”.

Based on the explanation above implementation is not only an activity without planning and target. However, it focuses on the activity which has good preparation and at the end of the activity there is a target performance.
According to Setiawan Guntur (2004:39) in his book entitled “Implementasi dalam Birokrasi pembangunan” states that implementation is expansion of activity which mutual it accommodate to the interaction process between the objective and activity that is supposed to reach it and it needs effective executor strategies.

The explanation above shows that the implementation is process to carry out the idea or the new activity to engage the audience to work together with one mission and trusted people to apply the activity and reach the target together.

Based on several definition of implementation the important thing is the teamwork inside the activity and the mission to do the activity together. Because of the implementation is a process, so that the people inside the activity have to work together and understanding together to reach the objective.

2.3 English program

The program in Rusunawa comes from Rector of UNG who carries out the idea about increasing academic atmosphere in Gorontalo State University. Considering the situation the rector takes advantage of housing society of ministry to give UNG a building for student. This is actually expected to gain an useful impact to the University, that is why the Rector of UNG decided to build students’ character inside the dormitory. Students usually spend most of their time to have lectures in the class around 8 hours where it is considered less effective to train their character. Therefore, the best way to create students’ character is to train them in “Rusunawa Dormitory”.

Regarding the situation the vice Rector of students affair create several programs, there are soft skill, hard skill, and life skill which obviously support each other. One of the programs is
English program (Life Skill) which aims to support human need to face the world, society, and job.

English program constitutes weekly program that is conducted on Wednesday morning, Thursday night and Friday. The session of English performance is estimated around one and two hours for each meeting. For handling the meeting, there are 14 English tutors who are divided into 2 lecturers and 2 staying tutors and 10 mobile tutors.

The duty of English Program in Rusunawa is to serve learners of English by offering designing courses to support the development of English skill for academic students in Rusunawa. The English Program also contributes to the development of English as Second Language professionals and encourages curricular innovation.

There are 300 students who are involved with the English Program coming from different faculties in UNG to be granted Bidikmisi Scholarship. They are selected students from 20,000 students in UNG who can follow the program in Rusunawa.

There are some strengths which are considered to become advantages in implementing English program in Rusunawa rather than other English Course generally. First, Students who stay in Rusunawa are classified into competitive students because of having been awarded Bidikmisi Scholarship. Second, the program does not only provide an opportunity for student to study intimately but also it allows them to access it for free including satisfied facility in order to stimulate their eager to keep improving concerning English competence. Third, teaching and learning activities are mostly set down to become an excited program among other programs in Rusunawa. It is because the implementation of English program is always executed into different venue such as outdoor and indoor in order to create enjoyable atmosphere among students. The program is obviously addressed to those students who have potential to provoke themselves and
friends creating interactive atmosphere of teaching and learning; it is because they are still clustered in low level of English mastery and English program is expected to deal with it eventually.

2.4 Management theory

According to Koontz in Half (1971) management is the art of getting things done through and with people in formally organized groups. Based on Fayol in Half (1971) Management is an individual or a group of individuals that accept responsibilities to run an organization. They are Planning, Organizing, Directing and controlling all the essential activities of the organization. Management does not do the work themselves. They motivate others to do the work and co-ordinate (i.e. bring together) all the work for achieving the objectives of the organization.

According to Heimann in Half (1971) management has three different meaning, management as a noun (refers to a group of manager), management as a process (refers to Function of management i.e planning, organizing, directing and Controlling), Management as discipline (refers to the subject of management).

2.4.1 Feature of Management

As we know that management have several features of management. There are continuous and never ending process, to get things done through people, result oriented science and art, Multidisciplinary in nature, A group and not an individual activity, Follows established principles or rules, Aided but not replaced by computers, Situational in nature, Need not be an ownership, Both an art and science, Management is all pervasive, Management is intangible, Use a professional approach in work, Management is dynamic in nature. The explanation of the entire features will be elaborated below:

1. Continuous and never ending process
Management is a Process which includes four main functions such as Planning, Organizing, Directing and Controlling. The manager has to Plan and organize all the activities where obviously he had to give proper Directions to his subordinates. He also has to Control all the activities as performing these functions continuously. Therefore, management is a continuous and never ending process.

Viewing the English program in Rusunawa, it obviously describes a sustainable program to be implemented not only for the first force but also the upcoming students who are granted to Bidikmisi Scholarship. The same procedure of implementation will be admitted in order to keep on the right track equally.

2. Getting things done through people

The managers do not do the work themselves. They get the work done through the workers. The workers should not be treated like slaves. They should not be tricked, threatened or forced to do the work. A favorable work environment should be created and maintained. Management can be viewed as whole process of social work.

3. Result oriented science and art

Management is result oriented because it gives a lot of importance to “Results”. Examples of Results are, increase in market share, increase in profits, etc. Management always wants to get the best results at all times.

4. Multidisciplinary in nature

Management has to get the work done through people. It has to manage people. This is a very difficult job because different people have different emotions, feelings, aspirations, etc. Similarly, the same person may have different emotions at different times. So, management is a very complex job. Therefore, management uses knowledge from many different subjects such as
Economics, Information Technology, Psychology, Sociology, etc. Therefore, it is multidisciplinary in nature.

5. A group and not an individual activity

Management is not an individual activity. It is a group activity. It uses group (employees) efforts to achieve group (owners) objectives. It tries to satisfy the needs and wants of a group (consumers). Nowadays, importance is given to the team (group) and not to individuals.

6. Follows established principles or rules

Management follows established principles, such as division of work, discipline, unity of command, etc. These principles help to prevent and solve the problems in the organization.

7. Aided but not replaced by computers

Nowadays, all managers use computers. Computers help the managers to take accurate decisions. However, computers can only help management. Computers cannot replace management. This is because management takes the final responsibility. Thus Management is aided (helped) but not replaced by computers.

8. Situational in nature

Management makes plans, policies and decisions according to the situation. It changes its style according to the situation. It uses different plans, policies, decisions and styles for different situations.

The manager first studies the full present situation. Then he draws conclusions about the situation. Then he makes plans, decisions, etc., which are best for the present situation. This is called Situational Management.

9. Need not be an ownership
In small organizations, management and ownership are one and the same. However, in large organizations, management is separate from ownership. The managers are highly qualified professionals who are hired from outside. The owners are the shareholders of the company.

10. Both an art and science

Management is result-oriented. Therefore, it is an Art. Management conducts continuous research. Thus, it is also a Science.

11. Management is all pervasive

Management is necessary for running a business. It is also essential for running business, educational, charitable and religious institutions. Management is a must for all activities, and therefore, it is all pervasive.

12. Management is intangible

Management is intangible, i.e. it cannot be seen and touched, but it can be felt and realized by its results. The success or failure of management can be judged only by its results. If there is good discipline, good productivity, good profits, etc., then the management is successful and vice-versa.

13. Use a professional approach in work

Managers use a professional approach for getting the work done from their subordinates. They delegate (i.e. give) authority to their subordinates. They ask their subordinates to give suggestions for improving their work. They also encourage subordinates to take the initiative. Initiative means to do the right thing at the right time without being guided or helped by the superior.

14. Management is dynamic in nature
Management is dynamic in nature. That is, management is creative and innovative. An organization will survive and succeed only if it is dynamic. It must continuously bring in new and creative ideas, new products, new product features, new ads, new marketing techniques, etc.