

Research article

Management of Counseling and Skill-building Services for Junior High School Students

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Abstract.

Guidance and counseling services in schools help students develop their potential and overcome personal and peer-related issues. Studies have shown a general lack of learning motivation in students, which further lowers their interest in learning. Thus, the current study explored the development of learning interest in students and motivating them in the process. A personality potential test was conducted to see the students' abilities, followed by continued mapping of specialization classes based on their potential. Because this study was conducted at an Islamic boarding school that has introduced new specialization courses, which include specialized classes in Arabic, English, Tahfidzul Qur'an, and Entrepreneur, researchers realized that students' abilities and their development vary according to their skills. The method used in this research was documenting, reviewing all articles, analyzing, determining the focus of the topic of scientific work, collecting data from several pieces of literature relevant to the subject, and then drawing conclusions. In total, 25 articles from national and international accredited journals published between 2014 and 2021 were obtained from Google Scholar, Science Direct, Sinta, and lens.org, however, only 18 articles relevant to the topic were used. The results indicated that counseling and skill-building services produce students who are graceful in character and excel in work.

Keywords: management counseling guidance services, skills building

1. Introduction

Character education has a vital role in guidance and counseling to improve the quality of education lies in how advice and counseling build a complete human being from various aspects in students. Quality education is not only education that transforms science and technology but also has to improve professionalism and management systems, all of which involve academic aspects and personal, social, intellectual maturity, and value systems. The role of BK in these four is what makes guidance and counseling play a role in improving the quality of education [1]. In Permendikbud 111 of 2014, concerning guidance and counseling in primary and secondary education, counselors must provide guidance and counseling services properly to assist the successful development of students in schools. In this case, junior high school (SMP) students who enter the adolescent

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developmental tasks need guidance and assistance to achieve positive contributions to their mental development [2]. Applying guidance and counseling services in Indonesia currently uses a comprehensive guidance and counseling pattern. The components of a comprehensive advice and counseling program are essential services, individual planning, responsive services, and system support [3].

Management provides guidance and counseling services to students to form students who have character and are aware of their abilities by developing students' skills building. Planning is the initial action in the management process. With planning, it will direct, reduce environmental influences, affect overlaps, and design standards to facilitate supervision [4]. However, the problem is that the curriculum content between soft skills and hard skills is very inadequate. Research proves that boarding schools have their characteristics in producing good quality graduates, not only intellectually but also in terms of social, cultural, behavioral, and level of understanding between students [5]. Management of counseling teachers has an essential role in the learning process. Therefore teachers are required to be creative in organizing the learning process. Teachers must be able to choose the right approach so that their students have critical thinking skills so that students are active in the learning process, guidance, and skills-building of students in junior high school [6]. In this era of globalization, it is necessary to cultivate student character through character education in schools. Because apart from inculcating feelings in the family and in the community, it is not enough, schools are also a place for building the nature of the nation's generation [7].

The Implementation of character building for students is conducted integratedly in curricular [8]. Therefore, professionalism can also be interpreted as the commitment of a person or member of a profession to carry out their duties and functions [9]. The meaning of learning is about the teacher transferring knowledge to students and making students seek, organize, and find knowledge actively. Learning is about learning facts, concepts, and principles and the process during learning. It requires knowledge and procedure to get a new ability. Therefore, teachers must give students the flexibility to actively move, investigate, collect, test, and analyze problems together [10]. whereas Scientific process skills are thinking skills used to build knowledge and apply to solve problems and formulate results. These skills are integrated together when individuals design and conduct experiments in laboratory or even in a fair trial; they do in their daily life life [11]. Planting soft skills is essential in producing graduates who can compete and succeed in their work. Therefore, studying the patterns of integration of soft skills and hard skills in learning with various strategies is necessary [12].

2. Method

This scientific article was compiled using the method *Systematic Literature Review (SLR)*. The systematic review was conducted using a modified procedure that adopted from the Preferred Items for Systematic Reviews and Meta-Analysis (PRISMA) Statement. This procedure consists of four main steps, namely: identification, screening, eligibility, and included. The flowchart of the research procedure in this study is shown in Figure In the identification step, searching for articles was done by writing the keywords of 'scientific [13]. Researchers collected journal articles from Science Direct, Google Scholar, SINTA, and Lens to complement this research. The keywords are Management of counseling guidance services and students' skills building. The papers used are relevant to the keywords published from 2013 to 2021. The researcher selects 25 pieces pertinent to the keywords used from various reports. In the next stage, the researchers filtered articles related to the application of counseling services and skills building for students in junior high school. the following flow of research methods can be arranged as follows.

The above scheme has several stages: At the identification stage, journal articles from Science Direct, Google Scholar, SINTA, DOAJ, and Lens. The keywords are management of counseling services and Skill Building. The articles filtered by keyword from 2015 to 2021 are 18 articles. All pieces have been identified based on title, abstract, keywords, and topic relevance in the screening and eligibility stage. Research articles according to the topic of discussion scanned Full-text articles to check their topic suitability for research purposes. In the next step, the inclusion step, all eligible articles are studied and analyzed to get a synthesis or conclusion.

3. Finding And Discussion

Guidance and counseling are known as a service for students in schools. Guidance and counseling are a science that is engaged in human services. [14]. Therefore, guidance and counseling services must positively impact individuals to develop their potential. Guidance and counseling services are designed to establish a positive psychological perspective on a practical level. Well-being counseling is based on positive psychology, positive prevention, and positive therapy. From prevention to positive, welfare counseling seeks to prevent problems and focus on competition to cultivate inner strength [15]. David Cleeland defines soft skills as a person's skills in managing himself and dealing with others [16]. From the various kinds of skills possessed, these students get facilities to develop student potential by holding several specialization classes, namely,

the Tahfidhzul Qur'an specialization class, the Arabic language specialization class, the English language specialization class, and the Entrepreneurship specialization class [17]. In line with this, although counseling services are already available and ready to assist the students, few new students take advantage of the counseling facilities [18].

Guidance and counseling help individual in various ways. Especially, during the learning phase, it plays an important part in a person's life [19]. A counselor should also uphold the ethics of the profession, which is to maintain the confidentiality of the counselee data, respect the rights of the counselee, perform proper counseling procedures, and maintain professional work ethics either with counselors or with other relevant professions [20]. Furthermore, students are assisted in analyzing their strengths and weaknesses, so that they can understand themselves, accept themselves, direct and can make the right decisions in planning related to education, career, and other life planning [21].

Soft skills can be classified into three aspects. **First**, self-awareness skills which are commonly called personal skills. **Second**, analytical thinking skills (thinking skills). **Third**, social skills (social skills) [22]. To adopt and adapt to a society that is developing very quickly, individuals need to learn to work. Students and adults alike need academic and applied knowledge, can link knowledge and skills, be creative and adaptive, and transform all these aspects into valuable skills [23]. Thus, the implementation of character education in the learning process in schools is assumed to positively impact the formation of students' soft skills, especially those related to students' social stability, by upholding ethical values and noble character [24]. Education must be able to develop the actual potential of students so that they can face the problems they face without feeling pressured, capable, and happy to improve their nature as caliphs on earth. Education is also expected to encourage students to take care of themselves and strengthen their relationship with God Almighty, society, and the environment [25]. Guidance and counseling services for students have many forms or types of services. The following can be summarized and summarized in the table of finding articles relevant to the primary research topic related to the condition or type of guidance and counseling services widely applied in schools.

From the table above, it can seem that in research on the management of counseling guidance services, approximately 70% of the four indicators reference, namely personal, social, learning, and career services, of the four indicators the most needed in this research, are unique, social and assistance services. Learning refers to the development of students in increasing the potential of students individually or in groups. At the same time, Skills Building gets references of approximately 30% from 2 indicators, namely

TABLE 1

research reference in the Management of Counseling Guidance Services and skills building for junior high school students	guidance and counseling				Skills building of student	
	Personal Service	Social Service	Study Service	Career Service	Academic	Non-Academic
Ramlah. 2018. Pentingnya layanan bimbingan konseling bagi peserta didik. [1]	√	√	√	√		
F. Putra and Ramdani. 2014. Jurnal konseling dan pendidikan [2]	√		√			
H. Hermawan, G. Komalasari and W. Hanim. 2019. Strategi Layanan Bimbingan Dan Konseling Untuk Meningkatkan Harga Diri Siswa: Sebuah Studi Pustaka,” <i>JBKI</i> . [3]	√	√	√	√		
Samrin. 2016. Pendidikan Karakter (Sebuah Pendekatan Nilai). [4]					√	√
lim Wasliman, Daeng Arifin and R. Mulyadi Zaenal. 2018. Manajemen Boarding School Dalam Peningkatan Prestasi Belajar Siswa.. [5]					√	
R. Rusnah and O. T. Mulya. 2018. Meningkatkan Keterampilan Berpikir Kritis Siswa Melalui Pendekatan Saintifik Di Sekolah Dasar. [6]					√	
R. A. Firmanto. 2017. Pengaruh Manajemen Pembelajaran terhadap Kinerja Guru dalam Mewujudkan Prestasi Belajar Siswa. [7]					√	
Nuridin. 2015. Pengaruh Manajemen Pembelajaran terhadap Kinerja Guru dalam Mewujudkan Prestasi Belajar Siswa. [8]			√			√
P. A. M. Ikbal. 2018. Manajemen Pengembangan Kompetensi Profesional Guru [9]						
E. Fariyatul Fahyuni, Rusjiono, S. Masitoh, and B. Haryanto. 2019. “How the teacher’s teaching is? the guided-inquiry-worksheets to enhance science process skills,”					√	
T. E. Andini, S. Hidayat and E. N. Dadillah. 2018. Scientific process skills: Preliminary study towards senior high school student in Palembang. [11]					√	√

TABLE 1: Table continued

research reference in the Management of Counseling Guidance Services and skills building for junior high school students	guidance and counseling				Skills building of student	
A. Wagiran, Munadi, Sudji, Fathudin Syukuri. 2014. Developing soft skill enrichment model to produce professional vocational teacher candidates with character. [12]					√	√
Wiyanto, S. Saptono, and I. Hidayah. 2020. Scientific creativity: A literature review. [13]			√			
V. Reastu. 2015. Pengembangan Program Layanan Pendidikan Inklusif. [14]	√	√	√			
T. J. Bobga. 2016. An Appraisal of Effective Provision of Guidance and Counseling Services in Cameroon State Universities; Trends and Challenges. [15]		√	√	√		
A. Karjanto. 2014. Peningkatan soft skill dan prestasi belajar mahasiswa pada matakuliah metodologi penelitian melalui pembelajaran model learning community. [16]					√	√
A. Y. Abu Bakar, C. S. Dawson, and I. Ildil. 2020. Students discipline problems perception of counseling services: a qualitative analysis. [17]	√	√	√	√		
F. Kurniawan. 2018. Developing of Annual Program Guidance and Counseling in Higher Education. [18]	√	√	√	√		
A. Ahmed and H. Firdous. 2020. The Transformational Effects of COVID-19 Pandemic on Guidance and Counseling. [19]	√	√	√			
D. D. B. Situmorang. 2018. Music Therapy for Millennials Generation Students, is it necessary. [20]	√					
S. Tumanggor. 2020. The impact of principal's leadership in guidance and counseling services on self-development of senior high school students. [21]	√	√	√	√		

academic and non-academic. The two most widely used skills-building indicators are non-academic skills building because students can improve their skills. This study

TABLE 1: Table continued

research reference in the Management of Counseling Guidance Services and skills building for junior high school students	guidance and counseling				Skills building of student	
F. Setiani and Rasto. 2016. Mengembangkan soft skill siswa melalui proses pembelajaran (Developing students ' soft skill through teaching and learning process). [22]					√	√
S. Zubaidah. 2016. 21st Century Skills: Skills Taught Through Learning. [23]					√	
W. Andriani. 2018. Strategi Pendidikan Karakter Dalam Upaya Membentuk Soft Skill Siswa. [24]					√	√
U. I. Indragiri and U. I. Indragiri. 2021. Manajemen Pengembangan Program Pendidikan (Studi Pengelolaan Program Pendidikan Keterampilan (Life Skill). [25]					√	√

obtained as many as 25 research articles according to the research topic. Furthermore, screening was held, with as many as 18 research articles relevant to the research topic.

Researchers carried out the initial planning process by conducting observations to collect data relevant to the topic under study. They a due to research in one of the junior high school (SMP) educational institutions, which have the characteristics of a student skills learning model summarized from the institution’s advantages. This program has been supported by various parties such as the principal as the originator of holding a specialization class program for the development of individual student models or learning styles, then getting support from vice principals (Office Curriculum, ISMUBA Curriculum, Student Affairs, and Public Relations). has the aim that students can increase their interest in learning and do not forget that this also gets very high support from the Guidance and Counseling teachers who annually collaborate with the Psychology team to hold a personality potential test that aims to find out the potential of each student. By having this activity, the personality potential test results and included in specialization classes (Tahfidzul Qur’an, Arabic, English, and Entrepreneur). They also get better support from the specialization class teacher and students because they feel happy with this activity which makes the students’ enthusiasm grow and are fresher to move forward in the future by forming a character that is graceful and excels in character work.

4. Conclusion

Guidance and counseling services are a form of service for students directly or indirectly to help students develop skills-building personal, family, and peer problems. From the research that has been done, researchers can conclude the types of guidance and counseling services that are widely practiced in schools: personal, social, and learning services because the three services have a significant influence on students' interest in learning in developing the potential of students both individually and in groups. Meanwhile, Student Skills Building applied in Islamic boarding school-based educational institutions develops academic and non-academic. Because this research looks superior non-academic in terms of student interest in learning. Because service management is mainly a leadership aspect in Guidance and Counseling services that apply in Junior High Schools (SMP) get an outstanding category in terms of school management: Principal, Deputy Principal for Curriculum, Ismuba, Student Affairs, Public Relations, and Teachers who support each program Guidance and Counseling applied in schools. So the results of the research conducted, it would be better if researchers did follow-up related to guidance and counseling service activities to improve students' Skills Building by looking at their development for one semester (6 months), which will later be an evaluation for researchers and Islamic education institutions based on Islamic boarding schools in junior high schools.

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