

CHAPTER IV

CONCLUSION

Based on my analysis in the previous chapters, I can sum up that effective task delegation needs effective task communication which involves the supervisor and the apprentice. Ineffective tasks delegation for the apprentice is chosen for my topic, as it was my problem during my experience of apprenticeship as Public Relations Corporate at BIRD Management. The causes of my problem are only a few of the tasks are appropriate to my apprenticeship agreement, and my supervisor often gives me unclear instructions. Then, the effects are apprenticeship becomes boring, I get confused when doing my tasks, and I get no significant improvement from what I expected before. The potential solutions of my problem are being proactive, preparing a detailed manual of Public Relations Department for the apprentice, and having the supervisor brief the apprentice.

In this chapter I am going to present the chosen solution. Based on my analysis, I choose the first and third solutions, namely being proactive and having the supervisor brief the apprentice. I believe that being proactive can help the apprentice to handle ineffective task delegation. This is

because I cannot depend on the manual of Public Relations Department for knowledge of the company policy. Not all companies have written rules like that. Some of them only have non-written rules. Moreover, being proactive, in my opinion, helps to determine if we are to be successful in our apprenticeship. I believe that we have to choose our destiny. Being proactive also helps me to gain new knowledge and experience as well as coping with problems that can occur. For example, sometimes we cannot hope that the tasks are appropriate to the agreement and the supervisor does not give the instructions clearly about the delegated tasks. Being proactive will make us ask our supervisor about our actual tasks, especially those which are appropriate for our skills, and what exactly she wants us to do.

Having the supervisor brief the apprentice is a good way to have an introduction before apprenticeship. There are a lot of things that can be shared. It can also give a vivid description about the apprenticeship and what goals are going to be established by the supervisor. Besides, having the supervisor brief the apprentice can make them know each other before starting the apprenticeship; moreover, it is more effective because the apprentice can ask the supervisor about the related department and the supervisor can ask directly about the apprentice's previous experience.

I can sum up that effective task delegation is needed so that the apprentice can enjoy the apprenticeship and the delegated tasks will become clearer so that the apprentice can do the tasks correctly. As I clarified before, effective communication in the internal context is the best

way to reach the objective of apprenticeship, which is to help the apprentice get new insights in the particular field. Moreover, effective internal communication can make effective task delegation happen, which motivates the apprentice to increase his performance, which is important to the company and to himself as far as skill improvement is concerned. The supervisor should have a conversation with the apprentice before delegating the tasks to discuss the apprenticeship agreement, which should be made based on the skills of the apprentice. I hope this potential solution can make the apprentice's task delegation more effective, and that the apprentice can face the ineffective task delegation well, if a similar problem happens in the future.