



## **Guidance and Counseling Management in Increasing Students' Learning Motivation at Al-Qona'ah Baleendah High School**

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### **Abstract**

Guidance and Counseling Management in Increasing Students' Learning Motivation at Al-Qona'ah Baleendah High School. This research aims to get an idea of how guidance and counseling management can increase students' learning motivation at Al Qona'ah Baleendah High School. This research uses a qualitative approach with descriptive methods because researchers want to get an in-depth picture of guidance and counseling management in increasing students' learning motivation. The research results show that planning is demonstrated by the existence of a guidance and counseling program that explains the activities of identifying student needs, determining goals, determining materials, time, and place, and determining facilities and budget. Organization can be seen from the division of duties of the guidance and counseling teacher coordinator in collaboration with all school personnel. Implementation has gone as it should, after providing continuous guidance and counseling, children's learning motivation has increased slightly, this can be seen from changes in children's behavior and willingness to learn. Supervision of the guidance and counseling program is carried out by the school principal, and supervision and direction are carried out through guidance and counseling supervision activities, to determine the success of guidance and counseling at Al-Qona'ah Baleendah High School an evaluation is carried out.

**Keywords:** *Management, Guidance, Counseling, Motivation, Learning*

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## INTRODUCTION

Guidance and counseling management is an important form of implementation of guidance and counseling activities held in schools. Guidance and counseling management in schools is one of the business services that helps students develop their personal lives, social lives, learning activities, and career development planning. Experience shows that failures experienced by students in learning are not always caused by stupidity or low intelligence, but often learning failures occur because they lack knowledge from adequate guidance and counseling.

Guidance and counseling management have an important role at every level of the educational unit. At this time, guidance and counseling management is felt to be increasingly important, in line with global changes and the implementation of educational unit-level curricula, for this reason, with the implementation of guidance and counseling in schools, it is hoped that programs will be carried out according to the planned school curriculum, as well as the implementation and technical changes made. used. So that guidance and counseling management can be implemented directly according to plans relating to problems or various needs that must be met and solutions to the problems found.

According to Robert L. Gibson and Marianne H. Mitchell (2011), guidance and counseling management are activities that facilitate and complement the daily functions of counseling staff including administrative activities such as reporting and recording, budget planning and control, facilities management, and organization. resource.

Meanwhile, Thantawy (1999) states that: "Guidance and counseling management is all efforts by various means or methods from the school principal to utilize optimally and effectively all components or resources (power, funds, facilities, infrastructure) and information systems which include collection of guidance data to carry out guidance and counseling services to achieve guidance and counseling goals."

Furthermore, Prayitno (2015) stated that the management of guidance and counseling focuses on four activities, namely planning (planning-P), organizing (organizing-O), implementing (actuating-A), and controlling (controlling-C).

From the opinion above, it can be concluded that guidance and counseling management is a management activity carried out by counselors to facilitate guidance and counseling functions starting from planning, organizing, implementing, and supervising to achieve effective and efficient guidance and counseling goals by utilizing various available resources. There is.

The reality in the field shows that there are still weak points in the implementation of guidance and counseling. According to Juntika, these weaknesses include: 1) There are still many guidance and counseling staff who do not have special education in guidance and counseling. 2) There are fully qualified personnel but the number is less than the number of students who must be served. 3) They have to carry out teaching or other tasks that are not relevant. 4) There is no special room for Guidance and Counseling activities. 5) There is a special room but the size is inadequate to accommodate all Guidance and Counseling activities and the work needs of supervising teachers. 6) Inadequate costs provided. 7) Lack of cooperation and

coordination or support from other personnel at the school. 8) Guidance and Counseling Management has not been managed professionally.

The management function of guidance and counseling cannot be separated from general management functions, namely planning, organizing and implementing, and controlling. Briefly, it can be described as follows:

1. Planning (Planning)

Planning is carried out as a first step to improve the quality of guidance and counseling management so that it has better quality so that it will be able to support the achievement of the objectives of guidance and counseling services. The Guidance and Counseling service program contains several instruments, including:

- a) Identify student needs and problems.
- b) Analysis of the situation and conditions of the school.
- c) Determining goals by determining the priority scale.
- d) Understand and determine the material (types, steps, techniques, and activity strategies).
- e) Determination of time and place.
- f) Determining facilities and budget to what extent the counselor identifies and determines infrastructure.

2. Organizing (Organizing)

Organizing can be said to be the "lifeblood" of all organizations or institutions. So it has a big impact on all organizations or institutions, including educational institutions. Organizing a guidance and counseling program is an effort to involve people in the guidance organization at school as well as an effort to divide work between members of the guidance and counseling organization at school.

According to Ketut, aspects that must be considered in organizing include:

- a) Choose a competent counselor
- b) Socialization and division of labor
- c) Coordination and building cooperation

3. Implementation (Actuating)

Implementation (actuating) is a process to achieve goals that serve to realize planning and organization accompanied by providing motivation, direction, and influence on all group members so that they are willing to work consciously and voluntarily. In this implementation (actuating) function, guidance, and counseling is carried out by guidance and counseling teachers, coordinated by a guidance and counseling coordinator.

The implementation of guidance and counseling leads to the implementation of the planned guidance and counseling program, this is closely related to guidance and counseling services. For the

implementation of guidance and counseling services to run well, counselors must:

- a) Able to create a conducive work atmosphere.
- b) Synchronize the objectives of guidance and counseling with the objectives of guidance and counseling officers.
- c) Creating harmonious relationships.
- d) Optimizing the potential of guidance and counseling officers.
- e) Place guidance and counseling officers according to their abilities and characteristics.

#### 4) Supervision (Controlling)

According to Koontz, supervision is, "Controlling is the measuring and correcting objectives of subordinates to ensure that events conform to plans."

Good supervision requires supervisory steps, namely (1) determining the expected standard goals for the quality of work. These standards can take the form of physical standards, cost standards, model standards, income standards, intangible standards, and realistic goals; (2) measure and assess activities based on established goals and standards; (3) decide and carry out corrective action. Supervision is measuring and correcting all activities of organizational members to ensure that all levels of goals and plans are implemented.

Three steps need to be taken in carrying out supervision, namely (1) establishing measuring instruments/standards; (2) conducting an assessment or evaluation; and (3) carrying out corrective or corrective actions and follow-up actions. Therefore, monitoring activities are intended to prevent deviations in work implementation, assess the process and results of activities, and at the same time take corrective action.

## **METHODOLOGY**

The research approach used in this research is qualitative, namely a research procedure that produces descriptive data, in the form of written or verbal data from people and behavior that can be observed as research objects (Moleong: 2010). The method used in this research uses a descriptive method, the aim is to describe what happened in the field when the research was carried out. According to Suharsimi Arikunto (2013: 3): "Descriptive research is research that is intended to investigate circumstances, conditions or other things that have been mentioned, the results of which are presented in the form of a research report."

In this research, the data obtained from the research will be presented as is and will not draw any further conclusions or even predict the future from the existing data. Next, the researcher wants to describe the symptoms that occur from the data obtained and analyze them to get an overview of guidance and counseling management in increasing students' learning motivation at Al Qona'ah Baleendah High School.

Data collection techniques in this research used observation, interview, and documentation study techniques. After conducting interviews and testing primary and

secondary data, the next step was to analyze and discuss the results of the tests and interviews that had been carried out.

## RESULTS AND DISCUSSION

Based on field data, Al Qona'ah Baleendah High School has managed guidance and counseling management, so that with minimal conditions it can provide optimal results. Therefore, an important task of management is to mobilize existing resources so that they can be used productively (effectively, and efficiently, and goals are achieved by planned targets).

Likewise with guidance and counseling at Al Qona'ah Baleendah High School which of course must be managed well starting with program planning and time management, organization, implementation, administrative work mechanisms, student handling patterns, and use of supporting facilities. Guidance and counseling is an assistance service provided by an expert (counselor), or other mental health professional who has been trained and has counseling skills for people who need it (clients) to optimize the potential possessed by the client, so that with the strength of his potential, the client able to make and be responsible for their choices, overcome problems within themselves, adapt to other people or their environment.

What the researchers found in the field was that at Al Qona'ah Baleendah High School, the management of guidance and counseling was running, but in carrying out the management of guidance and counseling, the pattern of handling students was not good and there were problems with supporting facilities for guidance and counseling, including the Guidance and Counseling room, which was not yet by facility standards. The number of guidance and counseling rooms is not adjusted to the needs of the type of service and the number of rooms is incomplete. It is not complete here, including that there is no special room for Guidance and Counseling activities to accommodate all guidance and counseling activities and the work needs of supervising teachers.

### 1. Guidance and Counseling Management Planning

Guidance and counseling planning is the main function of management which is usually carried out before activities take place. At this stage, guidance and counseling personnel can prepare a program and collect desires, and desired conditions, think about all the possibilities (good and bad) that will happen or the results that will be achieved.

Planning begins with identifying student needs, determining goals, determining materials (both types, techniques, and activity strategies), time and place, and determining facilities and budget. However, budget management at Al Qona'ah Baleendah High School is still integrated with school funds.

At Al Qona'ah Baleendah High School, in planning, the guidance and counseling coordinator has created an annual program which has been approved by the school principal. as expressed by the guidance and counseling teacher coordinator as follows: "I always prepare an annual program for guidance and counseling before the new school year so that

the program can be implemented well and accepted by the school principal, the teacher council, especially guidance and counseling teachers."

2. Organizing Guidance and Counseling Management

Organizing is a process of preparing an organizational structure that is by the objectives, resources owned, and the environment that surrounds it. An organization is a pattern of many relationships that exist simultaneously and provide a way for people, with direction from managers, to achieve common goals.

Organizing is a management function that follows planning. This is the function where the synchronization and combination of human, physical, and financial resources occurs. All three resources are important for obtaining results, therefore the organizational function helps in achieving the results that are important for the attention function. To optimize guidance and counseling services at Al Qona'ah Baleendah High School, organization, personnel, infrastructure, and supervision of guidance and counseling are needed, as well as a division of tasks for guidance and counseling teacher coordinators who work together with homeroom teachers and all school personnel to optimize services. guidance and counseling for students, especially students who have learning motivation problems.

3. Implementation of Guidance and Counseling Management

With good management, it is hoped that the programs implemented can be organized, implemented, and measurable to achieve optimal results. The implementation of guidance and counseling services at SMA Al Qona'ah Baleendah is running as it should, especially in tutoring services. Based on the results of the interview with the deputy head of curriculum, "We have implemented efforts to distribute scheduled tasks and annual routine programs and achieved optimal results, especially tutoring services." Special tutoring services have never been provided, and time constraints are not yet possible, because they are busy with queues of students who violate the rules.

Guidance and counseling teachers also handle student problems related to students who are absent from school without explanation, violating rules such as not doing homework, being late for class, lack of attention to the subject matter, getting bad grades, and lack of readiness in learning. and lack of presence/face-to-face contact between students and other matters related to violations of school rules.

4. Supervision of Guidance and Counseling Management

The results of research on supervision of guidance and counseling are that supervision of the guidance and counseling program is carried out

by the school principal, starting from planning, organizing, implementing, and evaluating guidance and counseling. Supervision and direction are carried out through guidance and counseling supervision activities which are carried out at any time, during supervision the school principal often discusses with the guidance and counseling teacher about the implementation of the guidance and counseling program. Every month the principal receives a report from the guidance and counseling teacher, which includes improvements.

To determine the success of the objectives of the various services used at Al Qona'ah Baleendah High School, an evaluation needs to be carried out. Evaluation is a method used by supervisors to compare the results that have been achieved with the objectives of Guidance and Counseling services. In this way, the level of achievement can be seen. The way to evaluate success in the field of guidance and counseling is different from evaluating ability in a subject. Achievement in subjects is in the mastery of the material, while in the field of guidance and counseling, it is in changes in students' understanding, attitudes, and behavior after receiving guidance and counseling services, in addition to evaluation of the program. Aspects that are assessed, both process and results, include:

- a) Conformity between program and implementation.
- b) Implementation of the program.
- c) Obstacles encountered.
- d) The impact of guidance services on teaching and learning activities.
- e) Responses of students, school personnel, parents, and the community to guidance and counseling services.
- f) Changes in student progress can be seen from the achievement of guidance service goals, achievement of developmental tasks, and learning outcomes.
- g) The success of students after completing school, both in further studies and life in society

From the concept of the supervisory function, it can be concluded that supervision is the leader's effort to find out all things related to the implementation of work, especially to find out how smoothly employees are working in carrying out their tasks so that organizational activities run according to plan, compare the results with the specified standard goals, and then take action. to correct deviations that occur.

## CONCLUSIONS

Based on the results of research and discussions on guidance and counseling management in increasing students' learning motivation at Al Qona'ah Baleendah High



School, Bandung Regency, both through interviews, observation, and documentation. So the author concludes that SMA Al Qona'ah Baleendah carries out guidance and counseling management in increasing students' learning motivation through the process:

1. Guidance and counseling management planning in increasing students' learning motivation at Al Qona'ah Baleendah High School has gone quite well, this can be seen from the results shown by the guidance and counseling program which explains the activities of identifying student needs, determining goals, determining materials (both types, techniques and activity strategies), time and place, and determining facilities and budget. However, budget management at Al Qona'ah Baleendah High School is still integrated with school funds.
2. The organization of guidance and counseling management to increase students' learning motivation is already underway, this can be seen from the division of duties of guidance and counseling teacher coordinators who work together with homeroom teachers and all school personnel to optimize guidance and counseling services for students, especially students. who has learning motivation problems?
3. The implementation of guidance and counseling management in increasing students' learning motivation at Al Qona'ah Baleendah High School is running as it should, especially in learning motivation guidance services. With good management, it is hoped that the programs implemented can be organized, implemented, and measurable to achieve optimal results. This can be seen through; a). Conformity of service implementation with the program that has been created. The guidance and counseling services that run at Al Qona'ah Baleendah High School are classical guidance services (very dominant and effective for other service implementation activities), and individual services. b). Completeness of the service process from subject teacher anecdotal notes to decision-making and followed by follow-up.
4. Supervision of guidance and counseling management in increasing students' learning motivation. The supervision process at Al Qona'ah Baleendah High School is carried out starting with program planning, organization, and implementation, which has been carried out well, although there may still be shortcomings. Supervision of the guidance and counseling program is carried out by the school principal, supervision and direction are carried out through guidance and counseling supervision activities which are carried out at any time, during supervision the principal often discusses with the guidance and counseling teacher about the implementation of the guidance and counseling program. Every month the principal receives a report from the guidance and counseling teacher, which includes improvements. To determine the success of the objectives of the various services used at Al Qona'ah Baleendah High School, an evaluation needs to be carried out. Evaluation is a method used by

supervisors to compare the results that have been achieved with the objectives of Guidance and Counseling services. In this way, the level of achievement can be seen.

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