

QUICK NOTE

TO : Whom it may concern
FROM : Sumardi
DATE : July 10, 2017
SUBJECT : CAT MCS Combined Control - ILT

Dear Sir/Madam

This proposal is submitted to enroll our Instructor, Mr. Rony Anas to attend *CAT MCS Combined Control* training that will be conducted by Caterpillar at CAT Dubai Learning Center on November 19-23, 2017 as replacement from previous plan on May 1-5, 2017 which is postponed. Goals of this proposal is to develop new Training Title related this subject and improve his capability to conduct this Training which required to fulfill Marine Technician development, both of CMA (Certified Marine Analyst) and non-CMA to support Marine market segment.

Best Regards




Sumardi

Learning & Development Manager

TRAINING EVENT PROPOSAL 2017
DIVISION / AREA : HRCs / HEAD OFFICE

Ref No : _____ (filled by I & HD)


1.	Training Title	CAT MCS Combined Control				
		(please thick (✓)) <input checked="" type="checkbox"/> D (Domestic) <input type="checkbox"/> O (Overseas)				
2.	Classification (please thick (✓))	<input type="checkbox"/> General Training <input type="checkbox"/> Technician Trainee - OJT <input checked="" type="checkbox"/> Technical / Functional Training A. Sales/Marketing <input checked="" type="checkbox"/> B. Technical Service C. Parts Operation & Distribution D. Equipment Management E. Human Capital F. Safety, Health & Environment G. Information Technology H. Finance I. Others : <input type="checkbox"/> Talent Management Trainee (MT) <input type="checkbox"/> Talent Management Development Program (MDP) <input type="checkbox"/> Talent Management Black Belt (BB) <input type="checkbox"/> Talent Management Executive Development Program (EDP) <input type="checkbox"/> Talent Management Leadership Development Program (LDP)				
3.	Need Analysis	Required to develop new MCS Training to fulfill marine serviceman (non CMA) knowledge and support marine market segment and build readiness to reinforce CMA certification.				
4.	Training Goals	Build new training title (CAT MCS) and build his capability to conduct this training				
5.	Training Objectives	Hands-on Troubleshooting approach to: -Menus and Function -Install Factory file -Demonstrate to use of Web Server and USW -Wiring diagram and support document -Address common service call				
6.	PMD Follow-Up	Refers to PMD / Not Refers to PMD (please choose the right one)				
7.	Expected Competency to be developed	Core : Committed to customer, Strive for Quality Managerial : Coaching Functional : Training Delivery				
8.	Length/Duration	40 hours 5 days 1 week				
9.	Day/Date	May 1-5, 2017				
10.	Target Participants					
11.	Trainee	Name	SN SAP	Branch	Account Charge	Position
		Rony Anas	13679	Head Office		Instructor
12.	Trainer/Provider	Internal Trainer Name SN SAP Division Branch Position External Consultant: Caterpillar				
13.	Training Location	Caterpillar Melbourne Learning Center				
	Accommodation hotel for Participant from other	-				
14.	Training Method	Class/Simulation/Role-Play/Seminar/OJT/Self-Study/Project Assignment (please select appropriate method)				
15.	Impact & Evaluation	Satisfaction: Develop our employee to support Company business Learning: Participant can learn from Caterpillar expert Behavior: Get more spirit and confident to conduct Technical Training related Result: We have capable and robust Instructor				
16.	Job Follow Up					
17.	Agenda	(for internal training please refer to training TOR)				
18.	Investment Cost	a. Training fee USD 1,600 b. Accommodation USD 1,100 c. Transportation Flight USD 750 Taxi USD 100 d. Others (exp. Food & Beverages, etc) USD 610 Total Investment cost USD 4,160 ✓				
19.	Training Event Management					

Proposed by,

 (Name: Sumardi)
 (Date: _____)
 Department Manager

Approved by,
 (Name: Yudi Adrian)
 (Date: _____)
 Area/Div./HR/PD Manager

Approved by,

 (Name: Haris Mustarto)
 (Date: _____)
 General Manager/Director

Validated by,

 (Name: Ira Dhamayanti)
 (Date: _____)
 Learning & Devt Manager

Note :
 1. External Training should be completed with PR (for payment by invoicing)

2. **Budgetted**
 Unbudgetted (please thick (✓))

LP: please check the TMD Plan &

Courses

Courses

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Search:

Name	Action	Code	Status	Score	Prerequisites
-  Cat MCS Combined Controls		45257	Not Registered		1 Yes

Description: This is a 4.5 day expert level course which addresses both Cat MCS (Auto Maskin based) and Cat MCS (WMPC, or DEIF based) systems. There are no prerequisites for this course at this time. However, the Channel 1 videos covering both these systems are strongly recommended for the new user. The videos introduce foundational and advanced concepts which will be addressed hands-on in the expert level course:

Learning Objectives: The course offers a hands-on troubleshooting approach to: • Menus and Functions • Install Factory Files • Demonstrate the use of Web Servers and USW • Wiring Diagrams and Support Documents • Address Common Service Calls

Length: 5 days

Cat MCS Combined Controls

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Class Details

Class Code:	126235
Type:	Classroom-based
Language:	English
Description:	Tariff: 2150 \$ (incl. transport hotel-DRTC-hotel and food & beverages at DRTC) Please note that after receiving the final confirmation, a cancellation within 15 days of class commencement, will result in a fee of 2150 \$.
Starts:	8:30 AM Sunday, November 19, 2017 GMT+04:00
Ends:	4:30 PM Thursday, November 23, 2017 GMT+04:00
Duration:	36
Location:	drtc_Dubai Learning Center DUBAI