

## 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 Tittle 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 & D)

1.	Training Title	CAT MCS Combined Control				<input type="radio"/> D (Domestic) <input checked="" type="radio"/> 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="radio"/> 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)				(please thick (✓)) <input checked="" type="checkbox"/>
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	<b>Hands-on Troubleshooting approach to:</b> -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 / <del>Not Refers to PMD</del> (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	<input checked="" type="checkbox"/>
Unbudgetted	<input type="checkbox"/>

 (please thick (✓))

LP: please check the TMD Plan &

# Cat MCS Combined Controls

[Register](#) [← Back](#)

## Class Details

<b>Class Code:</b>	126235
<b>Type:</b>	Classroom-based
<b>Language:</b>	English
<b>Description:</b>	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 \$.
<b>Starts:</b>	8:30 AM Sunday, November 19, 2017 GMT+04:00
<b>Ends:</b>	4:30 PM Thursday, November 23, 2017 GMT+04:00
<b>Duration:</b>	36
<b>Location:</b>	drtc_Dubai Learning Center DUBAI