

TRAINING EVENT PROPOSAL 2017 JAVA DIVISION

Ref No :

(Med by L&D HQ)

1.	Training Title	Caterpillar Propulsion Training	<input checked="" type="checkbox"/> V	D (Domestic)																												
		(please thick (V))	<input type="checkbox"/> O	(Overseas)																												
2.	Classification (please thick (V))	<input type="checkbox"/> General Training <input type="checkbox"/> Technician Trainee - OJT <input checked="" type="checkbox"/> Technical / Functional Training A. Sales/Marketing 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	Customer will experience excellent services Caterpillar Propulsion product, loyal to Trakindo, and tell to other customers.																														
4.	Training Goals	Communicating effectively to customer regarding customer inquiry about Caterpillar Propulsion																														
5.	Training Objectives	The objective of this training is to enhance dealer understanding and capability in promoting, selling and supporting Caterpillar Propulsion Products.																														
6.	PMD Follow-Up	Refers to PMD																														
7.	Expected Competency to be developed	Power Project Management																														
8.	Length/Duration hours 3 Days weeks																														
9.	Day/Date	14-16 August 2017																														
10.	Target Participants																															
11.	Trainee	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 15%;">SN SAP</th> <th style="width: 15%;">Branch</th> <th style="width: 20%;">Account Charge</th> <th style="width: 20%;">Position</th> </tr> </thead> <tbody> <tr> <td>Arif Rachman Setiawan</td> <td>19876</td> <td>Surabaya</td> <td>10A0720FZ</td> <td>Application Engineer</td> </tr> </tbody> </table>	Name	SN SAP	Branch	Account Charge	Position	Arif Rachman Setiawan	19876	Surabaya	10A0720FZ	Application Engineer																				
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12.	Trainer/Provider	Internal Trainer <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name</th> <th style="width: 15%;">SN SAP</th> <th style="width: 15%;">Division</th> <th style="width: 20%;">Branch</th> <th style="width: 20%;">Position</th> </tr> </thead> <tbody> <tr> <td colspan="5">Caterpillar Sales & Marketing Team, Caterpillar Instructor</td> </tr> </tbody> </table>	Name	SN SAP	Division	Branch	Position	Caterpillar Sales & Marketing Team, Caterpillar Instructor																								
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13.	Training Location	PT. Trakindo Utama, Batam Branch																														
	Accommodation hotel for Participant from other branch	-																														
14.	Training Method	Class/Simulation/Role-Play/Seminar/OJT/Self-Study/Project-Assignment																														
15.	Impact & Evaluation Satisfaction Learning Behavior Result	Understanding Caterpillar Propulsion Product, Installation & Commissioning Product Meet Customer Requirement after Install Caterpillar Propulsion Product Caterpillar Propulsion Product, Installation & Commissioning Product Promoting, selling and supporting Caterpillar Propulsion Products for contributing in Trakindo Business Customer satisfaction after install Caterpillar Propulsion product																														
16.	Job Follow Up	Job Commissioning Marine Engine Propulsion & Caterpillar Propulsion Product																														
17.	Agenda	Training Agenda attached																														
18.	Investment Cost	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">a.Training fee</td> <td style="width: 20%;">FREE</td> <td style="width: 20%;">Rp</td> <td style="width: 20%;">-</td> </tr> <tr> <td>b.Accommodation</td> <td>4 Days x Rp. 600.000,00</td> <td>Rp</td> <td>2.400.000,00</td> </tr> <tr> <td>c.Transportation</td> <td></td> <td>Rp</td> <td></td> </tr> <tr> <td>Flight</td> <td>2 ways Surabaya - Batam</td> <td>Rp</td> <td>3.000.000,00</td> </tr> <tr> <td>Taxi</td> <td></td> <td>Rp</td> <td>500.000,00</td> </tr> <tr> <td>d.Others (exp. Food & Beverages, etc)</td> <td></td> <td>Rp</td> <td>1.000.000,00</td> </tr> <tr> <td>Total investment cost</td> <td></td> <td>Rp</td> <td>6.900.000,00</td> </tr> </table>			a.Training fee	FREE	Rp	-	b.Accommodation	4 Days x Rp. 600.000,00	Rp	2.400.000,00	c.Transportation		Rp		Flight	2 ways Surabaya - Batam	Rp	3.000.000,00	Taxi		Rp	500.000,00	d.Others (exp. Food & Beverages, etc)		Rp	1.000.000,00	Total investment cost		Rp	6.900.000,00
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19.	Training Event Management	Caterpillar Marine East Asia																														

Proposed by,

(Azkhwaldi Aziz)
(Region Manager)

Date :

Note :

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

2 Budgetted	
Unbudgetted	V

(please thick (V))

Approved by,

(Tema S. Mendrofa)
(General Manager)

Date :

Validated by,

Gatot Prihandoko
Learning & Devt Manager

[Date:]

Arif Rachman Setiawan

From: Ractno Putra Machmud S
Sent: 07 Agustus 2017 9:07
To: Arif Rachman Setiawan; Heri Santoso
Cc: Azkhwaldi Aziz; Jan Rudi Sinaga; Edian Manurung; Joko Susilo; Yanuar Jaya K
Subject: Fwd: RE: Trakindo CP ProjCalc Training - Update and Refreshing 14-16 August 2017

Pak Arif,

Sesuai diskusi telepon, tentang pentingnya acara ini dan juga mengenai diskusi mengenai Marine Display Panel yang baru untuk C32 dan C18 setelah acara ini, mohon untuk dapat hadir dalam acara ini, dengan mengisi TEP terlampir dan ajukan TCAR segera untuk acara ini.. terima kasih..

Pak Heri,

Sebagaimana biasa, mohon bantuan review dan approval setelah jika sudah sesuai.. terima kasih..

----- Forwarded message -----

From: Edian Manurung <emanurun@trakindo.co.id>
Date: Aug 7, 2017 8:33 AM
Subject: RE: Trakindo CP ProjCalc Training - Update and Refreshing 14-16 August 2017
To: Rizkie Garnawan <rizkie.garnawan@trakindo.co.id>, Alyuan Dasira <alyuan.dasira@trakindo.co.id>, Ractno Putra Machmud S <ractno.machmuds@trakindo.co.id>, Julianto <julianto@trakindo.co.id>, Joko Irawan <joko.irawan@trakindo.co.id>, Jeffery Ong <jefferyong@tusspl.com>
Cc: "Nunung (Siti Nur Hidajati)" <snhidayati@trakindo.co.id>, Endro Bawono <endro.bawono@trakindo.co.id>, Joko Susilo <joko.susilo@trakindo.co.id>, Iqbal Asrul <iasrul@trakindo.co.id>, "Hendro Yudo, Caterpillar Singapore" <yudo_hendro@cat.com>

Correction, should be TEP instead of TOR. Example of TEP form attached for reference.

Best regards,

Edian Manurung

Marine and Oil & Gas Marketing

PT Trakindo Utama

Power Systems Marketing

TMT I Building, 12th Floor

Jalan Cilandak KKO No. 1, Jakarta 12560, Indonesia

Tel.: +62 21 7822 373, 2997 6620 Ext. 1505, Mobile: +62 812 100 7687

emanurun@trakindo.co.id

www.trakindo.co.id

A member of **Tiara Marga Trakindo Group**

From: Edian Manurung

Sent: Monday, August 07, 2017 8:20 AM

To: Rizkie Garnawan; Alyuan Dasira; Ractno Putra Machmud S; Julianto; Joko Irawan; Jeffery Ong

Cc: Nunung (Siti Nur Hidajati); Endro Bawono; Joko Susilo; Iqbal Asrul; Hendro Yudo, Caterpillar Singapore

Subject: Trakindo CP ProjCalc Training - Update and Refreshing 14-16 August 2017

Dear All,

Gentle reminder...7 days to CP ProjCalc Training

Caterpillar Propulsion (CP) ProjCalc Training Update and Refreshing will be hold on 14-16 Aug 2017 at our TU Batam Office meeting room. For those who are from out of Batam, please arrange and complete all of your travel administration and requirement including your TOR in coordination with your superior and Mba Nunung.

Since the training room is fit for only 10 participants, please reply this email by today to confirm your participation.

Best regards,

Edian Manurung

Marine and Oil & Gas Marketing

PT Trakindo Utama

Power Systems Marketing

TMT 1 Building, 12th Floor

Jalan Cilandak KKO No. 1, Jakarta 12560, Indonesia

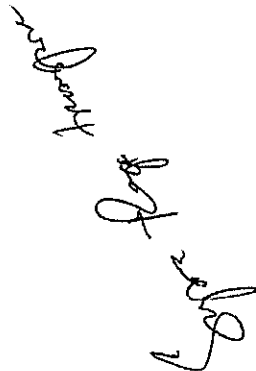
Tel.: +62 21 7822 373, 2997 6620 Ext. 1505, Mobile: +62 812 100 7687

emanurun@trakindo.co.id

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A handwritten signature in black ink, oriented vertically and rotated 90 degrees clockwise. The signature is cursive and appears to read "Emanurun".