

PT Trakindo Utama

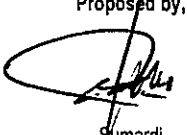
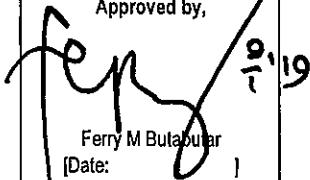
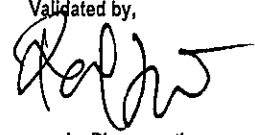
TRAINING EVENT PROPOSAL

Division : HUMAN CAPITAL

Date : 03 Jan 2019

Ref No : COIL/TEP/LTD/T/2018 (filled by L & TD - HO)

1.	Training Title	D3500 Master Mechanic ✓ please tick (✓) <input type="checkbox"/> D (Domestic) <input checked="" type="checkbox"/> O (Overseas)				
2.	Classification <i>please tick (✓)</i>	<input type="checkbox"/> 1. General Training <input type="checkbox"/> 2. Technician Trainee - OJT <input checked="" type="checkbox"/> 3. Technical / Functional Training <input type="checkbox"/> Sales/Marketing <input checked="" type="checkbox"/> Technical Servi <input type="checkbox"/> Parts Operation & Distribution <input type="checkbox"/> Equipment Managem <input type="checkbox"/> Human Capital <input type="checkbox"/> Safety, Health & Environment <input type="checkbox"/> Information Technolo <input type="checkbox"/> Finance <input type="checkbox"/> Others : ... <input type="checkbox"/> 4. Talent Management Trainee (MT) <input type="checkbox"/> 5. Talent Management Development Program (MDP) <input type="checkbox"/> 6. Talent Managemet Black Belt (BB) <input type="checkbox"/> 7. Talent Managemet Executive Development Program (EDP) <input type="checkbox"/> 8. Talent Managemet Leadership Development Program (LDP)				
3.	Need Analysis	A requirement of 3500 Master Mechanic Course Accreditation, that of the point is the Instructor have to fulfill "O" (Observe) of "OATS" (Observe-Assist-Teach-Self)				
4.	Training Goals	Improve his capability to conduct this training subject as Caterpillar Standard Course				
5.	Training Objectives	Participant will be able to: -Identify operation system on 3500 Engine -Identify the differences between 3500 A, B and C -Use Caterpillar Literature System -Perform Disassembly & Assembly 3500 Engine components -Unserstand and use Cat Reusability Guidelines *See attached for detail				
6.	PMD Follow-Up	Refers to PMD / Not-Refers-to-PMD— <i>(please choose the right one)</i>				
7.	Expected Competency to be developed	Core : Committed to Learning Managerial : Coaching Functional : Training Delivery				
8.	Length/Duration	4,5 Days				
9.	Day/Date	Feb 18-22, 2019				
10.	Target Participants					
11.	Trainee	Name	SN SAP	Branch	Account Charge	Position
		Setyo Baskoro ✓	4481	TC Cileungsi		Instructor 1
12.	Trainer/Provider <i>please tick (✓)</i>	<input type="checkbox"/> Internal Trainer Name SN SAP Division Branch Position <input checked="" type="checkbox"/> External Trainer Caterpillar				
13.	Training Location	Caterpillar Singapore Learning Center				
14.	Training Method	Class Room Training (Lecturing, Simulation, Role Play)				
15.	Impact & Evaluation	Satisfaction using feedback form to measure the facility, material & trainer performance Learning using the pre and post test to ensure the participants understand about training content Behavior Get more spirit and confident to conduct Technical Training related Result able to delivery training 3500 Master Mechanic for Internal or Customer Technician				
16.	Job Follow Up	Conduct 3500 MM Training				
17.	Investment Cost	a. Training fee	\$			1.300,00
		b. Others (exp. Food & Beverages, Class Room)	\$			1.750,00
		Total Investment cost	\$			3.050,00
18.	Training Event Management					

Proposed by,  Sumardi [Date: 03/01/2019] L&D Manager	Approved by,  Ferry M Butabutar [Date:] HCBP General Manager/Director	Approved by,  Ira Dhamayanti [Date:] L&TD Manager
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Note :

- External Training should be completed with PR (for payment by invoicing)
- Budgeted
 Unbudgeted *please tick (✓)*
- TEP Validation Matrix (*)
 - Budgeted Training: validated by Learning Partner - Head Office
 - Unbudgeted Training up to IDR 2.500.000: validated by Learning & Development Manager - Head Office
 - Unbudgeted Training > IDR 2.500.000: validated Learning & Talent Development Manager

NRK: Course Accreditation Program