




PT Trakindo Utama

TRAINING EVENT PROPOSAL

Division : Safety, Health, Environment (SHE)
Date : 07 Januari 2019
Ref No : (filled by L & TD - HO)

1.	Training Title	Petugas/operator K3 Migas please tick (✓) <input checked="" type="checkbox"/> D (Domestic) <input 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 type="checkbox"/> Technical Sen <input type="checkbox"/> Parts Operation & Distribution <input type="checkbox"/> Equipment Manager <input type="checkbox"/> Human Capita <input checked="" type="checkbox"/> Safety, Health & Environment <input type="checkbox"/> Information Technol. <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 Management Black Belt (BB) <input type="checkbox"/> 7. Talent Management Executive Development Program (EDP) <input type="checkbox"/> 8. Talent Management Leadership Development Program (LDP)																			
3.	Need Analysis	Comply to Regulation: - UU NO.1 thn 1970 tentang Keselamatan Kerja, PP no.50 th 2012 tentang SMK3 - PP No.19 th 1973 - Permen ESDM RI No. 5 thn 2015 & Permen ESDM RI No.20/MEN/2008 - Kepmenaker RI No.248/MEN/V/2007																			
4.	Training Goals	Equipped SHE analyst with adequate knowledge of Safety Skill based on Government Regulation Especially for Oil and Gas Operation.																			
5.	Training Objectives	Knowledge in business Skill and knowledge in investigation, risk management, contamination control, emergency management of oil and gas Skill and knowledge in communication and promoting SHE across functions.																			
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 :																			
		Managerial :																			
		Functional : Oil & Gas Customer Compliance																			
8.	Length/Duration	40 hours 5 days																			
9.	Day/Date	16-21 Februari 2019																			
10.	Target Participants	SHE Personnel																			
11.	Trainee	<table border="1"> <thead> <tr> <th>Name</th> <th>SN SAP</th> <th>Branch</th> <th>Account Charge</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td>Budi Santoso</td> <td>31487</td> <td>Palembang</td> <td>10F2299JS</td> <td>SHE Analyst</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Name	SN SAP	Branch	Account Charge	Position	Budi Santoso	31487	Palembang	10F2299JS	SHE Analyst					
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Budi Santoso	31487	Palembang	10F2299JS	SHE Analyst																	
12.	Trainer/Provider <i>please tick (✓)</i>	<input type="checkbox"/> Internal Trainer <table border="1"> <thead> <tr> <th>Name</th> <th>SN SAP</th> <th>Division</th> <th>Branch</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <input checked="" type="checkbox"/> External Trainer Akualita (Adhikriya Kualita Utama), Jln KH.Abdul Manan No.25 Pedurungan, Semarang 50193 Mrs. Sri Winarni (0811 2746 108) fax 024-6710175					Name	SN SAP	Division	Branch	Position										
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13.	Training Location	Semarang-Cepu																			
14.	Training Method	Class Room Training (Lecturing, Simulation, Role Play)																			
15.	Impact & Evaluation	Satisfaction																			
		Learning																			
		Behavior																			
		Result																			
16.	Job Follow Up	Using feedback form to measure the facility, material and trainer's performance Lecturing and field practice Able to conduct support O&G customer Pass on O&G certification																			
17.	Investment Cost	a.Training fee			Rp	10,550,000															
		b.Others (exp. Food & Beverages, Class Room)			Rp	1,000,000															
		Total Investment cost			Rp	11,550,000															
18.	Training Event Management	Eksternal Trianing (Akualita)																			

Proposed by,  Marudut Nainggolan [Date:] SHE Manager	Approved by,  Arif Budiman [Date:] HR Manager	Approved by,  I Putu Bawa [Date: 28.01.19] Region Manager	* Validated by, [Date:] *
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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