

PT Trakindo Utama

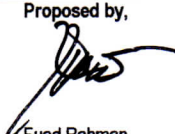


TRAINING EVENT PROPOSAL

Division : SOUTHERN KAL

Date : 13 February 2019

Ref No :(filled by L & TD - HO)

1.	Training Title	RETURN MATERIAL AUTHORIZATION (RMA) please tick (✓) <input checked="" type="checkbox"/> (Domestic) <input type="checkbox"/> (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 checked="" type="checkbox"/> Sales/Marketing <input 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 Managemen Black Belt (BB) <input type="checkbox"/> 7. Talent Managemen Executive Development Program (EDP) <input type="checkbox"/> 8. Talent Managemen Leadership Development Program (LDP)				
3	Need Analysis					
4	Training Goals					
5	Training Objectives					
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 :				
8	Length/Duration	16 Hours				
9	Day/Date	2 day / 28 Feb - 01 Mar 2019				
10	Target Participants					
11	Trainee	Name	SN SAP	Branch	Account Charge	Position
		Zulfan Rutendi	10136	HO Southern	7000001403 - 10H0299JC	Instructor 1
12	Trainer/Provider <i>please tick (✓)</i>	<input checked="" type="checkbox"/> Internal Trainer				
		Name	SN SAP	Division	Branch	Position
		<input type="checkbox"/> External Trainer <i>(please fill out this field with provider name, complete address, phone number, contact person)</i>				
13	Training Location	STC Balikpapan				
14	Training Method	Class Room Training (Lecturing, Simulation, Role Play)				
15	Impact & Evaluation	Satisfaction				
		Learning				
		Behavior				
		Result				
16	Job Follow Up					
17	Investment Cost	a.Training fee				Rp
		b.Others (exp. Food & Beverages, Class Room)				Rp
		Total Investment cost				Rp
18	Training Event Management					

Proposed by,  Fuad Rahman [Date:] People Development Supervisor	Approved by, N/A [Date:] General Operation Manager	Approved by, N/A [Date:] Area Function Manager
Approved by,  Andy Wahyu Budy Arto [Date: 13.02.19] Human Resources Manager	Approved by,  T Immawan Priyambudi [Date: 25.02.19] General Manager	Validated by, [Date:] *

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
 - Overseas Budgeted / Unbudgeted Training: validated by Learning & Talent Development Manager

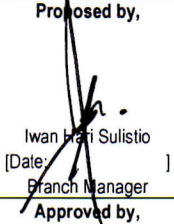
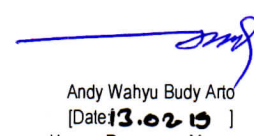
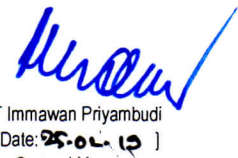

*NOTE: HASIL DISKUSI DENGAN PAK EY
DAN PAK SYARUL.
SAYA INSTRUCTOR JANGIN ALAM
MELAYATI/MEMERINTU PAK PER
DELIVERY KE KARYAWAN*

PT Trakindo Utama

TRAINING EVENT PROPOSAL

Division : Skal
Date : 13 February 2019
Ref No :(filled by L & TD - HO)

1.	Training Title	RMA Training 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 Serv <input checked="" type="checkbox"/> Parts Operation & Distribution <input type="checkbox"/> Equipment Manager <input type="checkbox"/> Human Capital <input type="checkbox"/> Safety, Health & Environment <input type="checkbox"/> Information Technolc <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 Manaoement 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					
4.	Training Goals	Understanding return part process and procedures to Caterpillar				
5.	Training Objectives					
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 :				
8.	Length/Duration	16 hours				
9.	Day/Date	28 February 2019 - 1 March 2019				
10.	Target Participants					
11.	Trainee	Name	SN SAP	Branch	Account Charge	Position
		Riklah Mentayani	6045	HO Southern	7000001403-10H0230HY	Sr. Part Analyst
		Muhammad Husein Rifai	20941	Banjarmasin	7000001403-10H3430HY	Storeman
12.	Trainer/Provider <i>please tick (✓)</i>	<input type="checkbox"/> Internal Trainer				
		Name	SN SAP	Division	Branch	Position
		<input type="checkbox"/> External Trainer <i>(please fill out this field with provider name, complete address, phone number, contact person)</i>				
13.	Training Location	Balikpapan				
14.	Training Method	Class Room Training (Lecturing, Simulation, Role Play)				
15.	Impact & Evaluation	Satisfaction				
		Learning				
		Behavior				
		Result				
16.	Job Follow Up					
17.	Investment Cost	a.Training fee	Rp			
		b.Others (exp. Food & Beverages, Class Room)	Rp			
		Total Investment cost	Rp			
18.	Training Event Management					

Proposed by,  Iwan Hani Sulistio [Date: 13.02.19] Branch Manager Approved by,  Andy Wahyu Budy Arto [Date: 13.02.19] Human Resources Manager	Approved by, #N/A [Date:] General Operation Manager Approved by,  T Immawan Priyambudi [Date: 25.02.19] General Manager	Approved by,  Syahrul Basri [Date: 13.02.19] Area Function Manager Validated by, [Date:] *
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Note :

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

2 Budgeted *please tick (✓)*
 Unbudgeted

3 **TEP Validation Matrix (*)**

- Budgeted Training: validated by Learning Partner - Head Office
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sys. run by CAT sys ✓