

PT Trakindo Utama

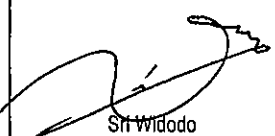
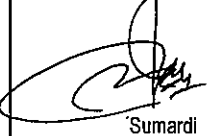


**TRAINING EVENT PROPOSAL**

Division : HUMAN CAPITAL

Date : 28 March 2019

Ref No : 110/TEP/LTD/III/2019 ..... (filled by L & TD - HO)

1.	Training Title	<b>307.5 Next Gen MiniHex NPI Service training</b> <span style="float:right">please tick (✓) <input type="checkbox"/> D (Domestic) <input checked="" type="checkbox"/> O (Overseas)</span>															
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 Serv <input type="checkbox"/> Parts Operation & Distribution <input type="checkbox"/> Equipment Manageme <input type="checkbox"/> Human Capital <input type="checkbox"/> Safety, Health & Environment <input type="checkbox"/> Information Technolog <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 Managemement Black Belt (BB) <input type="checkbox"/> 7. Talent Managemement Executive Development Program (EDP) <input type="checkbox"/> 8. Talent Managemement Leadership Development Program (LDP)															
3	Need Analysis	To develop technician capability to service 307.5 Next Gen MiniHEX Product in the future.															
4	Training Goals	Improve his capability to conduct this training subject in the next Internal or Customer Training session.															
5	Training Objectives	To have underpinning knowledge about system operation and perform testing & adjusting on 307.5 Next Gen MiniHEX Product.															
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 : Committe to Learning															
		Managerial : Coaching															
		Functional : Training Delivery															
8	Length/Duration	2 Days															
9	Day/Date	22 - 23 April 2019															
10	Target Participants																
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>Aldino SK</td> <td>25152</td> <td>TC Cileungsi</td> <td></td> <td>Instructor 1</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	SN SAP	Branch	Account Charge	Position	Aldino SK	25152	TC Cileungsi		Instructor 1					
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Aldino SK	25152	TC Cileungsi		Instructor 1													
12	Trainer/Provider <i>please tick (✓)</i>	<input type="checkbox"/> Internal Trainer															
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		Name	SN SAP	Division	Branch	Position											
<input checked="" type="checkbox"/> External Trainer																	
		Victoria Yuan 袁浩 Project Engineer – MHE & STTT Building Construction Products Division, T: (86-21) 2216 0774, M: 158 2179 8819, E: Yuan_Victoria@cat.com Add: Floor 18, Lei Shing International Plaza, 1319 West Yan An Road, Shanghai, China 200050															
13	Training Location	Tractors Singapore Limited															
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: perform testing & adjusting on 307.5 NG MiniHEX Product															
		Result: able to delivery training for Internal or Customer Technician about 307.5 NG MiniHEX Product															
16	Job Follow Up	307.5 NG MiniHEX product training delivery for employees within branches or Customer															
17	Investment Cost	a. Training fee															
		b. Others (exp. Food & Beverages, Class Room) Rp 16,600,000															
		Total Investment cost Rp 16,600,000															
18	Training Event Management																

<b>Proposed by,</b>  Sri Widodo [Date: 28/03/2019 ] Supervisor Instructor	<b>Approved by,</b>  Sumardi [Date: ] L&D Manager	<b>Approved by,</b>  Gatot Prihadioko [Date: ] HCBP	<b>Validated by,</b>  Ira Dharmayanti [Date: ] L&TD Manager
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**Note :**

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

2  Budgeted  
 Unbudgeted

*please tick (✓)*

Notes: NPI &

3 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



## QUICK NOTE

**TO** : Whom it may concern  
**FROM** : Sumardi  
**DATE** : March 28, 2019  
**SUBJECT** : Next Gen 307.5 NPI Service Training at Singapore

Dear Sir/Madam

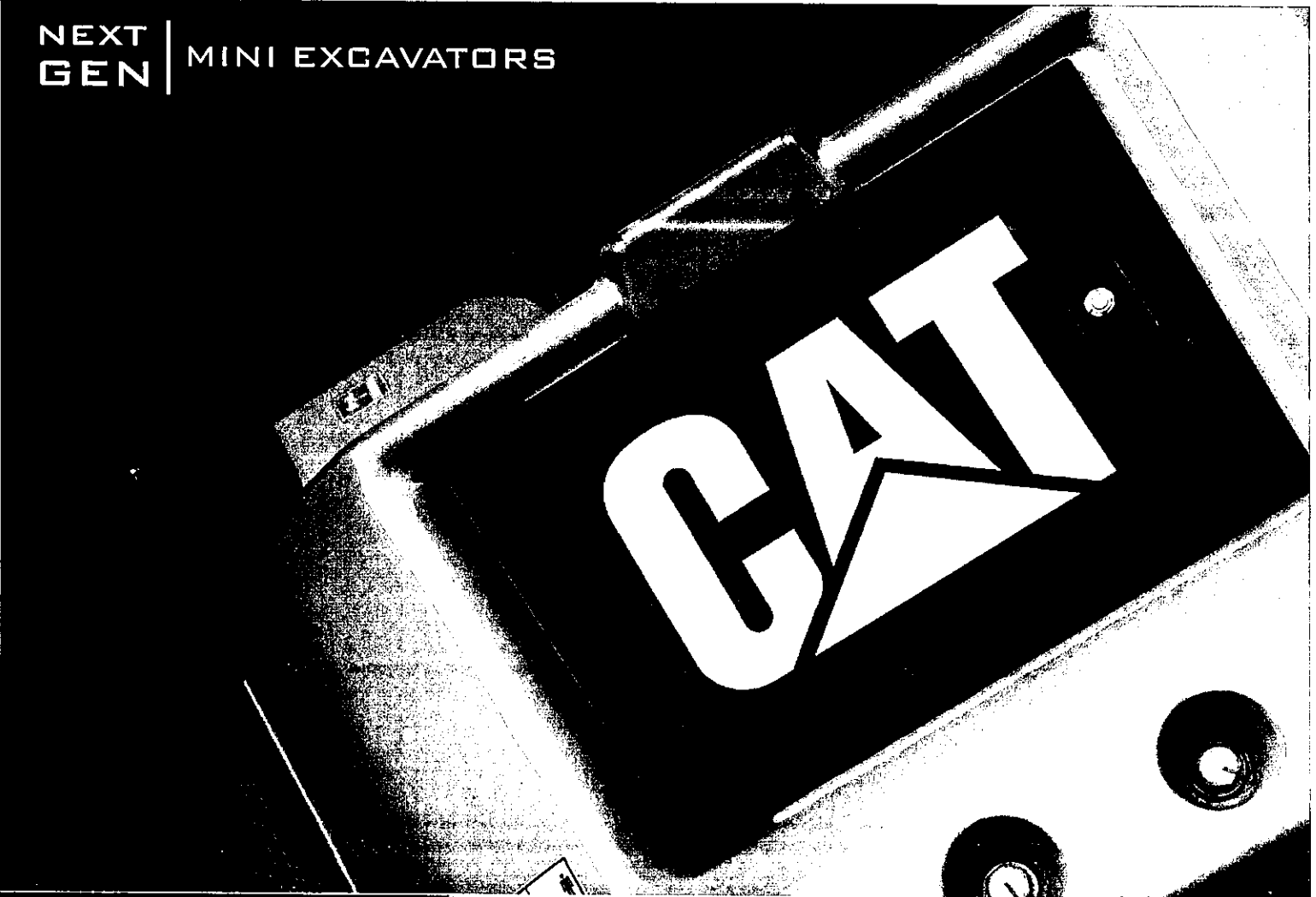
This proposal is submitted to enroll our Instructor (Aldino Surya Kamal) attending NEXT GEN 307.5 NPI SERVICE TRAINING that will be conducted by Caterpillar Building Construction Products Division Team, at Tractors Singapore Limited on 22<sup>nd</sup> ~ 23<sup>rd</sup> April 2019.

The objective of attending this training is preparing capability of Technical Instructor to support 307.5 Next Gen MiniHEX market growth in the future. Based on the Marketing data, 307 MiniHEX is the 3<sup>rd</sup> largest population in Indonesia behind 320 and 313 Hydraulic Excavators.

Yours Faithfully,

Sumardi

**NEXT  
GEN** | MINI EXCAVATORS



**AFFORDABLE**



**EXPERIENCE**



**CUSTOMER FOCUSED  
DESIGN**

## INVITATION FOR NEXT GEN 307.5 NPI SERVICE TRAINING

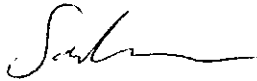
We sincerely invite you to join us in NEXT GEN 307.5 NPI SERVICE TRAINING which will be held on:

- Date: 22<sup>nd</sup> and 23<sup>rd</sup> April 2019
- Training Venue: Tractors Singapore Limited | 26 Benoi Sector, Singapore 629858
- Presenter:
  - Pippo Qian (Cat BCP Product Performance Engineer)
  - Vicktoria Yuan (Cat BCP Project Engineer)
- Audience requested:
  - Service and Application technician
  - Sales, Marketing and Commercial team
- Hotels:
  - Option 1: Sheraton Towers Singapore Hotel: 39 Scotts Road, Orchard, 228230 Singapore, Singapore
  - Option 2: Courtyard by Marriott Singapore Novena: 99 Irrawaddy Road, Novena, 329568 Singapore, Singapore
  - Option 3: Four Points by Sheraton Singapore, Riverview: 382 Havelock Road, Robertson Quay, 169629 Singapore, Singapore
- Costs: CAT would cover 2 days lunches and tea breaks; dealer would need to cover their own hotel, flight and local transport expense;

- NPI service training 2 days itinerary:

SEA NPI Service Training Agenda			
21st April, Sunday	Global fly in		
22nd April, Monday	09:00 - 09:30	30 mints	Welcome speech and attendees self-introduction
	09:30 - 10:15	45 mints	Iron Introduction - Machine layout (Group A - Pippo; Group B - Vicki)
	10:15 - 10:30	15 mints	Team Photo
	10:30 - 10:45	15 mints	Tea break
	10:45 - 12:00	75 mints	Next Gen 307.5 Key Selling Features (Vicki)
	12:00 - 13:00	60 mints	Lunch
	13:00 - 14:30	90 mints	Next gen service overview and next gen Monitor introduction (Pippo)
	14:30 - 14:45	15 mints	Tea break
	14:45 - 16:00	75 mints	Iron Training - ET (Group A - Pippo) & Next Gen Monitor (Group B - Vicki)
16:00 - 16:30	30 mints	PSR & Wrap up (Pippo)	
23rd April, Tuesday	09:00 - 10:30	90 mints	Machine system - Hydraulics & Working Tool (Pippo)
	10:30 - 10:45	15 mints	Tea Break
	10:45 - 12:00	75 mints	Machine System - Electrics (Pippo)
	12:00 - 13:00	60 mints	Lunch
	13:00 - 14:00	60 mints	Engine & Fabrication (Pippo)
	14:00 - 14:30	30 mints	Wrap Up
	Global fly out		

Welcome to join us!



Sam Mottram

Global Commercial Manager

Mini Excavators and Small Track-Type Tractors