

PT Trakindo Utama



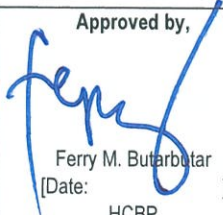
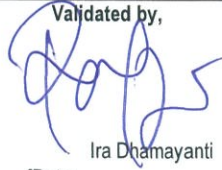
TRAINING EVENT PROPOSAL

Division : HUMAN CAPITAL

Date : 18 Sept 2019

Ref No : 520 (TEP/SD/1x19) (filled by L & TD - HO)

1.	Training Title	ELECTRONIC TROUBLESHOOTING <input checked="" type="checkbox"/> <i>please tick (✓)</i> <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 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 Managemen 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	Develop technician capability to perform service & repair, and troubleshoot electric & electronic problem on All Caterpillar Heavy Equipment Product.															
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 troubleshoot ECUs, troubleshoot CAN & CDL datalinks using volts and resistance, troubleshoot fault codes related to input circuits, troubleshoot fault codes related to ouput circuits.															
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 : Commite to Learning Managerial : Coaching Functional : Training Delivery															
8.	Length/Duration	5 Days															
9.	Day/Date	21 - 25 October 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>M. Ishak Al Bashori</td> <td>33472</td> <td>Cileungsi</td> <td></td> <td>Instructor 2</td> </tr> <tr> <td>Sri Widodo</td> <td>4291</td> <td>Cileungsi</td> <td></td> <td>Instructor 1</td> </tr> </tbody> </table>	Name	SN SAP	Branch	Account Charge	Position	M. Ishak Al Bashori	33472	Cileungsi		Instructor 2	Sri Widodo	4291	Cileungsi		Instructor 1
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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>Nick Christian</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <input checked="" type="checkbox"/> External Trainer Nick Christian <i>Service Training Staff Consultan</i> <i>Caterpillar Global Dealer Learning</i>	Name	SN SAP	Division	Branch	Position	Nick Christian									
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Nick Christian																	
13.	Training Location	China Learning Center - GDL, Wuxi China															
14.	Training Method	Class Room Training (Lecturing , Simulation, Role Play)															
15.	Impact & Evaluation	<table border="1"> <tr> <td>Satisfaction</td> <td>using feedback form to measure the facility, material & trainer performance</td> </tr> <tr> <td>Learning</td> <td>using the pre and post test to ensure the participants understand about training content</td> </tr> <tr> <td>Behavior</td> <td>perform analyzing component operation & system response, and troubleshoot the most critical FMI codes</td> </tr> <tr> <td>Result</td> <td>able to delivery training for Internal or Customer Technician about electric & electronic troubleshooting on Caterpillar Heavy Equipment product.</td> </tr> </table>	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 analyzing component operation & system response, and troubleshoot the most critical FMI codes	Result	able to delivery training for Internal or Customer Technician about electric & electronic troubleshooting on Caterpillar Heavy Equipment product.							
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Result	able to delivery training for Internal or Customer Technician about electric & electronic troubleshooting on Caterpillar Heavy Equipment product.																
16.	Job Follow Up	Electronic Troubleshooting training delivery for employees within branches or Customer															
17.	Investment Cost	<table border="1"> <tr> <td>a. Training fee</td> <td>Rp</td> <td>39,000,000</td> </tr> <tr> <td>b. Others (exp. Food & Beverages, Class Room)</td> <td>Rp</td> <td>56,700,000</td> </tr> <tr> <td>Total Investment cost</td> <td>Rp</td> <td>95,700,000</td> </tr> </table>	a. Training fee	Rp	39,000,000	b. Others (exp. Food & Beverages, Class Room)	Rp	56,700,000	Total Investment cost	Rp	95,700,000						
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18.	Training Event Management																

Proposed by,  Sri Widodo [Date: 18/09/2019] Supervisor Instructor	Approved by,  Sumardi [Date:] L&D Manager	Approved by,  Ferry M. Butarbutar [Date:] HCBP	Validated 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

QUICK NOTE

TO : Whom it may concern
FROM : Sumardi
DATE : Sept 18, 2019
SUBJECT : Electronic Troubleshooting ILT at Wuxi China

Dear Sir/Madam

This proposal is submitted to enroll our Instructor, Mr. Mochammad Ishak Al Bashori & Sri Widodo attending ELECTRONIC TROUBLESHOOTING ILT that will be conducted by Caterpillar Global Dealer Learning, at China Learning Center on 21st ~ 25th October 2019.

Goals of this proposal is to fulfill OATS (Observe, Assist, Teach and Self) process as the requirements of Electronic Troubleshooting Course Accreditation. Detail for the OATS process please see the attachment which explain the process.

Yours Faithfully,



Sumardi

STEP 1

OBSERVE



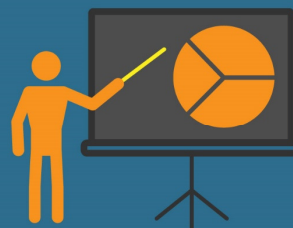
STEP 2

ASSIST



STEP 3

TEACH



STEP 4

SELF



STEP 1

OBSERVE



Instructor attends course as student. Gains understanding of course materials, labs, and daily operations. This should happen close to the time of deployment. Depending on instructor knowledge level, observe step may need repeated.

PROCESSES COMPLETED

- ✓ instructor introduced to course materials
- ✓ one-on-one coaching with course owner
- ✓ regional facility requirements outlined
- ✓ required tooling outlined
- ✓ instructor training plan developed

STEP 2

ASSIST



Assist course owner in course delivery (Co-Teach). Course owner will work with instructor to ensure understanding of all outlined tooling and simulators. Instructor will demonstrate how to properly prepare for course delivery; this includes lab set-up and classroom preparation. Main focus during assist step is on facility, labs, and instructor readiness. Instructor must teach 50-60% of course material within Assist step. Depending on instructor knowledge level, assist step may need repeated.

PROCESSES COMPLETED

- ✓ lab exercises demonstrated
- ✓ simulator function demonstrated
- ✓ tooling operation demonstrated
- ✓ course preparation demonstrated
- ✓ regional facility prepared for course delivery
- ✓ required course materials and assets installed
and fully functional

STEP 3

TEACH



PROCESSES COMPLETED

- ✓ instructor training plan complete
- ✓ facility readiness demonstrated
- ✓ course audit completed
- ✓ regional facility & instructor ready for course deployment
- ✓ if need remediation plan created

Instructor delivers entire training package. Course owner will be in back of room for emergency support only. Instructor must teach 100% of course material with absolutely no assistance. If instructor fails to teach entire course; remediation will take place and training plan will be created. Course owner will audit instructor while teaching the course. Audit will follow specific course audit form. Audit form will focus on the following; labs and lab safety, presentation materials, assessments, homework, facility readiness, instructor knowledge of course content, and classroom readiness. If instructor fails audit; remediation will take place and a training plan will be created.

STEP 4

SELF



Instructor is accredited by course owner and able to deliver course on his/her own. Deployment strategy for course will begin. Additional audits and updates will occur to ensure quality of course is maintained. Possible timeline for additional audits; every 2 years one-on-one following course audit form.

PROCESSES COMPLETED

- course deployment strategy developed
- curriculum update process identified
- course re-audit strategy developed

Electronics Troubleshooting ILT

Class Details

Class Code:	136622
Type:	Classroom-based
Language:	Chinese
Description:	Should you have any queries, please contact clara or Eric (lee_clara@cat.com / lin_jiangduo@cat.com@cat.com)
Starts:	9:00 AM Monday, October 21, 2019 GMT+08:00
Ends:	5:00 PM Friday, October 25, 2019 GMT+08:00
Duration:	5days
Location:	GDL_China LC Wuxi China
Instructor:	Lin, Eric
Seats Taken:	7
Seats Remaining:	1
Registration Period Ends:	8:00 AM Saturday, September 21, 2019 ICT
Cancellation Allowed:	Yes
Cancellation Period Ends:	8:00 AM Saturday, September 21, 2019 ICT
Waitlisting Allowed:	Yes
Approval Required:	Yes - Click on the Register link to submit a request for approval.
Payment Status:	Payment Required
Cost:	\$1,300.00
Cancellation Fee:	\$1,300.00

**Cancellation fee
applies starting:**

8:00 PM Saturday, September 21, 2019 ICT