

Adi Prasetyo

From: Ridwan Undru
Sent: 26 April 2023 07:13
To: Adi Prasetyo; Suwarno Warni
Subject: FW: SEAT CONFIRMATION_6015B HMS PRODUCT SERVICE TRAINING _OFFLINE_STC BALIKPAPAN

Pak @Adi Prasetyo & Pak @Suwarno Warni,
Sesi confirmed, silahkan dipersiapkan segala sesuatunya.

Note:
Karena Pak AP diminggu ini masih cuti, mohon persiapan bisa dikoordinasikan dengan rekan yg sudah ON di office.

Best Regards,

Ridwan Undru
Learning & Development Department

PT Trakindo Utama
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From: Tri Setyo Adi <tri.adi@trakindo.co.id>
Sent: Thursday, April 20, 2023 5:30 PM
To: Suwarno Warni <suwarno.warni@trakindo.co.id>; Aulia Rahman Almughaffary <Aulia.R.Almughaffary@trakindo.co.id>; Yuga Andrianto <yuga.andrianto@trakindo.co.id>; Wisnu Mahadi <Wisnu.Mahadi@trakindo.co.id>; Eka Galih Purnama <Eka.G.Purnama@trakindo.co.id>; Ihwaluddin <I.Ihwaluddin@trakindo.co.id>; Ilham Umar <Ilham.Umar@trakindo.co.id>; Novyan Sony Pratama <Novyan.S.Pratama@trakindo.co.id>; Herry Prasetya Irawan <Herry.P.Irawan@trakindo.co.id>; Afif Nurhadiansyah <Afif.Nurhadiansyah@trakindo.co.id>; Achmad Choiru Razi <achmad.razi@trakindo.co.id>; Mohammad Taufik

Hidayatullah <mohammad.hidayatullah@trakindo.co.id>

Cc: Sumardi <sumardi@trakindo.co.id>; Ridwan Undru <ridwan.undru@trakindo.co.id>; Sigit Purwanto <sigit.purwanto@trakindo.co.id>; Hamim Tohari <hamim.tohari@trakindo.co.id>; Sigit Yogi Rizandi <sigit.rizandi@trakindo.co.id>; M Rully Afandi <m.afandi@trakindo.co.id>; Mustabsirun Alimuddin <Mustabsirun.Alimuddin@trakindo.co.id>; Abdul Rachman <abdul.rachman@trakindo.co.id>; M Rully Afandi <m.afandi@trakindo.co.id>; Andri Kusuma Natsir <andri.natsir@trakindo.co.id>; Rahmat Hidayatullah <rahmat.hidayatullah@trakindo.co.id>; Danar Ajie Prabowo <danar.prabowo@trakindo.co.id>; Shodiq Arhami <shodiq.arhami@trakindo.co.id>; Yenni Yohanes <yenni.yohanes@trakindo.co.id>; Apriyadi <A.Apriyadi@trakindo.co.id>; Niswantoro <N.Niswantoro@trakindo.co.id>; Nissa Fatharani Kautsar <nissa.kautsar@trakindo.co.id>; Budi Setiawan <budi.setiawan@trakindo.co.id>; Dedy Susanto <Dedy.Susanto@trakindo.co.id>; Erni Yulianita Carolina <erni.carolina@trakindo.co.id>; Yusvira Mutia Dewi <yusvira.dewi@trakindo.co.id>; Triwantoro <triwantoro@trakindo.co.id>; Adi Prasetyo <A.Prasetyo@trakindo.co.id>

Subject: SEAT CONFIRMATION_6015B HMS PRODUCT SERVICE TRAINING _OFFLINE_STC BALIKPAPAN

Dear Team,

Kindly lock your schedule for the following :

Training Title : **6015B HMS PRODUCT SERVICE TRAINING _OFFLINE**
Date : 02 – 05 May 2023
Duration : 08.00 – 17.00 WITA
Location : STC Balikpapan
Room : -
Facilitator : Mr. Adi Prasetyo

Participant list here :

SN	Employee Name	Division	Branch	Position
31744	Suwarno	HR	Central Services	Instructor
7073	Aulia Rahman Almughaffary	JAVA	Wetar Group	Senior Technician
10000453	Yuga Andrianto	NORTHERN KAL	Sangata Group	Jr. Instructor
13354	Wisnu Mahadi	NORTHERN KAL	Lati Site	Senior Technician
19394	Eka Galih Purnama	NORTHERN KAL	Lati Site	Senior Technician
14836	Ihwaluddin	NORTHERN KAL	Sangata Group	Senior Technician
15813	Ilham Umar	NORTHERN KAL	Sangata Group	Senior Technician
21949	Novyan Sony Pratama	NORTHERN KAL	Lati Site	Senior Technician
13270	Herry Prasetya Irawan	NORTHERN KAL	Separi Site	Senior Technician

22292	Afif Nurhadiansyah	NORTHERN KAL	Samarinda Site	Senior Technician
8912	Achmad Chairu Razi	ENGINEERING SV	Support Function ES	Jr. Instructor
3128	Mohammad Taufik Hidayatullah	NORTHERN KAL	Balikpapan	Foreman Service

Hotel address : Hotel Ibis Balikpapan
Jl. Brigjen Ery Suparjan No.2, Klandasan Ulu, Kec. Balikpapan Kota, Kota Balikpapan, Kalimantan Timur 76112

Check In : 01 May 2023
Check Out : 06 May 2023

Please Confirm from LMS : <http://lms.trakindo.co.id/> for create TCAR.

The following is a job aid video link in carrying out the My Training Task action on the LMS (Confirm, Cancel, Reschedule)

Melakukan konfirmasi Training:

<https://web.microsoftstream.com/video/631288b5-ae2a-4102-9328-6a5f02bb7596>

Melakukan cancelation Training:

<https://web.microsoftstream.com/video/691d1b85-a6db-4d6a-85c8-00721e5b77e5>

Melakukan reschedule Training:

<https://web.microsoftstream.com/video/54347164-e0c9-4f88-9dff-1a6c8f56602a>

Should you need further information please don't hesitate to contact us.

Terima kasih

Tri Setyo Adi

Learning & Development Department

PT Trakindo Utama – TC Cileungsi

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