

**SEAT CONFIRMATION\_TECHNICAL COMMUNICATOR 1\_TC Cileungsi\_**

Tri Setyo Adi &lt;tri.adi@trakindo.co.id&gt;

Fri 5/19/2023 6:29 PM

To: Irwan Endriarno <irwan.endriarno@trakindo.co.id>; Muhammad Kamaluddin <muhammad.kamaluddin@trakindo.co.id>; Saichu Anwar Ramadhan <SAICHU.RAMADHAN@TRAKINDO.CO.ID>; Hermansyah <hermansyah@trakindo.co.id>; Ade Wijaya <Ade.Wijaya@trakindo.co.id>; Danny Ariestya Yudha Pratama <danny.pratama@trakindo.co.id>; Ardianto <ardianto@trakindo.co.id>; Alexander Harianto <alexander.harianto@trakindo.co.id>; Rama Nur Rafi Aryanto <rama.n.r.aryanto@trakindo.co.id>; Muhammad Ishak <Muhammad.Ishak@trakindo.co.id>; Akhmad Saukani <Akhmad.Saukani@trakindo.co.id>; Thomas Heri Darmanto <thomas.darmanto@trakindo.co.id>; Akhmad Ridhany <akhmad.ridhany@trakindo.co.id>; Rahmad Ariyadianto <rahmad.ariyadianto@trakindo.co.id>; Santoni Tambun <santoni.tambun@trakindo.co.id>; Iwan Hasdiansyah <iwan.hasdiansyah@trakindo.co.id>; Ade Hamka <ade.hamka@trakindo.co.id>; Nasrullah <nasrullah@trakindo.co.id>; Bibin Dwijo Sugito <bibin.sugito@trakindo.co.id>; Miskadi <miskadi@trakindo.co.id>

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Dear Team,

Kindly lock your schedule for the following :

Training Title : **TECHNICAL COMMUNICATOR 1**  
 Date : 12 - 16 June 2023  
 Duration : 08.00 – 17.00 WIB  
 Location : Gedung TMT Jakarta  
 Jl. Raya Cilandak KKO No.1, RT.13/RW.5, Cilandak Tim., Ps.  
 Minggu, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12560  
 Room : Tiara 2  
 Facilitator : Mr. Nadia Lilfitri & HO Team.

Participant list here :

SN	Employee Name	Division	Branch	Position
11728	Irwan Endriarno	JAVA	SCC West Java	Technical Communicator
16091	Muhammad Kamaluddin	SOUTHERN KAL	Rantau Site	Sr. Analyst Technical Communicator
18681	Saichu Anwar Ramadhan	SOUTHERN KAL	Tanjung	Analyst Service Performance
3329	Hermansyah	BATU HIJAU	Batu Hijau	Supervisor Technical Communicator

33483	Ade Wijaya	BATU HIJAU	Batu Hijau	Technician
25814	Danny Ariestya Yudha Pratama	NORTHERN KAL	Separi	Analyst Event Planner
4451	Ardianto	SUMATERA	SCC South Sum	Service Advisor
6238	Alexander	SUMATERA	SCC North Sum	Service Advisor
10002651	Rama Nur Rafi Aryanto	NORTHERN KAL	Bengalon	Analyst Event Planner
48650	Muhammad Ishak	SOUTHERN KAL	Muara Teweh	Analyst Event Planner
27380	Akhmad Saukani	SOUTHERN KAL	Satui	Analyst Event Planner

Hotel address : **Swiss-Belinn Simatupang**

Jl. R.A. Kartini No.32, RT.9/RW.7, Lb. Bulus, Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12440

**Check In : 11 June 2023**  
**Check Out : 17 June 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

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