

Danny Ariestya Yudha Pratama

From: Tri Setyo Adi
Sent: 19 May 2023 18:30
To: Irwan Endriarno; Muhammad Kamaluddin; Saichu Anwar Ramadhan; Hermansyah; Ade Wijaya; Danny Ariestya Yudha Pratama; Ardianto; Alexander Harianto; Rama Nur Rafi Aryanto; Muhammad Ishak; Akhmad Saukani; Thomas Heri Darmanto; Akhmad Ridhany; Rahmad Ariyadianto; Santoni Tambun; Iwan Hasdiansyah; Ade Hamka; Nasrullah; Bibin Dwijo Sugito; Miskadi; Mochammad Sulthon Kautsar; Yudi Iskandar Dinata
Cc: Sumardi; Banquet Tiara; Triwantoro; Nissa Fatharani Kautsar; Syarifah Maulina; Nurul Aisyah Astuti; Agus Setiawan; Apriyadi; Erni Yulianita Carolina; Yusvira Mutia Dewi; Yenni Yohanes; Hamim Tohari; Bambang Murdianto; Nanang Kurniawan; Nadia Lilfitri; Roy Ricardo
Subject: SEAT CONFIRMATION_TECHNICAL COMMUNICATOR 1_TC Cileungsi_

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

PT Trakindo Utama – TC Cileungsi

Jl. Raya Narogong KM. 19 Cileungsi, Bogor 16820, Indonesia

Telp. +62 21 823 3361 • Polycom: - • Mobile: +62 811 591 5563

www.trakindo.co.id

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

[Instagram](#): @trakindoutama

ADVANCING YOU FORWARD®

A member of **Tiara Marga Trakindo Group**