

Sri Widodo

From: Ridwan Undru
Sent: 09 August 2023 10:21
To: Sri Widodo
Cc: Sumardi; Apriyadi; Tri Setyo Adi
Subject: RE: Confirmation Training Engine Rebuild Batch 2 14-25 August 2023

Pak @Sri Widodo,
Mohon bantuan agar dipersiapkan segala sesuatunya. Keep close comm. dgn STC BPN.

Best Regards,

Ridwan Undru
Learning & Development Department

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From: Apriyadi <A.Apriyadi@trakindo.co.id>
Sent: Thursday, August 3, 2023 2:13 PM
To: Andre Gigih Prastiyo <andre.prastiyo@trakindo.co.id>; Adi Cahyono <Adi.Cahyono@trakindo.co.id>; Denni Sulistyo Putro <Denni.S.Putro@trakindo.co.id>; Denny Sugihartanto <Denny.Sugihartanto@trakindo.co.id>; Husin Naparin <Husin.Naparin@trakindo.co.id>; I Gusti Komang Arya Wibawa <igusti.k.a.wibawa@trakindo.co.id>; Muhammad Ridwan Hasan <muhammad.r.hasan@trakindo.co.id>; Muhammad Muflihun <muhammad.muflihun@trakindo.co.id>; Muhammad Indra Mulia <muhammad.i.mulia@trakindo.co.id>; Surya Ramadhani <surya.ramadhani@trakindo.co.id>; Fathur Gandi <Fathur.Gandi@trakindo.co.id>; Nasaruddin <N.Nasaruddin@trakindo.co.id>; Gerson Kamase <gerson.kamase@trakindo.co.id>; Yoyon Edi Prasetyo <yoyon.prasetyo@trakindo.co.id>; Taufik Hidayat Pabe <taufik.pabe@trakindo.co.id>; Donal Sudrajat <donal.sudrajat@trakindo.co.id>; Jumansyah Hidayatullah <jumansyah.hidayatullah@trakindo.co.id>; Muhamad Agus Sudaryanto <muhamad.sudaryanto@trakindo.co.id>; Gayus Ora Tembang <gayus.tambang@trakindo.co.id>; Gayus Ora Tembang <gayus.tambang@trakindo.co.id>; David Arijanto <david.arijanto@trakindo.co.id>; Sukram <sukram@trakindo.co.id>; Misrudinsyah <misrudinsyah@trakindo.co.id>
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Subject: Confirmation Training Engine Rebuild Batch 2 14-25 August 2023

Dear All,

Berikut schedule training, silahkan melakukan konfirmasi dibawah

Title Training : Engine Rebuild
Tanggal : 14 August – 25 August 2023
Lokasi : STC Balikpapan
Batch : 2
Instructor : Sri Widodo

Konfirmasi silahkan dilakukan melalui LMS masing-masing selambat-lambatnya tanggal **6 August 2023**
 Jika mengalami kendala dengan LMS pada saat melakukan konfirmasi,
 Silahkan disampaikan melalui email ini **tanpa reply to all.**

Berikut adalah daftar nama peserta yang belum melakukan konfirmasinya di LMS,

No	Division	Branch	SN	Name	Position
1	NORTHERN KAL	Bengalon	20836	Andre Gigih Prastiyo	Technician
2	NORTHERN KAL	Separi	30538	Adi Cahyono	Technician
3	NORTHERN KAL	Balikpapan	30858	Denni Sulisty Putro	Technician
4	NORTHERN KAL	Balikpapan	45259	Denny Sugihartanto	Technician
5	SOUTHERN KAL	Batu Kajang	31304	Husin Naparin	Technician
6	NORTHERN KAL	Sangatta	10000737	I Gusti Komang Arya Wibawa	Technician
7	NORTHERN KAL	Sangatta	10001344	Muhammad Ridwan Hasan	Technician
8	NORTHERN KAL	Sangatta	10001254	Muhammad Muflihun	Technician
9	NORTHERN KAL	Sangatta	10001451	Muhammad Indra Mulia	Technician
10	NORTHERN KAL	Sangatta	10001163	Surya Ramadhani	Technician
11	NORTHERN KAL	Tj. Redeb-Berau	45787	Fathur Gandi	Technician
12	NORTHERN KAL	Balikpapan	14443	Nasaruddin	Senior Technician

Mohon untuk memperhatikan note dibawah ini pada saat melakukan confirmation melalui LMS

1. Klik tombol **“Confirm”** di LMS untuk memberikan konfirmasi keikutsertaan training
2. Klik tombol **“Reschedule”** di LMS jika memerlukan penjadwalan ulang pelaksanaan training
3. Klik tombol **“Cancel”** di LMS untuk membatalkan kepesertaan training (budget akan hangus)
4. Tidak memberikan respon di LMS akan menggugurkan kepesertaan training (budget akan hangus)

Berikut ini adalah link video job aid dalam melakukan action pada My Training Task di 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>

Best Regards,

Apriyadi

Training Department

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