

Trakindo 

L&D WORKSHOP 2024

Event 1

Jakarta, 25th OCT 2023

Confidentiality Status **Green**

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- # Objectives:
- **L&D strategy** -- how to manage the 2024-onward of training demand
 - **Standardization** -- ensure L&D process in place at Operations level
 - **Resources updated** – upgrade training material, training report template, etc



- # Concept:
- **Hybrid (offline & online)**
 - **Breakout :**
 - Learning Architects -- Group 1
 - Learning Services – Group 2
 - Instructors – Group 3
 - STC Leader – Group 4
 - WPT – Group 5
 - Co-op Custodian – Group 6
 - **Date:**
 - Event 1 – 25 & 26 Jan 2024
 - Event 2 – tba (TCDP- A 2.0. Kick-off)
 - Event 3 – tba (K3TAB 2024)

Role	Online	Offline
Group 1	-	Event 1
Group 2	-	Event 1
Group 3	-	Event 1
Group 4	Partially event 1	Event 2
Group 5	Partially event 1	Event 2
Group 6	Partially event 1	Event 3

Target Participants

Group 1

Learning Architect

1. Agus Setyawan – HO
2. Wahid Abdurahman – HO
3. Christianti F. Angeliant – HO
4. Sri Widodo – HO
5. Agus Hermanto – HO
6. Nanang Kurniawan – HO
7. Viktor Agni Herlambang – HO
8. Renni Morena – HO
9. Bambang Murdianto – HO
10. Angger Kerti Wasiat – HO
11. Rabiatul Maisa – HO
12. Solyka Amini – HO

Group 2

Learning Services

1. Hafizah Aini – SUM
2. Nissa Fatharani Kautsar – JAV
3. Nurul Aisyah Astuti – BHJ
4. Syarifah Maulina – SKAL
5. Erni Carolina – NKAL
6. Dedi Susanto – ES
7. Hadi Hidayah – EIA - Mksr
8. Muhaidir – EIA - Sko
9. Eveline Novianty – TTD
10. Siti Nur Hidajati – HO
11. Rahadian D – HO
12. Khairunnisa Mahira – HO
13. Tri Setyo adi – HO
14. Triwantoro – HO
15. Rinny N Pratiwi – HO
16. Steadear – HO
17. Fadhlan – HO

Group 3

Instructors

1. Gatot Supriadi – SUM
2. Prpto – BHJ
3. Eko S. Pasomba – SKAL
4. Apriyadi – NKAL
5. Achmad C. Razi – ES
6. Victor T. Wunas – EIA
7. Rahmat Murtono – TTD
8. M. Hajar Murdana – HO
9. Rahmanto – HO
10. Rony Anas – HO
11. Ridwan Undru – HO

Target Participants

Group 4

STC Leaders

1. Trinova – **SUM**
2. Nissa F Kautsar – **JAV**
3. Agus Setiawan – **BHJ**
4. M. Sulthon Kautsar – **SKAL**
5. Yenni Yohanes – **NKAL**
6. Danar Aji – **ES**
7. Nataniel – **EIA**
8. Adam Aditama – **TTD**
9. Devi Sumarhadi - **TTD**

Group 5

WPT

1. Jekky Darnas – **SUM**
2. M.Amrizal – **JAV**
3. Arie Octavianus H – **NKAL**
4. John James U – **NKAL**
5. Xanon S Lahipe – **EIA**
6. Roynaldo – **EIA**
7. Johny Tupamahu - **EIA**
8. Stanlay W Afaar – **TTD**
9. Henci C Siahaya - **TTD**

Group 6

Co-op Custodian

1. Budi Setiawan – **JAV**
2. Mega Sliino - **JAV**
3. Sunarto Wisnu – **SKAL**
4. Markus MT – **EIA**

Schedule	Agenda	Participants	Venue
07:00 – 08:00	Welcoming, Rundown explanation, Safety induction	All	Room J
08:00 – 08:10	Management Message1 (Bu Yulia) – Opening	Grp 1,2,3 offline, Grp 4,5,6 online	Room J
08:10 – 08:40	Management Message2 (P Ferry) – Where we want to go	Grp 1,2,3 offline, Grp 4,5,6 online	Room J
08:40 – 09:10	Management Message 3 (P Yudi) – L&D Strategy	Grp 1,2,3 offline, Grp 4,5,6 online	Room J
09:10 – 10:00	2024 Training demand overview & what next - Sumardi	Grp 1,2,3 offline, Grp 4,5,6 online	Room J
10:00 – 12:00	Sharpening the saw – topic relate to how to plan training execution properly - external speaker	Grp 1,2,3 offline, Grp 4,5,6 online	Room J
13:00 – 17:00	Breakout session – update*	Grp 1& 4 online	Room B&C
	Breakout Session – update**	Grp 2 offline	Room J
	Breakout Session – update ***	Grp 3 offline	Room Library

* see appendix

Day-2 (Fri, 26 Jan 2024)

Schedule	Agenda	Participants	Venue
08:00 – 17:00	Breakout Session – update – continue if required *	Grp 1& 4 online	Room B&C
	Breakout Session – task & take away **	Grp 2 offline	Room J
	Breakout Session – task & take away ***	Grp 3 offline	Room Library
17:30 – 20:00	Synergy Night: - Barbeque Dinner - Live music “ Joy Country Band”	Offline Workshop Participants Management & TC Staff Training Participants	Demo Area

* see appendix

APPENDIX

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*Group 1&4 Breakout Session

Day-1 (Thu, 25 Jan 2024)

Schedule	Agenda	Speaker
13.00 – 13.15	Instructor Career & Development Program	Rabiatul Maisa
13.15 – 13.30	Green Belt Training	Rabiatul Maisa
13.30 – 13.45	Finance Management Development Program	Rabiatul Maisa
13.45 – 14.00	Parts Analyst Development Program	Bambang Murdianto
14.00 – 14.15	Warehouseman Development Program & Counterman Development Program	Bambang Murdianto
14.15 – 14.30	Service Management Development Program (Basic, Intermediate, Advance)	Victor Agni H.
14.30 – 14.45	Service Command Center Development Program	Victor Agni H.
14.45 – 15.00	Tech Com Development Program	Nanang Kurniawan
15.00 – 15.15	Leadership Development Program for Senior Leader (Tentative)	Christianti Friska A

Day-2 (Fri, 26 Jan 2024)

Schedule	Agenda	Speaker
08.30 – 08.45	Technician Development Program	Agus Hermanto
08.45 – 09.00	Mechanic Development Program	Agus Hermanto
09.00 – 09.15	EM Fast Track	Angger Kerti W.
09.15 – 09.30	EM Intermediate Development Program	Angger Kerti W.
09.30 – 09.45	Con-Mon Development Program	Angger Kerti W.
09.45 – 10.00	SHE Management Development Program	Angger Kerti W.
10.00 – 10.15	Sales Representative Development Program	Renni Morena
10.15 – 10.30	Sales Leader Management Development Program	Renni Morena
10.30 – 10.45	Update L&D Dashboard Update	Wahid A
11.15 – 11.30	Summary workshop & Commitment (3-W/CAPA Form)	Agus Hermanto

**Group 2 Breakout Session – Learning Services

Day-1 (Thu, 25 Jan 2024)

Schedule	Agenda	Speaker
13.00 – 13.30	2023 Information Training Execution Performance	Sumardi / Steadear
13.30 – 13.35	Update learning Architect PIC	Tri Setyo Adi
13.35 – 13.40	Update Learning Services HO	Tri Setyo Adi
13.40 – 14.00	Information LS lead Area	Tri Setyo Adi
14.00 – 14.30	Main Process Training from TEP until Training History	Wahid Abdurahman
14.30 – 15.00	Responsibility LS (TEP, Scheduling & Reporting)	Wahid Abdurahman
15.00 – 15.45	Responsibility LS (TEP, Scheduling & Reporting)	Wahid Abdurahman
15.45 – 16.00	SAR Monitoring TDP & TTDP (LS SAR Admin)	Tri Setyo Adi
16.00 – 16.30	SAR Monitoring WDP & CDP (LS SAR Admin)	Tri Setyo Adi
16.30 – 17.00	Sharing Knowledge Training Evaluation	Wahid Abdurahman

Day-2 (Fri, 26 Jan 2024)

Schedule	Agenda	Speaker
07.00 – 07.15	Opening Days 2	Agus Hermanto
07.15 - 07.30	Information Budget & Participant 2024	Agus Setyawan
07.30 - 07.35	Dashboard Scheduling	Agus Setyawan
07.35 - 08.00	Ice Breaking	Khairunnisa Mahira
08.00 - 09.30	Template Scheduling	Tri Setyo Adi
09.30 - 10.00	Break 1	All
10.00 - 12.00	Content Reporting	Tri Setyo Adi
12.00 - 13.00	Ishoma	All
13.00- 15.30	Template Reporting & Evaluation	Tri Setyo Adi
15.30 - 15.45	Ishoma	All
15.45 - 17.00	Summary workshop & Commitment (3-W/CAPA Form)	Tri Setyo Adi

***Group 3 Breakout Session

Day-1 (Thu, 25 Jan 2024)

Schedule	Agenda	Speaker
13.00 – 14.30	Service Expectation	Asep K & Agus H
14.30 – 15.30	Increase Capability Instructor TC - STC	Ridwan & Instructor
15.30 – 17.00	Instructor Career & Development Program	Rabiatul Maisa

Day-2 (Fri, 26 Jan 2024)

Schedule	Agenda	Speaker
07.00 – 11.30	Module & Training Aid Readiness - Lesson Plan - Daily Activity - Training aid & tools - Directory	Ridwan Undru
13.00 – 16.30	Training Report - Content - Platform	Tri S.A & Ridwan Undru
16.30 – 17.00	Summary workshop & Commitment (3-W/CAPA Form)	Ridwan Undru



[L&D]

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