

# CERTIFICATE OF COMPLETION

This is to certify  
**Emilia Susanti**

Has Successfully Attended and Completed  
**Training of Trainer  
Methodology KKNi Level 3  
BNSP Certification**

**Fatma Kurnia Sari, SKM.**  
Systems & Operation Manager  
Fleetnix



**Fleetnix**  
PT TOTAL RAYA ENERGI

**Sisti Digita**  
Training Instructor  
Fleetnix



Training Date : 12<sup>th</sup> – 14<sup>th</sup> December 2023  
Training Number : 1151281223  
Certificate Number : TOT3-001151223



## The following topics were covered in this program:

- **Implement the Principles of Health, Safety and Security Work Procedures**  
*Menerapkan Prinsip Kesehatan Kerja untuk Mengendalikan Risiko K3*
- **Applying Basic Communication Skill**  
*Mengaplikasikan Keterampilan Dasar Komunikasi*
- **Performing Presentation**  
*Melakukan Presentasi*
- **Designing Presentation of Training Materials**  
*Merencanakan Penyajian Materi Pelatihan*
- **Conduct Face to Face Training**  
*Melaksanakan Pelatihan Tatap Muka*
- **Operate Computer Basic**  
*Mengoperasikan Komputer Tingkat Dasar*
- **Perform Recruitment Human Resource for training**  
*Melakukan Recruitment Calon SDM Pelatihan*
- **Manage Training Materials**  
*Mengelola Bahan Pelatihan*
- **Manage Training Equipment**  
*Mengelola Peralatan Pelatihan*
- **Guide the Application of Productivity Improvement Techniques and Equipment Tools**  
*Membimbing Peralatan Tools dan Teknik Peningkatan Produktivitas*

**Fatma Kurnia Sari, SKM**  
System & Operation Manager  
Fleetnix

**Date: 14<sup>th</sup> December 2023**

 **Fleetnix**  
PT TOTAL RAYA ENERGI