

RAPPORT HEBDOMADAIRE

DATE : DU 17/03/2025 AU 22/03/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Connect with skype and send daily morning messages to the GM
2. Fine tune plan for ALEK introduction in E.A
3. Wednesday meeting with DG
4. Get Trainers for courses
5. Make outline in the given format

B-) TRAVAUX RÉALISÉS

Connect with skype and send daily morning messages to the GM

- Connected on a daily with DG

Fine tune plan for ALEK introduction in E.A

- Plan completed and presented. Had a few things to fine tune as advised by DG

Wednesday meeting with DG

- Meeting held from 4pm to 7pm EAT

Get Trainers for courses

- Gotten a trainer for FM, Project management to connect with trainer over the weekend

Make outline in the given format

- FM training content done and presented in the official format

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- Not allocated funds for calling. I am to call from next week Monday
- My computer issue regarding Microsoft issue not sorted

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Get FM trainers contract sent
2. Start making calls once I get official phone number and credit loaded