

RAPPORT HEBDOMADAIRE

DATE : DU 24/03/2025 AU 28/03/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Roll out the training campaign
2. Get contract to trainer and submit all documents to DG
3. Weekly meet up with GM

B-) TRAVAUX RÉALISÉS

Roll out the training campaign

- Rolled out campaign for FM. Emails sent and calls made to different prospects

Get contract to trainer and submit all documents to DG

- Contract sent to the trainer and uploaded on box

Weekly meet up with GM

- Online meeting held on Wednesday 26 at 4pm
- Agreed to get other training content on ALEK. Done
- To add a sales agent. Draft of advert sent to DG

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- Funds for airtime received.
- Met two prospects on Friday. Uploaded details on the report

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Continue making calls and sending emails
2. Follow up on NITA application
3. Roll out advert for sales agent