

RAPPORT HEBDOMADAIRE

DATE : DU 07/04/2025 AU 11/04/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Roll out the training campaign for FM & Project management
2. Get KRA Pin sorted
3. Get a sales persons
4. Get all courses and links on ALEK with Diara

B-) TRAVAUX RÉALISÉS

Roll out the training campaign for FM & Project management
- Both trainings rolled out and calls made

Get KRA Pin sorted
- KRA pin applied for and issued

Get a sales persons
- Talked to different people. I will share 2 CV's with DG for review

Get all courses and links on ALEK with Diara
- Courses uploaded on ALEK

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- I will share 2 resumes for review. If possible, we can incorporate both to increase manpower and target more sales. This will depend on DG's decision to incorporate both or 1

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Roll out campaign for health & safety
2. Get sales & marketing person on board
3. Continue with follow up and new calls/ emails