

RAPPORT HEBDOMADAIRE

DATE : DU 05/05/2025 AU 09/05/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Continue with marketing training
2. Follow up on NITA with Karen
3. Ensure Diana is well settled

B-) TRAVAUX RÉALISÉS

Continue with marketing training

- Made follow ups on FM training, Project management & Health & Safety

Follow up on NITA with Karen

- All documents were submitted
- Payment of Kshs 24,550 made. Remaining balance is 12,500 which is to be paid once the certificate is delivered.

Ensure Diana is well settled

- Showed her Akasi tools
- Gave her companies to contact for the week

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- Still unable to connect to teams using the work laptop. Currently using my phone

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Continue with marketing
2. Try and close the good leads
3. Start on July trainings as well