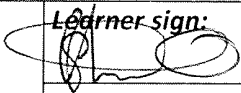


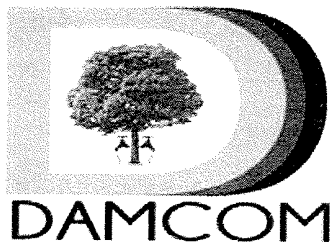


DAMBUZA COMMUNITY DEVELOPMENT TRUST

## DAMCOM TIMESHEET 2024-2025

<b>Learner Name:</b> Siphalele Maphumulo	<b>Contact no:</b> 0686764623	<b>Company Name:</b> Code SA Institute
<b>Mentor Name:</b>	<b>Contact no:</b>	

Year: 2024 Month: March		Time in	Time out	Activities (5-day Week)	Learner sign: 	Competency level 1 – 5 (1 = poor & 5 = excellent)	General Comments: Mentor & signature
Date (Week 1)	Day				Comments: Learner		
03 March	1	08:00	14:00	Delivered IT Skills Program lectures on Effective Communication covering written and verbal communication methods for IT staff and information system users.	Taught and learned a lot on different types of communication especially in the workplace.	4	Emphasize active listening for effective communication and conflict resolution.
04 March	2	08:00	16:00			5	
05 March	3	08:00	16:00			4	
06 March	4	08:00	16:00			5	
07 March	5	08:00	16:00			5	
(Week 2)							Sign: 
08 March	6	08:00	14:00	Facilitated workshops on understanding different computer systems and their applications in businesses. Explained computer architecture, hardware, network configurations, and data storage methods	I upskilled my knowledge on configuration methods.	5	Encourage diverse participation to enrich discussions and promote inclusivity.
11 March	7	08:00	16:00			5	
12 March	8	08:00	16:00			5	
13 March	9	08:00	16:00			4	
14 March	10	08:00	16:00			5	
							Sign: 



## DAMCOM TIMESHEET 2024-2025

Year:

Month: March 2024		Time in	Time out	Activities (5-day Week)	Learner sign: 	Competency level 1 – 5 (1 = poor & 5 = excellent)	General Comments: Mentor & signature
Date (Week 3)	Day				Comments: Learner		
15 March	11	08:00	14:00	Guided students in identifying problem-solving techniques and their appropriate application. Assessed student learning through assignments and practical exercises.	Here I found that there are many ways to kill a cat in I.T but the best way is the fast and simple way.	3	uses proactive problem solving to foster independent skill development.
18 March	12	08:00	16:00			5	
19 March	13	08:00	16:00			4	
20 March	14	08:00	16:00			5	
21 March (Week 4)							Sign:
22 March	15	08:00	14:00	Provided feedback and guidance from last week's practicals. Prepared lesson plans and course materials to up skill during holidays.	From the feedback I understood our progress and it helped me prepare	5	Provide constructive feedback to nurture confidence and professional growth.
25 March	16	08:00	16:00			5	
26 March	17	08:00	16:00			3	
27 March	18	08:00	16:00			4	
28 March (Week 5)	19	08:00	16:00			5	Sign:
							Sign: