

Range of documents demonstrating effective communication skills using different mediums.

Video call with follow up email

Every 4 to 6 weeks I have an online video call/meeting with my line manager and my coach. In which we review where I'm at, whether I have things to catch up on and what plan I have in place to catch up. Online is best for this as me and my line manager are not always in office at the same time so it would be harder to pick a date we were both in on. Plus my coach works remotely, so even if me and my line manager were to be in on the same day we would still be on an online video call with my coach. While I didn't specifically select this method, If my line manager was not invited to these meetings I would have had a similar set up to maintain regular communication on how things are going. Again because we have very different schedules and office days this is the best way. I sometimes follow up with an email, whether it be an updated version of my plan or plans for a second meeting.

See below for follow up email

From: HTS-BAB-ManchandaA
Sent: 05 June 2025 10:31
To: James Monaghan <jmonaghan@hts.com>
Subject: Tasks

Hi,

Here are the tasks. Were at 11 right now.

Kind Regards,

Angel

One attachment • Scanned by Gmail ⓘ



Face to face with follow up email

In a face to face discussion with someone from the training design team, I brought up the prevalence of using short videos for learning in current times and how our text powerpoint

slides are a bit outdated. Providing examples of companies that are doing it now. I was asked to send over those names, So I provided short descriptions, linking the websites for the places within the names.

Please see attached email:

From: HTS-BAB-ManchandaA
Sent: 28 April 2025 12:09
To: [REDACTED] <[REDACTED]>
Subject: Learning through videos

Hi Chris,

Just emailing across the info on the sites we spoke about earlier.

The main video based learning site I know of is [Uplearn](#). The videos are pretty short, maybe 1 to 5 minutes depending on the topic. Then they get a couple of questions. They also used to give further info or understanding if the person gets any wrong and then ask another question or two to check understanding.

[Khan Academy](#) is another one however they have more lecture type videos and its less interactive. Ordinarily, In schools, they would only recommend Khan Academy for more procedural topics like Computer Science e.g. Python or Maths. I Just included it because the concept is similar and it's another example of video based learning being favoured.

Kind Regards,

Angel

Email chain to external stakeholder

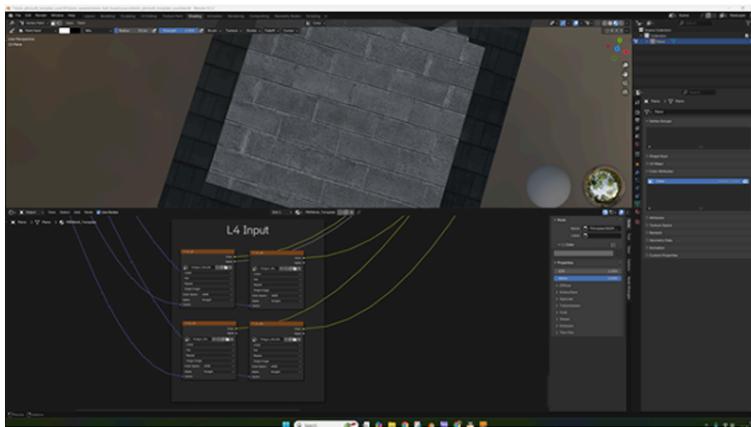
I ran into a couple of problems when trying to create models, The guides provided required a base knowledge of blender. It also required you to use specific provided packages. Our only point of contact is the phone number of the boss and the email of the developers.

Considering the issue requires a thorough explanation and potentially images of the issues (as it's much easier to show than explain) as well as the files so they can test it on their end. Therefore an email was the best choice. However I realise in my first email I wasn't specific enough, they misunderstood and gave me an answer that didn't help, as I could already create a model with the pre provided textures. That is why I pinpoint my exact issue and question exactly so there would be no confusion in what I was asking. Also providing my current methods to reduce the string of emails asking for more information.

From: HTS-BAB-ManchandaA <Angel.Manchanda@HTS.ARMY.MOD.UK>
Sent: 10 February 2025 15:04
To: [\[mailto:mailto:downing...@...\]](#) [mailto:[\[mailto:downing...@...\]](#)]>
Cc: [\[mailto:HTS-BAB-S...@...\]](#) [mailto:[\[mailto:HTS-BAB-S...@...\]](#)]>
Subject: VBS House - Texture

Hi,

I'm having an issue finding the material in the texture paint view port (step 5 of the layer materials section). I used the PBRMulti_template, adjusted one of the layers (L4) as I want the house to be brick textured and the roof to have a wood shingle texture.

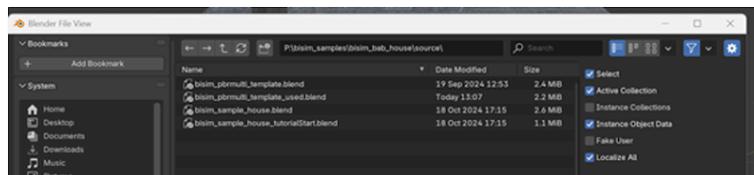


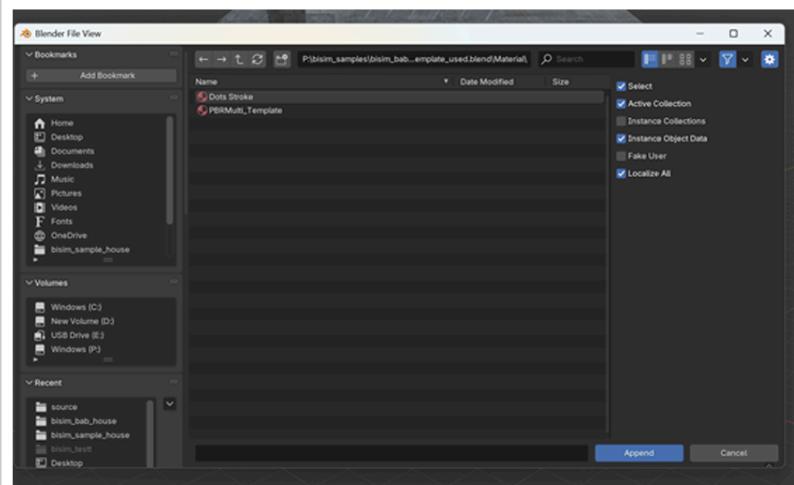
I am at the part where you paint, however I can't seem to get the PBRMulti texture material to appear in the section where you would select house_texture_layermask_clear.tif. It just shows me the texture images from the shared file (e.g. like the polygon file I attached).

I do notice that, when appending the PBRMulti_template, you have to select material and then PBRMulti_Template. But I don't know if I was supposed to change that or how I would change that.

<https://mail.google.com/mail/u/0/?ik=1bfcea0521&view=pt&search=all&permmsgid=msg-f:1835991762410435324&simpl=msg-f:18359917624104...> 4/6

26/06/2025, 13:02 Gmail - FW: FW: VBS House - Texture





I have attached the house (babhousetext2) and the texture I was assigning to L4 as well as the adjusted PBRmulti template.

Kind Regards,

Angel

To: HTS-BAB-S... <HTS-BAB-S...@HTS.ARMY.MOD.UK>; HTS-BAB-ManchandaA <Angel.Manchanda@HTS.ARMY.MOD.UK>
Cc: Steve Scott <Steve.Scott@babcockinternational.com>
Subject: Re: FW: VBS House - Texture

Hi Angel & Steve,

PSB from the team:

<https://mail.google.com/mail/u/0/?ik=1bfcea0521&view=pt&search=all&permmsgid=msg-f:1835991762410435324&simpl=msg-f:18359917624104...> 1/6

26/06/2025, 13:02

Gmail - FW: FW: VBS House - Texture

I am not exactly sure I understood the problem correctly in the existing file, so here is what I did to achieve the following result:



Switch to the "Shading" Workspace view. Then:

1. I deleted the existing "PBRMulti_Template.004" material
2. Re-Imported our "PBRMulti_Template" via the "Append" function from "P:\bisim_samples\bisim_sample_house\source\bisim_pbrmulti_template.blend"
3. Assigned this new "PBRMulti_Template" Material Node to the "-house" object
4. Entered Edit Mode
5. Select all surfaces I wanted in a different material
6. Inverted the selection from the search function
7. Used "H" hotkey to hide all walls that I wanted to remain as bricks
8. Entered Vertex Paint Mode, and began applying the relevant vertex colors to the surfaces that remained visible (the roof)
9. Once finished, I pressed "Alt+H" to unhide the previously hidden walls (this way I didn't accidentally paint onto them)

The same series of steps will work with the "Texture Paint" mode, if you wish to modify the layermask color texture instead, and using that as your main channel for applying the L0, L1,... materials.

From: HTS-BAB-ManchandaA
Sent: 10 March 2025 13:50
To: [REDACTED] <[REDACTED]>
Subject: RE: FW: VBS House - Texture

Hi Jamie,

Thank you for getting back to us on that.

I am now able to texture the building, using texture painting/vertex painting. I know it says we have to create our own RVMAT when using PBRMulti-Shader. I was wondering if you have a good method for creating the AO (Global Occlusion Texture) and MX (Global Mix Map), the first two stages in the RVMAT.

For reference this is the (rather long) way I am doing it currently: I use the shading workspace, create an image named buildingname_ao. Temporarily add this to the PBRtemplate node area. Go to the houses render properties, change it from EEVEE to cycles and bake the image (using the bake type: AO).

Kind Regards,

Angel

Instant messages between me and my mentor

When problems with delivering training occur, if face to face isn't possible Instant messenger and calls are the next best thing, Instant messenger is ofcourse faster than emails, allowing for swift responses. Calls are good when you don't have an answer or are actively working on something, or if you're somewhat occupied (if you're unplugging wires or typing on a keyboard it'll be hard to text back at the same time). It also is good for keeping notes of recurring problems. As shown in the images below, I send pictures of the computers having frequent problems as well as notes on a sound from one of the problem computers. With multiple days of training and sound 40 computers it can be hard to keep track of which had problems unless you write it down in the moment, which more often than not doesn't happen. So that's another reason texts can be a good medium for training issues

