6) Essentially, my job is working on projects, supervising workers and subcontractors, performing administrative tasks, and collaborating with colleagues across all departments. Observing how each department operates in which that has already provided me with a foundational understanding of the sector. I've also found the role to be really satisfying because I can see the results of my efforts after they have been put in place. Don't get me wrong, transforming the way people feel and function is not easy. However, if we understand how to do it, we can proceed with caution.

Admin works: I have got registered mail id, in which I will be handling the admin works like managing the bills, updating the director when receiving the delivery and ordering the materials needed, I'm also reporting a monthly diary of the works done in the site and remaining works to be done.

There are two projects undergoing from the company in which one project has been finished up to 80% only remaining fixtures and snagging lists works have to be done, so my senior project manager trained me with the materials needed and how the works should be carried out and now I'm in charge of the completing the remaining project to finish off with my ideas which may involve in:

1) managing and assigning the skilled worker and unskilled workers for the respective jobs, time management like which works to be carried out first external or internal works according to BCC weather forecast,

2) ordering of materials needed for the remaining works

3) keeping track of subcontractors like installation of bin storage doors, and CCTV/alarm, video entry systems.

4) keeping track of all works done and if anything is not working like electrics, plumbing noting it and sending mail to subcontract actors for the works to be carried out and scheduling with their availability.

5) creating excel sheets for each flat making columns for the work done and not done and updating it regularly once the work is done.

6) any new installation or addition to the project requested by the clients will be forwarded to me by the senior project manager and I will have to order the materials and schedule the works accordingly.

7) every time the clients carry out the snagging there will be some changes needed I have to note down the changes and get the work done accordingly.

7) 30% was spent remotely and 70% in the work place.

8) Every saturday i will be meeting the senior project manager online.

9) As i will be working with them, i will be meeting them every often in discussing about the materials or works which is undergoing.

10) Initially, I was apprehensive, and it took me a few days before I felt comfortable enough to dive into the work environment. Although I had anticipated a very structured and regimented training environment, this was a bit less. The fact was that there was no high training program in place, and because everyone was preoccupied with their own tasks, I was forced to come out of my shell and take responsibility for my own job, as well as begin looking into ways to improve certain aspects of it. This assisted me in improving my understanding of certain topics at work as well as my ability to work together with others.

11) This month i got an opportunity to interact with clients two times as my senior project manger had important meetings, he introduced me to the clients and i had to discuss with them about the completion of the projects, works to be done and how is the works progressing any addition to the projects and regarding warranty of roofing certificates, Issuing of EPC certificates in which i gained confidence how to tackle clients.

12) Time management in different types of works like while carrying out multiple tasks at the same time i had to improve my concentration on every task im working with.

13) I was asked to perform multiple tasks more efficiently and quickly so i started to give priority for the tasks assigned as low, medium and high which helped me to regain my track in completing the multiple tasks faster and efficient.

5) Each and every day that I'm working in this company is a great point of my life thus far. A highlight was arriving into work in the morning to see all these familiar faces all smiling and saying 'hello; it made me feel respectful.  I enjoyed all of the jobs that were assigned to me, and I felt confident, encouraged, and really driven to do my part. Every single day, I was astounded by the calibre of the individuals I interacted with - how intelligent, innovative, and amazing they are.

May checkin

5) This month’s placement went incredibly well, and I attribute that to the fact that I quickly realised that collaboration is the single most crucial skill to have in this industry. At first, I attempted to complete every task on my own. I assume that is the way that I should be working, but I observed the rest of the team working together around me, so I altered my actions. I'm happy to report that it did not take long after that for me to integrate into the team and become a productive component of the work force. The most joyful moment was Our company won the Hillingdon council project, and I had the opportunity to work with the company's director on the new Hillingdon council project, and also attended the pre-construction phase meeting of the Hillingdon council project.

6)
What tasks were assigned to you this month? (Please provide as much detail as possible and don't just list all responsibilities - be specific about pieces of work or projects you have undertaken)?

1) I was tasked with creating a CPP for a new project involving the conversion of the former asha day-care centre into the asha community centre. This entailed the creation of a site logistics plan, a health and safety management plan, a risk assessment, and comprehensive project planning.

2) I was taught a vast array of unique and varied construction materials and techniques. The construction was anticipated to be of superior quality due to the use of superior materials and more thorough testing. Consequently, I was regularly required to interact with both my project manager and the customer's representative. I questioned the benefits of utilizing particular substances.

3) I also learned how to create a health and safety management plan and what information I should include in it, as well as how to create a project programming plan in excel and gantter. The analysis of the data that we had gathered allowed me to begin understanding and working on the new project. This was quite challenging for me because some things were quite engineering and technical in nature.

4) I was also assigned the job of organizing the gathered data and documentation, which made me the point of contact for everyone in our workplace as well as council members.

5) Conduct toolbox talks with subcontractors and labourers. These presentations describe current safety issues and emphasise the necessary steps to maintain health and safety work environment.

.

11) I am now more comfortable asking questions and making suggestions. Team meetings were anticipated events. A chance to share ideas and learn about the other work, as opposed to a stressful circumstance. Working with individuals that possessed a variety of skills and experiences was also quite interesting. They provided me with extensive counsel and information. This is beneficial for developing a deeper comprehension of the task and considering potential career routes.