



TRINITY METALS

SKILLS DEVELOPMENT - EXECUTIVE REPORT

DECEMBER 2024





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1. SCHEDULED COURSES CONDUCTED

On-site program delivery for December:

Course Name	Date(s)	Participants	Key Outcomes
HOD POLC	5-6 Dec	4	Plan-Organise-Lead-Control Management system
Bobcat Training-Nyakabingo	9-12 Dec	4	The purpose of this course is to equip Trinity Metals employees with the knowledge and skills to operate a Skid loader (Bobcat) safely.
Bobcat Training-Musha	13-16 Dec	4	
Bobcat Training-Rutongo	17-20 Dec	13	

2. CONSULTATION & STAKEHOLDER ENGAGEMENT SESSIONS

Session Purpose	Date(s)	Key Participants	Main Points Discussed
DFC & SLA Project Planning	3 Dec	SML Team	DFC Reporting & Project planning for 2025 Service Level Agreement SLA signed
Nyakabingo and Rutonge Safety Audit	9-10 Dec	SML Team, Management	Hazards Identified & reported, feedback provided to team Key observations to be incorporated into training programs to ensure a fit for purpose learning experience
Strategic Session Facilitation	12-13 Dec	Management Team	Plan and facilitate the 2030 Vision Process with the Senior Team
E-Learning benchmarking and project process is available	Off-site Dec	Providers, SHEC Manager, SML Team	Trinity Metals needs was scoped, benchmarked and a matrix of ELearning solutions is available, INX Safety System identified as suitable solution for e-learning component. The process plan to design ELearning is in place using ADDIE Framework. This should be tabled at Steercom in 2025.
Graduate Development Program	Dec	HR, Internal Graduates	Shareholder needs identified & discussed for program framework. The journey plan for Graduate Development is available to be tabled to Steercom.
Training Calendar Planning	Dec	HR, SML Team	Quarter 1 Training Calendar for 2025 including Engineering improvement plan
IIRC Engineering	Dec	IIRC Management, HR, SML Team	Engagement on postponement of Trades Training for Mechanics & other trades
RTB Blasting Course Registration	Dec	RTB Management, HR, SML Team	Diligently following up on available time to finalise review for registration of 3 developed programs





3. PROJECT ACTIVITIES – PLAN-DO-CHECK-ACT

The following work was completed and evidence available for the learning programs to be presented in 20215

Activity Description	Date(s)	Key Details
Develop Coaching program	Dec 2024	To equip learners with the essential knowledge and skills to effectively coach within a business environment.
Develop Mentoring program	Dec 2024	The process where a more experienced individual allocates time to less experienced individuals to help or assist with a life journey.
Develop POLC Fact sheets	Dec 2024	Refresher -will distribute during February 2025
Consolidate POLC Tracker on outstanding assignments	Dec 2024	Tracker is available and updated
Develop technical courses	Dec 2024	Safety Rep Course, Basic Mining Program, PPE & Hand tools courses for Engineering
Team Training Program Framework (HERO Teams)	Dec 2024	Workshop Team Training program framework for roll out in 2025
SOP Development -Mining	Dec 2024	To develop & review critical risk procedures and routine activities as per Rutongo request, changes made from reviews conducted
Task Analysis Review	Dec 2024	Review developed Task Analyses based on reviewed structures, Service depts. Completion on hold as a result.
Training Management System	Dec 2024	Current Training system review, update & set for 2025 Year end reports and statistics consolidated
Skills documentation	Ongoing	Maintaining skills matrices & database

4. MATTERS FOR MANAGEMENT

Issue/Matters	Description	Required Actions/Decisions
Underground Training Facility-BV 16 Rutongo	Construction ongoing	Engineering projects to complete civil work for the classroom. Construction behind schedule due to cost of civil work-Planned completion date is end Jan 2025
Training coordinator roles	Positions approved & advertised	Interviews to be scheduled, plan to have incumbents in role for orientation by end Jan 2025
Training Venues	Musha and Nyakabingo still require dedicated training venues that meet the standards provided	Plans with budgets being developed for submission to GM's, drawings with Engineer (Month 6). Nyakabingo GM agreed to build a classroom in 2025.





Issue/Matters	Description	Required Actions/Decisions
Training Steercom	Monthly meetings scheduled	Training prioritized as per Steercom approval Interventions & consultations tabled here

POLC Submission per group

Group 1

Name	Submission dates						
	19-Aug-24	26-Aug-24	16-Sept-24	30-Sept-24	07-Oct-24	14-Oct-24	28-Oct-24
Rene RUGANJI	20-Aug-24	26-Aug-24					
Joseph RWAGATARE	13-Sept-24						
Francis NDAWURA	29 Oct 2024-partial completion of entire workbook- email to Francis to indicate assessment is incomplete (30 Oct)						
Emmanuel KAREMERA							
Christophe NIYONKURU							
Esperance IMANIRAFASHA	27-Aug-24						
Jean Claude ISHIMWE	22-Aug-24	29-Aug-24		21-Oct-24			
Sylvestre (Sylvestre) HABIYAREMYE							
Epiphanie MURORUNKWERE	20-Aug-24	31-Aug-24					
Leonard HABUMUREMYI							
Olivier GIRIMPUHWE SHYAKA	21-Aug-24	26-Aug-24		18-Oct-24			
Regis NGENZI	19-Aug-24	Engaged					
Evode IMENA							
Missionaire MBANZA							
James MUDAHUNGWA							

Group 2

Surname	Name	Tel Number	Submission dates						
			26-Aug-24	02-Sept-24	23-Sept-24	07-Oct-24	14-Oct-24	21-Oct-24	04-Nov-24
KABATESI	Confiance Juliette	078 990 8944	29-Aug-24						
RUKUNDO	Fidele	078 506 3496	26-Aug-24	03-Sept-24	20-Oct-24		11-Nov-24		
BURESHYO	Rogers	078 853 5310	26-Aug-24	04-Sept-24	21-Oct-24		06-Nov-24		
JALIBU	Deogratias	078 881 5610	28-Aug-24	05-Sept-24					
MUSABIMANA	Amina	078 705 7399	28-Aug-24	07-Sept-24	29-Oct-24				
UWIMANA	Francine	078 860 7349	10-Sept-24						
NIYITEGEKA	Jean Pierre	078 860 1775	26-Aug-24	04-Sept-24	22-Oct-24		11-Nov-24		
RUDAHUNGA	Joel	078 853 9206	26-Aug-24	03-Sept-24	21-Oct-24		06-Nov-24		
UWAMAHORO	Annuarite	078 856 5000	26-Aug-24	03-Sept-24	21-Oct-24		11-Nov-24		
AKINGENEYE	Aline	078 359 2688	26-Aug-24	03-Sept-24	21-Oct-24		11-Nov-24		
HABYARIMANA	Jean Claude		DID NOT COMPLETE DAY 2 YET						
ASHIMWE	Mary	078 831 2104							





Group 3

Surname	First Name	Site	Tel Number	Submission dates						
				14-Oct-24	21-Oct-24	11-Nov-24	25-Nov-24	02-Dec-24	09-Dec-24	23-Dec-24
KYAMIZA	Charles	Rutongo	078 150 0393							
NTABANA	Valens	Rutongo	078 504 0387	15-Oct-24						
KABALISA	Jelly	Rutongo	078 415 1347							
VAN DER ME	Jaco	Rutongo	079 144 6446	17-Oct-24	22-Oct-24					
GASARO	Diane	Musha	078 836 1758	16-Oct-24						
MUTESI	Aminah	Musha	078 435 8573	15-Oct-24	23-Oct-24					
NINSIIMA	Remy	Musha	078 977 5373	14-Oct-24	21-Oct-24					
BYISHIMO	Daima	Musha	078 181 6788	15-Oct-24						
UMUTONI	Jenny	Musha	078 761 9469	17-Oct-24						
IRANDENGE	Gilbert	Musha	078 229 4315	15-Oct-24	21-Oct-24					
NTAGISANIM	Patrick	Musha	078 562 7391	14-Oct-24	21-Oct-24					
COSMA	Waswa	Musha	078 850 5020	15-Oct-24	21-Oct-24					
KAZUNGU	Bruce	Musha	078 830 9175							
NSHIMIYIMA	Alexis	Nyakabingo	078 226 7444							
MUNGUYIKO	Samuel	Musha	078 580 1048	15-Oct-24						
KAYIRANGA	Kevin	Rutongo	078 786 0355	14-Oct-24						

5. PLANS FOR THE COMING MONTH

Planned Activity	Date(s)	Goals and Objectives
Course Development-Safety Representative	Jan 25	Aimed at appointed Safety representatives within operational teams
Course Development- 5 x S Engineering	Jan 25	Aimed at all Engineering staff, Efficiency & Effectiveness
Course Development-Basic Mining Program	Jan 25	Aimed at Novices and frontline staff, addressing basic mining skills to build capacity
Course Development-Lock Out Tag Out	Jan 25	Aimed at Engineering staff, pre-task safety
Course Development- PPE & Hand Tools	Jan 25	Aimed at Engineering staff, Safety & Capacity building
Course Development- Blasting Assistant	Jan 25	Aimed at all Blasting Assistants
Course Development- Mining Supervisor	Jan 25	Aimed at all Tunnel Captains
Menya Nibi B Group 8 Facilitation	27-31 Jan 25	Aimed at Frontline Supervisors
Finalise Task analysis for all Depts	Jan 25	Complete final drafts for review & sign off by HR
Engage IPRC Engineering	Jan 25	Commit on employee nominations, deposit payable & dates to commence Mechanic Training program

6. VERSION DETAILS





TRINITY METALS

REPORT: Executive

DATE: December 2024

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