

Catalogue de : Immobilier

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General Services employees: having their know-how recognized



IM-15 2 Days (14 Hours)

Description

Today, technicians, collaborators and General Services agents are driving forces behind the smooth functioning of the work environment. They contribute to this operation through their expertise, their know-how and their sense of service. In order to anticipate changes in the work environment, this training will be a source of recognition, progress and professionalism.

Who is this training for ?

For whom

General Services technician and employee, service contract manager, office manager, employee of external companies, service provider and subcontractor.

Prerequisites

- For new entrants and more experienced employees.

Training objectives

- Improve communication and customer relations.
- Increase the quality of service provider monitoring.
- Organize and schedule the various interventions.

Programme:

- Avant le présentiel
- Soigner sa relation client
- Piloter un sous-traitant
- Organiser son activité au quotidien
- Repérer les principes de base de la communication
- Après le présentiel: Mise en œuvre en situation de travail - AFEST compatible

New computer technologies, summary



IM-14 3 Days (21 Hours)

Description

A precise summary of the most recent advances in IT and telecommunications, their foreseeable developments in the short and medium term, and their impact on businesses: building service networks, securing them; master Internet technologies; measure the impact of mobility and e-commerce; integrate mobility into development methods; set up client-server and Cloud applications; choose a development process adapted to new technologies.

Who is this training for ?

For whom

IT leaders and all those who have to participate in the development of digital strategies.

Prerequisites

No special knowledge.

Training objectives

- Identify the main advances in digital technologies
- Discover methodological trends
- Evaluate the impact on the organization
- Identify new IS and telecommunications architectures
- Discover new trends in IS security
- Understand web technologies and its applications

Programme:

- Télécommunications : marché et solutions
- Architectures et technologies réseaux
- Tendances méthodologiques et technologiques
- Infrastructure du SI et sécurité
- Technologies du web et ses applications
- Évolution des incontournables Java, .Net et PHP

Manage a multi-service or multi-technical operator



IM-3 2 Days (14 Hours)

Description

The organization of General Services in a company can take different forms: services provided internally, services provided by several external service providers or by a single operator. It is up to the General Services manager to propose the right balance between these different modes of service. This training in Managing a multi-service or multi-technical operator gives a global vision of the resources to be mobilized internally and externally to offer the service adapted to the needs of the company and the demands of internal customers.

Who is this training for ?

For whom

Manager of General Services, Real Estate and assistants, management and business manager, purchasing manager, global operator pilot, external service provider.

Prerequisites

- Incoming or confirmed managers in the “general services and work environment” sector.

Training objectives

- Identify costs and secure multi-technical and multi-service contracts.
- Improve the management of service providers.

Programme:

- Organiser un Facility Management adapté à son contexte
- Choisir un prestataire global, les conditions de la réussite
- Identifier les clauses incontournables d'un contrat avec un opérateur global
- Optimiser le pilotage du prestataire
- Activité à distance

Property Management Real Estate



IM-4 2 Days (14 Hours)

Description

The management of real estate used by the company for the needs of its activity is at the heart of the property management function. For the stakeholders concerned, this implies an expansion of their range of know-how: definition of occupancy standards and development benchmarks, participation in the choice of premises, in the negotiation of leases, in the control of rental charges, in the management Works. These different points will be covered during this training. This development also illustrates the rapprochement of Property and Facility Management within a real estate function that is increasingly integrated into companies.

Who is this training for ?

For whom

Manager of real estate and assistant services, director and manager of General Services, business manager and asset manager.

Prerequisites

- Incoming or experienced managers in the “real estate and work environment” sector.

Training objectives

- Identify real estate market indicators.
- Optimize space occupancy.
- Participate in the negotiation of leases and relations with lessors.

Programme:

- Définir les périmètres respectifs du Property Management et du Facility Management
- Utiliser les indicateurs du marché de l'immobilier
- S'approprier les méthodes et les outils du Property Management
- Participer à la négociation avec les bailleurs
- Activité à distance

General Services Manager: succeed fully in his role



IM-14 2 Days (14 Hours)

Description

Vectors of well-being and performance, General Services today occupy a strategic place in the company. This function is fully exercised thanks to the ability of General Services Managers to challenge their organizations, to adapt to the evolution of companies and to integrate inevitable technological changes. Skills Campus offers you this training to calibrate your knowledge and enhance your performance in the role.

Who is this training for ?

For whom

Director and responsible for General Services and the work environment. Responsible for technical management. Manager of real estate services and assistant. Works manager or asset management manager. External service provider: site manager and contract manager.

Prerequisites

- Already (or soon) exercise operational management of a team and service providers.

Training objectives

- Organize, lead and manage the function.
- Lead customer relations, manage service providers.
- Follow regulations and control your budget.

Programme:

- Avant le présentiel
- Renforcer la démarche clients internes
- Piloter et évaluer les prestataires
- Identifier et piloter les coûts au quotidien
- Repérer les leviers d'une communication efficace
- Après le présentiel: Mise en œuvre en situation de travail - AFEST compatible

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Real estate manager



IM-6 3 Days (21 Hours)

Description

The real estate manager actively contributes to the definition of occupancy standards and development benchmarks, he participates in the development of real estate master plans while ensuring fair rental prices. He manages substantial occupancy budgets, and as such, he has a driving role in generating operating savings and optimizing the cost of the workstation per employee. This reference Real Estate Manager training, thanks to the appropriation of operational methods and tools, ensures greater control of the relationship with lessors, general management and internal customers, to anticipate the implementation of actions linked to sustainable development and corporate social responsibility. It strengthens the links between the Property, Facility and Asset Management functions.

Who is this training for ?

For whom

Director/manager of General Services, Real Estate and assistants, business manager and asset manager.

Prerequisites

- Beginner or experienced real estate manager.

Training objectives

- Analyze the relationship between the Asset, Property and Facility Management functions.
- Contribute to the valuation of the company's real estate assets and the real estate strategy.

Programme:

- Avant le présentiel
- Cœur du métier de Responsable Immobilier : la fonction Property
- Partenariat avec les métiers du Facility management
- Fonction immobilière et Asset Management
- Après le présentiel, mise en œuvre en situation de travail - AFEST compatible

General services: anticipating legal risks



IM-8 2 Days (14 Hours)

Description

Risk analysis and management are increasingly at the heart of every business function. This is therefore the case for General Services managers who are faced with the risks of non-compliance of services entrusted outside the company, monitoring of security measures in the company, distribution of tasks and associated responsibilities between the different functions of the company. Knowledge of a minimum legal framework, the constitution and conservation of evidence, vigilance over areas of responsibility and harm are part of the competence of a General Services manager. This training will provide the tools for reflection and legal management to manage risks.

Who is this training for ?

For whom

Director, responsible for General Services in the private and public sectors. Corporate lawyer required to give advice and anticipate General Services disputes. Consultant assisting the project management of General Services.

Prerequisites

- Significant experience in the legal function or in the General Services function.

Training objectives

- List the cases where liability is brought into play.
- Analyze the risks and manage the evidence.
- List the most sensitive legal points.

Programme:

- Prévenir et gérer les risques dans vos locaux
- Prévenir et gérer le risque avec vos prestataires
- Prévenir les risques dans les contrats avec les prestataires
- Gérer les risques au cours de la relation contractuelle

Dashboard and indicators for general services



IM-9 2 Days (14 Hours)

Description

The General Services and Work Environment function is directly concerned by optimization and cost reduction issues. This is the reason why the Manager of General Services and the Work Environment must develop alongside his 'services' culture, a culture of management and cost control on which he is more and more often evaluated. During this training, the construction and implementation of a dashboard meets this requirement and gives visibility to the actions undertaken vis-à-vis both management and occupants.

Who is this training for ?

For whom

Head of General Services. Responsible for the Work Environment. Responsible for technical management. Manager of real estate services and assistant. Responsible for managing General Services and assets.

Prerequisites

Aucune

Training objectives

- Actively contribute to the development and monitoring of the general services budget
- Learn to choose the relevant indicators
- Identify the key success factors to set up a dashboard
- Describe the annual objectives in the dashboard
- Manage cost reduction using the dashboard

Programme:

- Identifier et analyser les principaux postes de coût budgétaires
- Du budget aux indicateurs
- Des indicateurs aux objectifs annuels
- Des objectifs annuels au plan d'optimisation des coûts
- Entraînement sur le cas EURO Alpha

Revit MEP, initiation



IM-14 4 Days (28 Hours)

Description

Building Information Modeling (BIM) technology is changing the way buildings are designed and constructed. This course will allow you to master the functionalities of Revit MEP in order to create digital models based on a BIM project template in a collaborative work context.

Who is this training for ?

For whom

Building designers, architects, engineers, project managers, manufacturers, designers, draftsmen, design offices and project management (MOA).

Prerequisites

Aucune

Training objectives

- Understand what BIM
- Discover the graphical interface, work space and help of Revit MEP
- Create a digital model based on a BIM project template
- Manage a project while respecting the charter and BIM conventions

Programme:

- Le BIM, concepts et principes
- Interface utilisateur
- Modélisation d'un projet
- Climatisation/ventilation/chauffage (CVC)
- Plomberie/électricité
- Habillage, rendu et visite virtuelle
- Mise en page et impression des vues dans une feuille avec cartouche
- Travail collaboratif (BIM)

Master the regulations and drafting of commercial leases



IM-10 2 Days (14 Hours)

Description

This practical training will allow you to master the regulations of commercial leases and to understand the obligations and rights of the different parties. You will also learn how to draft certain clauses and secure the renewal, termination and breaking of a lease.

Who is this training for ?

For whom

Real estate directors, property managers, financial directors, accountants and all people responsible for commercial leases as part of their activity.

Prerequisites

Aucune

Training objectives

- Identify and analyze the key clauses of your commercial leases
- Control the monitoring of commercial leases and secure their renewal or termination
- Avoid the pitfalls of certain clauses
- Prevent the risk of litigation

Programme:

- Comprendre le cadre juridique
- Connaître les droits et obligations des parties
- Fixer le loyer et gérer son évolution en cours de bail
- Identifier les clauses stratégiques et sensibles d'un bail commercial
- Anticiper la fin du bail
- Résilier un bail
- Exercer le droit au renouvellement
- Connaître et sécuriser la procédure

The Lean approach, the essentials



IM-11 1 Days (7 Hours)

Description

This training will allow you to appreciate all the benefits of implementing a Lean approach and to understand all its components. You will thus be able to get involved in the implementation of such an approach.

Who is this training for ?

For whom

Manager, quality manager, project manager, HR manager, or General Director wishing to understand the benefit he can derive from such a program.

Prerequisites

Aucune

Training objectives

- Understand Lean Management and its interest at each level of the company
- Identify the tools and methods of a Lean approach and their purpose
- Understand the phases of a Lean approach with the appropriate tools and methods
- Know the standards and establish the corresponding progress plan

Programme:

- Le Lean, un changement radical de paradigme
- Méthodes et mise en place d'une démarche Lean
- La clé de la réussite : des méthodes concomitantes

Professionalize your customer service



IM-12 2 Days (14 Hours)

Description

At the end of this course, participants will be able to behave like hospitality professionals. They will learn to enhance the image of the company and respond to the needs of their interlocutors by practicing active listening, questioning and expressing themselves effectively and courteously.

Who is this training for ?

For whom

This course is intended for any employee in contact with the public and/or using the telephone.

Prerequisites

Aucune

Training objectives

- Know the basic principles of communication
- Know yourself better to communicate better
- Decipher others to communicate better
- Remove misunderstandings
- Build a toolbox to communicate better

Programme:

- Comprendre les particularités de l'accueil téléphonique
- Connaître les meilleures techniques de prise en charge téléphonique
- Accueillir : règles de communication appliquées à l'accueil physique
- Gérer les réclamations : la communication interpersonnelle

Create a real estate credit file



IM-13 2 Days (14 Hours)

Description

This course is designed to allow you to master all the steps in setting up a real estate loan. He will introduce you to the different types of loans and show you how to analyze your clients' situation in order to offer them the most appropriate financing options.

Who is this training for ?

For whom

Customer service representatives in the bank. Employees of the Compliance, Legal, Risks departments, etc. concerned with the granting or monitoring of consumer credit.

Prerequisites

Aucune

Training objectives

- Master all the steps in setting up a real estate loan
- Know the different types of loans
- Analyze the financial and asset situation of clients
- Compare the different guarantees
- Prepare the financing plan

Programme:

- Le besoin de l'emprunteur et l'accession à la propriété
- Analyser la situation de l'emprunteur
- Connaître les différents types de crédits du secteur réglementé
- Maîtriser les caractéristiques des crédits du secteur libre
- Estimer les aspects fiscaux des intérêts d'emprunt
- Sélectionner les garanties
- Préparer le contrat de crédit et le plan de financement

Building drawing training on Revit



IM-15 3 Days (Hours)

Description

Revit building drafting training is designed to provide participants with the skills necessary to effectively use Autodesk Revit software in the context of architectural design and building documentation.

Who is this training for ?

For whom

- Architects, engineers and construction professionals involved in the design and documentation of buildings.
- Students of architecture, civil engineering or related fields interested in gaining practical skills in using Revit.
- Technical drafters and other professionals involved in the production of construction documents.

Prerequisites

- Basic knowledge of architecture and construction.
- Familiarity with computer software and use of the user interface.
- Motivation to learn and apply new skills in the field of architectural design.

Training objectives

- allow participants to master the use of Revit to create complete 3D building models produce precise technical drawings collaborate effectively with other professionals in the construction sector

Programme:

- Introduction à Revit
- Modélisation architecturale
- Création de vues et de feuilles
- Annotation et dimensionnement
- Modélisation avancée et familles personnalisées
- Collaboration et coordination de projet

- Gestion des changements et des révisions