

COUNSELLING

TRAINING

GPM

SKILLS
ASSESSMENT

COACHING

... So laying your hands on your documents doesn't become a mere stoke of fortune...

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Our mission

The mastery and the good management of information are the guarantors of a company's competitiveness.

Our goal: rationalize enterprise document and data management and ensure the perennality of your administrative, commercial and strategic contents.



Services

- ▶ Skills assessment and counselling
- ▶ Guidance in project management
- ▶ Creation and guidance to improve **documentary tools and languages**
- ▶ Creation and overhaul of your **documentary products**
- ▶ All levels **training** in information management techniques
- ▶ Specialized **coaching** in infodoc trades to enhance your potential professional skills

Clients references

