

## PROGRAM STAŻU

<b>Nazwa podmiotu oferującego staż</b>
IBM Global Services Delivery Centre Sp z o.o.
<b>Miejsce odbywania stażu</b>
Muchoborska 8, 54-424 Wrocław
<b>Stanowisko, obszar działania</b>
Integrated Operations Assistant Number of places for students/ graduates UE: 2
<b>Termin</b>
1 września- 30 listopada
<b>Obszary merytoryczne, z którymi student ma szansę zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać.</b>
Student will have the opportunity to: - work with LotusNotes, Word, Excel, Power Point etc. - practice use of English - developing knowledge and experience in the new attractive areas such facility management, business continuity management , space and resource planning. - support complex Integrated Operations projects including: <ul style="list-style-type: none"><li>• Facility Management,</li><li>• Space and resources planning,</li><li>• Business Continuity Management</li><li>• Health and Safety</li><li>• IT operations administration</li></ul>



## Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu tygodniowym. (32h pracy stażysty w tygodniu w miesiącu wrześniu, 20h pracy stażysty w tygodniu w miesiącach październik i listopad).

Tydzień 1	<ul style="list-style-type: none"><li>-maintaining Business Continuity documentation,</li><li>-maintaining facility management documentation,</li><li>-maintaining Health and Safety documentation,</li><li>-supporting facility management projects</li><li>-supporting IT operations activities</li><li>-space and resources planning</li><li>- reporting per defined schedule,</li><li>-managing communication within the team and stakeholders</li><li>- making facility resources reservations</li><li>- managing courses schedules</li><li>- preparing materials and rooms for courses</li><li>- collecting the attendance lists</li><li>- updating the file with the attendance</li><li>- running surveys after each training</li><li>- exporting feedback to excel file</li></ul>
Tydzień 2	<ul style="list-style-type: none"><li>-maintaining Business Continuity documentation,</li><li>-maintaining facility management documentation,</li><li>-maintaining Health and Safety documentation,</li><li>-supporting facility management projects</li><li>-supporting IT operations activities</li><li>-space and resources planning</li><li>- reporting per defined schedule,</li><li>-managing communication within the team and stakeholders</li><li>- making facility resources reservations</li><li>- managing courses schedules</li><li>- preparing materials and rooms for courses</li><li>- collecting the attendance lists</li><li>- updating the file with the attendance</li><li>- running surveys after each training</li><li>- exporting feedback to excel file</li></ul>
Tydzień 3	<ul style="list-style-type: none"><li>-maintaining Business Continuity documentation,</li><li>-maintaining facility management documentation,</li><li>-maintaining Health and Safety documentation,</li><li>-supporting facility management projects</li><li>-supporting IT operations activities</li><li>-space and resources planning</li><li>- reporting per defined schedule,</li><li>-managing communication within the team and stakeholders</li><li>- making facility resources reservations</li><li>- managing courses schedules</li></ul>



	<ul style="list-style-type: none"> <li>- preparing materials and rooms for courses</li> <li>- collecting the attendance lists</li> <li>- updating the file with the attendance</li> <li>- running surveys after each training</li> <li>- exporting feedback to excel file</li> </ul>
Tydzień 4	<ul style="list-style-type: none"> <li>-maintaining Business Continuity documentation,</li> <li>-maintaining facility management documentation,</li> <li>-maintaining Health and Safety documentation,</li> <li>-supporting facility management projects</li> <li>-supporting IT operations activities</li> <li>-space and resources planning</li> <li>- reporting per defined schedule,</li> <li>-managing communication within the team and stakeholders</li> <li>- making facility resources reservations</li> <li>- managing courses schedules</li> <li>- preparing materials and rooms for courses</li> <li>- collecting the attendance lists</li> <li>- updating the file with the attendance</li> <li>- running surveys after each training</li> <li>- exporting feedback to excel file</li> </ul>
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Tydzień 7	<ul style="list-style-type: none"> <li>-maintaining Business Continuity documentation,</li> <li>-maintaining facility management documentation,</li> <li>-maintaining Health and Safety documentation,</li> <li>-supporting facility management projects</li> <li>-supporting IT operations activities</li> <li>-space and resources planning</li> <li>- reporting per defined schedule,</li> <li>-managing communication within the team and stakeholders</li> <li>- making facility resources reservations</li> <li>- managing courses schedules</li> <li>- preparing materials and rooms for courses</li> <li>- collecting the attendance lists</li> <li>- updating the file with the attendance</li> <li>- running surveys after each training</li> <li>- exporting feedback to excel file</li> </ul>
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Tydzień 11	<ul style="list-style-type: none"><li>-maintaining Business Continuity documentation,</li><li>-maintaining facility management documentation,</li><li>-maintaining Health and Safety documentation,</li><li>-supporting facility management projects</li><li>-supporting IT operations activities</li><li>-space and resources planning</li><li>- reporting per defined schedule,</li><li>-managing communication within the team and stakeholders</li><li>- making facility resources reservations</li><li>- managing courses schedules</li><li>- preparing materials and rooms for courses</li><li>- collecting the attendance lists</li><li>- updating the file with the attendance</li><li>- running surveys after each training</li><li>- exporting feedback to excel file</li></ul>
Tydzień 12	<ul style="list-style-type: none"><li>-maintaining Business Continuity documentation,</li><li>-maintaining facility management documentation,</li><li>-maintaining Health and Safety documentation,</li><li>-supporting facility management projects</li><li>-supporting IT operations activities</li><li>-space and resources planning</li><li>- reporting per defined schedule,</li><li>-managing communication within the team and stakeholders</li><li>- making facility resources reservations</li><li>- managing courses schedules</li><li>- preparing materials and rooms for courses</li><li>- collecting the attendance lists</li><li>- updating the file with the attendance</li></ul>



BIURO PROJEKTU: Dział Obsługi Projektów Rozwojowych

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# Analityka gospodarcza

– odpowiedź na zapotrzebowanie rynku

Człowiek – najlepsza inwestycja

	- running surveys after each training - exporting feedback to excel file
<b>Wymagania stawiane kandydatom</b>	
Znajomość języków obcych	Polish – very good English – communicative
Profil kandydata (oczekiwane kompetencje)	<ul style="list-style-type: none"><li>• able to work methodically, accurately and neatly</li><li>• good oral and written communication skills</li><li>• able to work as part of a team</li><li>• interested in training &amp; development</li></ul>
Inne	
<b>Dodatkowe informacje</b>	
<b>Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon)</b>	
Facility Management & Business Continuity Leader Delivery Centre Poland Integrated Operations, Delivery Centre Poland Strategic Outsourcing Delivery, GTS Services Delivery <b>Phone:</b> 48-71-760-3011   <b>Phone:</b> 48-71-378-3011   <b>Mobile:</b> 48-727-06-1233 <b>E-mail:</b> <a href="mailto:pawel.parka@pl.ibm.com">pawel.parka@pl.ibm.com</a>	
<b>Określenie potencjalnej możliwości podjęcia zatrudnienia po odbyciu stażu</b>	
<b>Podpis osoby reprezentującej Pracodawcę</b>	<b>Akceptacja Menedżera projektu</b>



**KAPITAŁ LUDZKI**  
NARODOWA STRATEGIA SPÓJNOŚCI



Uniwersytet Ekonomiczny  
we Wrocławiu

**UNIA EUROPEJSKA**  
EUROPEJSKI  
FUNDUSZ SPOŁECZNY

