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**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

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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

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- ▶ 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

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Missions across Europe



BRGM  
BANQUE DE FRANCE  
MAIF  
TOTAL SA  
ORANGE SWITZERLAND  
MACIF - MUTAVIE  
ING SECURITIES FRANCE  
BNP PARIBAS  
EUROP ASSISTANCE  
OHIM (The Trade Marks and Designs  
Registration Office of the EU)  
UNIVERSITY HOSPITAL OF  
GENEVA  
GALDERMA  
SARTHE HABITAT

CONSEIL GENERAL DU NORD  
SOGREAH  
ARGENT MAGAZINE- LES ECHOS  
UFC QUE CHOISIR?  
ARCHIMAG  
EBD (School for librarians and  
information specialists)  
CNFPT  
SERDA  
COMUNDI  
SUP DE CO  
UNIVERSITE DU HAVRE  
INSTITUT FOR FOREST  
DEVELOPMENT  
GROUPE FMFRAIIDE