PROGRAM STAŻU/ INTERNSHIP PROGRAM

Nazwa podmiotu oferującego staż / Company name
IBM Global Services Delivery Centre Sp z o.o.

Miejsce odbywania stażu / Legal address
Muchoborska 8, 54-424 Wroclaw

Stanowisko, obszar działania/ Position name, business area
Integrated Operations Assistant Number of places for students/ graduates

Termin / Date

Obszary merytoryczne, z którymi student ma szanse zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać. / Development areas, skills & competences to be developed during interniship

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:

- Facility Management,

- Space and resources planning,

- Business Continuity Management

- Health and Safety

- IT operations administration

Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu

tygodniowym. (24-30h pracy stażysty w tygodniu). / Internship schedule, weekly tasks for student (24-30 hours per week)	
Tydzień 1 / Week 1	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 2 / Week 2	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 3 / Week 3	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file

	Total hours: 25
Tydzień 4 / Week 4	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 5 / Week 5	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 6 / Week 6	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file

	Total hours: 25
Tydzień 7 / Week 7	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 8 / Week 8	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 9 / Week 9	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file

	Total hours: 25
Tydzień 10 / Week 10	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 11 / Week 11	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file Total hours: 25
Tydzień 12 / Week 12	-maintaining Business Continuity documentation, -maintaining facility manegement documentation, -maintaining Health and Safety documentation, -supporting facility managament projects -supporting IT operations activities -space and resources planning - reporting per defined schedule, -managing communication within the team and stakeholders - making facility resources reservations - managing courses schedules - preparing materials and rooms for courses - collecting the attendance lists - updating the file with the attendance - running surveys after each training - exporting feedback to excel file

	Total hours: 25

Wymagania stawiane kandydatom / Requirements

Rok studiów / Year of study	n/a
Kierunek studiów / Field of study	IT, administration , management , economic (but not limited to)
Znajomość języków obcych / Foreign languages	Polish – very good English – communicative
Profil kandydata (oczekiwane kompetencje) / Candidate's profile (competences)	- able to work methodically, accurately and neatly - good oral and written communication skills - able to work as part of a team - interested in training & development
Inne / Other	n/a

Dodatkowe informacje / Additional information

Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon) / Recruitment focal point (name, surname, position, e-mail address, phone number)

Facility Management & Business Continuity Leader Delivery Centre Poland
Integrated Operations, Delivery Centre Poland
Strategic Outsourcing Delivery, GTS Services Delivery

Phone: 48-71-760-3011 | **Phone:** 48-71-378-3011 | **Mobile:** 48-727-06-1233
E-mail: pawel.parka@pl.ibm.com

Określenie potencjalnej możliwości podjęcia zatrudnienia po odbyciu stażu / Job opportunities

n/a

Podpis osoby reprezentującej Pracodawcę	Akceptacja Menedżera projektu

n/a	n/a