

€ TRAINING

Asset and Property Management Excellence





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Introduction:

The Asset and Property Management Excellence training program offers comprehensive instruction and practical experience in effectively managing corporate assets and properties. Participants gain essential skills in asset acquisition, valuation, risk management, and insurance protocols, ensuring the efficient and secure management of organizational assets.

Program Objectives:

At the end of this program, the participants will be able to:

- Enhance understanding of corporate assets and properties, develop proficiency in managing and supervising assets, and improve skills in adding, buying, transferring, and tracking assets and properties.
- Learn methods for disposing of or selling unused assets and properties, understand valuation techniques and risk management strategies, and implement insurance protocols for asset protection.
- Negotiate effectively with insurance companies for appropriate coverage and cultivate a culture of asset management based on international best practices.
- Master depreciation accounting and inventory management, acquire computer skills for efficient asset and property management, and evaluate progress and skills at the end of the course.

Target Audience :

- Property managers and Property investors.
- Asset managers, Facilities managers and Risk managers.
- Real estate professionals.
- Financial analysts.
- Business owners.
- Insurance professionals.
- Legal advisors.

Program Outlines:

Unit 1:

Understanding Corporate Assets and Properties:

- Definition of corporate assets and properties.
- Knowing the reasons for the emergence of the need to manage assets and property.
- List the types of assets and properties for companies.
- Fixed assets: An accounting process that seeks to track fixed assets for the purpose of financial accounting.
- IT Asset Management: A set of business norms that combine financial, contractual, and inventory functions to support life-cycle management and strategic decision-making for the IT environment.

Unit 2:

Efficient Management and Acquisition:

- Digital Asset Management: A form of electronic media content management including digital assets.
- Management and supervision of assets and property.
- Adding and buying new assets and properties.
- Transferring and posting assets and property and following them up.

Unit 3:

Risks and Disposal Strategies:

- Types of risks to assets and property of companies.
- Methods of managing the risks of assets and property owned by companies.

Unit 4:

Insurance and Legal Compliance:

- The importance of insurance on corporate assets and properties.

- Technical and legal rules and regulations for insurance documents appropriate for corporate assets and properties.
- Negotiating skills with insurance companies when issuing and renewing appropriate insurance documents to cover corporate assets and properties.
- Asset management culture and its principles and concepts based on international best practices and specifications.

Unit 5:

Depreciation, Inventory, and Technological Tools

- Depreciation accounts of assets and property.
- The inventory of assets and property.
- The skills of the use of computers in the management of assets and property.