

# PUBLIC ACCESS BOOKLET

TRAINING CENTERS, JANUARY 2022

**cenit**

**Keonys**  
A CENT COMPANY



# AGENDA

- ▶ KEONYS TRAINING
- ▶ PROTOCOL COVID-19
- ▶ RECEPTION OF TRAINEES
  - SURESNES
  - BLAGNAC
  - BRON
- ▶ SECURITY
- ▶ RULES OF PROCEDURE OF THE TRAINING

A man in a light blue shirt and dark tie is pointing at a whiteboard with a white marker. The background is a blurred office setting.

# AGENDA

► KEONYS TRAINING



# KEONYS, YOUR TRAINING PARTNER

KEONYS is the world's leading reseller of DS products.

We have the highest level of partnership for both distribution and training.

## Dedicated support

- Development of training material
- Methodological consulting to get the most out of DS solutions: "Value Adoption" offer for Design, DMU, Simulation, Manufacturing, etc.

## DS catalog training

- Intra company
- Inter-company in Keonys training centers
- Inter and intra-company distance learning
- E-learning via EduSpace Dassault Systèmes, Blended learning

## Main strength

- Gold Partner DS training since 2008



## Our expertises



## Our accreditation

- KEONYS is an accredited training organization (11 92 16668 92)

In 2020, in France, we delivered 2,500 training days for 1,311 trainees

# YOUR CONTACTS



## YOUR ADMINISTRATIVE CONTACTS

For all logistical or administrative questions, please contact:

**Catherine ESPINOSA**

+33 5 56 46 73 80

[catherine.espinosa@keonys.com](mailto:catherine.espinosa@keonys.com)

### PEDAGOGICAL REFERENT

**Sabrina LEGUE**

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### COVID 19 & HANDICAP REFERENT

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Director of Human Resources

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## [HTTPS://WWW.KEONYS.COM](https://www.keonys.com)

Visit us on

<https://www.keonys.com/centre-formation-agree-dassault-systemes-plm-3dexperience-catia-delmia-enovia-simulia>

For:

- Quickly find training by field
- Consult, download or print the complete content of the programs
- Request a quote for an in-house or inter-company training course, either face-to-face or remote (virtual classroom)
- Get information on Keonys Academy news
- Ask a question or request information

## PAPER DOCUMENTS

To send us your paper documents:

KEONYS

Service Formation

24, quai Gallieni Bâtiment A

92158 SURESNES

[formation@keonys.com](mailto:formation@keonys.com)

KEONYS is committed to a policy of equal opportunity to enable all learners to access its training and develop their potential.

All learners with temporary or permanent disabilities, or who suffer from a disabling health condition, are supported throughout their training. KEONYS commits to any trainee with a disability :

- To take into account their needs;
- To study specific arrangements for their support throughout their training;
- Make the link between the different services between the trainee, the partner network and Keonys;
- Accompany the trainee in his or her procedures.

The handicap referent is your privileged interlocutor in your steps and makes sure that you can access the training in the best possible conditions, on the principle of equity.

## **THE MAIN PRINCIPLES OF WELCOMING AND ACCOMPANYING A TRAINEE WITH A DISABILITY**

KEONYS agrees to make accommodations that may include:

- Part-time or discontinuous reception,
- An adapted duration of training,
- Individual or group adaptations,
- Adaptation of teaching methods and materials with the possibility of using information and communication technologies,
- Adaptation of the general rules for evaluating the knowledge and skills acquired during the training.

All these arrangements must be organized before the start of the training course with the beneficiary himself, the educational team and possibly the training prescriber.

## PEDAGOGICAL MEANS

- Training room equipped with 8 stations and a video projector
- A Keonys trainer at the disposal of a maximum of 8 people per session in order to guarantee a quality training,
- Course materials and exercises available during and after the training,
- Coherent and balanced repartition between theory and practical exercises of BE type.

## EVALUATION OF THE QUALITY OF TRAINING

- During the session, each module is evaluated in a formative way (qcm, questions/answers, formative games, scenarios, etc.) and/or in a summative way in order to attest the level of knowledge acquired at the end of the training.
- An evaluation form will be filled out by each trainee to validate that the training has met their expectations.
- If necessary, a post-training technical assistance service may be offered. A certificate of training will be sent at the end of the training.
- Each trainee will have to sign an attendance sheet for each half day.



# RESPECTFUL AND QUALITY TRAINING FOR ALL



I respect the schedules



I warn in case of delay



I do not consume food or drink during the training



I do not consume drugs or alcohol during the training



I smoke or vaporize outside the center during breaks



I do not use my phone during the training



I use the separate toilets and respect the premises



In case of training in KEONYS premises, a Covid certificate must be presented at the beginning of the training



I answer the satisfaction questionnaire

## EQUIPMENT OF THE TRAINING ROOMS



Equipment of the training rooms **All KEONYS training rooms** are equipped with a flip chart, multimedia materials and a video projector for collaborative animation.

The training room allows for the required safety distances between each learner and their trainer and is limited in number of people depending on the size of the room.

All equipment such as tables, chairs, whiteboards, door and window handles, switches, and computer equipment used are disinfected daily and before the group arrives.

Common areas (toilets, stair railings, elevators, break rooms, etc.) are cleaned daily.

Wipes and hydro-alcoholic gel are available in the room.

It may be necessary to organize traffic flows or to keep certain doors open to avoid contact with the handles. The room will be ventilated regularly during the day,

It is not allowed to share work tools.

Each trainee will be accompanied by the trainer during all movements in the premises.



The training room and its equipment take into account the accessibility and comfort of the disabled person.

Only the training centers of **SURESNES** and **BLAGNAC** are accessible to people with reduced mobility.

## How are the distance learning courses at KEONYS?

Our experts will accompany you in real time via videoconference: exchange, practice and learn to use Dassault Systèmes solutions.

- The programs and objectives remain the same to ensure that the quality of each training course is maintained.
- In order to participate in our training courses, trainees must have a license and the associated software.
- If not, you can connect to our virtual training room to practice on an already operational infrastructure.
- A test of accessibility to our online tools will be proposed before each training





## How to register for one of our distance learning courses?

All the training courses in our catalog are available at a distance, make your request

To participate in one of our already scheduled distance learning courses:

- Download [our remote training schedule](#)
- Fill out [our registration form](#)

One of our experts will contact you to finalize your registration.

	<p>Computer equipped with the license and the solution and an Internet connection is required. Preferably wired. The use of Wifi is possible if the reception is good. If you don't have the equipment, we can provide you with a machine from our virtual rooms.</p>										
	<p>Microphone and speakers built into your computer or headset microphone plugged into your USB port</p>										
	<p>A dual screen is highly recommended for better comfort. This is to have a screen for the training materials and a screen for the practice</p>										
	<p><b>Rejoindre depuis un navigateur Web (aucun téléchargement requis)</b></p> <p>Avec l'application Instant Join GoToTraining, vous pouvez rejoindre des formations depuis votre navigateur Web (plutôt que d'installer et d'utiliser l'application de bureau GoToTraining). <a href="#">En savoir plus.</a></p> <p><b>Remarque :</b> pour que les participants puissent rejoindre des sessions à l'aide de l'application Instant Join, l'organisateur de la session doit l'avoir <b>activée</b> dans les paramètres de compte.</p> <table border="1"> <tbody> <tr> <td>Système d'exploitation</td><td>Windows Mac Linux / Ubuntu Google Chrome OS (Chromebook)</td></tr> <tr> <td>Navigateur Web</td><td>Google Chrome 31 ou version ultérieure</td></tr> <tr> <td>Connexion Internet</td><td>1 Mbit/s ou plus (haut débit recommandé) Connexion 3G ou supérieure (Wi-Fi recommandé pour l'audio VoIP) pour Chromebooks</td></tr> <tr> <td>Logiciel</td><td>Aucun</td></tr> <tr> <td>Matériel</td><td>Microphone et haut-parleurs (casque recommandé**)</td></tr> </tbody> </table> <p><b>** Remarque :</b> la plupart des périphériques disposent de haut-parleurs intégrés, mais la qualité audio sera bien meilleure avec la VoIP si vous utilisez un casque. Vous pouvez également utiliser votre téléphone pour vous <b>connecter</b> à l'audio.</p>	Système d'exploitation	Windows Mac Linux / Ubuntu Google Chrome OS (Chromebook)	Navigateur Web	Google Chrome 31 ou version ultérieure	Connexion Internet	1 Mbit/s ou plus (haut débit recommandé) Connexion 3G ou supérieure (Wi-Fi recommandé pour l'audio VoIP) pour Chromebooks	Logiciel	Aucun	Matériel	Microphone et haut-parleurs (casque recommandé**)
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# AGENDA

► COVID-19 PROTOCOL

# REMINDER OF THE RULES OF THE SANITARY PROTOCOL



- Do not shake hands, kiss or hug each other



- Stand at least 1 meter apart from each other



- Wash hands very regularly with soap and water or hydroalcoholic gel, at least every two hours and at each change of tasks



- Cough or sneeze into your elbow or into a disposable tissue



- Use a single-use tissue and dispose of it immediately after use



- Avoid touching your face, especially your eyes, nose or mouth



- Avoid contact with vulnerable people and avoid going to places where they are



- Do not put any object in your mouth (e.g.: pen...)



- Absolute prohibition to spit



- Disinfect shared tools and equipment before each use (tools, vehicle, printer, keyboard, PC...)



- Preferably open doors with the elbow



- Use of a trash can with a lid and plastic bag for soiled PPE, hand towels and cleaning cloths

**Stay at home if you have symptoms suggestive of COVID-19 (coughing, breathing difficulties, etc.) and contact your doctor. (in case of serious symptoms, call 15) at home.**





- **Masks must be worn** in all indoor and outdoor common areas at all of our sites, including shared and individual offices, when at least two people are present. Even for employees who have been vaccinated or have had the COVID-19.



- **Hydroalcoholic gel** is available at the entrance of the premises. It is requested to wash your hands very regularly, every time you move around the building.
- **Disinfectant sprays and paper towels** will be available in the open spaces to disinfect small equipment (computers, scissors, pens...)

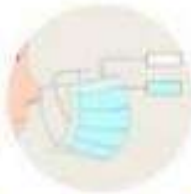


- **Specific garbage cans** are dedicated to anti COVID-19 waste and equipped with two plastic bags. My individual waste garbage cans will be equipped with two plastic bags as per the protocol in order to be able to receive the COVID-19 waste as well.

## Comment mettre mon masque chirurgical ?



Je me lave  
les mains



Je tourne mon masque  
dans la bonne direction  
(bord rigide en haut,  
face blanche vers moi)



J'attache le  
haut de mon  
masque



Je pince le bord  
rigide pour  
l'ajuster à mon  
nez



J'attache le bas  
de mon masque



Pour le retirer, je  
ne touche que  
les attaches



Je jette mon  
masque et je  
me lave les  
mains

## Les erreurs à éviter



- Porter son masque en dessous du nez ou ne couvrir que la pointe du nez.



- Porter son masque sans recouvrir son menton.



- Toucher son masque une fois qu'il est positionné.



- Baisser le masque sur son menton en le portant comme un collier.



- Réutiliser un masque après l'avoir enlevé.

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# AGENDA

- ▶ RECEPTION OF TRAINEES
- SURESNES

## Training Center Address:

24 quai Gallieni (Bâtiment A – 2ème étage) CS 40024 - 92158 Suresnes, France. Tel : +33 1 81 93 81 93

Google Maps Plan : [ICI](#)



### ■ Reception of the trainees

- The reception is done directly on the ground floor of the Gallieni Building.
- The receptionist will contact the trainer to pick up the students.
- The convocation stipulates that the courses start at 9.00 in the morning, 9.30 on the first day.

### ■ The meal

- The meal is served at the KEONYS' Self-service restaurant (2mn walk from the Gallieni Building - 13/17 rue Pagès - Suresnes)
- The meal is offered during the training

### ■ The coffee

- A dedicated cafeteria is at your disposal next to the training rooms.
- Coffee is offered during the training

- **USB key** with training material and/or connection to EDUSPACE for digital material

# LIST OF HOTELS AND TAXI

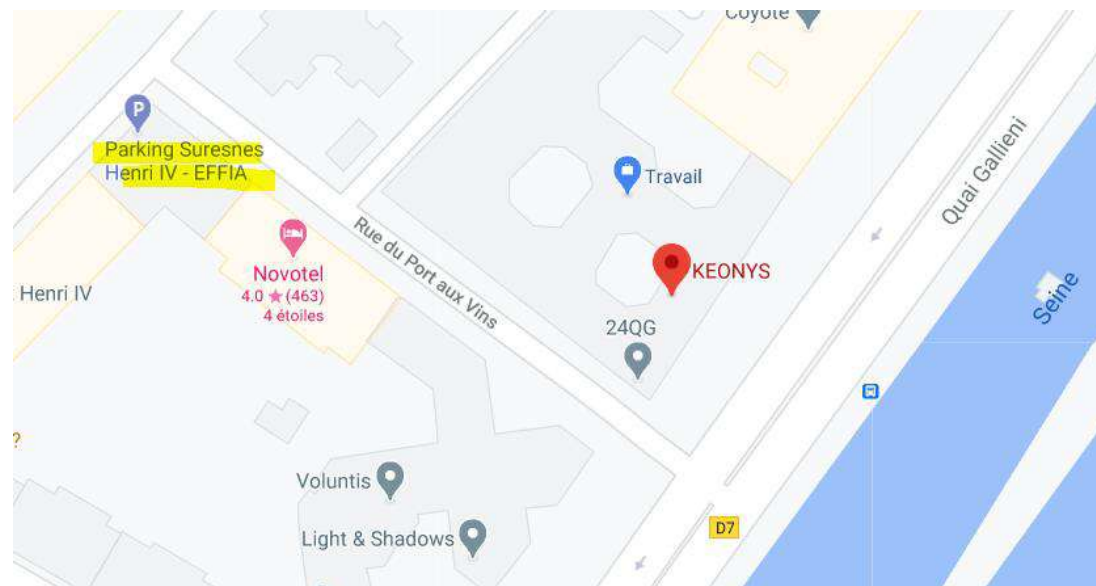
## List of Hotels

- **CAMPANILE**  
Tel : 01.58.47.55.66  
Mail : suresnes@campanile.fr  
Adresse : 15 Boulevard Henri Sellier - 92150 Suresnes  
Travel time: **about 8 minutes on foot**
- **ASTOR**  
Tel : 01.45.06.15.52  
Mail : [info@hotelastor.fr](mailto:info@hotelastor.fr)  
Adresse : 19 Bis Rue du Mont Valérien - 92150 Suresnes  
Travel time: **about 8 minutes on foot**
- **ATRIUM**  
Tel : 01.42.04.60.76  
Mail : [resa@latriumhotel.com](mailto:resa@latriumhotel.com)  
Adresse : 68 - 72 Boulevard Henri Sellier - 92150 Suresnes  
Travel time: **about 15 minutes on foot**

## Cab and local transportation



## Parking Public : Place Henri IV, 92150 Suresnes





A man in a light blue shirt and dark tie is pointing at a whiteboard with a marker. The background is a blurred office setting.

# AGENDA

- ▶ RECEPTION OF TRAINEES
  - BLAGNAC

## Training Center Address :

Campus Millennials – Bâtiment Alvé2

Impasse Louis Pueyo – Avenue de l'Escadrille Normandie Niemen

31700 Blagnac, France.

Tel : 05 82 08 33 40



## ■ Reception of the trainees

- The reception is done directly on the 2nd floor of the building.
- The trainer accompanies the trainees to the training room.
- Their convocation stipulates that the courses start at 9.00 in the morning, 9.30 on the first day

## ■ The Meal

- The meal is served at the Restaurant " L'esprit du Sud/Ouest " (3mn walk from the agency). Access map
- The meal is offered during the training

## ■ Coffee

- A dedicated cafeteria area is available on the ground floor of the building.
- Coffee is offered during the training

## ■ USB key with training material and/or connection to EDUSPACE for digital material

- **IBIS STYLES TOULOUSE AIRPORT**

Tel : 05.34.50.16.40

Mail : [HA5I1@accor.com](mailto:HA5I1@accor.com)

Angle rue René Rey - Rue Bordebasse 31700 Blagnac

- Travel time: **about 5 minutes on foot**

## Cab & Means / Local travel

### **TAXI DU MIDI**

Tel : 06 98 05 44 92

<http://www.taxidumidi.fr/>

A man in a light blue shirt and dark tie is pointing at a whiteboard with a white marker. The background is a blurred office setting.

# AGENDA

- ▶ RECEPTION OF TRAINEES
  - BRON

## Training Center Address :

Europarc du Chêne - 11 rue Edison Case 107 - 69673 Bron Cedex, France.

Tel : +33 4 72 15 89 89



## ■ Reception of the trainees

- The reception is directly on the ground floor of the building.
- The trainer accompanies his students to the 1st floor of the building.
- The convocation stipulates that the courses start at 9.00 in the morning, 9.30 on the first day.

## ■ The meal

- Meals are served at the R2C Self Service Center (in front of the building)
- The meal is offered during the training

## ■ Coffee

- A dedicated cafeteria is available next to the training rooms on the 1st floor.
- Coffee is offered during the training

## ■ USB key with training material and/or connection to EDUSPACE for digital material



- **HÔTEL IBIS BRON EUREXPO**

Tel : 33 4 72 37 01 46

Website : <https://www.accorhotels.com/fr/hotel-0854-ibis-lyon-bron-eurexpo/index.shtml>

Address : 18 Rue Maryse Bastié - 69500 Bron

Travel time: **about 20 minutes on foot**

- **CAB & MEANS / LOCAL TRAVELTAXI ADEL**

Tel : 06 99 48 39 50

Public transport timetable in Lyon : [www.tcl.fr](http://www.tcl.fr)

A man in a light blue shirt and dark tie is pointing at a whiteboard with a white marker. The whiteboard has a teal overlay on the right side containing the text 'AGENDA' and '► SECURITY'.

# AGENDA

► SECURITY

- It is strictly forbidden to enter the center's buildings other than those designated for training.
- In case of emergency, please follow the instructions posted in the premises and the instructions given by the trainer.
- In case of accident, call 115
  - ✓ From an internal phone, dial 0 115
  - ✓ From your mobile, dial 115
- In case of fire, call the Fire Department
  - ✓ From an internal station, dial 0 18
  - ✓ From your cell phone, dial 18
  - ✓ Activate the audible alarm using the push buttons and evacuate to the assembly point.

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# AGENDA

- ▶ RULES OF PROCEDURE FOR TRAINING

# RULES OF PROCEDURE FOR TRAINING 1/2

## 1. Object

The present regulation is established in accordance with the provisions of articles L.6352-3 and L.6352-4 and R.6352-1 to R.6352-15 of the French Labor Code. They apply to all trainees for the duration of the training course.

Its purpose is to remind everyone of their rights and duties in order to organize life during the training course in the interest of all.

## 2. General health and safety rules

Each trainee must take care of his/her personal safety and that of others by respecting, according to his/her training, the general and particular safety instructions in force on the training site, as well as in matters of hygiene. It is strictly forbidden to access the center's buildings other than those designated for training.

- In case of emergency, please follow the instructions posted in the premises and the instructions given by the trainer.
- In case of accident, call 115
  - o From an internal phone, dial 0 115
  - o From your cell phone, dial 115
- In case of fire, call the fire department
  - o From an internal phone, dial 0 18
  - o From your mobile, dial 18
- Activate the audible alarm using the push buttons and evacuate to the assembly point.

## 3. Fire instructions

Fire instructions and in particular a map showing the location of fire extinguishers and emergency exits are posted in the KEONYS premises so as to be known by all trainees.

## 4. Accident

Any accident or incident occurring on the occasion of or during the training must be immediately declared by the trainee or the witnesses of the accident to the trainer or to the KEONYS site manager.

In accordance with article R 6342-3 of the French Labor Code, the accident occurred to the trainee while he is in the training organization or while he is going to or from the training center, is subject to a declaration by the training center manager to the social security fund.

## 5. Maintenance of the equipment in good condition

Each trainee is obliged to keep in good condition the material entrusted to him/her for training purposes. Trainees are required to use the equipment in accordance with its purpose: the use of the equipment for other purposes, including personal use, is prohibited.

## 6. Use of machines and equipment

The machines and equipment should only be used in the presence of a trainer.

Any anomaly in the operation of the machines and equipment and any incident must be reported immediately to the trainer who is in charge of the training.

## 7. Alcoholic beverage

It is forbidden for trainees to enter or stay at KEONYS in a state of

intoxication, as well as to bring in alcoholic drinks.

## 8. Acces to the beverage dispensing station

Trainees will have access to hot and cold soft drink stations at set times.

## 9. Smoking Ban

In application of the decree n° 92-478 of May 29, 1992 fixing the conditions of application of the prohibition of smoking in the places assigned to a collective use, it is forbidden to smoke in the rooms of dispensing of the formations.



# RULES OF PROCEDURE FOR TRAINING 2/2

## 10. Schedules – Absence and lateness

The training schedules are set by KEONYS and brought to the attention of the trainees either by email or when the trainees are given their invitation to attend.

The trainees are required to respect these schedules under penalty of the application of the following provisions:

- In case of absence or delay in the course, the trainees must notify the trainer or the secretariat of the organization in charge of the training and justify themselves. Moreover, trainees cannot be absent during the training hours, except in exceptional circumstances specified by the KEONYS training manager.
- KEONYS will inform the company beforehand of these absences. Any absence or delay not justified by particular circumstances constitutes a fault liable to disciplinary sanctions;

In addition, the trainees are required to fill in or sign the attendance certificate regularly as the course progresses, and at the end of the course the training evaluation.

## 11. Access to the Organization

Unless authorized by KEONYS, trainees having access to KEONYS buildings to follow their training course may not:

- enter or remain there for any other purpose;
- introduce, cause to be introduced, or facilitate the introduction of any person not to the organization, or of goods intended for sale to the staff or trainee.

## 12. Dress and behaviour

Interns are asked to come to the organization in decent attire and to behave properly toward everyone in the organization.

## 13. Information et display

The circulation of information is done by posting. Commercial advertising, political, union or religious propaganda are forbidden within the organization.

## 14. Responsibility of the organization in case of theft or damage of personal property of the trainees

KEONYS declines all responsibility in case of loss, theft or deterioration of personal objects of any kind left by the trainees in its premises.

## 15. Penalties

Any action considered as wrongful by the management of KEONYS may, depending on its nature and seriousness, be subject to one or other of the following sanctions in increasing order of importance :

- Written warning by the Director of KEONYS ;
- Permanent exclusion from the course

## 16. Copy

A copy of these rules is given to each trainee (before any final registration).

MERCI!