CORE CONCEPT

Private Household and Estate Management Course for Palaces, HNW Residences and Family Offices

30 November – 4 December 2026
Paris - Right Bank business hotel

CORE CONCEPT

Private Household and Estate Management Course for Palaces, HNW Residences and Family Offices

Ref: 2115_30667 **Date:** 30 November – 4 December 2026 **Location:** Paris - Right Bank business hotel **Fees:** 23500 SAR

Introduction:

Private household and estate management for palaces, HNW residences and family offices is a 1-week course for estate, house management and private office units, ending with a Household Operating Plan for a case estate. Residences lose money, privacy and good staff when rosters grow informally, art and contents go unrecorded, budgets sit outside the family office and each home runs to its own habits. Nominees already supervise household staff, residence budgets or a principal's homes, and work through case studies on staffing files, budgets and inventory registers. CoreConcept Training Center delivers this private household and estate management course.

Course Objectives:

- Map the household hierarchy, reporting lines and decision rights between the residence, the private office and the family office
- Design a staffing model, job descriptions and rosters for each residence and run recruitment with reference and background vetting
- Write household service procedures for butlering, housekeeping, pantry, silver, wine cellar and linen care that staff can be trained and checked against
- Build residence budgets, payroll and purchase approval controls and keep a contents, art and collections inventory register
- Prepare seasonal residences, principal travel and private family events with readiness checklists and run sheets
- Protect household confidentiality, detect insider fraud and agree access rules with the principal's security team

Target Audience:

- Estate management units responsible for the grounds, buildings and finances of palaces and large private estates
- House management units that lead butlers, housekeepers, cooks, drivers and other household staff
- Private office and family office units that oversee residence budgets, household payroll and principal travel
- Household administration units that keep staff files, supplier contracts and contents inventories
- Residence operations units that prepare seasonal homes, yachts or guest wings for the principal's arrival

CORE CONCEPT

Course Outline:

Day 1: Private Household Landscape and Residence Baseline

- Household Hierarchy of Estate Manager, House Manager and Housekeeper
- Principal Profile of Royal, HNW and Family Office Households
- Private Office and Family Office Reporting Lines Map
- Residence Portfolio Register Across Primary and Seasonal Homes
- Household Operations Baseline Audit and Gap Scorecard

Day 2: Household Staffing Models, Service Procedures and Butlering

- Staffing Model Design by Residence Size and Occupancy
- Household Job Descriptions and Live-In Versus Live-Out Rosters
- RACI Matrix for Household Decisions and Approvals
- Household Standard Operating Procedures Manual Structure
- Butler Pantry, Silver, Wine Cellar and Linen Care Routines

Day 3: Recruitment, Residence Budgets and Asset Inventories

- Staff Recruitment Pipeline With Reference and Background Vetting
- Residence Budget Build and Household Petty Cash Controls
- Household Payroll, Supplier Invoices and Purchase Approval Matrix
- Fine Art, Collections and Contents Inventory Register Build
- Preventive Maintenance Calendar for Residences and Estate Grounds

Day 4: Multiple Homes, Confidentiality, Security Interface and Private Events

- Owner Arrival Readiness Checklist for Seasonal Residences
- Household Confidentiality Agreements and Information Handling Rules
- Insider Fraud Red Flags and Segregation of Household Duties
- Principal Travel Logistics Pack for Staff, Luggage and Residences
- Private Event Run Sheet for Family Celebrations and Gatherings

Day 5: Case Study on a Household Operating Plan for a Case Estate

- Case Estate Diagnosis From Staffing, Budget and Inventory Files
- Case Staffing Model and Service Procedure Revision
- Case Multi-Residence Budget and Readiness Scenario Review
- Case Security Interface and Private Event Coordination Exercise
- Household Operating Plan Completion and Peer Defence

Skills You Will Gain:

- Household Staffing Design
- Service Procedure Writing
- Household Recruitment Vetting
- Residence Budget Control
- Contents and Art Inventory
- Multi-Residence Readiness Planning
- Household Confidentiality Control
- Private Event Coordination

Why Attend This Course:

- Present a Household Operating Plan for a case estate to the principal's private office or family office for approval
- Decide the staffing level, rosters and purchase approval limits each residence needs before the next season
- Avoid unrecorded contents, budget overruns, insider losses and unready homes on the principal's arrival
- Equip household colleagues with the procedure manual outline, inventory register template and readiness checklist used in class

Conclusion:

Back at work, the participant hands the principal's private office or family office a Household Operating Plan that sets the staffing model, service procedures, residence budgets, inventory controls and readiness checklists for every home. The estate manager uses it to approve hires and rosters, finance to set residence budgets, and the security lead to agree access rules for staff and contractors. After the first season of use, the unit should compare budget variance, inventory exceptions, staff turnover and arrival readiness with the baseline and revise the plan.

Frequently Asked Questions FAQ:

What should participants know before a private household and estate management course?

Participants should already supervise household staff, residence budgets or a principal's homes. Bringing an anonymised staff roster, residence budget or contents inventory lets them apply each case study to their own household.

How does private household and estate management differ from a luxury guest service course?

It runs the residence itself: staffing models, household procedures, budgets, contents and art inventories, multi-home readiness and private events. A guest service course centres on the guest encounter and treats household administration, payroll and estate upkeep only lightly.

Why does an inventory register matter in private household and estate management?

An inventory register records each artwork, piece of silver, wine and furnishing with its location, condition and value. It supports insurance, deters loss and insider theft, and lets staff move contents between residences without disputes.

What do participants take back from a private household and estate management course?

Participants take back a Household Operating Plan for a case estate, with a staffing model, service procedure manual outline, residence budget, inventory register template and arrival readiness checklist, ready to adapt to their own household.