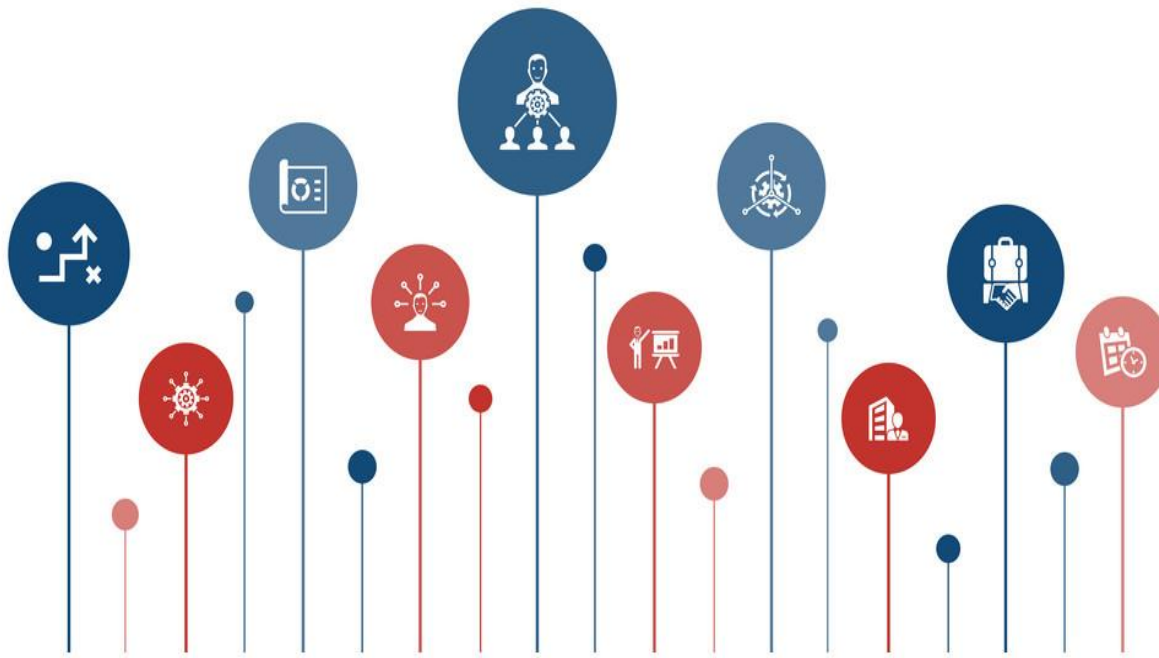


ADMINISTRATION

CREATIVE CONCEPT



Managing A Drawing Office

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Managing A Drawing Office

Introduction

This training course gives a brief overview of the functions of and in a drawing office, as well as the how and why engineering drawings are generated. It also gives a broad overview of the management of an office and a general understanding of the activities that would typically take place in a drawing office environment.

The course will also cover Configuration which will cover how it can be applied in complex as well as simple systems.

Who Should Attend?

This course is designed specifically for CAD Managers and Drawing Office Managers

Course Outline:

How a Drawing Office Functions

- Chief Draughts Person / Office Manager
- Section Leader
- Designer
- Senior Draughts Person
- Trainees
- Technical Clerks
- Standards Section
- Checkers

Office Management

- Main Functions
- The Goals of an Office Manager
- The Authority of an Office Manager
- Building a Trusting Relationship

Effective Work Relationships

- Creative Ways to Motivate Employees

Project Success

- Starting Out
- Deliver your Projects Faster

Design and Develop Processes and Procedure

How to Budget for a Project

- Basics of Budgeting
- Set the Budget
- Identifying Project Costs
- Backup Funding
- Weekly Tracking
- Realignment
- Cash Flow Management
- Risk Assessment

Doing an Interview

- Interviewing Potential Employees
- Job Interview Questions for Employees
- How to Select Candidates for the Job Interview
- Telephone Screen Candidates Prior to a Job Interview
- How to Prepare for the Job Interview
- Interview Questions to Assess Cultural Fit

Performance Management

- Managing Performance
- Benefits of Managing Performance
- Appraisals

Office Design and Layout

- Convenience
- Efficient Workspace
- Private Spaces versus Open Plan
- Planning your Office Layout Design
- Communal Spaces

Running Effective Meetings

- Establishing an Objective and Sticking to it
- Use Time Wisely
- Satisfying Participants that a Sensible Process has been followed
- Key Points

Engineering Drawing Practices and Standards

- History
- Relationship to Artistic Drawing
- Relationship to Other Technical Drawing Types
- Specialists
- Legal instruments
- Standardizing
- Relationship to Model-Based Definition (MBD)
- Systems of Dimensioning and Tolerances
- Engineering Drawings: Common Features
- Conventional Areas of an Engineering Drawing
- Views and Sections
- Abbreviations and Symbols

Configuration Management (CM)

- History
- The Scoop of Configuration Management
- Application
- Why would a Drawing Office need a Configuration System
- Construction Industry

Maintenance Systems

- Preventive Maintenance
- Predictive Maintenance
- Corrective Maintenance

