

Implementing Good and Best Practices for

# CAD Quality Assurance, Productivity Improvement & New Methodologies

2 Week Training Program

- ✓ **Latest** Work Methodologies, Tools and Customizations for CAD Users, Checkers and Supervisors.

## A 2 Week Training Program

### Program Overview

This program provides the CAD Operator and Engineer the essential understanding and tools for Quality Assurance, Productivity Improvement and use of Tools. Program covers Work Methodologies, Tools, Accessories and Customizations. The content of this program is not CAD software specific and applies for CAD Operators using AutoCAD, Micro station or other Software..

### Program Content

- 1. Productivity Methods**
  1. Minimize errors through Error Prevention
  2. Automate error checking
  3. Reducing Rework
- 2. Facilitating Group working - Maintaining Standardization of**
  1. Drawings
  2. Drawing Preparation Methods
- 3. Effectively Using the New CAD Tools**
  1. Scanning for CAD Work
  2. Digitization of Paper Drawings
  3. Modelling
- 4. Methodology for Compatibility with Future Intelligent Systems**
- 5. Insuring you Drawings will be suitable for..**
  1. Future CAD Upgrades
  2. Move from one CAD Software to Another
  3. Compatible with Electronic Document Management Systems
  4. Suitable for Serving as Base Drawings to put Intelligence into them
  5. Bill of Material Design Analysis
  6. GIS Type Applications
- 6. Building CAD Knowledgebase for your Section**
- 7. Prepare an Implementation Plan for the Above. (Workshop)**
- 8. Setting up Early warning system to Provide Decision Support Data**
- 9. Workshop Case Studies 1**
- 10. Workshop Case Studies 2**
- 11. Program Recommendations**
- 12. An Individualized Action Plan for each Participant.**

### Program Outcomes and Takeaways

Euro Training is in the business of providing practically useful training programs. Programs that -

1. Help the participant implement systems in his organization
  2. Help the participant gain *multi-discipline* understanding of the issues related to CAD Quality Assurance, Productivity Improvement & New Methodologies so that he can incorporate the needs and expectations of all stakeholders and all his customers, in his improvement proposals and actions
  3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience
2. Organizations' strategic objectives
  3. Needs and expectations of the stakeholders/customers (internal and external)
  4. Good management practices
  5. Identifying opportunities to exceed stakeholder/customer expectations
3. Create a pool of trained manpower that can cost-effectively disseminate the knowledge to a large number of employees inside the organization. This is made possible by Euro Training's unique, easy to understand and easy to use methodology, based on *checklist and quality assurance* approaches.

A typical participant will take away a **personalized action plan** for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A personal action plan
2. A business unit/organizational action plan

### Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways-

1. Quickly make the participants competent, effective and productive on their job. Useful especially for
  1. Training new employees
  2. Competency building in existing employees transferred to a new assignment
  3. Training prior to a new project or initiative planned in the organization
2. Help the employee do his job well by developing competencies related to
  1. Relevant technical knowledge and skills

### Individual Career Benefits for Participants

1. You gain a multi-discipline understanding of the issues. That means, when you make proposals or decisions on your job, you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal and external).
2. The action plan you take away will help you make a difference in your business unit or organization! When you talk about this difference you have made to your organization in your resume, you will be a prime candidate for career advancement in your own organization or in your next job(s).
3. Understanding and acting with understanding of the needs and expectations of your stakeholders/customers is known to enhance *job satisfaction* and reduce Monday morning blues.

### This Program is Intended for...

**Those new to the field** take away a good multi-discipline understanding of the issues involved in their work. It helps them in becoming productive quickly and in building

a knowledge framework that will help them identify, understand, classify and remember on the job learning and experiences.

**More experienced participants** take away an individualized action plan as mentioned in the previous sections.

**Implementation Teams:** This program can be used to train implementation teams...

1. when a new project or initiative is being started in your organization
2. when a new strategic focus is being initiated
3. just prior to a consultant being hired to advise the organization

Each participant will take away a memorable and potentially life changing experience from the program.

#### Registration Recommendations

**Team Nominations:** This program aims to ensure the participants have their individualized improvement plan at the end of the program. So, foreseeing the effort involved, anticipating resistance and implementation requirements, it is recommended that the organization nominate **at least two participants together** (three will be more desirable) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

**Single nominations** will also be accepted for the program.

#### Standardization, Accuracy-First-Time... Tools and Procedures

For Operators, Checkers, Engineers, Supervisors

CAD usage is taught everywhere. Draftsmen and Engineers have been making Good Drawings. So where is the problem?

CAD drafting errors made need a lot of time to detect, correct or redo- many of these errors are avoidable. Further productivity, accuracy, standardization strategic

considerations are not taught anywhere else... except in this program!

#### This program introduces you to the different...

- Customizations
- CAD Technologies
- Techniques
- Procedures
- Standardization
- Tools to help you become highly equipped CAD experts.

This program answers the question: "How to approach a CAD Assignment to Achieve Standardization, Accuracy and Maximize Productivity?"

Most CAD users are too busy drawing and designing to become highly qualified experts on how to get necessary standardization, accuracy and maximum productivity from their CAD systems for their organizations. This program brings together the different technologies, techniques, procedures and tools to help you become highly equipped CAD experts.

We all realize for CAD to work in a design office there must be an effort to keep up with the latest available capabilities, procedures and tools. Information should be systematically organized so it can be reused and exchanged. All past work and new information should be readily available to the project teams.

Also, Application programs have improved dramatically in the past few years and can save a great deal of drafting time.

#### For Latest Program Schedule Email

cad241@EuroTraining.com

www.eurotraining.com/bro/cad241.php

<b>REGISTRATION FORM</b>	
<b>Program:</b>	<b>CAD Quality Assurance, Productivity Improvement &amp; New Methodologies Training (CAD241)</b>
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

## REGISTRATION INFORMATION

1. **To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
2. Program Fee is
  - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kula Lumpur is \$9,790 per participant)
3. Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
4. Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
5. Refund will not be considered where the participant cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
6. All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
7. It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
8. **Provisional Registration:** You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
9. Please note: No Live Voice Requests for Registration or Provisional Registrations.