

Implementing Good and Best Practices for

Managing the CAD & Documentation Section

4 Week Training Workshop

- ✓ Latest Good and Best Practices
- ✓ Including Managing the CAD & Documentation Section

A 4 Week Training Workshop

What is Covered in this Program?

Full Technological and Management Aspects
Intensive Review of CAD Operations.

QA, Productivity Improvement,
Standardization, Customization Ensuring use
of best practices from the industry.

You will also gain skills in applying the Best
Worldwide Practices in All Aspects of
Computer Aided Design Implementation and
Management:

1. Planning
2. Quality Assurance
3. Technology
4. Management

This is Not a hands-on CAD Program.

This program is relevant irrespective of the
CAD package/s you use in your organization.

Program Content

1. Methodologies & Technologies for
Present & Future CAD Sections
2. Good & Best Industry Practices
 1. Understanding Documentation
Section Internal & External
Customers
 2. Understanding Organizational
Expectations from CAD &
Documentation Sections
 3. Good Section Objectives & Goals

4. Empowerment of CAD &
Documentation Staff
5. Commitments & Service Level
Agreements
6. Ensuring Inputs Used are Verified
for Quality
7. User Sketches, Data, Documents
Handling
8. Preparing CAD & Document
Section Processes & Criteria
9. Performance & Control of Work
Processes
10. Effective Monitoring CAD &
Documentation Processes
11. Identifying Defects and Defective
Performance
12. Managing Tools for Identifying
Defects & Defective Performance
13. Correcting Defects & Defective
Performance
14. Preventive Actions for Defective
Performance
15. Handling & Storage Practices
16. Document Access and Control
17. Communication & Help Desk
Practices
18. Training & Manpower Capability
Building
19. Motivating Section Staff

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Worldwide Training Since 1983 Regn@EuroTraining.com EuroTraining@gmail.com EuroPrograms@Yahoo.com

Managing the CAD & Documentation Section Training (DCD305-4)

20. Effective Management Review & Control
21. Projects for Achieving Section Objectives
3. Understanding Industry Standards
4. Short Training Program incorporating QA, Productivity Improvement, Standardization, Customization, Best Practices
5. CAD department management poses many special problems – both personnel and technical – QA, Productivity Improvement, Standardization, Customization Ensuring use of best practices from the industry. All these issues are discussed in detail from the view of practical implementation in your work and in the work methods of your department.
6. This program is intended for CAD aware participants who wish to take on supervisory or management roles in their sections. It will also help the CAD professionals dramatically increase their productivity, quality and useful life of their CAD drawings.
7. Workshop 1
8. Workshop 2
9. Advanced Topics - More Details on Some Above Issues Important for Participants
10. Increasing Productivity through Using Standard Forms, Templates, Checklists to Perform the Work Processes
11. Performance Management System to Measure Level of Performance in the Above Processes - we will develop the KPIs for the Above Processes
12. Planning & Implementing a Departmental/Functional Knowledge Base
13. Workshop 3
14. Setting up Early warning system to Provide Decision Support System
15. Workshop 4
16. Aligning Performance to Organizational Vision, Mission & Strategic Objectives

17. Your Individualized Action Plan for Leadership in Your Department/Section/Function
18. Workshop 5
19. Performance Management System for Your Department/Section/Function
20. Your Individualized Action Plan
21. Program Recommendations

Program Outcomes and Take-Away/s

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

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues so that he can incorporate the needs and expectations of all his stakeholders/ 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.

Benefits to Organization

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

1. Quickly makes the participants competent, effective and productive on his 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. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies

Managing the CAD & Documentation Section Training (DCD305-4)

2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & 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.

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/customers (internal & external)
2. 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.
3. As one of your stakeholders/customers is Executive Management, the program ensures that you know the strategic imperatives that drive the organization's efforts in your relevant job area.

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

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. Single nominations are typically used to -

1. Develop personnel skills in critical skills and methodologies covered in this program.
2. Train individuals for leadership roles in business units or departments. This program will help the participant coach and lead his team in these critical skills and methodologies. (The program typically does not cover coaching skills but provides the related technical understanding in an easy to communicate manner).

For Latest Program Schedule Email

dcd305-4@EuroTraining.com

www.eurotraining.com/bro/dcd305-4.php

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REGISTRATION FORM	
Program:	Managing the CAD & Documentation Section Training (DCD305-4)
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:	
<u>Sponsored by:</u>	
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 \$17,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris and Kuala Lumpur is \$19,580 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.

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