

CAD, Digitization of Engineering Drawings & Maps

Managing CAD, QA/QC for CAD Section, Electronic Document Management Systems, Drafting & CAD Planning Skills, Management of Organizational Documentation Systems, Organizational Document & Records Risk Management

Euro Training Ltd 1 Week Program Schedule

3422 Old Capitol Trail #1116, Wilmington, DE 19808, USA Tel: 415 4305181 Fax: US +1 650 6492689

Click on Program Title to See Brochure	Program Summary
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[Click Here For 6 day, 2 week, 3 week, 4 week Versions](#)

<p>CAD003-5 (pdf) CAD Technical Drawing Drafting & Planning Skills For Engineers, Drafting Supervisors & Promising Draftsmen</p>	<p>This program has been designed to update the skills of Engineers and Draftsmen working as CAD Supervisors. It is designed to quickly expose the participant to All Aspects of CAD Drawing Office Works (Not Just Drafting Drawings). This Program's coverage includes: CAD Practical Problem Areas, Contractual Issues, Industrial Designs-Patents-Copyright, Productivity Issues, Drafting Skills-Software Tools, Checking of Drawings - Standards- Specifications - Completeness- Errors. Drawing Standardization Issues, Productivity Issues, Future Needs - Intelligent Drawings, Accuracy (Customization), Quality Assurance and Engineering Document Management Systems (EDMS).</p> <p>Each participant will go away with (1) Class Workshop where we Participants will Work Through preparing Recommendation for making improvements in CAD Processes of his section and (2) A Job Specific Action Plan prepared through a Class Workshop which he could immediately start implementing in his work.</p> <p>(No Hands-on Workshop which is included in CAD003)</p>
<p>CAD100-5 (pdf) Essential Work Process Understanding & Skills for New CAD Professionals</p>	<p>This program provides the CAD Professional a Practical and Essential Understanding of Processes & Controls for Producing Effective and Efficient Drawings making them quickly productive in the CAD section.</p> <p>This program is intended for the new CAD professionals or those needing an understanding of the broader issues in making drawings for industrial organizations.</p>
<p>CAD191-5 (pdf) CAD Productivity and Quality Assurance Techniques For CAD Operators And Checkers</p>	<p>In this program you will learn about the multi-discipline issues related to CAD work. This program is for you if you are a CAD Operators, Checkers, Engineers, or Supervisors. CAD usage is taught everywhere and Draftsmen and Engineers have been making Good Drawings - So where is the problem? CAD drafting errors need a lot of time to detect, correct or redo- many of these errors are avoidable. Sooner or later all organizations realize it is much more advantageous to spend time in setting up standards, procedures, tools and checklists for CAD functions rather than trying to correct errors later. Tools and Methodologies are available to enable errors to be identified reliably. Productivity, accuracy, standardization and strategic considerations are emphasized!</p>
<p>CAD241-5 (pdf) CAD Quality Assurance and Productivity Improvement & New CAD Methodologies</p>	<p>This program provides the CAD professional and Engineer the essential understanding and tools for Quality Assurance, Productivity Improvement and use of Tools to increase productivity and effectiveness.</p> <p>Program covers: Work Methodologies, Tools, Accessories and Customizations. The content of this program is not CAD software specific and applies for CAD professional using any CAD Software.</p>

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<p>DCD305-5 (pdf)</p> <p>Managing the CAD & Documentation Section</p> <ul style="list-style-type: none"> • Good and Best Practices • Managing the CAD & Documentation Section <p>A Short Training Program incorporating QA, Productivity Improvement, Standardization, Customization, Best Practices</p>	<p>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;; Planning; Quality Assurance; Technology; Management; This is Not a hands-on CAD Program. This program is relevant irrespective of the CAD package/s you use in your organization. Methodologies & Technologies for Present & Future CAD Sections; Good & Best Industry Practices; Understanding Documentation Section Internal & External Customers; Understanding Organizational Expectations from CAD & Documentation Sections; Good Section Objectives & Goals; Empowerment of CAD & Documentation Staff; Commitments & Service Level Agreements; Ensuring Inputs Used are Verified for Quality; User Sketches, Data, Documents Handling; Preparing CAD & Document Section Processes & Criteria; Performance & Control of Work Processes; Effective Monitoring CAD & Documentation Processes; Identifying Defects and Defective Performance; Managing Tools for Identifying Defects & Defective Performance; Correcting Defects & Defective Performance; Preventive Actions for Defective Performance; Handling & Storage Practices; Document Access and Control; Communication & Help Desk Practices; Training & Manpower Capability Building; Motivating Section Staff; Effective Management Review & Control; Projects for Achieving Section Objectives; Understanding Industry Standards.</p>
<p>DIG221-5 (pdf)</p> <p>WORKSHOP</p> <p>Digitization and Standardization of Engineering Drawings to Intelligence Enabled Specifications.</p>	<p>This workshop covers the Digitization Methodology and Hands on Practice in establishing standards and procedures to create drawings today that will be capable of being converted to intelligent drawings in future!!</p> <p>This program provides you the technology and the understanding of the issues involved in proper Digitization of Paper Drawings and Maps, and, Standardization of In-house and Contractor Supplied CAD Drawings and Maps. It will enable you to understand, specify, plan, implement and manage Drawings Digitization for your organization.</p> <p>Key focus is on insuring the system and methodology enables present or future incorporation of User Friendliness and Intelligence in your drawings (BOM, FM, GIS)!! This is an essential program for your Digitization Project Staff, CAD Supervisors and for your Documentation Professionals – it will help save your organization millions in future rework costs.</p>
<p>DMR600-5 (pdf)</p> <p>Medical Records Management</p>	<p>This program provides the participant the range of practical skills to analyze and understand medical records management systems, technology and methods, and devise strategies for fulfillment of customer service excellence in hospitals and clinics.</p> <p>This Program is Intended for: Hospital administrators, managers, and record professionals.</p> <p>The Emphasis in this program is towards developing a state of art medical management system. Participant will take away a detailed understanding of the step-by-step methodology for preparing a medical record system.</p> <p>The Program Includes-Benefits of electronic medical record systems; Improving efficiency of health care delivery; Workflow advantages of EMR; Cost reduction and long term savings ; Ensuring customer satisfaction; Qualifying for federal EHR incentives and payments; Choosing the right EMR Software; Compliance with standards; EMR certifications; Getting accreditation; Options for financing the EMR system; Security concerns; EMR regulations; Privacy issues and related laws; Future prospects</p>

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<p>DMS233-5 (pdf) Electronic Document Management System with Business Process Automation</p> <ul style="list-style-type: none"> Supporting Business Processes Legal Requirements Knowledge Management Workflow <p>Incorporating Needs Analysis, Implementation Strategies</p>	<p>This program provides you the know-how and methodology for practically implementing EDMS including Workflow.</p> <p>The methodologies are explained in a step-by-step manner for you to apply directly to your work. This program will help save your organization hundreds of dollars in Rework and Maintenance costs associated with EDMS and Knowledge Management with Workflow implementation by doing it right first time. The program content includes: Objective of Document Management Systems; EDMS Systems and Direction of the Technology; Role to Documents in our Business; Features of EDMS Systems; Strategies for EDMS Implementation; Understanding Good Management Practices and Role Documents Play ; Assessing Documentation Needs for the Business Processes; Knowledge Management through EDMS Systems; EDMS Sys Implementation: Analyzing Needs, Choosing Implementation Strategy, Technical Specifications & Procedures (Scanning, Storage Structure, OCR or Vectorization, Indexing, Security, Workflow, Contracting Arrangement, Monitoring Implementation, Testing and Acceptance, Operation Support); Business Process Automation & Workflow Sys; Understanding Workflow Integration; Identification of Business Processes; Identification of Business Processes Needing Workflow; Technical Specifications and Implementation Procedures; Implementing Workflow with EDMS and Knowledge Management Sys; Preparing Request for Quotations, Program Recommendations & Action Plan.</p>
<p>MDM307-5 (pdf) Management of Organizational Documentation Systems</p> <p>Including Managing Moving From Manual Documents to Computerized Systems.</p>	<p>This program covers the Technology, Quality Assurance, TQM and Management of your Organization's Document Management System (both manual and computer based).</p> <p>Methodologies and Technologies covered include moving your department from Manual to Computerized EDMS, Enhancing Productivity QA through the Use of New Technologies, And, Ensuring Future Compatibility with Intelligent Systems. It includes preparing Request for Proposals for Implementing Electronic Document Management Systems.</p> <p>This program follows a step-by-step approach to ensure you will be able to apply what you learn to your job.</p>
<p>XRM967-5 (pdf) Organizational Document & Records Risk Management</p> <ul style="list-style-type: none"> Transitioning from Managing risk to Enterprise Risk Management 	<p>This program provides the participant a range of practical skills to analyze and understand document risk management needs. It also helps devise strategies for the fulfillment of knowledge and skill requirements of the participant's department/organization.</p>

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