

STUDIO TRAINING

Every Monday there will be an hour-long training session consisting of the following two items:

11:00 - 11:20 Knowledge Base Items; review of current RFI issues; change order items; review of red-line comments; current specification sections; applicable building code issues; Tech Advisories; review of applicable reference materials;

These sessions will be a rapid-fire style of presentation intended to cover as many issues in the time frame as possible. There may be more than one presenter. It is possible that the entire hour may occasionally be devoted to these issues.

It is intended that all staff be present for these classes.

11:20 - 12:00 Class; one of four major categories will be presented on a generally rotating basis but applicable to current projects and needs. These sessions will be more of a lecture style and may involve exercises, homework or quizzes – at the discretion of the presenter.

Drawing Standards;

██████████ and ██████████ will take the lead for their respective studios and interact with the CAD Standards Committee. The intent is not to reinvent our standards but to update and augment them where they are not specific enough. The goal is to increase efficiency and interoperability among users.

All production staff should be present at these sessions. Project managers should attend when possible.

Architectural Process;

These sessions will focus on the logical and chronological process of a project as it begins with contract negotiations and progress through documentation into construction and through close-out.

Emphasis will be placed on the importance of gathering critical information at the correct time to avoid making changes.

Job captains and above are the target for this training. Check with your studio director. There will be occasions when all staff will be invited to these sessions.

Information Management;

The File Naming and Directories Committee will be involved in this. The goal is to bring uniform standards to how we gather, store, retrieve and share all project information – including drawings.

Primary participants will be the job captains, studio assistants, project managers and construction administrators.

Programming and Design;

What is an architectural program and how does it relate to design? How do we interact with the client during this phase? How do we synthesize all the divergent information into a cohesive design in a timely manner?

This effort will be led by [REDACTED] and [REDACTED]. and is intended for the design teams. Check with your studio director. Some classes may be presented to the entire staff.

Leadership, Communication and Client Management;

Effective communications is at the core of all we do. The architect is at the eye of the storm with consultants, client, contractors, agencies and vendors swirling around us. How we demonstrate leadership in managing people and information is the foundation of our success or failure.

This training is generally directed to the job captain and above. As always, some classes may be given to the entire staff. Check with your studio director.