

The Secret Art of Design Office Management



Seminar hosted by the Civil Infrastructure Branch

Seminar:

- Date & Time:** Tuesday 29th June 2010, 6.00pm
(light refreshments from 6pm)
- Location:** AECOM offices
Level 9, 8 Exhibition St, Melbourne
- Register online:** <http://events.engineersaustralia.org.au/ei/getdemo.ei?id=311&s= QHO0XQBY4>
Please RSVP by Friday 25th June 2010
(RSVP is essential due to limited spaces and to ensure your name is at building reception)
- Cost:** Free of charge

Outline:

The civil engineering design office presents particular management challenges, such as:

- Workload peaks and troughs
- Managing a portfolio of design projects
- Getting the right mix of staff (permanent /contract, technical/professional, specialist/general)
- Maximising staff utilisation, while bidding for new work and developing capability
- Controlling design scope, quality and coordination
- Competing demands of line managers and project managers

Design office managers are typically engineers who have learnt the ropes on the job and found themselves in a management role. Sometimes the job is just a necessary stepping stone towards further promotion. A stronger focus on people management and project management skills in recent years has provided more training opportunities for engineers, but the generic courses and books on offer seem to have shifted attention away from the particular skills needs to manage a design office.

This seminar will provide speakers from four organisations to present their different perspectives on managing a design office, followed by a facilitated discussion.

Speakers:

- Ray Rawlings, AECOM
- Tony Obouhoff, Dalton Consulting Engineers
- David Richardson, City of Casey
- Phil Kajewski, Tulla Sydney Alliance



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