



AUTOCAD ESSENTIAL TRAINING (2 DAYS)

AutoCAD Essential Training enables students to create a basic 2D drawing in the AutoCAD software. This training covers the essential core topics for working with the AutoCAD software.

The objective of this course is to teach users the basic commands and tools necessary for professional 2D drawing, design and drafting using AutoCAD / AutoCAD LT.

HOW WILL YOU BENEFIT:

By the end of this program, participants should be able to:

- Understand the concepts and values of AutoCAD in order to confidently produce professional drawings
- Use AutoCAD commands to effectively create, modify, save, plot and merge drawings
- Create layers to control the objects' visibility.
- Plot or print the drawing by scale.

KEY CONTENTS:

Module 1 - Introduction To AutoCAD

- Installation & Configuration
- AutoCAD Screen & Menu Components
- New, Open, Save & Exit



Module 2 - AutoCAD Drawing Tools

- Drawing Aids Tools
- Drawing Commands
- AutoCAD Coordinate Systems
- Object Snap & AutoTracking

Module 3 - AutoCAD Display Commands

- Zoom & Pan
- Regen Command

Module 4 - Hatch Patterns

- Positioning Hatch Pattern
- Understanding Advance Hatch
- Editing Hatch Patterns

Module 5 - Adding Text To Your Drawing

- Creating Text
- Editing Text

Module 6 - Layers, Linetype And Colors

- Implementation of Layers
- Save & Restore Layer Settings
- Colors & Linetype

Module 7 - AutoCAD Editing Tools

- Entity Selection



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- 2D Editing Commands
- Object Properties Dialog Box
- Property Painter Support

Module 8 – AutoCAD Dimensioning

- Creating Dimension Style
- Editing Dimension Style
- Using Leader

Module 9 - Creating Additional Drawing Objects

- Working with Polylines
- Creating Ellipses

Module 10- Working with Design Center

- Working with Design Center
- View content properties in Design Center

Module 11 – Plotting Enhancements

- Plotting in AutoCAD
- Layer Manager - Turning Plotting On / Off for a Layer
- Convert to PDF

WHO SHOULD ATTEND:

This course is designed for Staff who deal with designs of products such as Designers, Engineering Draft person and R & D personnel especially where 2 dimensional designs are concerned.



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METHODOLOGY:

This program will be delivered through Case studies, which are built through actual working environments, small group practical exercises, small group discussion, facilitator presentations, skill practices, application planning and walk-through simulations.



STANDARD BIODATA

A. LATAR BELAKANG

NAMA : Lai Siew Chee, Stephanie
NO KAD PENGENALAN : 650218-18-6180
KEWARGANEGARAAN : Malaysian

B. KELAYAKAN AKADEMIK:

- Sijil Tinggi Persekolahan Malaysia, Sekolah Menengah Kebangsaan Perempuan Methodist (MGS), Ipoh, Perak

KELAYAKAN PROFESIONAL:

- Master Class Train The Trainer, Billy Kueek International (2010)
- Master NLP Practitioner, American Board Of NLP, USA (2010)
- Master Clinical Hypnotherapy, American Board Of NLP, USA (2010)
- Timeline Therapy Master Practitioner, TLT Association, Australia (2010)
- Impact System Coach, Billy Kueek International (2010)
- Business Coach, Action international, Las Vegas (2006)

C. PENGALAMAN KERJAYA

TURUTAN KERJA DAN PENGALAMAN

Professional Freelance Trainer, Alpha Connect Plus Sdn Bhd (2009 - present)

She freelances on programmes related to NLP techniques in the category of Communication, Presentation, Sales & Marketing, Leadership, Coaching and Team Development. She is also a Consultant for internal joint ventures.

Product Trainer, Sovereign Wealth Management (2008 - 2009)

She was responsible for development of product training and trainings for the agents



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Country Manager, Land International Pte Ltd (2007 – 2008)

Her responsibilities covered the operations & development of the company in Malaysia and training and development of sales agents in Malaysia, Singapore, Indonesia and Hong Kong.

Coach, Action International (2006 - 2007)

She acted as personal business coach to owners of SME; conducted group coaching and business building workshop.

Basic Training Coordinator, Asiaworks Training Sdn Bhd (2005 - 2006)

As the Coordinator, she was responsible for the enrolments in the basic training.

Owner, Kumon Asia & Oceania Pte Ltd (1997 - present)

She is the Instructor to over 700 students on Math and English language. She conducts research and development of study materials to enhance learning ability especially for autistic children.

Marketing Executive, HSBC (1985 - 1995)

During her first career stint with the bank, she was accountable for the sales, marketing and servicing of over 600 credit cards merchants in the Golden Triangle. She also oversaw HSBC branches in East Malaysia, Johor Bahru, Ipoh, Kuantan on the credit card merchants department; and was part of task-force for card fraud merchant investigation.

D. PENGALAMAN DALAM AKTIVITI LATIHAN BIDANG KECENDERUNGAN DAN KEISTIMEWAAN

Stephanie Lai is driven by her passion to motivate people to see reality more clearly and to gain better control, both in their personal and professional lives.

For nearly 13 years now, she has been conducting trainings and specializes in programmes with NLP techniques such as Communication, Influencing, Presentation, Selling, Marketing, Leadership, Coaching and Team Development. She also teaches Kumon to children and adults from ages 2 years to 45 years old



E. PEKERJAAN SEKARANG

Trainer / Speaker

F. MAKLUMAT-MAKLUMAT LAIN

As part of her progression to increasing and widening her competency and proficiency, she regularly attended training courses such as:

- Kumon Instructional Skills, Japan, Hong Kong, Australia (1997)
- Basic Training, Asiaworks Training, Kuala Lumpur (2003)
- Advance Course, Asiaworks Training, Kuala Lumpur (2003)
- Leadership Program, Asiawork Training, Kuala Lumpur (2003)
- The Masters Course, Asiawork Training, Kuala Lumpur (2004)
- Power Of Intimacy, Asiaworks Training, Kuala Lumpur (2004)
- Action International Coaching, Nick Clark, Australia (2006)
- Communication & MBTI, Asiaworks, Singapore (2007)
- Guerilla Business Intensive, Peak Potential Training, Singapore (2007)
- Master Your Mind, Peak Potential Training, Singapore (2008)
- Enlightened Warrior Camp, Peak Potential Training, Singapore (2008)

Her experience in training covers the following :

- 6 Steps To Better Business
- Product and Sales Trainings for foreign investment companies in Malaysia, Singapore, Hong Kong and Indonesia
- Product Training for local investment companies
- Sales Training
- Team Development
- Enriched Communication
- Creative Thinking
- Influencing Strategies
- Impactful Presentation
- Applied NLP

She has trained participants from corporate organizations of various industries such as Pharmaceutical, IT, Investment, Hospitality, Retail, Services, Manufacturing and others.