



# STUDIO MANAGEMENT PROCESSES

Course Code: WSQ-SMP

## What will you learn?

- Preparation of design briefs.
- Preparation of various project proposals and contracts in accordance with organisational fees and service guidelines.
- Codes of professional conduct.
- Key elements of design brief.
- Interpreting Intellectual Property Rights principles and their applications within a design context.
- Types of characteristics of IPR and processes of registering IP.

## Course Schedule

Contact Hours: 16 hours

Course Frequency : Once per week

Course Time: 7pm - 10pm Course

Duration : 5 weeks

## Course Materials

- Copyright Infosheet, Copyright @ Work (by Intellectual Property Office of Singapore)

## About the Workshop

Understanding design studio processes is essential for designers to ensure efficiency in the workplace. This programme will guide participants through the various stages of a design project, from design brief, conceptualisation and final project work.

At the end of the programme, participants will be issued a Statement of Attainment (SOA) for WSQ Apply Professional Practices in Design Projects.

## Course Fees

SME Sponsored	MNC Sponsored	Self-Sponsored	Mid Career Enhanced Subsidy	Workfare Training Scheme	Full Course Fee
90% Subsidy	42% Subsidy	42% Subsidy	90% Subsidy	95% Subsidy	-
\$56.00	\$324.80	\$324.80	\$56.00	\$28.00	\$560.00
Absentee Payroll: \$7.50 Per Hour	Absentee Payroll: \$4.50 Per Hour	-	-	Training Allowance: \$4.50	-

WSQ subsidies are eligible for Singapore's and PRs above the age of 21.

Please check with our education consultants regarding funding eligibility.

*Registration fee of \$30*

## Course Outline

<b>Day 1</b>	<ul style="list-style-type: none"><li>• Course introduction</li><li>• Finding the right designer</li></ul>
<b>Day 2</b>	<ul style="list-style-type: none"><li>• The design brief</li><li>• Budgeting and managing processes</li></ul>
<b>Day 3</b>	<ul style="list-style-type: none"><li>• AIGA standards of professional practice</li><li>• Business expectations for the professional designer</li></ul>
<b>Day 4</b>	<ul style="list-style-type: none"><li>• Implementations of fonts, illustrations, photography and software.</li><li>• Registering a design</li></ul>
<b>Day 5</b>	<ul style="list-style-type: none"><li>• Standard form of agreement for design services</li><li>• Conduct of assessment</li></ul>