

A Day in the Life

Trainee Design Manager



Ed
Trainee Design
Coordinator

I decided to join B+K following the successful completion of my A-Levels. Whilst at school, it was clear to me that I didn't wish to continue in full time education and accumulate the debt that many full time university students do; I wanted to be able to gain invaluable job experience and earn a wage to begin paying my way at home. Joining B+K and attending university part time has enabled me to do this. The best parts of my job include the huge variety of work that each different day and project bring. I enjoy

working with people who are experts in their chosen fields of work.

A typical day for me starts at 8:30, I begin by checking / responding to my emails, running through my tasks for the day and any previous tasks the still require completion, prioritising the most urgent to ensure all deadlines are met.

9:00am: Unless I have meetings, this is when I will begin my tasks for the day, I will begin by reviewing any new / revised drawings or information that has been issued by the design team or specialist designers to ensure previous comments have been incorporated, whether they are from the client team or our design team. I will also request comment from the necessary consultants to ensure different design elements are coordinated and the drawings are correct and buildable.

11:00: I catch up with my manager. We review what information / drawings have been issued and prioritise packages to get approved by the design team / client team – this is done against our construction programme to ensure all site dates are met. My manager will discuss any upcoming tasks he would like me to complete and advise of anything urgent that requires completion. We also review recent meetings to ensure nothing is missed and all actions are completed.

13:30 (after lunch): I will begin by reviewing / responding to my emails again after lunch making sure I'm up to date with anything new that has come in whilst I have been on lunch. At 14:00: I often have a 2-and-a-half-hour meeting slot in the afternoons from around 14:00. The meetings I attend include design team meetings, clash detection and workshops with the client team. If I'm not in meetings, I will be working tasks or issues that need addressing.

17:30: My typical day finishes at 17:30. I again review my list of tasks and what I have completed in the day, making note of anything that may need carrying over to the next working day.

The challenge of being a trainee is producing the best work you can in the workplace, whilst also meeting university deadlines and maintaining a high academic. Everyone at B+K is aware of this and are always willing to help should you need it; I would strongly recommend the B+K trainee programme.