



TRAINING PROGRAM



Laboratory Supervision And Management

Introduction:

The good and advance laboratory supervision and management can motivate dispirited teams of chemists and technicians to accomplish high quality work. It is very important to the lab supervisors and managers to learn how to create the success in their lab. The course is designed to provide an introduction and practical application of quality management in the laboratory. It is designed also to understand concepts of personnel specification, job descriptions, how to apply quality standards, how to do health and safety risk assessments, how to develop the technical, and methods in the lab and how to evaluate the lab results.

Who Should Attend?

The course is of interest for the leaders within a laboratory –laboratory owners, and those who manage any aspect of laboratory operations.

Methodology:

This interactive Training will be highly interactive, with opportunities to advance your opinions and ideas and will include;

- Lectures
- Workshop & Work Presentation
- Case Studies and Practical Exercise
- Videos and General Discussions

Certificate:

BTS attendance certificate will be issued to all attendees completing minimum of 80% of the total course duration

Course Objectives:

By the end of this course delegates will be able to:

- Understand how the business processes of a laboratory can be combined effectively with the requirements of ISO/IEC 17025;
- Integrate successfully important aspects that are essential to maximizing gains from the management system; and
- Provide an understanding of the roles of the quality manager and technical management.

Course Outline:

1. Introduction
2. Principle of Leadership
3. Management Functions
4. Managerial problem Solving and Decision Making
5. Human resource Management (HRM)
6. Interactive Communication Skills
7. Fundamentals of Financial Management

8. Laboratory Building

- Laboratory Design Considerations
- Building Design and Site Selection
- Floor Planning
- Laboratory Configuration
- Building Services and Structure,
- Effective Budgeting in the Laboratory
- Laboratory Accreditation Requirement

9. Planning to Work in the Laboratory

10.Laboratory in Operation

11.Job Responsibilities

- Training
- Reports
- Dead Files and Old Samples
- Paperwork Reduction

12.Laboratory Housekeeping

13.Laboratory Records

- Sample Records
- Tests Records
- Results Records
- Personnel Records
- Maintenance Records
 - Routine Maintenance
 - Equipment Maintenance

14.Validation of Analytical Methods and Procedures

15.Quality control and proficiency testing

16.Significant Figure Rules

17.ISO 17025 Quality Manual

18.ISO 14001 Environmental Certification and Management Responsibility

19.Computers and computer controlled systems

20. Laboratory Information Management Systems

21. Laboratory Instrumental Technique

22. Choosing the Right Instrument

23. Quantitative Analysis

24. Laboratory Safety Program