Basic Laboratory Quality Management Systems Training
Training Schedule

Time	Session	Facilitator
DAY 1		
9:00 – 9:45	Welcome/Opening remarks/Introduction to the course presentation	
9:45 – 10:30	Pre-Test	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 1 – Introduction to LQMS (T)	
11:45 - 12:30		
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 2 – Facilities and Safety (T)	
14:15 – 15:30		
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 2 – Facilities and Safety (T)	
16:30 – 17:00	Daily evaluation	
DAY 2		
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 2 - Facilities and Safety (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 3 - Organization (T)	
11:45 - 12:30	Module 3 – Organization (T)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 3 – Organization (T)	
14:15 – 15:30	Module 4 – Personnel (T)	
15:30 – 15:45	Module 4 – Personnel (T)	
15:45 – 16:30	**BREAK**	
16:30 – 17:00	Daily evaluation	
DAY 3		
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 5 – Documents and Records (T)	

10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 5 – Documents and Records (T)	
11:45 - 12:30		
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 6 – Occurrence Management (T)	
14:15 – 15:30	Module 6 – Occurrence Management (T)	
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 6 – Occurrence Management (T)	
16:30 – 17:00	Daily evaluation	
DAY 4		
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 7 – Purchasing and Inventory (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 7 – Purchasing and Inventory (T)	
11:45 - 12:30		
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 8 – Equipment (T)	
14:15 – 15:30		
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 8 – Equipment (T)	
16:30 – 17:00	Daily evaluation	
DAY 5		
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 9 – Process control and sample management (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 9 – Process control and sample management (T)	
11:45 - 12:30	Module 10 – introduction to Quality Control (T)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 11 – Process control-Qualitative & Semi-quantitative (T)	
14:15 – 15:30	Module 11 – Process control-Qualitative & Semi-quantitative (T)	
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Daily evaluation	
DAY 6		
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 12 – Process Control-Quantitative QC (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 12 – Process Control-Quantitative QC (E)	
11:45 - 12:30	Module 12 – Process Control-Quantitative QC (T)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 12 – Process Control-Quantitative QC (T)	

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14:15 – 15:30	Module 12 – Process Control-Quantitative QC (E)	
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 12 – Process Control-Quantitative QC (T)	
16:30 – 17:00	Daily evaluation	
	DAY 7	
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 13 – Assessment – Internal and External Audits (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 13 – Assessment – Internal and External Audits (T)	
11:45 - 12:30	Module 13 – Assessment – Internal and External Audits (E)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 14 – Assessment Norms and Accreditation (T and E)	
14:15 – 15:30	Module 14 – Assessment Norms and Accreditation (T)	
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 15 – Assessment-External Quality Assessment (T)	
16:30 – 17:00	Daily evaluation	
	DAY 8	
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 15 – Assessment-External Quality Assessment (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 16 – Customer service (T)	
11:45 - 12:30	Module 16 – Customer service (T)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 17 - Process Improvement (T)	
14:15 – 15:30		
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Module 17 - Process Improvement (T)	
16:30 – 17:00	Daily evaluation	
	DAY 9	
9:00 – 9:45	**Recap**	
9:45 – 10:30	Module 17 - Process Improvement (T)	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Module 18 -Information Management (T)	
11:45 - 12:30	Module 18 -Information Management (T)	
12:30 - 13:30	**LUNCH**	
13:30 – 14:15	Module 18 -Information Management (T)	
14:15 – 15:30		
15:30 – 15:45	**BREAK**	
15:45 – 16:30	Course conclusion discussion	
16:30 – 17:00	Daily evaluation	
	DAY 10	
9:00 – 9:45	Post-Test	
9:45 – 10:30	Action plan discussion	
10:30 - 11:00	**BREAK**	
11:00 – 11:45	Awarding of Certificates	

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11:45 – 12:30	Course Evaluation	
12:30– 13:30	Training closure and Group photo	
13:30 - 14:15	**LUNCH**	

Descriptions

T-theory sessions, P- practical sessions, D- discussions, E- exercises

Approved by/Date…………………………………