



FONDAZIONE GUIDO BERNARDINI

BETTER EDUCATION FOR BETTER SCIENCE

THREE DAY COURSE

CPD credits: pending

Managing Resources in the Modern Animal Facility

16th to 18th of November 2015

OBJECTIVES

The course is designed to provide a mix of technical and non-technical skills useful to effectively cope with increasingly complex and sometimes new issues such as ensuring quality care of the animals, compliance with regulations and guidelines, funding and administration, hiring staff and human resources management. Part of the training will be delivered by a human resources training group that will broaden the understanding and experiences of facility managers outside the specific field of laboratory animal science.

The course aims at those wishing to move into management positions or to improve their managerial performance.

The course will give particular emphasis to interactive case discussions and practical sessions including two workshops.

CONTENTS

A wealth of information will be available both from within and outside the specific field of laboratory animal science including: monitoring of facility operation; project management; supply procurement; tender preparation; budgeting; personnel hiring and training; competence identification and assessment; engagement and motivation; communication strategies; relationship and conflict resolution.

RECIPIENTS

Facility directors, facility managers and supervisors, assistant/associate managers, senior technologists



Day 1	What you should know about your facility	Mechanical and plumbing systems Electrical and lighting functions Monitoring and reporting Building management systems Finishes
	Project Management	Definitions and meanings Project management for the improvement of leadership skills
	Facility maintenance	Maintenance activities Facility records and documentation
	Recruiting	Job description Candidates selection Interview techniques
	Workshop	Interview techniques
	Security screening	From the job advert to the hiring Screening process to choose the best Additional screening
	Communication strategy	Effective communication The desire for research to be more open The risks and opportunities we face in a high tech world
Day 2	Equipment specifications and selection	Performance based specifications Criteria for equipment selection Evaluation processes
	Cost accounting and modeling	Why do cost accounting? Direct and indirect costs Cost centers Labour utilization and assessments Development of per diems
	Monitoring of facility operations efficiency	Lean procedures Case study scenario
	Emergency preparedness	Types of emergencies Developing a response plan
	Training	Initial training Continuous training Progress monitoring
	Competence identification assessment and duty assignment	Identification of skills matching to task requirements Task variation Workload assessment
	Engagement and motivation	Maslow's and Herzberg's theories Feedback to motivate Awareness development Rewarding strategies
Day 3	Streamlining internal communication	Communication principles What, when and how Overcoming communication barriers
	Conflict management	Assertiveness Win-win approaches Practical examples
	Team building	Team working
	Workshop	Team working