



AL126: Laboratory Supervision and Management





Training Description:

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.

Training Objectives:

By the end of the training, participants 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
- ✓ Provide an understanding of the roles of the quality manager and technical management

Training Designed for:

This course is intended for those leaders within a laboratory –laboratory owners, and those who manage any aspect of laboratory operations.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Principle of Leadership
- ❖ Management Functions
- ❖ Managerial problem Solving and Decision Making
- ❖ Human resource Management (HRM)
- ❖ Interactive Communication Skills

DAY TWO:

- ❖ Fundamentals of Financial Management
- ❖ 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





- ❖ Planning to Work in the Laboratory
- ❖ Laboratory in Operation

- ❖ Job Responsibilities
 - Training
 - Reports
 - Dead Files and Old Samples
 - Paperwork Reduction

DAY THREE:

- ❖ Laboratory Housekeeping
- ❖ Laboratory Records
 - Sample Records
 - Tests Records
 - Results Records
 - Personnel Records
 - Maintenance Records
 - Routine Maintenance
 - Equipment Maintenance
- ❖ Validation of Analytical Methods and Procedures
- ❖ Quality control and proficiency testing

DAY FOUR:

- ❖ Significant Figure Rules
- ❖ ISO 17025 Quality Manual
- ❖ ISO 14001 Environmental Certification and Management Responsibility
- ❖ Computers and computer-controlled systems
- ❖ Laboratory Information Management Systems

DAY FIVE:

- ❖ Laboratory Instrumental Technique
- ❖ Choosing the Right Instrument
- ❖ Quantitative Analysis
- ❖ Laboratory Safety Program
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Requirements:

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.





Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department