



# LABORATORY MANAGEMENT WORKSHOP

26<sup>TH</sup>-30<sup>TH</sup> SEPTEMBER 2011



## COURSE OUTLINE

- 1) Introduction to the various aspects of managing a laboratory
- 2) Laboratory facilities
- 3) Personnel management / Leadership and supervision
- 4) Management of laboratory supplies/inventory control
- 5) Strategic Planning for laboratories
- 6) Developing a strategic plan - An introduction
- 7) Managing in a Quality Environment – Laboratory Infrastructure
- 8) Management of Documentation and Laboratory Records
- 9) Writing /Development of Management /Administrative Procedures
- 10) Writing /Development of Technical Procedures
- 11) Ensuring Compliance with stated procedures
- 12) Ensuring Quality and Integrity in Testing - Sampling
- 13) Laboratory Safety
- 14) Getting the work done/Communicating Effectively
- 15) Problem Solving and decision making
- 16) Ensuring Quality - Monitoring performance in the laboratory
- 17) Budgeting and Financial Management - (An open Discussion)