



FONDAZIONE GUIDO BERNARDINI
BETTER EDUCATION FOR BETTER SCIENCE

THREE DAY COURSE

Managing Resources in the Modern Animal Facility

What you get

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 renowned human resources expert who 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.

Format of teaching

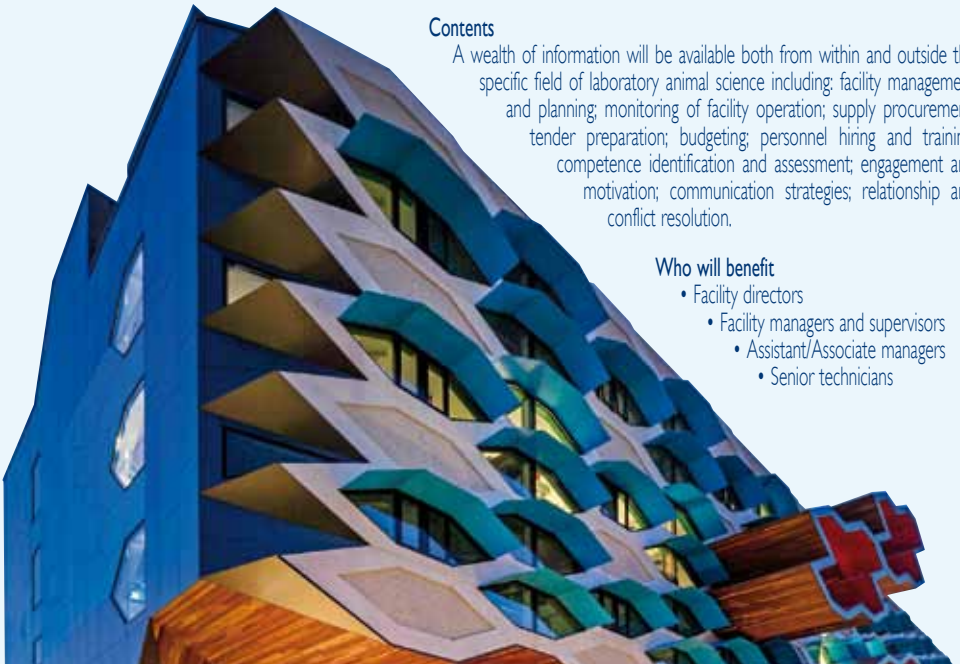
The course will give particular emphasis to interactive case discussions and practical sessions including two workshops.

Contents

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

Who will benefit

- Facility directors
- Facility managers and supervisors
- Assistant/Associate managers
- Senior technicians



A N N O U N C E M E N T

11 - 12 - 13 February 2015 • La Trobe University, Melbourne Australia

Wednesday 11th of February

Welcome and introduction to the course 09:00 - 09:30

Alistair Reid

Discussion on the experience and interests of the participants

Principles of facility characteristics and operations 09:30 - 10:15

Colin Sakinofsky

- Facility types and functional characteristics
- Personnel, material and animal flows
- Risk assessment in facility operations
- Exclusion and containment barriers
- Procedural vs engineered solutions

Coffee break 10:15 - 10:30

What you should know about your facility 10:30 - 11:30

Chris Cosgrove

- Mechanical and plumbing systems
- Electrical and lighting functions
- Monitoring and reporting
- Building management systems
- Finishes

Facility maintenance 11:30 - 12:00

Chris Cosgrove

- Maintenance activities
- Facility records and documentation

Lunch 12:00 - 13:00

Emergency preparedness 13:00 - 13:30

Chris Cosgrove

- Types of emergencies
- Developing a response plan

Equipment specifications and selection 13:30 - 14:30

Chris Cosgrove

- Performance based specifications
- Criteria for equipment selection
- Evaluation processes

Coffee break 14:30 - 15:45

Increasing quality and efficiency through Lean management 15:45 - 15:15

Alberto Gobbi

- Lean concepts and toolsets
- Application of Lean management in animal facilities

Strategies to increase efficiency in animal facilities 15:15 - 16:00

Alberto Gobbi

- Case study scenario

Cost accounting and modeling 16:00 - 16:30

Chris Cosgrove

- Why do cost accounting?
- Direct and indirect costs
- Cost centers
- Labour utilization and assessments
- Development of per diems

Debriefing 16:30 - 17:00

Thursday 12th of February

Be a Leader Worth Following 09:30 - 10:30

Tracy White

Being a leader is much more than simply managing a team. In this interactive session, we'll discuss self-awareness, building emotional intelligence, and the steps to take to be a leader your team wants to follow!

Coffee break..... 10:30 - 10:45

Hiring the Right Person 10:45 - 12:45

Tracy White

From assessing your needs and writing a job description to narrowing candidates and interviewing them, hiring new staff members takes a lot of time! In this session, we'll leverage an assessment form to make job-description writing easier. Finally, we'll get a chance to practice and hone our newfound interview skills.

Lunch..... 12:45 - 13:45

Building Better Relationships 13:00 - 14:45

Tracy White

Key component of leadership is the ability to build strong relationships with internal and external customers. In this session, we'll gain strategies to read body language, build rapport, and develop trust with your colleagues.

Expanding Your Influence 14:45 - 16:15

Tracy White

In this interactive session, we'll discuss the psychology of persuasion and provide takeaway skills to help you manage up, down, and across business levels.

Coffee break..... 16:15 - 16:30

Building and Motivating a Team 16:30 - 18:00

Tracy White

In this interactive session, we'll practice effective coaching skills that are designed to grow a team of self-motivated and accountable individuals.

Debriefing 17:30 - 18:00

Friday 13th of February

Having Tough Conversations 09:00 - 11:00

Tracy White

Let's face it-part of being a leader is having those conversations. In this interactive session, you'll walk away with a practical tool that will help you plan, have, and follow up on those challenging conversations.

Coffee break..... 11:00 - 11:15

Time Management 101..... 11:15 - 12:15

Tracy White

What gets you off track and pulls your attention? In this session we'll identify practical and sustainable ways to help you (and your team!) stay focused, keep engaged, and be productive.

Lunch..... 12:15 - 13:15

Final debriefing session..... 13:15 - 13:30

Scientific Committee

Gemma Perretta - Fondazione Guido Bernardini, Italy

Alistair Reid - La Trobe University, Australia

Faculty

Chris Cosgrove - The ElmCos Group, Canada

Alberto Gobbi - European Institute of Oncology, Italy

Alistair Reid - La Trobe University, Australia

Colin Sakinofsky - Practice Leader Research, Jacobs, Australia

Tracy White - Washington DC, USA

Local Organizer

Alistair Reid - La Trobe University, Australia

Secretarial Support

Laura De Francesco - Fondazione Guido Bernardini, secretary@fondazioneguidobernardini.org

Workshop Venue

The La Trobe Institute for Molecular Science, La Trobe University Campus, Melbourne Australia.

Hotel Information

Recommended hotels are located near the conference Campus.

For information on local accommodation options please contact: alistair.reid@latrobe.edu.au

MANAGING RESOURCES IN THE MODERN ANIMAL FACILITY • REGISTRATION FORM

Last Name

First Name

Title/Position

Organization/Company

Mail address

City

State

Postcode

Phone

Fax

Mobile

E-mail address

We would like to circulate a list of participants (name and e-mail address) at the course, please tick here if you wish to be included on this list.

Invoice Details

Organization/Company

Administration Manager email

Mail address

City

State

Postcode

ABN (Australian Business Number) if you are an individual please provide the **Tax File Number**

Registration Fee

500,00 AUD

Please complete your registration form and submit to FGB secretary to the address below.

THE COURSE WILL ONLY RUN IF WE HAVE REACHED THE MINUM NUMBER OF PARTICIPANTS BY **DECEMBER 31, 2014**

The Registration Fee Includes

Participation in the Scientific Programme, lunches, coffee breaks.

Policy on Cancellation

Any modification or cancellation Registration has to be notified in writing to the Organizing secretariat.
No refunds will be given for cancellation received after invoice raising.

Fondazione Guido Bernardini
Tel. : +39 02 45 07 67 87 • fax. : +39 02 45 07 02 12
secretary@fondazioneguidobernardini.org
www.fondazioneguidobernardini.org