



FONDAZIONE GUIDO BERNARDINI

BETTER EDUCATION FOR BETTER SCIENCE

THREE DAY COURSE



credits: 18 points - Royal Society of Biology: 51 credits

1 day continuing education for person carrying out procedures on animals and person designing procedures and projects by Swiss Veterinarian Associations

Managing Resources in the Modern Animal Facility

16th to 18th of November 2016, Milan Italy

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

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.

RECIPIENTS

Facility directors, facility managers and supervisors, assistant/associate managers and senior technicians.

Preliminary syllabus	
What you should know about your facility	Equipment specifications and selection Facility Maintenance Project management Emergency preparedness Cost accounting and modeling
Monitoring of facility operations efficiency	Lean concept and toolset Increasing quality efficiency through Lean management Case study scenario
Training	Initial training Continuous training Progress monitoring
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
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
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

