



# FONDAZIONE GUIDO BERNARDINI

BETTER EDUCATION FOR BETTER SCIENCE

## THREE DAY COURSE

 credits: 19 points - 2.5 day by Swiss Veterinary Association - 48 CPD credits by Society of Biology

# Managing Resources in the Modern Animal Facility

16<sup>th</sup> to 18<sup>th</sup> 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	<b>What you should know about your facility</b>	Mechanical and plumbing systems Electrical and lighting functions Monitoring and reporting Building management systems Finishes
	<b>Project Management</b>	Definitions and meanings Project management for the improvement of leadership skills
	<b>Facility maintenance</b>	Maintenance activities Facility records and documentation
	<b>Recruiting</b>	Job description Candidates selection Interview techniques
	<b>Workshop</b>	Interview techniques
	<b>Security screening</b>	From the job advert to the hiring Screening process to choose the best Additional screening
	<b>Communication strategy</b>	Effective communication The desire for research to be more open The risks and opportunities we face in a high tech world
Day 2	<b>Equipment specifications and selection</b>	Performance based specifications Criteria for equipment selection Evaluation processes
	<b>Cost accounting and modeling</b>	Why do cost accounting? Direct and indirect costs Cost centers Labour utilization and assessments Development of per diems
	<b>Monitoring of facility operations efficiency</b>	Lean procedures Case study scenario
	<b>Emergency preparedness</b>	Types of emergencies Developing a response plan
	<b>Training</b>	Initial training Continuous training Progress monitoring
	<b>Competence identification assessment and duty assignment</b>	Identification of skills matching to task requirements Task variation Workload assessment
Day 3	<b>Engagement and motivation</b>	Maslow's and Herzberg's theories Feedback to motivate Awareness development Rewarding strategies
	<b>Streamlining internal communication</b>	Communication principles What, when and how Overcoming communication barriers
	<b>Conflict management</b>	Assertiveness Win-win approaches Practical examples
	<b>Team building</b>	Team working
	<b>Workshop</b>	Team working

