

LabTrain

Laboratory Management

TARGET AUDIENCE

Laboratory Managers and Supervisors; Senior Analysts; QA / QC Managers or Auditors who don't have a laboratory background and wish to learn more about the running of a laboratory. Production personnel who may be responsible for in-process laboratories or testing. While many examples in the course are aimed at a chemistry laboratory, the principles are applicable to any laboratory.

TARGET INDUSTRIES

All industries or organizations will benefit from this course.

COURSE CONTENT

- Introduction to the various aspects of managing a laboratory
- GLP and Lab Management
- Laboratory facilities
- Personnel management
- Instrumentation including validation and calibration
- Management of laboratory supplies
- Budgeting and financial management
- Performance measures
- Scheduling and planning
- Management of documentation and laboratory records
- Writing of specifications and procedures
- Troubleshooting of analysis as well as in production areas
- Safety Management
- The use of computers in the laboratory
- Sampling
- Auditing
- Method validation

TRAINING EVALUATION

All delegates are required to complete a questionnaire at the end of course. Certificates are issued on successful completion of the test.

LEARNING OBJECTIVES

The course aims to inform learners about how the various aspects of laboratory management and GLP tie together and offers practical advice on common problems.

COURSE ATTENDEES AND COMMENTS

Attendees from various organizations have attended the course, including NCOH, Department of Agriculture, Garankuwa Hospital, Witwatersrand Technikon, Vaal Triangle Technikon, Plaaskem, Medunsa and Novartis.

Some of the comments on the course have been:

"Very informative and helpful"

"Excellent, thanks"

"I really learnt a lot from this course"

VENUE: In-house or on-site

DATES: Regularly throughout the year

DURATION: 2 days

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