CTC Resourcing Solutions

PROJECT MANAGEMENT FOR CLINICAL TRIALS

17th & 18th October 2019

2-Day Course

Course Objectives

The aim of this workshop is to ensure you gain a comprehensive understanding of the tools and techniques of project management and clinical trial management how they can be applied straight away to your own clinical research projects in the work place. The detailed aims are to:

- Understand technical project management tools and techniques and apply these to your work
- Examine the competencies appropriate for an effective project manager
- Identify the project critical path and use this information to assist in planning decisions
- Provide a better understanding of the essential personal skills which are necessary to achieve project objectives

Course Topics

- What is a Project / What is Project Management in Clinical Research
- Setting Clear Objectives and Defining the Scope of your Clinical Research Projects
- Developing a Detailed Project Plan to Manage your Clinical Trial Projects
- Patient/Subject recruitment and retention
- Project Implementation and Control for your Clinical Research Projects
- Project Review/Close Out and Learning for Clinical Research Projects
- Identifying the Core Competencies of Effective Clinical Trial Project Managers
- The Importance of Motivation to Achieving Project Milestones
- Developing the Pharma Project Team to Achieve the Best Result
- Effective Communication and Cross-Cultural Communication in Clinical Trial Projects
- Effective Clinical Trial Project Time Management
- Personal Action Planning

Who should attend?

This leading Project Management and Clinical Trial Management course is designed specifically for **Clinical Trials Professionals** including **Clinical Trial Coordinators** who want to develop effective clinical trial management and clinical trial project management skills.

Course Leader

Dr Laura Brown, PhD, BSc (Biochemistry), BSc (Psychology), MBA, Diploma in Clinical Sciences is a Pharmaceutical Training and Project Management Consultant. She is also Director of the MSc Regulatory Affairs, TOPRA and Course Director, MSc Clinical Research, School of Pharmacy, at the University of Cardiff, and is a visiting lecturer at Cranfield School of Management.

Laura has more than 25 years' experience of managing projects in Clinical Research and has worked with several companies including GSK, Hoechst Marion Roussel, and Good Clinical Research Practices. She has worked as a Life Cycle Project Manager, Clinical Research Project Manager, Auditor, and as a Head of Training.

She has presented and facilitated numerous courses on clinical research project management to enable pharmaceutical companies and service providers to the pharmaceutical industry to run clinical research projects more successfully.

Laura has a particular expertise in project management in the clinical research and has completed an MBA, with specialisation in project management. She is also co-author of several books including Project Management for the Pharmaceutical Industry.

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Project Management for Clinical Trials

17th & 18th October 2019

REGISTRATION FORM

First Name*: _____

Last Name*:

Company*: _____

Job Title*: _____

Billing Address*: _____

_____

_____

Telephone*: _____

Email Address*: _____

Background: _____

Experience: _____

_____

Are you a CTC employee? ☐ yes ☐ no

Are you a SwAPP member? ☐ yes ☐ no
Are you a SBA member? ☐ yes ☐ no

What do you expect to get from this course?

_____

_____

Do you require help in finding hotel accommodation?
☐ yes ☐ no

Do you wish to receive regular training updates? ☐ yes ☐ no

I agree to the terms and conditions ☐ yes

REGISTRATION INFORMATION

Dates:
17th October 2019 (Thu) & 18th October 2019 (Fr)

Time:
Day 1: 09:00 – 17:00 hrs / Day 2: 09:00 – 16:00 hrs

Venue:
CTC AG, Münchensteinerstr. 41, CH-4052 Basel

Directions:
Tram 15, tram stop «Grosspeterstrasse»

Early Bird Fee: CHF 1'575.00 + 7.7% VAT (valid until: 05.09.2019)
Regular Fee: CHF 1'750.00 + 7.7% VAT (valid after: 05.09.2019)
10 % reduction for CTC employees, SwAPP and SBA members

Registration fees include: Course documentation, refreshments, lunch and a course participation certificate.

Payment: After registration you will receive confirmation and an invoice with instructions on how to complete the bank transfer. Full prepayment is needed prior to the course.

Cancellation Policy:
- Cancellations received **more than 14 days before** course: **100% refund** less bank charges & cancellation fee of CHF 50.00
- Cancellations received **7-14 days before** the course: **50% refund**
- Cancellations received **7 days before** the course: **no refund**

In case of no show, no refund will be made.

Please note that CTC reserves the right to cancel this course or to make minor alterations to the content and timing of the programme or to the identity of the speakers. In the unlikely event of cancellation, delegates will be offered a full refund. CTC will not, however, be held responsible for any related expense incurred by the participant.

Transfer Policy
Subject to agreement from CTC Clinical Trial Consulting AG (CTC) prior to the event, the registration may be transferred to another person from the same company or organization at no extra charge. Updated registration information will be required.

Photography and Video Policy
By attending this training, you give permission for pictures, images etc. of you, captured during the training through video, photo, and/or digital devices, to be used by CTC in promotional materials, publications, and website and waive any and all rights including but not limited to compensation or ownership.

Privacy Policy
At CTC, we're committed to protecting and respecting your privacy. To view our privacy policy, go to www.ctcresourcing.com/en/about-us/privacy-policy/

REGISTRATION:

☛ **Email:** training@ctcresourcing.com

☛ **Internet:** www.ctcresourcing.com

☛ **Fax:** +41 61 695 88 67

If you have NOT received an official confirmation 7 days after registering, please call CTC at +41 61 695 88 66 or send an email to training@ctcresourcing.com. THANK YOU!

☐ **These dates do not suite me - Please provide me with new training dates once available:**

First Name*: _____ **Last Name*:** _____

Email Address*: _____