CTC Resourcing Solutions

This training workshop will take place in a virtual format via a digital platform

Live virtual Instructor-led Training Workshop

PROJECT MANAGEMENT FOR CLINICAL TRIALS

Day 1: **15th October 2020 –** Day 2: **16th October 2020**

Virtual Classroom

Overview

The aim of this virtual training workshop is to ensure you gain a comprehensive understanding of the tools and techniques of project management and clinical trial management and how they can be applied straight away to your own clinical research projects in the workplace.

Course Objectives

- Understand technical project management tools and techniques and apply these to your work and clinical trial management
- Examine the competencies appropriate for an effective clinical research 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

Interactive activities (exercises, break-out groups, polls, discussions) and homework assignment (30 mins max.) are core part of each module to help you to test and confirm you have met the learning objectives.

Course Modules:

DAY 1 *(incl. 2 x 30 min. refreshment break & 60 min. lunch break)*

- Module 1
  - Introduction
  - What is a Project / What is Project Management in Clinical Research, what is Clinical Trial Management?
  - Setting Clear Objectives and Defining the Scope of your Clinical Research Projects
  - Projects Learning from past Projects

- Module 2 - Project planning part I
  - Developing a Detailed Project Plan to Manage your Clinical Trial Projects

- Module 3 - Project planning part II
  - Developing a Detailed Project Plan to Manage your Clinical Trial Projects continued
  - Patient/Subject Recruitment and Retention
  - Project Implementation and Control for your Clinical Research Projects

DAY 2 *(incl. 2 x 30 min. refreshment break & 60 min. lunch break)*

- Module 4
  - Project Review/Close Out and Learning for Clinical Research Projects
  - Core Competencies of Effective Clinical Trial Project Managers
  - The Importance of Motivation to Achieving Project Milestones

- Module 5
  - Developing the Pharma Project Team to Achieve the Best Result
  - Effective Communication
  - Effective Clinical Trial Project Time Management
  - Personal Action Planning
  - Summary and Takeaways

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Who should attend?

This leading Project Management and Clinical Trial Management course is designed specifically for the 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.

Technical Requirements

The training modules will be delivered via digital platform. In order get access you will need an internet connection, audio (from computer speakers or microphone), and a webcam (standalone or integrated with your monitor/laptop).

Continuing Education

This course is accredited by the Swiss Association of Pharmaceutical Professionals (SwAPP) and the Swiss Society for Pharmaceutical Medicine (SGPM).

SwAPP Swiss Association of Pharmaceutical Professionals sgpm ashmp

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PROJECT MANAGEMENT FOR CLINICAL TRIALS

5 Modules

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 wish to receive regular training updates? ☐ yes ☐ no

I agree to the terms and conditions ☐ yes

REGISTRATION INFORMATION

Dates:
15th & 16th October 2020

Time:
Day 1: 09:00-17:00 / Day 2: 09:00-16:00

Delivery method:
Remotely via a digital platform. Delegates will receive login instructions within a week before the course starts.

Registration Fee: CHF 1'275.00 + 7.7% VAT
15 % reduction for members of SwAPP and SBA
Special fees for CTC employees
Please contact training@ctcresourcing.com

Registration fees include: Course documentation. Upon completion of the online survey participants will be able to get their certificate of attendance.

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 start date.

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 https://www.ctcresourcing.com/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!