



## FUNDAMENTALS OF LABORATORY LEADERSHIP AND MANAGEMENT

### 25<sup>th</sup> - 26<sup>th</sup> JULY 2024 - ONLINE

This course provides participants with knowledge and understanding of the fundamental management skills, behaviors, and attitudes required to manage and lead laboratory teams towards the achievement of goals.

#### **This course aims to:**

Provide knowledge of core management skills required to manage and lead teams in a laboratory effectively

Provide a clear understanding of the employee's role in the laboratory business within the overall vision and mission of the organization

Provide a clear understanding of the Human Resources function to ensure the right skills at the right place at the right time.

Using various tools and techniques provides a clear understanding of problem identification, problem-solving, and decision making.

Provide knowledge of basic financial activities to participate in financial management within their laboratory.

#### **COURSE CONTENT**

1. **Organizational Structure and Management**
2. **Leader or Manager: Learn to be Both**
3. **Making the Most of Human Resources**
4. **Communication and Conflict Resolution**
5. **Leading a Successful Team**
6. **Problem Solving and Decision Making**
7. **Financial Management**
8. **Strategic Planning**

# BOOKING & REGISTRATION

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COMPLETE THE FORM TO RESERVE YOUR PLACE AND EMAIL IT TO [admin@libertypro.co.za](mailto:admin@libertypro.co.za) or alternatively call +27 74 218 6757

	Fee per delegate each excl Vat
ONLINE	R5999
PUBLIC	
IN-HOUSE	From 7+ delegates

#### DELEGATE DETAILS

DELEGATE NAME:	DELEGATE NAME:
DESIGNATION:	DESIGNATION:
EMAIL:	EMAIL:
DELEGATE NAME:	DELEGATE NAME:
DESIGNATION:	DESIGNATION:
EMAIL:	EMAIL:

#### COMPANY DETAILS:

COMPANY NAME:	
PHYSICAL ADDRESS:	
BUSINESS POSTAL ADDRESS:	
POSTAL CODE:	
TEL NUMBER:	

#### PAYMENTS

Please email a copy of the bank transfer or deposit slip payments

Account details:

BANK: **STANDARD BANK**  
 ACCOUNT NAME: **LIBERTY PRO**  
 ACCOUNT NUMBER: **10193466919**  
 BRANCH: **JOHANNESBURG**  
 BRANCH CODE: **051001**  
 SWIFT CODE: **SBZA ZA JJ**

#### AUTHORISATION

Signatory must be authorized to sign on behalf of contracting organization.

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE:    /    /

#### TERMS AND CONDITIONS

**CANCELLATIONS:** By completing this registration form, the client hereby agrees that **LIBERTY PRO** will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing three weeks prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Financial Officer will be recognized by **LIBERTY PRO**. Cash alternatives will not be offered although delegate substitutions are welcome any time. Thereafter, the full workshop fee is payable. If for any reason **LIBERTY PRO** decides to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that **LIBERTY PRO** cancel the event, **LIBERTY PRO** reserves the right to transfer this booking to another workshop to be held in the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

**INDEMNITY:** should for any reason outside the control of **LIBERTY PRO** the venue or speakers change, or the event be cancelled due to act of any terrorism, extreme weather conditions, industrial action **LIBERTY PRO** shall endeavor to reschedule but the client hereby indemnifies and holds **LIBERTY PRO** harmless from any costs, damages, and expenses including attorney fees, which are incurred by the client. The construction validity and performance of this Agreement shall be governed in all respects by the laws of Republic of South Africa to the exclusive jurisdiction of whose courts the parties hereby agree to submit.

#### PAYMENTS ARE REQUIRED WITHIN 5 DAYS OF INVOICE

*Please note: All public course fees include lunch, refreshments (non-alcoholic) and conference/workshop documentation. FEES DO NOT INCLUDE ACCOMMODATION, AIRFARE OR TRANSFERS. Delegates should make arrangements well in advance and may call us should they require assistance on making such bookings.*