




2-day In-person Seminar:

Developing Technical Training in the Life Sciences

-  SFO, CA
-  May 11th & 12th, 2017
-  9:00 AM to 6:00 PM



Charles H. Paul

President at C. H. Paul Consulting, Inc.

Charles H. Paul is the President of C. H. Paul

Consulting, Inc. - a regulatory, manufacturing, training, and technical documentation consulting firm - celebrating its twentieth year in business in 2017. Charles has been a regulatory and management consultant and an Instructional Technologist for 30 years and has published numerous white papers on various regulatory and training subjects. The firm works with both domestic and international clients designing solutions for complex training and documentation issues.

Overview :

Developing Technical Training in the Life Sciences is a 2-day seminar that addresses the unique challenges of developing and managing training in Life Sciences companies. The Life Sciences pose unique challenges to training developers.

Who will benefit:

- Directors of Training
- Training Supervisors
- Training Coordinators
- Training Developers
- Instructional Designers
- Instructors

Price

Price: **\$1,495.00**

(Seminar for One Delegate)

Register for 5 attendees

Price: **\$4,485.00** You Save: \$2,990.0 (40%)*
~~\$7,475.00~~

ENROLL

***Please note the registration will be closed 2 days (48 Hours) prior to the date of the seminar.*



Agenda:

Day One

Lecture 1: Introduction to Training and Development in the Life Sciences and the Relationship between Training and Regulatory Compliance

- Purpose and function of the Training and Development organization in the Life Sciences.
- What is training's value - is it a cost center or a profit center?
- What is the relationship between Training and Regulatory Compliance and why is it important?
- What would a typical training organization look like?
- Best practices in Training & Development

Lecture 2: Training and Development Basics

- Training adults, the challenge facing us all
- What is performance-based training - the process explained?
- The building blocks of technical training - Job, Duties, Tasks and Steps
- Learning objectives - what are they and why are they important?
- What is a curriculum and why is it important?
- Selecting tasks for training (What is a task performance and learning analysis?)
- Selecting the appropriate training media and method

Lecture 3: The Building Blocks of Human Performance

- Why do we behave the way we do?
- The 6-cell performance engineering model
- The difference between behavior and accomplishment
- How does Performance-Based Training impact human behavior?

Lecture 4: Building a Training and Development Organization - Leverage what you have and Negotiate for What You Don't

- The Training & Development Strategic Plan
- Building your Training & Development organization
- Training infrastructure - what do you need and what is really nice to have?
- Staffing your training organization - training developers, trainers, technical writers, and Subject Matter Experts

Day Two

Lecture 1: Perform a Documentation and Training Analysis - Discover the Gaps

- What is a Documentation and Training Analysis and why is it important?
- What are the steps of the analysis process (Regulatory Analysis, Process Analysis, Job Analysis, and Equipment Analysis)?
- The Analysis Tool - How is it structured and how is it used?
- Making training decisions based upon your findings

Lecture 2: Training Materials - SOPs and Work Instructions as Training Materials - It's not as easy as you Think! Leverage the Opportunity!

- Basic attributes and uses of compliance documentation.
- The documentation hierarchy and the uses of each type of document.
- How compliance documents aid in job performance and operational effectiveness.
- SOPs and Work Instructions as Job Aids
- SOP and Work Instruction templates why they are important.
- Explain how effective SOPs and Work Instructions are developed.

Lecture 3: Working with Subject Matter Experts and Outside Consultants

- Working with consultants - your responsibilities - assigning resources
- What is a Subject Matter Expert?
- How do you work with SMEs to achieve your best data gathering results
- The role of photography in data gathering
- When to use outside consulting support.
- Consultants versus temporary employees.
- Selecting the best consulting company.

Lecture 4: Case Study Review and Discussion - This Approaches Works!

- Case Study #1 - NoKem
- Case Study #2 - Consumer Products - Disposable Diapers
- Case Study #3 - Global Harmonization

Group Participation

10%	2 Attendees to get offer
20%	3 to 6 Attendees to get offer
25%	7 to 10 Attendees to get offer
30%	10+ Attendees to get offer

Payment Option

- 1 Credit Card: Use the Link to make Payment by Visa/Master/American Express card click on the register now link
- 2 Check: Kindly make the check payable to NetZealous DBA GlobalCompliancePanel and mailed to 161 Mission Falls Lane, Suite 216, Fremont, CA 94539, USA
- 3 PO: Please drop an email to support@globalcompliancepanel.com or call the our toll free +1-800-447-9407 for the invoice and you may fax the PO to 302 288 6884
- 4 Wire Transfer: Please drop an email to support@globalcompliancepanel.com or call our toll free +1-800-447-9407 for the wire transfer information

What You will get

- 1 Learning Objectives
- 2 Participation certificates
- 3 Interactive sessions with the US expert
- 4 Post event email assistance to your queries.
- 5 Special price on future purchase of web based trainings.
- 6 Special price on future consulting or expertise services.
- 7 Special price on future seminars by GlobalCompliancePanel.
- 8 Seminar Kit – includes presentation handout, ID card, brochure, trainings catalog, notepad and pen.
- 9 Networking with industry's top notch professionals

Contact Information: Event Coordinator

NetZealous LLC, DBA GlobalCompliancePanel

161 Mission Falls Lane, Suite 216,

Fremont, CA 94539, USA

Toll free: +1-800-447-9407

Fax: 302 288 6884

Email: support@globalcompliancepanel.com

www.globalcompliancepanel.com

Kindly get in touch with us for any help or information.

Look forward to meeting you at the seminar

GlobalCompliancePanel