



MiChem Dynamics
LEADING CHANGE

LABORATORY MANAGEMENT AND LEADERSHIP TRAINING

Effective laboratory management goes beyond technical expertise—it requires strong leadership, strategic decision-making, and the ability to cultivate a high-performing team. This comprehensive course is designed to equip laboratory professionals with the essential management and leadership skills needed to run an efficient, compliant, and motivated laboratory environment.

Over three dynamic days, participants will gain practical insights into laboratory operations, personnel management, leadership strategies, stress management, and building a culture of trust. From mastering quality management principles to fostering teamwork and handling conflict with confidence, this course provides the tools to navigate both the technical and human aspects of laboratory leadership.

Join us to enhance your managerial capabilities, strengthen your leadership presence, and create a thriving laboratory culture where excellence and collaboration drive success.



THE COURSE WILL RUN OVER A PERIOD OF 3 DAYS

ACCREDITATION AND CERTIFICATION STATUS:



SAVC ACCREDITATION OF CPD ACTIVITIES

TITLE	Validation no	Exp date	CPD Points
Laboratory Management and Leadership Training	AC/1762/24	25 March 2030	24

LEARNING OUTCOMES:

- Understand Laboratory Management – Apply key management principles, quality system principles, and basic financial management.
- Enhance Personnel Management – Design lab structures, workflows, job roles, and implement competency-based training programs.
- Develop Leadership Skills – Lead effectively using emotional intelligence, teamwork, motivation, communication, and conflict resolution.
- Manage Stress and Time – Identify stress factors, apply coping strategies, and improve time management.
- Foster a Culture of Trust – Build, measure, and restore trust within the laboratory environment.

WHO SHOULD ATTEND THIS COURSE:

- Laboratory / Quality managers
- Anyone involved in all levels of management in the laboratory environment.

MINIMUM ENTRY REQUIREMENTS:

- Fluency in English writing and reading skills

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TUITION:

- Training material included (English)
- Certificate of attendance or competence (based on outcome of assessment) will be issued on successful completion of training.

COURSE OVERVIEW:

DAY 1

- Introduction
 - Understanding the purpose of a laboratory
- General laboratory management
 - Basic management principles
 - The 4 basic functions of management
 - 8 Quality management system principles
 - Basic financial management
- Personnel management
 - Design a laboratory structure
 - Design a laboratory workflow
 - Design job specifications for each function impacting laboratory activities
 - Design job descriptions for each function impacting laboratory activities
 - Establish a training program with competency assessment criteria
 - Establish a continuous training program with continues competency assessment criteria



DAY 2

- Leadership
 - The leadership role in a laboratory
 - Understanding the human psychology
 - Emotional intelligence in leadership
 - Boundaries
 - Teamwork
 - Team motivation
 - Effective communication strategies
 - Handling confrontation / conflict

DAY 3

- Stress management
 - Definition of stress
 - Common Physical, Emotional and Behavioural Symptoms of Stress and its impact
 - Sources of stress
 - Strategies to manage stress
 - Time management: Effective prioritising skills and delegation
- Cultivating a culture of trust
 - Definition of trust and how we respond to a trust environment
 - Understanding the elements of trust
 - Measuring a culture of trust in your organisation
 - Addressing challenges and restoring broken trust
- Assessment / Test