

Train the Trainer The GMP Way!

WORKPLACE TRAINING IN THE PHARMACEUTICAL & HEALTHCARE INDUSTRIES DELIGHTING THE TRAINEES AND THE REGULATOR

Training is one of the areas frequently cited by the IMB. Unskilled trainers cost the industry dearly in terms of non-compliance and inefficient, ineffective training. It makes sense to get your trainers right on track, right now!



**Somerset Maugham, British
author, dramatist (1874-1965)**

'It's a funny thing about life; if you refuse to accept anything but the best, you very often get it.'

*This course will enhance
your trainer's skills &
assist them in delivering
measurably effective
training*

This lively 2 day course equips the pharmaceutical/ healthcare trainer with the best training tools available. The class will benefit from the extensive experience of the instructor, as they examine the various aspects of training in a GMP environment. At the completion of this course, the trainees will return to their organization with an increased understanding of how to train, how people learn, compliance requirements and an increased confidence in their ability to build training sessions that both engage the trainee and improve compliance within the organization.

Course Objective

Training skills (both for design and delivery of training) are learned skills – this course will enhance your trainer's skills and assist them in delivering measurably effective training.

Using a basic SOP as an example, your delegate(s) will be guided through the process of designing and delivering effective training, which addresses both the trainees' needs and the regulators requirements.

On completion of the course, the participant will be able to:

- Understand the requirements of the FDA and IMB in this area
- Apply a structured approach to designing and delivering their training
- Adapt their approach for the differing needs of trainees
- Understand assessment (competence assurance) and how to apply it in practice.
- Carry out training with more confidence.

Course Outline

This course is delivered in 2 modules. Both modules can be run independently.

Course 1 is designed for on-the-job trainers and those involved in skills training

Course 2 is designed for those conducting classroom style training sessions

Each course takes 2 days. Both courses can be amalgamated and conducted over 3 days.

*Course 1 is designed for
on-the-job trainers*

Course 1 – Skills Training (2 Days)

- **Introduction & Overview**
 - Discussion & agreement of participants learning objectives
- **Trainers Skills**
 - What makes a good trainer
 - What is your training style?
 - Working on your strengths & identifying areas for improvements
- **The participants**
 - How adults learn
 - Learning styles model
 - Designing training sessions for mixed groups of styles & aptitudes
 - The barriers to learning
- **Training Design**
 - Identifying training plans for key positions
 - Identifying the key competencies of any task
 - Training needs analysis
- **Training Evaluation**
- **Skills Practice**
 - Developing a training module for an SOP or Analytical Method
- **Current cGMP issues & Training – The regulators expectations**



'Quality control starts and ends with training.

*Kaoru Ishikawa, Japanese quality guru,
author (b.1915)*

Course 2 – Classroom Training (2 Days)

- **Introduction & Overview**
 - Discussion & agreement of participants learning objectives
- **Trainers Skills**
 - Your role as a trainer
 - What makes a good trainer
 - What is your training style?
 - Working on your strengths & identifying areas for improvements
- **The participants**
 - How people learn
 - Learning styles model
 - Designing training sessions for mixed groups of styles & aptitudes
- **Training Design**
 - Identifying learning objectives
 - Designing courses to meet objectives
 - Participative Training Design – design for involvement
- **Training Delivery**
 - The training Environment
 - Presentation Skills
 - Use of audio / visual aids
 - Logical Structures in delivery
 - Course management skills
 - Managing group behaviour
 - The difficult people & situations
- **Training Evaluation**
 - Competency Gap Analysis
- **Skills Practice**
 - Preparing and delivering a training session
- **Current cGMP issues & Training – The regulators expectations**



It's all right to have butterflies in your stomach. Just get them to fly in formation."
Rob Gilbert, Australian sociologist

*Course 2 is designed for
classroom trainers*

Who should attend?

This course is designed for anyone with a training role in the pharmaceutical or healthcare industries.

Who are we?

GMP Services is a team of associates with extensive pharmaceutical management expertise and the belief that a quality culture is achievable within all pharmachem and healthcare organisations, including our own. We are experts in the areas of Compliance, GMP, Training, Auditing, and Validation

This course is delivered by **Valerie Mulholland**, a Senior Consultant with GMP Services and is an expert in the field of GMP compliance. Valerie is well known for her interactive and fun training sessions

Course Cost

Each course costs €3,500 for the 2 days.

The course can accommodate up to 15 trainees.

All training materials will be provided.

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