



## K19 Introduction to Line Management

16th June 2021



**The day will start at 08:45 with registration and coffee for a prompt start at 09:15.  
We aim to finish by 17:30.**



### Venue -

### Course Outline

#### The Course

This course is an introduction to the knowledge, skills and competencies that a line manager requires for performance management in the clinical research environment. It aims to increase participants' understanding of the manager's role and provides an opportunity to review and identify individual strengths and develop areas for improvement.

This practical course has trainer input, group exercises and delegate interaction.

#### Learning Objectives

- Define the role of a manager
- Distinguish between line management and functional management
- Summarise the major aspects of managing line teams, project teams and individuals
- Analyse your own individual management style and adapt it for different situations
- Identify the tools and techniques for managing individual performance
- Identify the contribution a manager can make to creating a high performing team

- What is Line Management
- Management v Leadership
- Line Management v Functional Management
- Skills & Competencies
- Goal Setting
- Performance Management
- Effective One to One meetings with your reports
- Record Keeping as a manager
- Managing Remotely

#### Who would benefit

This course is designed for people new to line management or wishing to move into a line management role.

#### Course Fees

Guest	£550.00
ICR Member	£450.00
ICR Member Academic	£350.00

## Pre-Course Questionnaire - To be completed by all delegates

Please complete and sent to [training@icr-global.org](mailto:training@icr-global.org) or fax to +44 01628 501 709

Course Title: K19 Introduction to Line Management

Date: 16 June 2021

Name: .....

Company / Hospital: .....

Position / Job Title: .....

How much experience of clinical trials do you have? (Years)

.....  
.....  
.....

What are you hoping to get out of the day?

.....  
.....  
.....

State one issue/problem you would like discussed at the meeting

.....  
.....  
.....

Special Dietary Requirements

.....  
.....  
.....

\* The ICR will work with the venue catering team and endeavour to accommodate specific dietary requirements e.g. Vegetarian/Vegan/Gluten Free - however it may not be possible to cover all requests for dietary preferences.

# The Small Print

As a matter of policy we do not issue electronic copies of the slides used.

All ICR materials are copyrighted.

All delegates receive a delegate book.

Payment must be received in advance of a training course commencing. The ICR has the right to refuse entry for non-payment. Payment by invoice must be settled within 14 days from the date of invoice.

We understand that occasionally circumstances may change and that you will be unable to attend your chosen course. Notification of cancellation must be made in writing. If you cancel **more than 14 days prior to the event**, we will refund the course less £50 to cover administration costs. If you cancel within 14 days, no refund will be payable, but we will allow you to transfer to another course of your choice.

We will accept a change of delegate at any time without you incurring a penalty. The Institute of Clinical Research reserves the right to cancel any course that is under-subscribed but will give you 7 days notice in writing and will refund your course fees without any liability for any consequential or indirect loss.

At anytime, you may transfer to the same course within 12 months, or to another course of your choice within 6 months; a £25 administration fee will be charged for such transfers.

We may also need to change the venue but will give you 7 days notice in writing of the new location.

Programmes as published are correct, however due to circumstances beyond our control, trainers, speakers and/or the programme may need to be altered occasionally.

The ICR will work with the venue catering team and endeavour to accommodate specific dietary requirements e.g. Vegetarian/Vegan/Gluten Free – however it is not possible to cover all possible requests for dietary preferences.

Please complete and sent to [training@icr-global.org](mailto:training@icr-global.org) or fax to +44 01628 501 709

## Registration Form

Please photocopy this form for further registrations

**Course Title:** K19 Introduction to Line Management **Course Date:** 16 June 2021

**Membership No.:** ..... **Title(Dr,Mr,Mrs,etc):** ..... **First Name:** .....

**Surname:** ..... **Job Title:** .....

**Company Name:** .....

**Email Address:** .....

Confirmation of booking will be sent by email, unless you request here that it is sent by post ☐

### Correspondence Address

**Address:** .....

**Postcode:** ..... **Country:** ..... **Telephone Number:** .....

### Special Dietary Requirements

.....

### Declaration

I agree to the terms and conditions of booking **Signature:** .....

### Method of Payment

Please note that your place will only be confirmed when payment has been received (please tick as required)

**I wish to pay the fee of** .....

☐ I enclose a cheque payable to "The Institute of Clinical Research"

**OR**

☐ I wish to pay by

☐ VISA ☐ MASTERCARD ☐ DELTA ☐ EUROCARD

**Card Number**

**Start Date**     **Expiry Date**

**Name (as it appears on the card)** .....

**Signature of card holder** .....

**OR**

☐ Please invoice my company using Purchase Order Number  Invoices can only be raised when a PO no. is provided

### Correspondence Address

**Address:** .....

**Postcode:** ..... **Country:** .....