



**Relate, Motivate,
Elevate, Celebrate**

**Laboratory Management and
Leadership Development Workshop**



Saturday, August 10, 2024

8:00 a.m.- 5:00 p.m.

**Embassy Suites by
Hilton Grapevine DFW Airport North
Grapevine, Texas**



**Registration open! Visit www.aab.org/aab/LMAL.asp
or scan the QR code above.**

CRB Laboratory Management & Leadership Development Workshop Schedule

Friday, August 9, 2024

5:30 pm.-7:30 p.m. | **Welcome Reception**

Saturday, August 10, 2024

7:00 a.m.-8:00 a.m. | **Breakfast**

7:30 a.m.-8:00 a.m. | **Registration**

8:00 a.m. | **Welcome and Introduction**
By Charlene Alouf, Ph.D., HCLD/TS(ABB)

8:00 a.m.-10:00 a.m. | **Daring to Lead: Building a Learning, Cohesive, and Successful Team**
By Marlane Angle, Ph.D., HCLD/CC(ABB), and
Sangita K. Jindal, Ph.D., HCLD(ABB)

10:00 a.m.-10:15 a.m. | **Break**

10:15 a.m.-11:00 a.m. | **Crossing the Aisle – Effective Collaboration with Physicians, Clinical Staff, and Administrators**
By William Venier, M.Sc., TS(ABB)

11:00 a.m.-12:00 p.m. | **Expecting the Unexpected – Staffing Models, Daily Scheduling, and Staff Support**
By William Venier, M.Sc., TS(ABB)

12:00 p.m.-1:00 p.m. | **Buffet Lunch and Roundtable Discussions**

1:00 p.m.-3:00 p.m. | **I Didn't Go to School for This – Governance, Business Management, and Strategic Operations Within the Lab Team**
By Alison Bartolucci, Ph.D., HCLD(ABB), and
Sangita K. Jindal, Ph.D., HCLD(ABB)

3:00 p.m.-3:15 p.m. | **Break**

3:15 p.m.-4:15 p.m. | **Systems Checks – Lab Performance Assessment, Regulatory Issues, and Troubleshooting**
By Michael D. Baker, Ph.D., HCLD/TS(ABB)

4:15 p.m.-5:00 p.m. | **Panel Discussion**
Moderated By Charlene Alouf, Ph.D., HCLD/TS(ABB)

Embassy Suites by Hilton Grapevine DFW Airport North

The Embassy Suites by Hilton Grapevine DFW Airport North (2401 Bass Pro Drive, Grapevine, TX 76051) is located three miles from DFW International Airport. The Embassy Suites is next door to Bass Pro Shops, under a mile from Grapevine Mills mall including the Dallas LEGOLAND, and historic downtown Grapevine is a ten-minute drive. Enjoy access to the hotel's free airport shuttle, daily made-to-order breakfast, complimentary evening reception, indoor pool, and fitness center. Onsite dining options include a marketplace café with Starbucks coffee, a casual restaurant serving contemporary American cuisine, and room service.

Hotel Reservations at the Embassy Suites by Hilton Grapevine DFW Airport North

The AAB/CRB group rate is \$160 single/\$170 double occupancy plus applicable state and local taxes (currently 13%). Guestroom rates are good two (2) days pre and post meeting dates. Make your hotel reservations online or by calling (972)724-2600. Ask for rooms reserved for the CRB Leadership Workshop. July 21, 2024, is the deadline for guaranteed availability of hotel rooms. We anticipate that the room block will fill up fast, so reserve your room early. Contact Ethan Thomason at the AAB office if you have any problems reserving a room: (314)241-1445.

IMPORTANT: The Hilton also operates an Embassy Suites DFW Airport South on West Airport Freeway in Irving, Texas. **PLEASE BE SURE TO ARRANGE TRANSPORTATION TO THE EMBASSY SUITES BY HILTON GRAPEVINE DFW NORTH, 2401 BASS PRO DRIVE, GRAPEVINE, TX 76051.**

CRB Laboratory Management & Leadership Development Workshop Agenda

- **Daring to Lead - Building a Learning, Cohesive and Successful Team**
 - ▶ Team building, leadership, and leadership styles
 - ▶ Creating a high-performing, dependable, accountable team with psychological safety and a respectful work environment
 - ▶ Strategies for staff satisfaction, retention, embracing challenges and fostering collaboration
 - ▶ Safe, open communication and conflict resolution - their roles in error prevention
 - ▶ Techniques for de-escalating challenging situations and rules for negotiation
 - ▶ Strategies for managing technically skilled team members who may not fit or embrace the team dynamic
- **I Didn't Go to School for This - Governance, Business Management, and Strategic Operations Within the Lab Team**
 - ▶ Creating an atmosphere of governance, management, and operations
 - ▶ Demonstrating a strong and united laboratory to clinical and business leaders
 - ▶ The laboratory's role as the engine of the IVF program and asserting leadership
 - ▶ Business management for laboratory managers/directors, including budgeting and financial acumen
 - ▶ Tips for successful vendor negotiations and management
 - ▶ Identifying opportunities for cost savings in laboratory operations
- **Crossing the Aisle - Effective Collaboration with Physicians, Clinical Staff, and Administrators**
 - ▶ Strategies for improving communication and promoting collaboration with physicians and clinical staff
 - ▶ Techniques for advocating for pay raises with upper management
 - ▶ The importance of fair compensation and its role in retention
- **Expecting the Unexpected - Staffing Models, Daily Scheduling and Staff Support**
 - ▶ Defining and supporting staffing models from a practice administrator's perspective
 - ▶ Laboratory organization chart and staffing needs on laboratory operations
 - ▶ Managing daily staff schedules, unexpected challenges and setting expectations
 - ▶ Helping team members reach their potential and work at the top of their license
 - ▶ Protecting time for leadership and management
- **Systems Checks - Lab Performance Assessment, Regulatory issues, and Troubleshooting**
 - ▶ Regulatory requirements, challenges, and strategies for compliance
 - ▶ Analyzing data & troubleshooting when KPIs fluctuate
 - ▶ Measuring performance and competency, addressing "technical drift" and change
 - ▶ Using PivotTables for assessing laboratory performance
 - ▶ Overview of CLIA and FDA regulations
 - ▶ Discussion of managing tissue bank licenses in different regions (HealthCanada, California, New York)

Presented by the College of Reproductive Biology (CRB), a not-for-profit special interest group of the American Association of Bioanalysts (AAB). CRB provides a focused forum for andrologists and embryologists to communicate with each other, share ideas and knowledge, and foster closer collaborations.



CRB Laboratory Management and Leadership Development Workshop

Registration Form

Please register me for the August 10, 2024, Workshop

Name _____ Member # _____
 Company _____ Title _____
 Address _____ Mailing Address: Home Work
 City _____ State _____ Country _____ Postal Code _____
 Telephone # _____ Fax # _____
 E-mail Address: _____

PAYMENT METHOD

Check payable to **AAB**
 Please charge my MasterCard VISA AMEX Discover

Credit Card # _____ Expiration Date _____ / _____

 Print name as it appears on card Cardholders signature

Save \$100 - Register Early!	On or Before	After	
	7/19/24	7/19/24	
<input type="checkbox"/> Workshop Registration - AAB (CRB) Member	\$ 489.....	\$ 589.....	= \$ _____
<small>Includes educational sessions and handouts, networking lunch and two breaks</small>			
<input type="checkbox"/> Workshop Registration - Nonmember*	\$ 559.....	\$ 659.....	= \$ _____
<small>Includes educational sessions and handouts, networking lunch and two breaks</small>			
*AAB members save up to \$170 off registration fees!			
<i>Join AAB today to register for the AAB member/early bird fee – a savings of up to \$170!</i>			
<i>Complete the following if you wish to apply for AAB membership:</i>			
AAB Membership <input type="checkbox"/> \$295 Director <input type="checkbox"/> \$120 Manager/Supervisor			\$ _____
AAB College Of Reproductive Biology (CRB) Membership. FREE to AAB members in good standing.			\$ <u>FREE</u>
Job Duties _____			
Do you have any ownership interest in your laboratory? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		AMOUNT PAID	\$

FOUR EASY WAYS TO REGISTER:

- Online:** www.aab.org/aab/LMAL.asp
- Phone:** Call (314)241-1445 and have your credit card information ready. (MC/VISA/AMEX/Discover ONLY.)
- Fax:** Here's our 24-hour fax number for your convenience (314)241-1449. Fill out the registration form with your credit card information.
- Mail:** Fill out the registration form and mail with applicable payment to: **AAB, 906 Olive Street, Suite 1200, St. Louis, MO 63101-1448**

