



### Come and discover Lisbon

A historical city full of stories to tell, where the sun shines 290 days a year and the temperature rarely drops below 15 °C. A city where you feel safe wandering around day or night, where the cuisine is dedicated to creating over a thousand ways to cook the beloved bacalhau (salted cod), and where you'll find hotels and restaurants to suit every taste, budget and requirement. Discover Lisbon, a city full of authenticity where old customs and ancient history intermix with cultural entertainment and hi-tech innovation..

*Taken from*

*<https://www.visitlisboa.com/lisbon/why-lisbon>*

### Practical information:

1 May 2017: Registration opens

1 July 2017: Early Bird discount closes

1 September 2017: Event registration closes

8 September 2017: Registration fee payment deadline

### Programme timeline:

**24 September** (14 h -19 h):

Welcome, introduction, collaborative review

**25 September** (9 h -17 h):

Strategies for defining training needs and smart learning objectives, possible formats for training activities, designing and implementing e-courses

**26 September** (9 h -15 h):

Demonstrating impact and relevance of the training. How to measure the effectiveness of training? Current teaching material: status, update? How to create interactivity in your course?

### Organiser:

Co-organised by SPQ and EC4LE



**SOCIEDADE PORTUGUESA DE QUÍMICA**

**TrainMiC**  
Training in Metrology in Chemistry

### A Master Class

For those who train staff from  
accredited laboratories

Cost-effective and efficient approaches

### 1<sup>st</sup> Circular

24 - 26 September 2017

### Venue:

Portuguese Institute for Quality, IPQ  
Rua António Gião, 2  
Monte da Caparica  
Portugal



## Introduction

Commonly testing laboratories in the area of chemical and bio-analytical measurements require ISO/IEC 17025 accreditation. This calls for continuous training of staff, often done via internal training. The quality of such training varies considerably. Moreover, very often assessors raise nonconformities regarding training. The aim of this Master Class is to enhance practices in delivery of such training in this specific domain.

## Who should attend?

This Master Class targets those who are responsible or involved in creating training programmes or delivering training in this area, particularly regarding the technical requirements of the standard.

## Topics covered:

- How to define training needs and smart learning objectives?
- What can be cost effective and efficient training activities?
- How to measure the effectiveness of training?
- What about the use of e-courses? How to design and implement them? How to collaborate on this as a community?
- Current TrainMiC teaching material: status, update?
- What are suitable adult learning strategies?
- Possible different course formats?
- How to create interactivity in your course?
- What is the need for training in the local language?

It will also be an opportunity for you to network with TrainMiC® and EC4LE. You can also join to brainstorm about the future. Who knows, if you are a newcomer, you might be interested in joining these communities?

## What is TrainMiC®?

The TrainMiC® community is a network of trainers teaching metrology in chemical and biochemical analytical measurements and how to implement the ISO/IEC 17025 and ISO 15189 standard. Trainers come from 30 countries spanning Europe, Asia and Africa.

## What is EC4LE?

The European Centre for Laboratory Excellence (EC4LE) acts as a pan-European provider of training via its own training catalogue of courses offered in English. EC4LE is an Authorised Event Organiser for TrainMiC®, a training programme which was created in 2001. In this capacity, EC4LE offers logistic services to TrainMiC® authorised trainers and TrainMiC® country teams across Europe. This can be useful to facilitate the setting-up of training events in a country, even with training in the local language.



EUROPEAN CENTRE FOR  
LABORATORY EXCELLENCE

## Registration and fee:

Early bird fee: 250 €. (until 1 July 2017)

Regular fee: 300 €.

The registration fee covers working materials, certificate of attendance, social programme and Welcome reception on 24 September, as well as coffee breaks and lunches during the two days.

The number of participants is limited and therefore it is recommended to register as soon as possible. Please use the online registration on <https://chemistry.pt/eventos/inscricao.php?eid=10&ln=en>.

All payments need to be made before 8 September 2017.

## Accommodation:

Participants will make, and pay for, their own accommodation arrangements. Some suggestions are made on [www.ec4le.eu](http://www.ec4le.eu).

## Cancellation policy:

A full refund is possible for cancellations received before 8 September 2017. No refunds will be given for cancellations received after this date or no-shows.

Participant substitutions will be accepted up to two working days before the Master Class date.

Please visit [www.ec4le.eu](http://www.ec4le.eu)  
for detailed information.