

# Outsourcing Essentials Training Course

19th & 20th April 2023, 12 Bloomsbury Square, London

## Wednesday 19<sup>th</sup> April

- 09:00**            **Registration, tea, coffee**
- 09.15**            **Welcome, introductions, objectives - TBD**
- 10:00**            **Module 1: Role of the Outsourcing Manager - Jean Edwards**
- Core competencies
  - Outsourcing Manager Roles
- 10:30**            **Module 2: Outsourcing process - Dorte Pedersen**
- Regulatory requirements and common inspection findings
  - Process overview from study design to final payment
  - Basic negotiation principles
- 11:15**            **Networking break**
- 11:45**            **Module 2: Contract models and legal issues - Antje Hindahl**
- Development of a contract
  - Key documents
  - Contract models and change in scope documentation
  - Legal terms
  - Typical legal issues and how to overcome them
- 13.00**            **Lunch**
- 14:15**            **Module 3: Strategies, suppliers and sourcing approaches - Julianne Hull**
- General introduction to outsourcing
  - Designing an outsourcing strategy
  - Clinical research supplier market
  - Insourcing/outsourcing
  - Critical success factors for suppliers
  - Set up of a typical CRO collaboration
- 15:00**            **Networking break**
- 15:30**            **Module 4: Financial considerations - Part 1 - David Davies**
- CRO cost proposals
  - Bid grid structure and format
  - Preparing for negotiations
- 16:30**            **Open session on challenges prepared by participant**
- 17:00**            **Close of Training Day 1**
- 19:00**            **Joint dinner – venue tbc**

## Thursday 20<sup>th</sup> April

- 09:30**                    **Introduction to day 2 - *David Davies***
- 09:45**                    **Module 5: Financial considerations - Part 2 - *David Davies***
- CRO versus Sponsor financial management during the project
  - CRO cost tracking and profit management
  - Managing Changes in Scope
- 11:45**                    **Networking break**
- 12:00**                    **Module 6: Oversight and performance & relationship management - *Pauline van Heiningen***
- Study oversight incl. financial oversight
  - Performance management tools
- 13:15**                    **Lunch**
- 14:15**                    **Module 6: Oversight and performance & relationship management (continued) - *Pauline van Heiningen***
- How to establish a relationship
  - Key success criteria
  - Governance
- 15:00**                    **Module 7: Risk Management in outsourcing - *Jean Edwards***
- Introduction to risk management
  - Risk areas associated with outsourcing
  - Contingency measures
  - Managing and measuring risk
- 16:15**                    **Networking break**
- 16:30**                    **Review of objectives and achievements**
- 17:00**                    **Close of Training Day 2**