Essential Laboratory Management Skills

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Know Yourself

- Understand what motivates you and influences your decisions

- Recognize that what motivates you may not be what motivates your lab members
Effective Planning

- Begin with the end in mind
- Set realistic yet challenging GOALS
  - Short Term (weeks)
  - Intermediate (months)
  - Long Term (years)
- Regularly re-evaluate and adjust your goals
- Encourage your lab members to do the same
Take time to learn throughout your career
- Effective lab management is a learned skill
- Learn from your mistakes

Establish and Maintain Mentoring from Senior Colleagues

Read from the Experience of Others
- *At the Helm* by Kathy Barker
Effective Listening

- Be willing to hear and take the time to understand the questions and concerns of your lab members
  - Work-related issues
  - Life issues

- Be able to identify and respond to non-verbal concerns
Effective Mentoring

- Understand the goals of each lab member
  - Technicians
  - Students
  - Post-docs

- Provide concrete guidance on how to achieve goals
  - Regular meetings
  - Referral to appropriate outside resources
Delegate Responsibility

- Apply the strengths of each laboratory member

- Divide and Conquer
  - Mundane Tasks

- Don't get caught doing things that can be done by others
Involvement

- Encourage and allow all lab members to contribute to research plans, organization issues, goals.
  - Foster a sense of ownership

- Well designed and consistent lab meetings are vital.
  - Combine with other labs during the early years
Managing Authority

- When the situation requires a firm decision to be made, just **DO IT**.
  - Remember that you are the leader
  - Delay can be costly

- Your approach should match both your style and the personalities of your lab members
Compliance

- Build compliance with regulatory issues into the culture of the lab (Don't cut corners)
- Know all regulatory requirements
  - HIPPA
  - OSHA
  - Radiation Safety
  - Environmental Safety
  - Animal Welfare
  - IRB
Budgeting

- Pay attention to all areas that require a budget
  - Money
  - Time
  - Intellectual Energy

- Know your financial and scientific limits.
  - Identify ways to minimize costs without sacrificing productivity