

LAB MANAGEMENT



WORK
PHILOSOPHY

Overview

2

- Communication
- Team Work
- Permanent Training
- Proactive Attitude
- Professionalism
- Work Environment
- Win-Win Activities

Communication

3

We only hear half of what we said to us, understand only half of that, believe only half of it and remember only half of that.



Did you know??

- The average worker spends **50** percent of his or her time communicating
- Business success is **85 percent** dependent on effective communication and interpersonal skills
- **45%** percent of time spent communicating is listening
- Writing represents **9 percent** of communication time
- A remarkable **75 percent** of communication is nonverbal

'Effective Communication'

4

Builds trust and Mutual Respect



Makes to work towards a unified goal



Brings into view diversified perspectives



Enables better decision making



Be innovative and Think Positive

A Blind boy's story

5

I am blind. Please Help



Today is a Beautiful day ...
but I cannot see it



Misinterpretations

6

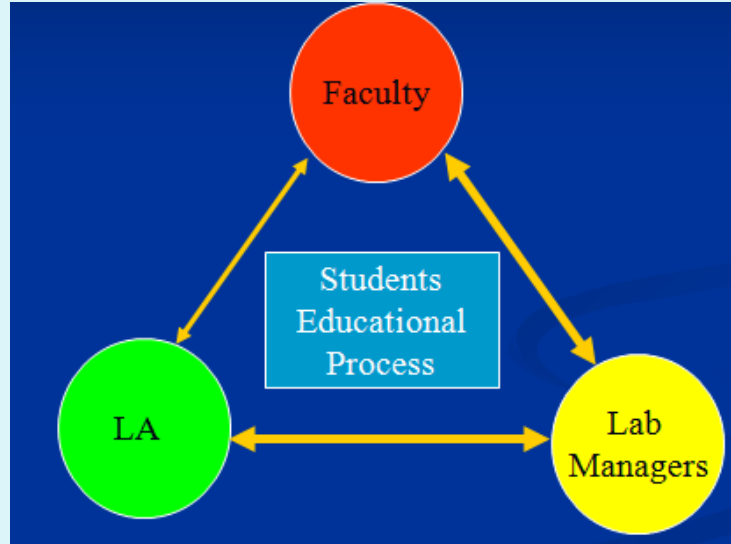
- “I promise, I’ll give you a Ring tomorrow”
- “Leahy Wants FBI to Help Corrupt Iraqi Police Force” (headline at CNN.com, December 2006)
- Try and avoid ambiguities in communication, be specific and speak relevant !!! Keep it simple else it may lead to another problem.



Interaction Model

7

- A perfect lab model is one where there is a balance of communication between the LA and the Professor as well as the LA and the Lab Manager.
- Parallelism between classes and labs is very important.



Team Work

8

- Definition: A team comprises any group of people linked in a common purpose or working towards a common goal.
- A good team is one where, the entire team plays an important role in scrutinizing any issue.
- A team always consists of a leader who is responsible for effectively passing on the information and taking important decisions.
- Leaders channelize the teams energy in a fruitful direction. They do not dictate.



Team work in COT

9

In ELET department in COT:

- Every Friday meetings are conducted among the lab manager, the lab assistants and the student assistants in room 214.
- Issues regarding the labs, lab material, equipment, lab components are discussed.
- Every lab assistant contributes equally in the discussions that take place during the meeting.
- Organization of Room 220 and other workshops are the best examples of team work



Permanent Training

10

- Permanent Training is very essential in any job in order to be ready for the job related responsibilities.
- In college of technology:
- Unique orientation and training program is conducted every semester at the beginning.
- Balance of technical and personality development training.
- The learning outcomes of the training are beneficial throughout the semester !



Proactive Attitude

11

On the Battlefield

- A Soldier who knows about the Dynamite and the one who doesn't know about it !



In Lab

- We have a direct impact on students and their knowledge !
- Be Proactive about issues like Equipments, Kits, Projects

Proactive Attitude

12

Every Proactive Individual should :

- Take Initiatives
- Solve the problems beforehand and have a vision about things
- Communicate Effectively
- Respond Efficiently
- Help to Improve the process

Professional Attitude

13

- KNOWLEDGE is what makes One professional
- Always BE PREPARED for your Lab
- Show Dedication towards the work or duty assigned
- Dress and talk formally, Be Punctual



Work Atmosphere

14



- Appreciation – Very Important !
- Recognition & Encouragement
- GOOD COMMUNICATION

- Stress
- Not being open to Discussions and criticism
- Uneven evaluations

Win-Win Activities

15

- **Definition:** Situation by which cooperation or group participation leads to all participants benefiting
- **Lab Management** gains good Lab assistants to educate students
- **Lab Assistant** gain respect from students, Appreciation from professors, Knowledge, Experience
- **Students** gain Knowledge and Help



THANK YOU!