**Global Laboratory Leadership Programme**

*Country name and year*

**Acceptance for Interview letter**

Date: *day, month, year*

From : GLLP implementation team

To : *XXX*

Subject : Notification of acceptance for an interview to serve as an instructor in the GLLP in *Country name*

Dear *XXX*,

Congratulations. This email is to inform you that you have been selected for an interview to fill the position of GLLP instructor. We will send a follow up email to schedule an interview time. Please plan for the interview to last around 90 minutes.

**In preparation for an interview, please respond to this e-mail within 48 hours from receiving of this letter with the following:**

1. **Please respond to this email within *X* business days with the topics you would be interested in serving as a GLLP instructor for from the list below.** Please rank the topics by interest in descending order, with the topic you would be most interested at the top of the list and topic you would be least interested in instructing at the bottom of the list. Be prepared to answer technical questions related to the topics you select during the interview.

List:

|  |  |  |
| --- | --- | --- |
| 1.A.1 An Introduction to the Global Laboratory Leadership Programme | |  |
| 1.A.2 An Introduction to Laboratory Systems |  | |
| 2.A.1 General Management |  | |
| 2.A.2 Financial Management |  | |
| 2.A.3 People Management |  | |
| 2.B.1 Introduction to Quality Management System |  | |
| 2.B.2 Process Management |  | |
| 2.B.3 Documents and Records Management |  | |
| 2.B.4 Equipment and Consumables |  | |
| 2.B.5 Nonconforming Events Management |  | |
| 2.B.6 Assessments |  | |
| 2.B.7 Continual Improvement |  | |
| 2.B.8 Customer Relations |  | |
| 2.C.1 Biosafety |  | |
| 2.C.2 Biosecurity |  | |
| 2.D.1 Principles of Surveillance |  | |
| 2.E.1 Emergency Preparedness |  | |
| 2.E.2 Emergency Response |  | |
| 2.E.3 Emergency Recovery |  | |
| 3.A.1 General Leadership Skills |  | |
| 3.A.2 Strategic Planning |  | |
| 3.A.3 Organizational Leadership |  | |
| 3.A.4 Critical Thinking |  | |
| 3.A.5 Partnerships and Coalition Building |  | |
| 3.B.1 General Communication Skills |  | |
| 3.B.2 Proposal Writing |  | |
| 3.B.3 Media Relations |  | |
| 3.B.4 Risk Communication |  | |
| 3.C.1 Research and Innovation |  | |
| 4.A.1 Model Laboratory System Overview |  | |
| 4.B.1 Policy and Legal Framework |  | |
| 4.B.2 Infrastructure |  | |
| 4.B.3 Workforce |  | |
| 4.B.4 Information Systems |  | |
| 4.B.5 Quality Management System |  | |
| 4.B.6 Biosafety and Biosecurity |  | |
| 4.C.1 Infectious Disease Case Study |  | |
| 4.D.1 Laboratory System Development: Moving Forward |  | |

1. To assess your ability to serve as an instructor we also require a prepared presentation as part of the interview. Your presentation will be evaluated on content, clarity, and engagement with the audience. **Please prepare up to 5 slides on the laboratory science topic of your choice and e-mail us of your topic**. As part of this presentation, you will be required to role play in one of the following presentation scenarios. You will be told which presentation scenario you will be participating in on the day of the interview.

**Presentation scenarios:**

* This is your first training on the subject for the institution/organization hiring. You will need to evaluate the knowledge and expectations of your participants in order to adapt your training material to your audience.
* One of the participants is a senior expert with specific experience on the topic and is interested in a specific focus of the training; the rest of participants have not heard about the subject.
* You have 15 minutes to adapt your training material and come and present yourself to your participants and start your training as you would during the first meeting with your participants. The panel will play the role of your participants

Thank you again for your interest in serving as a instructor for the GLLP**. Please respond to this email within *X* business days with the topics you would be interested in instructing as well as your chosen topic for the presentation portion of the interview.** We look forward to speaking with you during the interview.

Best,

(insert name)