GLLP Index of Documents

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Index of Documents

Purpose and structure of the Index

This index is intended for use by supporting agencies and collaborators who will be responsible for implementing the Global Laboratory Leadership Programme (GLLP). GLLP materials are composed of 282 documents organized in four categories: introductory documents (5), supporting documents (8), implementation toolbox (39) and didactic materials (230). This document provides a list of all GLLP documents organized by category, section, unit, module, and delivery mode. The content of each introductory document, supporting document, implementation toolbox document and module is briefly described.

Category	# Documents
Introductory documents	**5**
Supporting documents	**8**
Implementation Toolbox	**39**
Didactic materials	**230**

Document name	File name	Description
Introductory Documents		
GLLP Brochure	GLLP_Brochure	This brochure is an informative document that shares core information about the GLLP, such as introduction of organizing partners, learning objectives, core competencies, program content and duration.
Laboratory Leadership Competency Framework	Laboratory_Leadership_Competency_Framework	The Competency Framework outlines the essential competencies needed by laboratory leaders to build and direct sustainable national laboratories for disease detection, control and prevention in health systems.
FAQ Document	GLLP_FAQ	A list of most frequently asked questions and their corresponding answers relating to the GLLP and HSLP website. Moreover, it provides links that give access to additional documents and websites that contain relevant information related to the GLLP.
GLLP at a Glance	GLLP_at_a_Glance	This document provides a brief look at the GLLP. It is a quick and handy snapshot of the whole programme. It introduces the leading organizations partnered to develop the GLLP, and briefly describes the content of the learning package and the core competencies of laboratory leadership.
GLLP Modules Content Summary	GLLP_Modules_Content_Summary	GLLP Learning Package is composed of 43 Learning Modules that cover essential competencies. Each competency is covered by a set of modules. The corresponding domain or area of activity, estimate number of contact hours and learning objectives per module are indicated in this document.
Supporting Documents		
GLLP Planning and Implementation Guide	GLLP_Planning_and_implementation_guide	This document is intended to guide implementors through each of the steps of GLLP planning, development, implementation and evaluation. It is divided into four sections: Programme Introduction; Programme Planning and Development; Programme Implementation; Programme Monitoring and Evaluation.
GLLP Readiness Assessment Guide	GLLP_Readiness_assessment_guide	This document assists countries or regions interested in implementing GLLP in assessing their readiness and ability to conduct the programme. Readiness can be assessed using four criteria: commitment of collaborator; availability of funding; availability of personnel and supporting infrastructure; risks and assumptions.
GLLP Mentorship Guide	GLLP_Mentorship_guide	This document defines the role of mentors and mentees in the context of the GLLP and provides mentors and mentees with the guidance that will enable them to build and maintain a successful mentoring relationship. It provides training resources for mentors to guide mentoring practice and evaluation.

Document name	File name	Description
Index of Documents	GLLP_Index_of_Documents	This index is intended for use by supporting agencies and collaborators who will be responsible for implementing the GLLP. This document provides a list of all GLLP documents organized by category, section, unit, module, and delivery mode. A brief description of the content of introductory, supporting, toolbox and learning modules is provided.
GLLP Glossary of Terms	GLLP_Glossary	Alphabetic list of terms relating to the GLLP with accompanying definitions. This glossary incorporates the One Health approach and complements the glossary of terms provided in the Laboratory Leadership Competency Framework.
GLLP Overview	GLLP_Overview	This document provides an overview of the GLLP. After reading this document it is possible to understand that the GLLP is grounded in the One Health approach and International Health Regulations and that it results from the collaboration between six partners who developed the Laboratory Leadership Competency Framework.
GLLP References	GLLP_Module_References	A list of source materials collected over the course of programme development. It is arranged alphabetically by module.
GLLP Project Guide	GLLP_Project_Guide	This document contains examples of Individual and Small Group projects to be developed by the participants during or at the completion of each unit, and suggestions of Capstone projects to be developed at the completion of the didactic portion of the Laboratory Systems section.

GLLP Implementation Toolbox

Instructor Selection

GLLP Implementation Timeline	GLLP_Implementation_Timeline	Graphical representation of GLLP activities arranged in chronological order. This interactive timeline maps pre-programme and programme GLLP activities assigned to instructors, mentors and participants.
GLLP template interview email instructors	GLLP_template_interview_email_instructors	Email informing instructors they have been selected to interview for the GLLP.
GLLP template interview guide instructors	GLLP_template_interview_guide_instructors	Guide for interviewing potential GLLP instructors. The guide is written for a panel of 3 interviewers but can be adapted. The template was designed to be used along with the instructor selection checklist to evaluate potential candidates.
GLLP template quiz selection instructors	GLLP_template_quiz_selection_instructors	Quiz for evaluating potential GLLP instructors knowledge of laboratory systems. Should be used as part of hiring process for GLLP instructors. Once the quiz has been completed and scored the applicants score should be added to the selection checklist.

Document name	File name	Description
GLLP template quiz selection instructors key	GLLP_template_quiz_selection_instructors_key	Answer key for quiz used to evaluate potential GLLP instructors.
GLLP template instructor selection checklist	GLLP_template_instructor_selection_checklist	Document containing scoring criteria for evaluating potential GLLP instructors. Should be used throughout the instructor hiring process. The selection checklist should be used to evaluate an applicants CV, work experience, interview, and quiz score. Reviewers should add their total scores for an applicant to the selection checklist summary document.
GLLP template instructor acceptance letter	GLLP _template_instructor_acceptance_letter	Email informing instructors that they have been accepted to the GLLP programme.
GLLP template instructor rejection email	GLLP_template_instructor_rejection_email	Email to candidates for the GLLP instructor position informing candidates they were not selected for the position.
Participant Selection		
Invitation letter for GLLP Nominees	Invitation_letter_for_GLLP_Nominees	Email to laboratory leaders within an organization such as MOH, implementing partners, etc. requesting participant nominations for the GLLP.
GLLP template interview guide participants	GLLP_template_interview_guide_participants	Guide for interviewing potential GLLP participants. The guide is written for a panel of 3 interviewers but can be adapted. The template was designed to be used along with the participant selection checklist to evaluate potential candidates.
GLLP template quiz selection participants	GLLP_template_quiz_selection_participants	Quiz for evaluating potential GLLP participants knowledge of laboratory systems. Should be used as part of the selection process for GLLP participants. Once the quiz has been completed and scored the applicant's score should be added to the selection checklist.
GLLP template quiz selection participants key	GLLP_template_quiz_selection_participants_key	Answer key for quiz used to evaluate potential GLLP participants.
GLLP template participant selection checklist	GLLP_template_participant_selection_checklist	Document containing scoring criteria for evaluating potential GLLP participants. Should be used throughout the instructor hiring process. The selection checklist should be used to evaluate an applicants CV, work experience, interview, and quiz score. Reviewers should add their total scores for an applicant to the selection checklist summary document.
GLLP template participant acceptance letter	GLLP_template_participant_acceptance_letter	Email informing participants that they have been accepted to the GLLP programme. The participant personal goals questionnaire should be attached to the email.
GLLP template participant rejection letter	GLLP_template_participant_rejection_letter	Email to candidates for the GLLP instructor position informing candidates they were not selected for the position.

Document name	File name	Description
GLLP template personal goals questionnaire participants	GLLP_template_personal_goals_questionnaire_participants	Document to gather information on what skills and knowledge participants would like to gain from the GLLP. Should be emailed as an attachment with the participant acceptance email.
Mentor Selection		
GLLP template interview email mentors	GLLP_template_interview_email_mentors	Email informing mentors they have been selected to interview for the GLLP.
GLLP template interview guide mentors	GLLP_template_interview_guide_mentors	Guide for interviewing potential GLLP mentors. The guide is written for a panel of 3 interviewers but can be adapted. The template was designed to be used along with the mentor selection checklist to evaluate potential candidates.
GLLP template mentor acceptance letter	GLLP _template_mentor_acceptance_letter	Email informing mentors that they have been accepted to the GLLP programme.
GLLP template mentor rejection email	GLLP_template_mentor_rejection_email	Email to candidates for the GLLP instructor position informing candidates they were not selected for the position.
GLLP template mentor selection checklist	GLLP_template_mentor_selection_checklist	Document containing scoring criteria for evaluating potential GLLP participants. Should be used throughout the mentor hiring process. The selection checklist should be used to evaluate an applicants CV, work experience, interview, and quiz score. Reviewers should add their total scores for an applicant to the selection checklist summary document.
Mentorship Guide		
GLLP Mentor Participant Needs Assessment template final	GLLP_Mentor_Participant_NeedsAssessment_template_final	Needs assessment to assess participants level of familiarity with GLLP material.
GLLP Mentorship guide mentee learning plan	GLLP_Mentorship_guide_mentee_learning_plan	Guidance document for mentees to map out learning objectives and indicators.
GLLP Mentorship guide meeting agenda minutes	GLLP_Mentorship_guide_meeting_agenda_minutes	Document containing a meeting agenda outline and minutes for GLLP participants and mentors.
GLLP Mentorship guide mentoring agreement	GLLP_Mentorship_guide_mentoring_agreement	A document outlining the mentor and mentee terms for the GLLP such as communication, expectations, and desired outcomes.
GLLP Mentorship guide midway review form	GLLP_Mentorship_guide_midway_review_form	Document containing guiding questions for a midway evaluation of the mentor mentee relationship.
GLLP Mentorship guide final evaluation	GLLP_Mentorship_guide_final_evaluation	Document containing guiding questions for a final evaluation of the mentor mentee relationship.

Document name	File name	Description
Selection Process		
GLLP template selection checklist summary	GLLP_template_selection_checklist_summary	Document to track final selection scores for each mentor/instructor/participant and aid in selection. Designed to be used with the respective selection checklists. Post interview/quiz, selection committee members should upload their scores to this sheet.
GLLP template GLLP ToRs	GLLP_template_GLLP_ToRs	Implementation guide including program goals, objectives, selection processes, and evaluation.
GLLP Evaluation		
Session and Programme Evaluation		
GLLP Session Evaluation	GLLP_Session_Evaluation	This questionnaire is intended to be completed by participants. The categories subject to evaluation include delivered session content and materials, its length and format, as well as the instructor and participant's skills.
GLLP Full Programme Evaluation	GLLP_Full_Programme_Evaluation	This questionnaire measures the satisfaction of participants regarding programme content, mentorship, projects, community of practice and programme outcomes.
Learning evaluation		
2A General Management Principles modules – Pre/post test questions		
2B Quality Management modules – Pre/post test questions		
2C Safety modules – Pre/post test questions		
2D Laboratory Role in Disease Surveillance – Pre/post test question		These assessments are meant to evaluate instructors and participants understanding previously and after the delivery of the learning modules. An estimate of the percentage of improvement of knowledge can be calculated based on the results of these pre/post tests.
2E Managing Emergencies – Pre/post test questions		
3A General Leadership modules – Pre/post test questions		
3B Communications modules – Pre/post test questions		
3C Research module – Pre/post test questions		

Document name	File name	Description
Didactic Materials		
SECTION 1 - Introduction		
UNIT 1.A - Introduction to GLLP and Laboratory Systems		
MODULE 1.A.1 - Introduction to the Global Laboratory Leadership Program		
Face-to-face		The first learning module of the GLLP covers an Introduction to GLLP. These documents provide an overview of International Health Regulations, One Health Approach as well as GLLP main topics and objectives.
Introduction to GLLP	1.A.1_Intro_betav1	
Introduction to GLLP - Instructor Guide	1.A.1_Intro_IG_betav1	
Introduction to GLLP - Participant Guide	1.A.1_Intro_PG_betav1	
Virtual Delivery		
Introduction to GLLP	1.A.1_Intro_virtual_betav1	
Introduction to GLLP - Handout	1.A.1_Intro_handout_virtual_betav1	
MODULE 1.A.2 - Introduction to laboratory systems		
Face-to-face		This module covers an Introduction to Laboratory Systems. The respective content of its documents gives specific focus on National Health Laboratory System, Laboratory Networks and One Health Approach.
Introduction to Laboratory Systems	1.A.2_Intro_Lab_Systems_betav1	
Introduction to Laboratory Systems - Instructor Guide	1.A.2_Intro_Lab_Systems_IG_betav1	
Introduction to Laboratory Systems - Participant Guide	1.A.2_Intro_Lab_Systems_PG_betav1	
Laboratory Sector - Questionnaire	1.A.2_Lab_Sector_Questionnaire_betav1	
Virtual Delivery		
Introduction to Laboratory Systems	1.A.2_Intro_Lab_Systems_virtual_betav1	
Introduction to Laboratory Systems - Handout	1.A.2_Intro_Lab_Systems_handout_virtual_betav1	
Laboratory Sector - Questionnaire	1.A.2_Lab_Sector_Questionnaire_virtual_betav1	
SECTION 2 - Laboratory Management		
UNIT 2.A - General Management Principles		
MODULE 2.A.1 - General Management skills		
Face-to-face		This module covers general concepts of Laboratory Management. Respective documents provide information regarding roles and responsibilities in management, evaluation of
General Management	2.A.1_General_Management_betav1	
General Management - Instructor Guide	2.A.1_General_Management_IG_betav1	

Document name	File name	Description
General Management - Participant Guide	2.A.1_General_Management_PG_betav1	laboratory services, laboratory operations and workflow.
Virtual Delivery		
General Management	2.A.1_General_Management_virtual_betav1	
MODULE 2.A.2 - Financial Management		
Face-to-face		
Financial Management	2.A.2_Financial_Management_betav1	This module covers concepts of Financial Management. Documents provide information regarding budgeting, financial resource utilization , cost analyses, financial audit and financial sustainability planning.
Financial Management - Instructor Guide	2.A.2_Financial_Management_IG_betav1	
Financial Management - Participant Guide	2.A.2_Financial_Management_PG_betav1	
Virtual Delivery		
Financial Management	2.A.2_Financial_Management_virtual_betav1	
Financial Management - Handout	2.A.2_Financial_Management_handout_virtual_betav1	
MODULE 2.A.3 - People Management		
Face-to-face		
People Management	2.A.3_People_Management_betav1	This module covers concepts related to People Management. Documents provide information regarding staff recruitment and retention, performance management, supervision, mentoring, coaching, team management, conflict resolution and stress management.
People Management - Instructor Guide	2.A.3_People_Management_IG_betav1	
People Management - Participant Guide	2.A.3_People_Management_PG_betav1	
People Management - Prework	2.A.3_People_Management_prework_betav1	
People Management - Tools	2.A.3_People_Management_tools_betav1	
Virtual Delivery		
People Management	2.A.3_People_Management_virtual_betav1	
People Management - Handout	2.A.3_People_Management_handout_virtual_betav1	
People Management - Prework	2.A.3_People_Management_prework_virtual_betav1	
People Management - Tools	2.A.3_People_Management_tools_virtual_betav1	
MODULE 2.A.4 - Laboratory Information Systems		
Face-to-face		This module covers Laboratory Information Systems learning topic. Materials allow participants to receive training on information
Laboratory Information Systems	2.A.4_Lab_Information_Systems_betav1	

Document name	File name	Description
Laboratory Information Systems - Instructor Guide	2.A.4_Lab_Information_Systems_IG_betav1	technology, introduction to and implementation of laboratory information management systems (LIMS), data sharing and protection and, information system sustainability.
Laboratory Information Systems - Participant Guide	2.A.4_Lab_Information_Systems_PG_betav1	
Virtual Delivery		
Laboratory Information Systems	2.A.4_Lab_Information_Systems_virtual_betav1	
Laboratory Information Systems - Handout	2.A.4_Lab_Information_Systems_handout_virtual_betav1	
Laboratory Information Systems - Prework	2.A.4_Lab_Information_Systems_prework_virtual_betav1	

UNIT 2.B - Quality Management		
MODULE 2.B.1 - Introduction to Quality Management System		
Face-to-face		This module provides an overview of the Quality Management System and introduces the 12 essentials that constitute a quality system in the laboratory. Each quality system essentials will be further developed in the following modules of Unit 2.B.
Quality Management System	2.B.1_Intro_QMS_betav1	
Quality Management System - Instructor Guide	2.B.1_Intro_QMS_IG_betav1	
Quality Management System - Participant Guide	2.B.1_Intro_QMS_PG_betav1	
Virtual Delivery		
Quality Management System	2.B.1_Intro_QMS_virtual_betav1	
MODULE 2.B.2 - Process Management		
Face-to-face		This module introduces process management and then focuses more specifically on process mapping, flow charts, process management workflow, risk management, validation and verification, quality control and sample management.
Process Management	2.B.2_Process_Management_betav1	
Process Management - Instructor Guide	2.B.2_Process_Management_IG_betav1	
Process Management - Participant Guide	2.B.2_Process_Management_PG_betav1	
Virtual Delivery		
Process Management	2.B.2_Process_Management_virtual_betav1	
Process Management - Handout	2.B.2_Process_Management_handout_virtual_betav1	
MODULE 2.B.3 - Documents and Records Management		
Face-to-face		Management of documents and records is the main topic of this module. Document hierarchy
Documents and Records Management	2.B.3_Doc_Records_betav1	

Document name	File name	Description
Documents and Records Management - Instructor Guide	2.B.3_Doc_Records_IG_betav1	and categorization as well as implementation of document control is also addressed.
Documents and Records Management - Participant Guide	2.B.3_Doc_Records_PG_betav1	
Virtual Delivery		
Documents and Records Management	2.B.3_Doc_Records_virtual_betav1	
Documents and Records Management - Handout	2.B.3_Doc_Records_handout_virtual_betav1	
MODULE 2.B.4 - Equipment and Consumables		
Face-to-face		
Equipment and Consumables	2.B.4_Equip_Consumables_betav1	
Equipment and Consumables - Instructor Guide	2.B.4_Equip_Consumables_IG_betav1	Management of equipment, supplier and inventory are the focus of this module. Considerations regarding selection, acquisition, calibration, maintenance and decommissioning of laboratory equipment are further addressed.
Equipment and Consumables - Participant Guide	2.B.4_Equip_Consumables_PG_betav1	
Virtual Delivery		
Equipment and Consumables	2.B.4_Equip_Consumables_virtual_betav1	
Equipment and Consumables - Handout	2.B.4_Equip_Consumables_handout_virtual_betav1	
MODULE 2.B.5 - Nonconforming Events Management		
Face-to-face		
Nonconforming Events Management	2.B.5_Nonconforming_Events_betav1	
Nonconforming Events Management - Instructor Guide	2.B.5_Nonconforming_Events_IG_betav1	This module gives tools to Leaders on how to deal with nonconforming events. Root cause analysis is presented as a tool for identifying occurrences or possible occurrences of a particular nonconforming event.
Nonconforming Events Management - Participant Guide	2.B.5_Nonconforming_Events_PG_betav1	
Virtual Delivery		
Nonconforming Events Management	2.B.5_Nonconforming_Events_virtual_betav1	
Nonconforming Events Management - Handout	2.B.5_Nonconforming_Events_handout_virtual_betav1	
MODULE 2.B.6 - Assessments		
Face-to-face		

Document name	File name	Description
Assessments	2.B.6_Assessments_betav1	This module provides instructions to determine the effectiveness of a laboratory's quality management system, particularly through the implementation of assessments, internal and external audits, quality indicators, registration, licensure, certification and accreditation.
Assessments - Instructor Guide	2.B.6_Assessments_IG_betav1	
Assessments - Participant Guide	2.B.6_Assessments_PG_betav1	
Virtual Delivery		
Assessments	2.B.6_Assessments_virtual_betav1	
Assessments - Instructor Handout	2.B.6_Assessments_instructor_handout_virtual_betav1	
Assessments - Participant Handout	2.B.6_Assessments_participant_handout_virtual_betav1	
MODULE 2.B.7 - Continual Improvement		
Face-to-face		This module provides strategies for continual quality improvement, such as development of models, tools and activities that can be implemented as part of a laboratory quality action planning.
Continual Improvement	2.B.7_Cont_Improv_betav1	
Continual Improvement - Instructor Guide	2.B.7_Cont_Improv_IG_betav1	
Continual Improvement - Participant Guide	2.B.7_Cont_Improv_PG_betav1	
Virtual Delivery		
Continual Improvement	2.B.7_Cont_Improv_virtual_betav1	
Continual Improvement - Handout	2.B.7_Cont_Improv_handout_virtual_betav1	
MODULE 2.B.8 - Customer Relations		
Face-to-face		The last module of Unit 2.B is focused on how quality management system processes help the laboratory to meet customer needs and requirements. It gives an overview on how to evaluate customer requirements, expectations and satisfaction.
Customer Focus	2.B.8_Customer_Focus_betav1	
Customer Focus - Instructor Guide	2.B.8_Customer_Focus_IG_betav1	
Customer Focus - Participant Guide	2.B.8_Customer_Focus_PG_betav1	
Customer Focus - Scenario 1	2.B.8_Customer_Focus_scenario1_betav1	
Customer Focus - Scenario 2	2.B.8_Customer_Focus_scenario2_betav1	
Virtual Delivery		
Customer Focus	2.B.8_Customer_Focus_virtual_betav1	
Customer Focus - Handout	2.B.8_Customer_Focus_handout_virtual_betav1	
UNIT 2.C - Safety		
MODULE 2.C.1 - Biosafety		
Face-to-face		

Document name	File name	Description
Biosafety	2.C.1_Biosafety_betav1	This module describes general biosafety principles and then focus on biosafety program management, policies and procedures, and biosafety risk assessment and mitigation. It provides fundamentals of laboratory design and procedures related to management of biosafety incident and waste. Content that can be used to implement biosafety training of staff is also available for consultation in this module.
Biosafety - Instructor Guide	2.C.1_Biosafety_IG_betav1	
Biosafety - Participants Guide	2.C.1_Biosafety_PG_betav1	
Virtual Delivery		
Biosafety	2.C.1_Biosafety_virtual_betav1	
Biosafety - Handout	2.C.1_Biosafety_handout_virtual_betav1	
MODULE 2.C.2 - Biosecurity		
Face-to-face		This module follows the structure of the previous one and starts by comparing biosafety and biosecurity concepts. Additionally, it describes principles, policies and procedures of biosecurity, and provides guidance on how to assess and mitigate biosecurity risk. Finally, it highlights the importance of improving security in the laboratory through the creation of a biosecurity plan.
Biosecurity	2.C.2_Biosecurity_betav1	
Biosecurity - Instructor Guide	2.C.2_Biosecurity_IG_betav1	
Biosecurity - Participant Guide	2.C.2_Biosecurity_PG_betav1	
Virtual Delivery		
Biosecurity	2.C.2_Biosecurity_virtual_betav1	
Biosecurity - Handout	2.C.2_Biosecurity_handout_virtual_betav1	
MODULE 2.C.3 - Shipment of Dangerous Goods		
Face-to-face		Content of Unit 2.C ends with a module dedicated to dangerous goods. It describes common classes of dangerous goods, their specific shipping regulations as well as roles and responsibilities of shippers. Shipment of infectious substances is also addressed. The importance of having a laboratory policy, dangerous goods SOPs and a trained, certified and competent staff is highlight.
Shipment Dangerous Goods	2.C.3_Shipment_Dangerous_Goods_betav1	
Shipment Dangerous Goods - Instructor Guide	2.C.3_Shipment_Dangerous_Goods_IG_betav1	
Shipment Dangerous Goods - Participant Guide	2.C.3_Shipment_Dangerous_Goods_PG_betav1	
Virtual Delivery		
Shipment Dangerous Goods	2.C.3_Shipment_Dangerous_Goods_virtual_betav1	
Shipment Dangerous Goods - Handout	2.C.3_Shipment_Dangerous_Goods_handout_virtual_betav1	
UNIT 2.D - Laboratory Role in Disease Surveillance		
MODULE 2.D.1 - Principles of Surveillance		
Face-to-face		This module defines surveillance, its types and cycle, and describes the recommended legal authority behind health surveillance. Roles of laboratories in routine surveillance, before and during outbreaks, and in endemic disease contexts are explained. Considerations to design
Principles of Surveillance	2.D.1_Surveillance_betav1	
Principles of Surveillance - Instructor Guide	2.D.1_Surveillance_IG_betav1	

Document name	File name	Description
Principles of Surveillance - Participant Guide	2.D.1_Surveillance_PG_betav1	algorithms and strategies for optimal testing and to guide the use of data to prioritize diseases can be found at the end of the module. Learning of module contents is facilitated by Prework, Handout and Table documents.
Principles of Surveillance - Table 4	2.D.1_Surveillance_PG_Table4_betav1	
Principles of Surveillance - Prework	2.D.1_Surveillance_self_study_pre_session_work_betav1	
Principles of Surveillance - Prework Instructions	2.D.1_Surveillance_self_study_pre_session_work_instruction_betav1	
Virtual Delivery		
Principles of Surveillance	2.D.1_Surveillance_virtual_betav1	
Principles of Surveillance - Handout	2.D.1_Surveillance_handout_virtual_betav1	
Principles of Surveillance - Table 4	2.D.1_Surveillance_PG_Table4_virtual_betav1	
Principles of Surveillance - Prework	2.D.1_Surveillance_self_study_pre_session_work_virtual_betav1	
Principles of Surveillance - Prework Instructions	2.D.1_Surveillance_self_study_pre_session_work_instruction_virtual_betav1	
MODULE 2.D.2 - Outbreak Investigation		
Face-to-face		
Outbreak Investigation	2.D.2_Outbreak_Investigation_betav1	The content of the documents of this module is specifically focused on the description of the phases of an outbreak investigation, particularly, descriptive phase, explanatory phase and response phase. Multiple activities are available to consolidate learned knowledge.
Outbreak Investigation - Instructor Guide	2.D.2_Outbreak_Investigation_IG_betav1	
Outbreak Investigation - Participant Guide	2.D.2_Outbreak_Investigation_PG_betav1	
Virtual Delivery		
Outbreak Investigation	2.D.2_Outbreak_Investigation_virtual_betav1	
Outbreak Investigation - Handout	2.D.2_Outbreak_Investigation_virtual_handout_betav1	
UNIT 2.E - Managing Emergencies		
MODULE 2.E.1 - Emergency Preparedness		
Face-to-face		
Emergency Preparedness	2.E.1_Preparedness_betav1	This module provides an overview of emergency management. It introduces the elements of emergency preparedness, the benefits of the incident management system, and highlights the roles of laboratory and emergency operation centres in emergency response planning. Development of a risk matrix as well as other steps to be taken in risk assessment are also explained. Multiple training and simulation exercises on active preparation for emergencies are available.
Emergency Preparedness - Instructor Guide	2.E.1_Preparedness_IG_betav1	
Emergency Preparedness - Participant Guide	2.E.1_Preparedness_PG_betav1	
Virtual Delivery		

Document name	File name	Description
Emergency Preparedness	2.E.1_Preparedness_virtual_betav1	
Emergency Preparedness - Handout	2.E.1_Preparedness_handout_virtual_betav1	
MODULE 2.E.2 - Emergency Response		
Face-to-face		This module provides guidelines for the preparation of an effective response to a health emergency and explains the emergency response cycle. Furthermore, different levels of emergency assessment are addressed, namely rapid assessment, detailed assessment, continuous assessment. The last two chapter of this module provides considerations for laboratory involvement in One Health COVID-19 response.
Emergency Response	2.E.2_Response_betav1	
Emergency Response - Instructor Guide	2.E.2_Response_IG_betav1	
Emergency Response - Participant Guide	2.E.2_Response_PG_betav1	
Virtual Delivery		
Emergency Response	2.E.2_Response_virtual_betav1	
Emergency Response - Handout	2.E.2_Response_handout_virtual_betav1	
MODULE 2.E.3 - Emergency Recovery		
Face-to-face		The last step of health emergency management is described. This module explains the emergency recovery process and the involvement of animal health in the process of returning to normal.
Emergency Recovery	2.E.3_Recovery_betav1	
Emergency Recovery - Instructor Guide	2.E.3_Recovery_IG_betav1	
Emergency Recovery - Participant Guide	2.E.3_Recovery_PG_betav1	
Virtual Delivery		
Emergency Recovery	2.E.3_Recovery_virtual_betav1	
Emergency Recovery - Handout	2.E.3_Recovery_handout_virtual_betav1	
SECTION 3 - Laboratory Leadership		
UNIT 3.A - General Leadership		
MODULE 3.A.1 - General Leadership Skills		
Face-to-face		This module points out the differences between managing and leading and, describes the characteristics of a strong leader, explaining its the role in the laboratory. Additionally, it is possible to find a leadership self-assessment test.
General Leadership	3.A.1_General_Leadership_betav1	
General Leadership - Instructor Guide	3.A.1_General_Leadership_IG_betav1	
General Leadership - Participant Guide	3.A.1_General_Leadership_PG_betav1	

Document name	File name	Description
General Leadership - Self-assessment	3.A.1_General_Leadership_selfassessment_betav1	
Virtual Delivery		
General Leadership	3.A.1_General_Leadership_virtual_betav1	
General Leadership - Self-assessment	3.A.1_General_Leadership_selfassessment_virtual_betav1	
MODULE 3.A.2 - Laboratory Policy and Strategic Planning		
Face-to-face		
Laboratory Policy and Strategic Planning	3.A.2_Strategic_Planning_betav1_0	
Laboratory Policy and Strategic Planning - Instructor Guide	3.A.2_Strategic_Planning_IG_betav1_0	
Laboratory Policy and Strategic Planning - Participant Guide	3.A.2_Strategic_Planning_PG_betav1_0	This module describes the process of developing and reviewing of a laboratory policy. Guidelines for the development, monitoring and evaluation of a strategic plan are also provided.
Virtual Delivery		
Laboratory Policy and Strategic Planning	3.A.2_Strategic_Planning_virtual_betarv1_0	
Laboratory Policy and Strategic Planning - Prework	3.A.2_Strategic_Planning_prework_virtual_betav1_0	
MODULE 3.A.3 - Organizational Leadership		
Face-to-face		
Organizational Leadership	3.A.3_Organizational_Leadership_betav1	
Organizational Leadership - Instructor Guide	3.A.3_Organizational_Leadership_IG_betav1	
Organizational Leadership - Participant Guide	3.A.3_Organizational_Leadership_PG_betav1	This module presents examples of different organizational structures, namely functional, divisional, matrix and network. It provides a tool to understand personalities styles and motivation types. Finally, the Kotter's 8-step change model is suggested to be used as a tool to face adaptation to a changing environment.
Organizational Leadership - MyersBriggs	3.A.3_Organizational_Leadership_MyersBriggs_betav1	
Virtual Delivery		
Organizational Leadership	3.A.3_Organizational_Leadership_virtual_betav1	
Organizational Leadership - Prework	3.A.3_Organizational_Leadership_prework_virtual_betav1	
MODULE 3.A.4 - Critical Thinking		
Face-to-face		This module provides a definition of critical thinking and emphasizes the differences between the strategic and creative thinking. Different steps to be taken during problem-solving and
Critical Thinking, Problem-Solving and Decision-Making	3.A.4_Critical_Thinking_betav1	

Document name	File name	Description
Critical Thinking, Problem-Solving and Decision-Making - Instructor Guide	3.A.4_Critical_Thinking_IG_betav1	considerations when making decisions are presented.
Critical Thinking, Problem-Solving and Decision-Making - Participant Guide	3.A.4_Critical_Thinking_PG_betav1	
Critical Thinking, Problem-Solving and Decision-Making - Prework	3.A.4_Critical_Thinking_prework_betav1	
Virtual Delivery		
Critical Thinking, Problem-Solving and Decision-Making	3.A.4_Critical_Thinking_virtual_betav1	
Critical Thinking, Problem-Solving and Decision-Making - Prework	3.A.4_Critical_Thinking_prework_virtual_betav1	
MODULE 3.A.5 - Partnerships and Coalition Building		
Face-to-face		
Partnerships and Coalition Building	3.A.5_Partnerships_betav1	
Partnerships and Coalition Building - Instructor Guide	3.A.5_Partnerships_IG_betav1	This module contains information that will help participants to map their national health system and laboratory. A variety of activities are available to help identify, prioritize and understand stakeholders. The importance of coalition building and information exchange among individuals, groups or organizations is underlined. Finally, advocacy is presented as a persuasive communication skill to achieve a desired goal in the laboratory.
Partnerships and Coalition Building - Participant Guide	3.A.5_Partnerships_PG_betav1	
Virtual Delivery		
Partnerships and Coalition Building	3.A.5_Partnerships_virtual_betav1	
Partnerships and Coalition Building - Prework	3.A.5_Partnerships_prework_virtual_betav1	
MODULE 3.A.6 - Ethics in the Laboratory		
Face-to-face		
Ethics in the Laboratory	3.A.6_Ethics_betav1	
Ethics in the Laboratory - Instructor Guide	3.A.6_Ethics_IG_betav1	Unit 3.A ends with a learning module dedicated to the role of ethical principles in the laboratory. These documents provide participants with code of conduct for health laboratory professionals and a list of recommendations on how to prevent and manage conflict of interests.
Ethics in the Laboratory - Participant Guide	3.A.6_Ethics_PG_betav1	
Virtual Delivery		
Ethics in the Laboratory	3.A.6_Ethics_virtual_betav1	
Ethics in the Laboratory - Handout	3.A.6_Ethics_handout_virtual_betav1	
UNIT 3.B - Communications		

Document name	File name	Description
MODULE 3.B.1 - General Communication Skills		
Face-to-face		
General Communication Skills	3.B.1_General_Comm_betav1	This module emphasises the importance of effective communicating in laboratory leadership. It further describes elements, types and channels of communication. Particular attention to oral and written communications is given. Additionally, it provides guidelines on how to plan and deliver a presentation.
General Communication Skills - Instructor Guide	3.B.1_General_Comm_IG_betav1	
General Communication Guide - Participant Guide	3.B.1_General_Comm_PG_betav1	
General Communication Skills - Handout	3.B.1_General_Comm_Presentation_feedback_form_handout_betav1	
Virtual Delivery		
General Communication Skills	3.B.1_General_Comm_virtual_betav1	
General Communication Skills - Handout	3.B.1_General_Comm_handout_virtual_betav1	
General Communication Skills - Prework	3.B.1_General_Comm_prework_virtual_betav1	
MODULE 3.B.2 - Proposal Writing		
Face-to-face		
Proposal Writing	3.B.2_Proposal_Writing_betav1	This module depicts different topics related to proposal writing. It starts by pointing out the differences between formal and informal proposals, describing their content, advantages and disadvantages. A set of strategies that attempt to explain how to identify funders and partners and prepare a competitive application can be found in this module. Moreover, formal proposal writing and review processes are described.
Proposal Writing - Instructor Guide	3.B.2_Proposal_Writing_IG_betav1	
Proposal Writing - Participant Guide	3.B.2_Proposal_Writing_PG_betav1	
Virtual Delivery		
Proposal Writing	3.B.2_Proposal_Writing_virtual_betav1	
Proposal Writing - Handout	3.B.2_Proposal_writing_handout_virtual_betav1	
MODULE 3.B.3 - Media Relations		
Face-to-face		
Messaging and Media Relations	3.B.3_Media_betav1	This module details policies and strategies to address media relations and communication. A set of activities to practise effective communication of scientific information is provided.
Messaging and Media Relations - Instructor Guide	3.B.3_Media_IG_betav1	
Messaging and Media Relations - Participant Guide	3.B.3_Media_PG_betav1	
Virtual Delivery		
Messaging and Media Relations	3.B.3_Media_virtual_betav1	
Messaging and Media Relations - Handout	3.B.3_Media_handout_virtual_betav1	

Document name	File name	Description
MODULE 3.B.4 - Risk Communication		
Face-to-face		This module introduces risk communication as a whole and then focuses more specifically on risk communication strategy, principles and key messages. Tips for management of rumours and community engagement through empathetic messaging are depicted.
Risk Communication	3.B.4_Risk_Comm_betav1	
Risk Communication - Instructor Guide	3.B.4_Risk_Comm_IG_betav1	
Risk Communication - Participant Guide	3.B.4_Risk_Comm_PG_betav1	
Virtual Delivery		
Risk Communication	3.B.4_Risk_Comm_virtual_betav1	
Risk Communication - Handout	3.B.4_Risk_Comm_handout_virtual_betav1	
MODULE 3.B.5 - Scientific Communication		
Face-to-face		This learning module provides general guidelines for communicating scientific information. Key insights on writing scientific articles and preparing oral presentations/ scientific posters are available.
Scientific Communication	3.B.5_Scientific_Comm_betav1	
Scientific Communication - Instructor Guide	3.B.5_Scientific_Comm_IG_betav1	
Scientific Communication - Participant Guide	3.B.5_Scientific_Comm_PG_betav1	
Virtual Delivery		
Scientific Communication	3.B.5_Scientific_Comm_virtual_betav1	
Scientific Communication - Handout	3.B.5_Scientific_Comm_handout_virtual_betav1	
UNIT 3.C - Research		
MODULE 3.C.1 - Research and Innovation		
Face-to-face		This module covers legal and ethical considerations to be taken into account in the development of scientific studies. Moreover, it gives information regarding designing and reviewing a research proposal. Finally, it highlights the importance of laboratory innovation that can ultimately benefit the health of the population.
Research and Innovation	3.C.1_Research_betav1	
Research and Innovation - Instructor Guide	3.C.1_Research_IG_betav1	
Research and Innovation - Participant Guide	3.C.1_Research_PG_betav1	
Virtual Delivery		
Research and Innovation	3.C.1_Research_virtual_betav1	
SECTION 4 - Laboratory Systems		
UNIT 4.A - Model Laboratory Systems		
MODULE 4.A.1 - Model Laboratory Systems Overview		

Document name	File name	Description
Face-to-face		This module revisits previous Unit 1.A (particularly module 1.A.2). It provides a set of activities to help participants to discuss several addressed questions related to laboratory system hierarchy, laboratory organization and laboratory essentials.
Model Laboratory System Overview	4.A.1_Lab_System_Overview_betav1	
Model Laboratory System Overview - Instructor Guide	4.A.1_Lab_System_Overview_IG_betav1	
Model Laboratory System Overview - Participant Guide	4.A.1_Lab_System_Overview_PG_betav1	
Virtual Delivery		
Model Laboratory System Overview	4.A.1_Lab_System_Overview_virtual_betav1	
Model Laboratory System Overview - Handout	4.A.1_Lab_System_Overview_handout_virtual_betav1	

UNIT 4.B - Laboratory System Essentials		
MODULE 4.B.1-6 Laboratory System Essentials		
Face-to-face		These documents are organized by delivery mode (face-to-face and virtual) and the full unit reassess content of previous modules, giving particular emphasis to the six laboratory essentials. Each .pptx document corresponds to one learning module, namely Policy and Legal Framework, Infrastructure, Workforce, Information systems, QMS, Biosafety and biosecurity. Additionally, a set of activities that challenge participants to integrate modules contents are available.
Laboratory System Essentials: Policy and Legal Framework	4.B.1_Policy_Legal_betav1	
Laboratory System Essentials: Infrastructure	4.B.2_Infrastructure_betav1	
Laboratory System Essentials: Workforce	4.B.3_Workforce_betav1	
Laboratory System Essentials: Information Systems	4.B.4_Information_Systems_betav1	
Laboratory System Essentials: Quality Management System	4.B.5_QMS_betav1	
Laboratory System Essentials: Biosafety and Biosecurity	4.B.6_Biosafety_Biosecurity_betav1	
Laboratory System Essentials: Overview - Instructor Guide	4.B.1-6_Laboratory_System_Essentials_IG_betav1	
Laboratory System Essentials: Overview - Participant Guide	4.B.1-6_Laboratory_System_Essentials_PG_betav1	
Virtual Delivery		
Laboratory System Essentials: Policy and Legal Framework	4.B.1_Policy_Legal_virtual_betav1	
Laboratory System Essentials: Infrastructure	4.B.2_Infrastructure_virtual_betav1	
Laboratory System Essentials: Workforce	4.B.3_Workforce_virtual_betav1	
Laboratory System Essentials: Information Systems	4.B.4_Information_Systems_virtual_betav1	

Document name	File name	Description
Laboratory System Essentials: Quality Management System	4.B.5_QMS_virtual_betav1	
Laboratory System Essentials: Biosafety and Biosecurity	4.B.6_Biosafety_Biosecurity_virtual_betav1	
Six Laboratory System Essentials - Handout	4.B.1-6_Laboratory_System_Essentials_handout_virtual_betav1	
UNIT 4.C - Case Study		
MODULE 4.C.1 Infectious Disease Case Study		
Face-to-face		
Infectious Disease Case Study	4.C.1_Case_Study_betav1	
Infectious Disease Case Study - Instructor Guide	4.C.1_Case_Study_IG_betav1	
Infectious Disease Case Study - H0 Scenario - Prework	4.C.1_Case Study_prework_H0_betav1	
Infectious Disease Case Study - H1 Outbreak Day 1 - Handout	4.C.1_Case_Study_handout_H1_betav1	
Infectious Disease Case Study - H2 Outbreak Day 10 Update - Handout	4.C.1_Case_Study_handout_H2_betav1	
Infectious Disease Case Study - H3 Outbreak Week 7 Update - Handout	4.C.1_Case_Study_handout_H3_betav1	
Infectious Disease Case Study - H4 Post Outbreak Week 12 Update - Handout	4.C.1_Case_Study_handout_H4_betav1	This module provides information and a variety of activities to collectively identify ways in which a laboratory system could be designed or improved to better respond to a disease threat.
Infectious Disease Case Study - H5 Assignment Post Infectious Disease - Handout	4.C.1_Case_Study_handout_H5_Assignment_betav1	
Virtual Delivery		
Infectious Disease Case Study	4.C.1_Case_Study_virtual_betav1	
Infectious Disease Case Study - Instructor Guide	4.C.1_Case_Study_IG_virtual_betav1	
Infectious Disease Case Study - H0 Scenario - Prework	4.C.1_Case Study_prework_H0_virtual_betav1	
Infectious Disease Case Study - H1 Outbreak Day 1 - Handout	4.C.1_Case_Study_handout_H1_virtual_betav1	
Infectious Disease Case Study - H2 Outbreak Day 10 Update - Handout	4.C.1_Case_Study_handout_H2_virtual_betav1	
Infectious Disease Case Study - H3 Outbreak Week 7 Update - Handout	4.C.1_Case_Study_handout_H3_virtual_betav1	

Document name	File name	Description
Infectious Disease Case Study - H4 Post Outbreak Week 12 Update - Handout	4.C.1_Case_Study_handout_H4_virtual_betav1	
Infectious Disease Case Study - H5 Assignment Post Infectious Disease - Handout	4.C.1_Case_Study_handout_H5_Assignment_virtual_betav1	
UNIT 4.D - Developing Laboratory System		
MODULE 4.D.1 Laboratory System Development: Moving Forward		
Face-to-face		The last module of the GLLP is intended to provide participants all aspects covered throughout previous sections for the sake of the creation of a concrete action plan to be used in the development of a laboratory system.
Laboratory System Development: Moving Forward	4.D.1_Moving_Forward_betav1	
Laboratory System Development: Moving Forward - Instructor Guide	4.D.1_Moving_Forward_IG_betav1	
Laboratory System Development: Moving Forward - Participant Guide	4.D.1_Moving_Forward_PG_betav1	
Laboratory System Development: Moving Forward - Handout	4.D.1_Moving_Forward_handout_betav1	
Virtual Delivery		
Laboratory System Development: Moving Forward	4.D.1_Moving_Forward_virtual_betav1	
Laboratory System Development: Moving Forward - Handout	4.D.1_Moving_Forward_handout_virtual_betav1	

Description of document categories included in the learning sections of the GLLP:

Instructor Guide - Document intended to provide detailed guidance to Instructors on how to prepare and conduct training sessions. It provides an overview of the topics covered in the corresponding module, tips for delivery, timelines, prework and materials needed to conduct the session.

Participant Guide - Document intended to assist Participants during the delivery of the training session. It is organized by topics, contains a copy of the slides of the corresponding presentation and a main space for writing notes.

Handout - Comprehensive tool for facilitating delivery of the corresponding modules. It comprises a set of activities and further reading recommendations, so Participants can easily integrate module theorical contents in their work.

Prework - Preliminary work to be completed as preparation for the session.

Tools - Additional set of resources meant to assist participants in reaching their learning goals.