Ten Tips for Your **First Ten Days in Office**

essentials Series

Congratulations on your new position! If you are reading this, you have just taken on the responsibility of educating others.

Whether you are new to the training field or whether you have just taken on training a new group of people, finding the answers to these questions will help gather information critical to your success. So for your first ten days in office, ask around and find out the answers to the following:

1. During your interview process, you likely learned about the main audience for which you are responsible for training. However, are there any other roles for which you are responsible (eg, reps, medical science liaisons, specialty reps, managers, execs)? Do you need to develop for the U.S. or Global or both? Often materials created for one audience are leveraged for another. If this is true for your audience, it is best that the materials are designed with this in mind.

2. What do the existing employees already know? Gather up all of the existing training materials and assessments and review what the employees have already received.

3. Next, discover your most pressing issue. Are any existing materials going into quarantine? Most life science companies will only approve training materials for a limited time and eventually the materials go into quarantine. These materials need to be removed from the field and replaced with updated, current materials.

4. Is there an upcoming launch for which you need to prepare? Even if a launch is a year away, you need to get started as soon as possible. Preparing materials and getting them through legal, medical and regulatory review can take time so it is best to start early to assure the best possible materials.

5. Are there any new hires starting?
If yes, when? You will need to make sure all of the materials are up-to-date and available for when they come on board.

6. Learn about your audience.
What hardware and software do they have? Do they have iPads? What software is on their laptop? What feedback have they voiced about past programs or workshops? All of these things will guide you in what you can and should offer them in the future. If the information is scarce, consider surveying your audience or holding a focus group.

7. What tools are at your disposal?
Where are the training materials stored and how are they deployed? Does your company use a learning management system (LMS)? Are assessments given to learners through testing software? Does your company have virtual classroom training software or virtual meeting software you can use?

8. What is your budget for the year?
What is the process for hiring a vendor to assist with the creation of the materials? How do you evaluate a vendor? Check out CLD's guide on this.

9. Who are the key people on your medical, legal and regulatory committee? What is the process for submitting something for review? Knowing the ins and outs of this process can make the difference when deadlines are tight.

10. If you are experienced in the life sciences but are new to training, take the time to learn about training. We have a bunch of resources that can help you.

- CLD's Life Sciences Training Glossary will help you familiarize yourself with terminology you are likely to hear.
- CLD's Recommended Reading List points you to books that will help you develop your expertise.
- The Before the RFP Checklist will help you collect all you need to start a new project.
- Why Learning Objectives are Important will explain how to make sure your training program is built on a solid foundation.
- Signup for our Essentials Series to keep the information coming your way!

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