

**JOANNA BURMESTER**

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**An experienced and innovative training and development professional, with a solid background in the pharmaceutical industry.**

**Key Skills**

- Analysing Training Needs and developing and implementing strategies.
- Communicating with staff at all levels, one-to-one and in presentations.
- Designing and delivering training interventions.
- Managing projects and people by consulting, planning, coaching, evaluating.
- Providing expertise in soft skills and clinical research.

**Career Profile**

Managing Director, Logic Squared Ltd.

Jan 2004 – Present

Running a small business offering training and development consultancy services in soft skills and Clinical Research. As well as providing Training Needs Analysis and strategic advice, also design and deliver training. This training can be presented as a classroom based programme, or an e-learning package. One to one training and mentoring for trainers is another service offered.

Examples of clients include pharmaceutical companies and contract research organizations, the NHS, the Fire Service and a growing client base of companies and organizations from other sectors.

Module Leader for MSc in Clinical Research run jointly by John Moore's University, Liverpool and the Institute of Clinical Research.

Training and Development Manager, Clinical, Quintiles and Innovex

Feb 2002 – Dec 2003

Functioned as a member of the management team to run the training department servicing all UK Staff (approximately 4000 people).

Managed a team of 3 full time trainers and 2 administrators. Analysed learning needs and developed and implemented strategies to meet those needs. Managed the training budget and allocated resource to cover training delivery. Communicated with senior management to evaluate and assess future training requirements. Delivered some Personal Development and Technical learning programmes.

Liaised with Quintiles Europe Learning and Development, to ensure consistency of UK programmes with the global requirements of the company. Drove an initiative to gain accreditation of Clinical Research training programmes from the Institute of Clinical Research.

Clinical Research Trainer, Quintiles (UK) Ltd, Bracknell

May 2000 – Feb 2002

Delivered training in Personal Development and Clinical Research to staff in Quintiles Europe. Training delivered included team leader training, presentation skills, time management, assertiveness, negotiation skills and many more. Designed new training material and also provided bespoke courses for external clients.

Training and Development Consultant, Burmester Consulting, Nottingham  
 Aug 1998 – May 2000

Worked freelance offering a range of courses, which were tailored to clients' needs. Also offered expertise in: Training Needs Analysis; Training Delivery; Training Strategy Development; Train the Trainer; Development of Training Materials; Meeting Facilitation

Training Manager, ClinTrials Research Ltd, Maidenhead April 1996 - Aug 1998

Developed and managed the training strategy for approximately 100 staff in all ClinTrials Research locations outside the Americas. Remit included both personal development and technical training

Introduced regular Training Needs Analyses for all staff and produced a flexible and effective training programme. Managed a full time Training Officer in Maidenhead and part-time Training Co-ordinators based in all other locations.

Functioned as part of the management team for the department with input into human resource issues including recruitment, position descriptions and competencies. Served on a steering committee for achievement of the Investors In People standard.

International Training Officer, The Wellcome Foundation Ltd 1993-1996

Managed, designed and delivered introductory and advanced training for Medical Department staff in all locations outside the Americas. Events were conducted both in the UK and at local offices across Europe. Managed external consultants and undertook various other training activities including lectures and discussion groups.

Senior Clinical Research Associate, Lederle Laboratories 1992 - 1993

Designed and successfully implemented clinical trials, in antibacterials and cardiovascular medicine, to GCP standards. Trials run in both general practice and hospitals. Managed a Clinical Trials Administrator. Provided training for new and experienced Clinical Research staff. Member of Standard Operating Procedure (SOP) steering committee involved in writing, reviewing and updating SOPs.

Clinical Research Associate, Glaxo Laboratories Limited 1989 - 1991

Implemented clinical trials to GCP standards, and wrote protocols and reports. Of particular interest were a health economics study of antibacterial use in life-threatening infections, and a computer-based surveillance programme looking at antibacterial resistance.

Study Supervisor, Hazleton 1987 - 1988

Ran the laboratory and wrote all volunteer information documents for Phase I clinical trials. Responsible for training all new nursing staff in venepuncture techniques.

## Education

Certificate in Training and Development,  
 Chartered Institute of Personnel and Development. 1995

BSc (Hons.), Pharmacology, (Illi), University of Leeds 1987

**Other Information**

Associate member of the Chartered Institute of Personnel and Development.  
Fellow of the Institute of Clinical Research (ICR), and a presenter on ICR courses.

Author of "Managing your own Professional Development" published by the Institute of Clinical Research.

References and Testimonials available on request.

Website: [www.logic2.co.uk](http://www.logic2.co.uk)