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| 2017年 | 梅里埃大中华区 |
员工培训发展手册

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Keep Learning Keep Growing

翠竹凌空，四时不辍，嵇琴阮啸，思学无涯。

从嫩笋破土到万竿冲霄，修竹经历四季的变换，越过风霜的砥砺，生长不已，终成文人墨客心中的一隅荫蔽。

依稀可闻，翠云深处是阮籍的长歌，嵇康的弦音，七贤互取才识所长，共论儒道之臻，竹林间回荡着魏晋的正始风流，闪烁着玄学的思辩之光，承载着奕世名士通儒勤学不懈的精神楷模。

当今职场，竞争空前绝后，持续学习，持续成长，成为职场人提升自身竞争力的绝密武器。就如同翠竹的生长，它用最初的四年让根茎在土壤里蔓延生长数百平米，然后在第五年开始却以每天 30cm 的速度疯狂向上生长。竹子之所以到最后能够快速增长是源于其最初四年扎根土壤的耐力与努力，当根茎延伸的足够宽阔时，吸收的营养也就足够丰富，自然就会为后续的高速奠定厚实的基础，所以不惧今后风雨的袭击，悍然屹立在天地之间。而梅里埃人的提升和成长之路与竹子的生长哲学又何尝不是一致的呢？

感恩有你！在过去的 2016 年，每一天我们都在学习， 每一天我们都取得了点滴进步，每一天我们都在不知不觉中成长！ 我们深晓梅里埃产品的前世今生，我们娓娓述说诊断领域的前沿知识，我们尝试用创新的工具解决难缠的业务问题。就像翠竹的生长，看似悄无声息，却无比坚韧、无比迅猛。

拥抱 2017，百尺竿头，更上一层楼！让我们在这片清幽的竹林中教学相长，携手共进，同谱一曲属于梅里埃的群贤佳话！

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- 123 VITEK 2 工程师培训
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- 125 VIDAS 系统工程师培训
- 126 VIDAS 3 系统工程师培训
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- 144 智劝™沟通和影响技术 (中文)
- 147 捷为™卓越项目管理 (中文)
- 148 英为® 设计创新之路 (中文)
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- 159 MME-Management Basics III-Communicating Effectively (English)
- 160 MME-Influence & Negotiation (English)
- 161 MME-Managing Change (English)
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培训与发展 在梅里埃

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愿景

致力于人才培养进而
推动业务迅猛成长

使命

- 专注于人才培养
- 致力于组织效能、领导力发展和卓越文化的提升
- 着重于科学领域、行业领域、学术领域的知识细化和拓展

业绩表现

以项目为核心的
聚能促效

团队合作

培训并支持经理人深化团队合作精神及跨部门合作精神

专业技能

帮助员工不断提升专业领域能力以适应目前的和未来的职业发展需求

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培训与发展的 目的

- 依据梅里埃的战略目标、人力资源部愿景和使命，吸引、培养及保留人才
- 通过加强人才培训与培养，提高个人与团队业绩，确保组织成长



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培训与发展中的 角色



员工

- 高度承诺自我发展
- 进行自我评估并确定需求
- 与经理会谈并就培训与发展计划达成一致
- 实施计划
- 完成所需全部工作
- 积极参加谈论与分享
- 虚心学习
- 对结果进行自我评估并主动与经理讨论
- 回顾并更新培训与发展计划

“ 培训与发展
是员工与经理的
共同责任 ”

“ 员工是自己
培训与发展的主人 ”

直线经理

- 给予员工持续辅导与反馈
- 确定员工培训与发展需求
 - 岗位特定需求
 - 发展需求
- 为所确定的需求制定合适的解决方案
- 为员工的学习提供必要的资源与支持
- 定期回顾员工的绩效
- 向 HR 部门和培训中心提供评估与反馈

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培训与发展中的 方式

70-20-10

70% 的技能学自

- 以岗位需求为基础的发展任务
- 以岗位需求为基础的特殊工作指派

20% 的技能学自

- 360 度反馈
- 主管、教练、导师

10% 的技能学自

- 自我发展，自学，阅读
- 课程作业、教育计划、课堂式培训（课程）

“真正的”发展，结合了上述所有学习方式！



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梅里埃大中华区 培训与发展资源全貌

总则：

GCS & 梅里埃大学将培训资源主要以亚太区 hub 形式投入于亚太区和各子公司，以保持梅里埃“全球化”培训特色；亚太区和各子公司可根据本区域业务特点有针对性设计和开展培训项目以满足本地区的“区域化”培训需求



- 大中华区专业技能及领导力培训
- 大中华区产品医学类培训 (AS & SE & Sales)
- HSE & QMS
- ...

主要联络人
—— 大中华区培训与发展团队

大中华区

培训资源 共享

- 梅里埃大学亚太区培训
- GCS亚太区培训
- 亚太区销售市场培训
- ...

主要联络人
—— 亚太区培训与发展团队

亚太区

- 梅里埃大学
- GCS
- Functional Essentials

主要联络人
—— 法国梅里埃大学
—— 法国GCS

法国总部

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四类培训资源全方位 满足您的培训与发展需求

1

大中华区产品
医学类培训
(中文)

2

梅里埃大学
亚太区管理培训
(英文)

3

GCS亚太区产品
技术培训
(英文)

4

大中华区专业技能
及领导力培训
(中文)

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梅里埃亚太区 培训与发展路径

01

上岗学习资源包

02

新员工培训
(由各国 HR 在当
地组织)

03

产品学习

- GCS Hub 培训
- 亚太区市场部组织的
产品培训
- 专业认证

04

专业技能学习

- 销售培训
- 市场培训
- 定制化培训
- 专业认证

05

领导力发展培训

- MU Hub 培训
- 定制化培训
- 专业认证

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新的 培训大楼

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培训公约

目的：

- 为了更有效确保培训质量，合理利用培训资源，塑造学习、分享、积极、主动的团队文化，特拟定此培训公约。

适用范围：

- 此培训公约适用于梅里埃公司所有符合条件参加由人力资源部和培训中心组织的培训活动的员工。

生效日期：

- 此培训公约第一版于 2015 年 1 月 1 日生效。
- 此版本为第二版，修订于 2015 年 12 月，于 2016 年 1 月 1 日生效。

公约章程：

- 人力资源部及培训中心发布员工培训日程后，如员工有异议或者时间冲突，应及时通知人力资源部和培训中心，以便相关部门重新调整课程安排。
- 如员工在课程开始前一个月向人力资源部或培训中心申请重新安排课程时间的，需要报直属主管批准，否则将被视为无故缺席。
- 如员工在课程开始前一个星期向人力资源部或培训中心申请重新安排课程时间的，需要报上两级主管批准（部门主管是最终的审批人），否则将被视为无故缺席。

- 如果该员工因病无法参加培训，他／她必须尽早告知培训组织者，并在返回工作岗位后提交病假证明到人力资源部，否则将被视为无故缺席。
- 一旦员工参加了培训，迟到和早退都是不被接受的。如果确实有紧急事务需要处理，员工必须获得直属主管，人力资源部或培训中心组织者和讲师的批准后，方可离开。事后需要获得部门主管关于此次请假的确认，否则将被视为无故缺席。
- 若员工发生以上所描述的任何一项无故缺席行为，他／她的此项不当行为将被记录，并通知其所在部门主管。人力资源部将会与部门主管一起讨论并决定该员工是否将来可以再次参加由人力资源部或培训中心组织的培训。因此所产生的任何培训费用损失，仍然会计入该部门的培训费用中，而人力资源部和部门主管将根据实际情况确认该费用是否最终由员工个人承担。
- 如员工参加亚太区的领导力相关课程，需要遵守亚太区培训政策。任何的缺席或延期都可能会影响课程重新安排的费用。如该缺席或延期是由于业务需要，则该费用将由部门承担并报部门主管审批。如该缺席或延期是由于员工个人原因所造成的，则人力资源部和部门主管将根据实际情况确认该费用是否由员工个人承担。
- 此培训公约适用于由人力资源部和培训中心组织的所有培训课程，包括大中华区产品医学类培训、专业技能及领导力培训，亚太区 GCS/CSI Hub 培训和亚太区领导力及销售市场培训。

培训实施管理流程

1. 员工学习计划选课指引

• 1.1 专业技能及领导力课程

- » 1.1.1 专业技能及领导力课程包括大中华区培训和亚太区梅里埃大学培训。大中华区培训授课语言大多为汉语，亚太区培训授课语言大多为英语。请在选课时关注授课语言，并考虑自身语言水平，合理选课。
- » 1.1.2 新员工培训包括上岗学习和新员工入职培训两个阶段，请确保上岗后认真完成相应的各类上岗学习。新员工入职培训是必修课程，人力资源部和培训中心将根据培训计划发出培训邀请，没有特殊情况，不得请假。
- » 1.1.3 除当年新入职的员工以外，所有有培训及发展需求的员工均可参加年度“专业技能及领导力课程”选课计划。
- » 1.1.4 符合条件的员工每年可根据《梅里埃大中华区员工培训发展手册》被提名或选择参加适合自己职业发展目标的一到两门软性技能课程，包括管理课程及领导力课程，并获得直线经理的批准。
- » 1.1.5 为确保培训资源有效利用，大中华区专业技能及领导力课程的最低开班人数为 18 人。如果该员工因病无法参加培训，他／她必须尽早告知培训组织者，并在返回工作岗位后提交病假证明到人力资源部，否则将被视为无故缺席。

• 1.2 产品医学类课程

- » 1.2.1 产品医学类课程包括大中华区培训和亚太区梅里埃大学培训。大中华区培训授课语言大多为汉语，亚太区培训授课语言大多为英语。请在选课时关注授课语言，并考虑自身语言水平，合理选课。
- » 1.2.2 销售、市场、技术应用、工程师、注册类岗位必须参加为期三天的新员工产品培训。
- » 1.2.3 技术应用和工程师岗位必须参加为期一周的专项产品技术应用及工程师培训，并通过严格考核。
- » 1.2.4 以上两项都是特定岗位的必修课程，人力资源部和培训中心将根据培训计划发出培训邀请，没有特殊情况，不得请假。
- » 1.2.5 除当年新入职的员工以外，所有有培训及发展需求的员工均可参加年度“产品医学类课程”选课计划。
- » 1.2.6 符合条件的员工每年可根据《梅里埃大中华区员工培训发展手册》被提名或选择参加符合岗位要求所需的产品医学类课程，并获得直线经理的批准。

培训实施管理流程

2. 课程安排流程

- 2.1 人力资源部和培训中心汇总主管审批后的需求，拟定全年培训计划。培训计划会涵盖每位员工所被提名课程的具体安排，包括选择课程的有效性，开课时间及开课地点等予以公布，以方便员工查询。
- 2.2 培训邀请通知将在开课一个月发至上课员工处。
- 2.3 培训提醒通知将在开课 7 个工作日发至上课员工处。

3. 培训结果跟进

- 3.1 员工将通过培训结果跟进计划来更好获得学习成果，这是员工学习计划的组成部分之一。员工结束培训后，应完成课程学习结果总结及跟进计划的制定，该内容是员工年终绩效评估项目之一。
- 3.2 技术应用及工程师类岗位将按照岗位要求每年参加大中华区年度“星级战士”项目认证；每两年参加法国总部 GCS 的“check andsell”考核。

4. 对最佳学习人员的嘉奖

- 4.1 员工需积极参与培训过程中的各项活动。为了鼓励学习的积极性和活跃的参与气氛，在每个课程结束后会由讲师评选出一个课堂“学习之星”。老师将会根据学员的出勤、学习态度及在课堂上的行为表现作为评估标准对学员进行评选。所有的“学习之星”将会被人力资源部和培训中心授予嘉奖。
- 4.2 我们鼓励员工进行学习心得分享。任何愿意将学习心得通过邮件方式发送到人力资源部和培训中心的员工均将获得礼品一份，其学习心得也将有机会在公司公共交流平台上分享。

培训优化管理流程

11月—12月 需求分析

- 个人与团队职责
- 差异分析
 - 业务目标
 - 员工知识与技能壁垒
 - 目前状态
 - 期望状态
- 未来发展需求



12月—1月 培训计划

- 可供资源
- 总体预算
- 提出方案
- 制定年度计划



1月—12月 培训实施

- 组织 / 开展确定的计划 / 活动
- 持续评估与反馈
- 定期总结
- 强化



12月—1月 评估与跟进

- 持续评估与反馈
- 衡量方式
 - 确定衡量点
 - 确定衡量方法

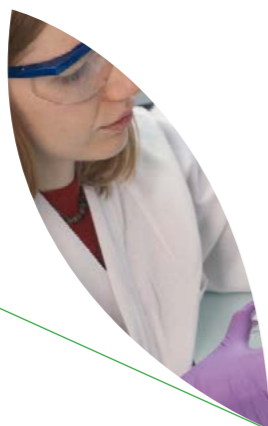


2017年梅里埃大中华区 培训与发展计划

» 卷1- 亚太区培训资源介绍

Part 1 ASPAC GCS & CSI Hub Training Plan
Part 2 ASPAC Merieux University Hub Training Plan
Part 3 ASPAC Sales Training Plan

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2017年 梅里埃亚太区 培训资源 介绍



Part 1

ASPAC GCS & CSI Hub Training Plan

- Training Plan
- Training Enrollment Rule
- Training Introduction

2017 ASPAC GCS & CSI Hub Training Plan-1

Month	Time	Category	Training Days	Training	Training Course
Jan.	1.23-1.25	GCS	2.5	ATI 60-B-S01	VITEK MS Version 3.0 (SE)
Feb.	2.6-2.17	GCS	10	ATI 60-C	VITEK MS (SE)
	2.8-2.17	GCS	8	ATI 69-B	VIRTUO (SE)
	2.20-2.22	GCS	3	ATI 69-S01	VIRTUO R2.0 Update
	2.20-2.24	CSI	4.5	IND 43	Chemunex D-count Technology Industry Application
	2.22-2.24	GCS	3	CON 03-S01	MYLA Update V3/x/V4 to V4/1
	2.27-3.2	GCS	4	ATI 15-C	VITEK 2 60/XL Instruments (SE)
Mar.	3.6-3.10	GCS	5	BAC 02-B	Bacteriology From Sample to Result
	3.7-3.10	GCS	4	MOL 30	eMAG (AS)
	3.14-3.17	GCS	3.5	BAC 66-C	VIRTUO (AS)
	3.14-3.17	GCS	4	MOL 29-B	eMAG (SE)
	3.20	GCS	1	BAC 50	RAL STAINER (AS)
	3.20-3.24	CSI	5	ATI 79	Chemunex D-count Technology newa range industry Service
	3.20-3.24	CSI	5	ATI 66	Labautomation (SE)
	3.21	GCS	0.5	BAC 45-B	PREVI Color Gram V2 (AS)
	3.22	GCS	1	BAC 50	RAL STAINER (AS)
	3.28-3.29	CSI	2	IND 47	Blue Line M10-M20 (AS)
	3.30-3.31	CSI	2	IND 49	Blue Line M10-M20 (SE)

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2017 ASPAC GCS & CSI Hub Training Plan-2

Month	Time	Category	Training Days	Training	Training Course
Apr.	4.6-4.7	CSI	2	IND 48-B	EviSight Compact (SE)
	4.10-4.11	CSI	2	IND 50	EviSight Compact (AS)
	4.12	GCS	2	CON 02	Network Basics
	4.13-4.14	GCS	2	CON 01-B	VILINK
	4.17-4.21	GCS	5	ATI 77	VIDAS & mini VIDAS FSE Training
	4.17-4.21	GCS	5	CON 03	MYLA
	4.19-4.20	GCS	2	DIV 06-B	Train The Trainers-Animation
	4.24-4.28	CSI	5	IND 14-C	Industry Microbiology: Pharma and Cosmetic
May	5.3-5.5	GCS	2.5	BAC 60-B-S01	VITEK MS Version 3.0 (AS)
	5.9-5.11	GCS	3	BAC 41-B	BacT/ALERT 3D Applications Training
	5.9-5.12	GCS	4	CON 14	NBS-BCI
	5.15-5.26	GCS	10	IMM 30-B	VIDAS Family (AS)
	5.16-5.19	CSI	4	IND 45	Gene-up Industry Application
	5.22-5.26	GCS	5	ATI 45-B	VITEK 2 Compact (SE)

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2017 ASPAC GCS & CSI Hub Training Plan-3

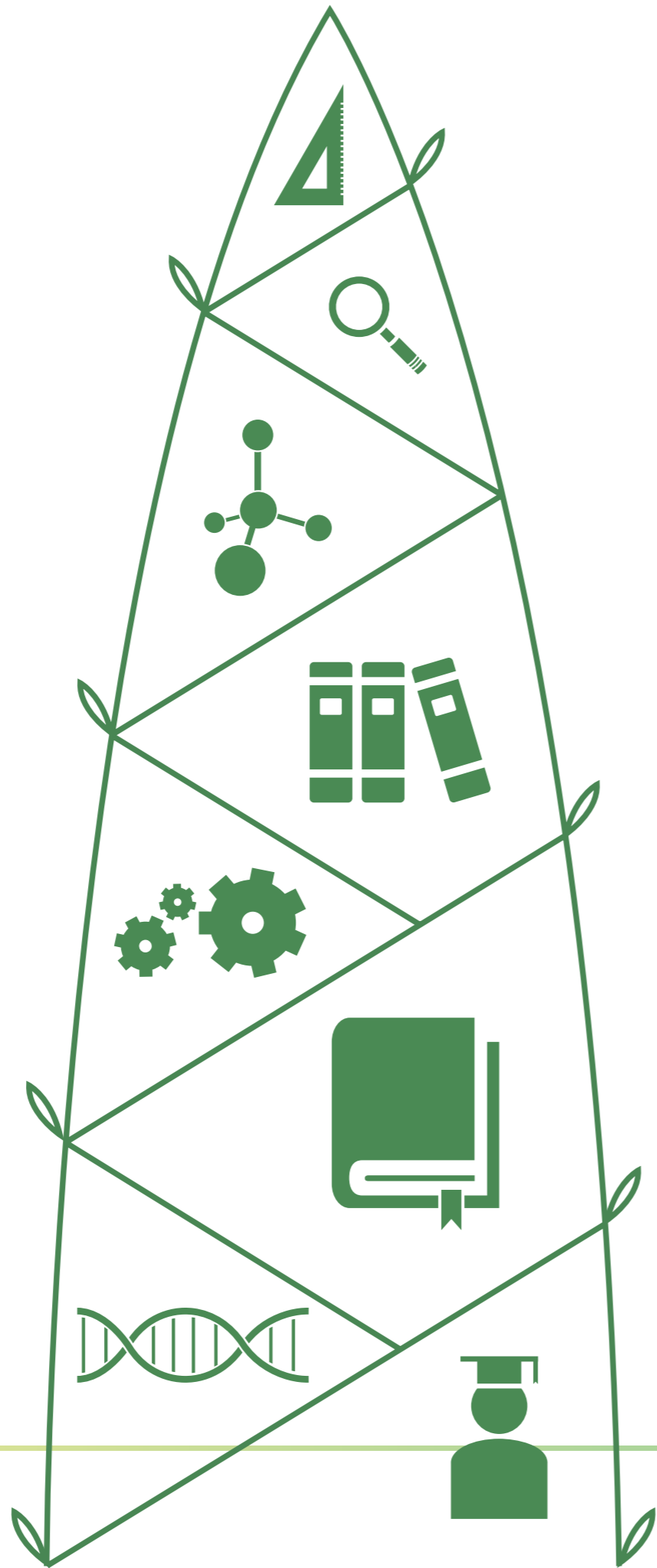
Month	Time	Category	Training Days	Training	Training Course
Jun.	6.5-6.9	GCS	5	ATI 63	VITEK MS (SE) - Advanced
	6.13-6.16	CSI	4	IND 12	TEMPO Applications
	6.13-6.16	GCS	4	ATI 30-B	BacT/ALERT 3D (SE)
	6.13-6.22	GCS	8	ATI 69-B	VIRTUO (SE)
	6.19-6.20	CSI	2	IND 55	TEMPO Challenge Test
	6.20-6.22	CSI	3	IND 46	Gene-up (SE)
	6.26-6.30	GCS	5	BAC 60-C	VITEK MS (AS)
	6.27-6.29	GCS	3	MOL 27	FilmArray Applications
July.	7.11-7.14	GCS	3.5	BAC 66-C	VIRTUO (AS)
	7.17-7.25	GCS	7	BAC 27-C	VITEK 2 Systems (AS)
	7.17	GCS	1	CON 02	Network Basics
	7.18-7.19	GCS	2	CON 01-B	VILINK
Sep.	9.5-9.8	GCS	4	CON 14	NBS-BCI
	9.11-9.15	GCS	5	CON 03	MYLA
	9.25-9.29	CSI	5	IND 33	Scan Cytometer Application
	9.27-9.29	GCS	2.5	ATI 60-B-S01	VITEK MS Version 3.0 (SE)

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2017 ASPAC GCS & CSI Hub Training Plan-4

Month	Time	Category	Training Days	Training	Training Course
Oct.	10.9-10.20	GCS	10	ATI 60-C	VITEK MS (SE)
	10.10-10.13	GCS	3.5	BAC 66-C	VIRTUO (AS)
	10.23-10.27	GCS	5	BAC 14	AES level 2 : Identifying resistance
	10.23-10.27	GCS	5	ATI 77	VIDAS & mini VIDAS FSE Training
Nov.	10.30-11.3	GCS	5	CON 05-C	MYLA Application (AS)
	11.6-11.8	GCS	3	MOL 27	FilmArray Applications
	11.8-11.17	GCS	8	ATI 69-B	VIRTUO (SE)
	11.13-11.17	CSI	5	IND 15-C	Industry Microbiology : Food
	11.27-12.1	GCS	5	ATI 58	VIDAS 3 (SE)
Dec.	12.4-12.8	GCS	5	BAC 62-B	VITEK MS PLUS (AS)
	12.11-12.15	GCS	5	ATI 63	VITEK MS (SE) - Advanced
	12.19-12.22	GCS	4	SER 05	Labguard Solutions for Tech

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ASPAC GCS & CSI Hub Training Enrollment Rule

- A maximum number of participants are defined for each training course.
- 4 weeks before a training session, GCS/CSI reserve the right to cancel or to postpone the session if the number of participants is less than 3.
- Some trainings are mandatory before attending others.
- All GCS/CSI hub training sessions are open to bioMerieux staffs and distributors.
- Enrollment can be completed directly on GCS portal or send enrollment application email to ASPAC T&D team.
- When participants receive training confirmation email, please inform ASPAC T&D team of your arrival and departure dates.
- ASPAC T&D team is responsible for making the reservations for hotels and shuttles between hotel and training center , and will inform the participants accordingly in the week before the training session.
- Line managers or ASPAC T&D team or GCS/CSI have the possibility to deny the learner enrollment.
- Don't book any flight or any kind of travel accommodation before receiving training confirmation email.
- It is mandatory that the participants come to the training session with a LAPTOP as all the training documents will be provided only on ELECTRONIC format.

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01

BAC 02-B Bacteriology From Sample to Result

Training Program Name

BAC 02-B Bacteriology From Sample to Results

Training Objectives

To Implement , Promote and Support the Bacteriology manual products

Attendees:

Application Specialists; Product Manager; Sales Representative

User Level: N/A

Duration: 5 days

Primary Course Topics:

- To understand the workflow of the bacteriology

diagnostic analysis

- To perform the whole workflow with 5 different types of samples
- To present the bioMerieux solution prevention

Prerequisites: Not applicable

Training Dates in 2017: Mar.6-10

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02

BAC 14 VITEK 2-AES Level 2 Identifying Resistance

Training Program Name

AES Level 2 Identifying Resistance

Training Objectives

To acquire deep knowledge of resistance mechanism identification and advanced Expert System

Attendees:

Application Specialist, Sales Representative; Product Manager or any person in charge of technical aspects, training, installation... and persons who, by their position, must acquire a deep knowledge of resistance mechanism identification and Advanced Expert System

User Level: N/A

Duration: 5 days

Primary Course Topics:

- To know the interest to perform AST
- To Know the different bacterial resistance mechanisms
- To understand susceptibility testing of the main organisms
- To present the VITEK 2 analysis principle to the customer
- To configure AES and bioART according to the needs of the customer

Prerequisites:

- In Class training BAC 02-B Bacteriology from sample to result , or have the knowledge
- In Class training BAC 27-C AS VITEK 2 Systems

Training Dates in 2017: Oct.23-27

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03

BAC 27-C VITEK 2 Systems (AS)

Training Program Name

BAC 27-C VITEK 2 Systems (AS)

Training Objectives

- To implement and promote VITEK 2 systems
- To train and support the end users

Attendees:

Application Specialist, Sales Representative and Product Managers who have to specialize on VITEK 2 Systems in order to ensure promotion, sales and end user training and support.

User Level: N/A

Duration: 7 days

Primary Course Topics:

- To present VITEK 2 Systems
- To customize the systems

- To work with the system
- To support customer

Prerequisites:

In Class training BAC 02-B Bacteriology from sample to result, or have the knowledge

Training Dates in 2017: Jul.17-25

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04

BAC 41-B BacT/ALERT 3D Applications Training

Training Program Name

BAC 41-B BacT/ALERT 3D Applications Training

Training Objectives

To able to configure, use BacT/ALERT 3D and provide customer support

Attendees:

Application Specialists; Technical consultants

User Level: N/A

Duration: 3 days

Primary Course Topics:

- Describe theory of operation & hardware
- Summarize Main Screen Functions

- Explain setup screen
- Perform editing and reports
- Provide customer support

Prerequisites: N/A

Training Dates in 2017: May 9-11

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05 BAC 45-B PREVI Color Gram V2 (AS)

Training Program Name
BAC 45-B PREVI Color Gram V2 (AS)

Training Objectives

- To be able to Implement and support PREVI Color Gram
- Manage basics to be able to install , operate and maintain the PREVI Color Gram

Attendees:

Application specialists; Sales representatives; Product managers

User Level: N/A

Duration: 0.5 days

Primary Course Topics:

- Present the new version
- Install PREVI Color Gram
- Use PREVI Color Gram
- Present the Maintenance

Prerequisites: N/A

Training Dates in 2017: Mar.21

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06

BAC 50 RAL STAINER (AS)

Prerequisites: N/A
Training Dates in 2017: Mar.20; Mar.22

Training Program Name
BAC 50 RAL STAINER (AS)

Training Objectives
Install, use, configure and support RAL STAINER

Attendees:
Application Specialist; Product Manager

User Level: N/A

Duration: 1 day

- Primary Course Topics:
- Introduction to TB
 - Present the TB workflow
 - Present reagents
 - Use RAL Stainer in routine
 - Perform Maintenance

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07

BAC 60-B–S01 VITEK MS Version 3.0 (AS)

Training Program Name

BAC 60-B –S01 VITEK MS Version 3.0 (AS)

Training Objectives

Fine tune the system and Support the end-user

Attendees: Application Specialists

User Level: VITEK MS Expert

Duration: 2.5 days

Primary Course Topics:

- Explain new VITEK MS V3.0 features
- Fine tune the system
- Perform samples preparation
- Provide Customer support

Prerequisites:

- 2 years of experience of VITEK MS V2 Practicing in-
installation, fine tuning, customer training
- They should have attended the training module BAC
60-B VITEK MS (AS)

Training Dates in 2017: May 3-5

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08 BAC 60-C VITEK MS (AS)

Training Program Name

BAC 60-C VITEK MS (AS)

Training Objectives

Implement the VITEK MS system, support and train the end users

Attendees:

Application Specialist; Product Manager; Sales Representatives

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Present the technology and the system components

- Perform the routine from samples to results
- Set up the system to optimize performances and workflow and promote the system
- Fine tune the system and support the end users
- Train end users

Prerequisites:

- In class training BAC 02: Bacteriology from sample to result
- Or In class training BAC 02-B Bacteriology from sample to result
- Or having basic knowledge in microbiology
- In class training CON 05 MYLA application (before or after the training)
- In class training CON 05-B MYLA application (before or after the training)
- In class training CON 05-C MYLA application (before or after the training)

Training Dates in 2017: Jun.26 -30

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09

BAC 62-B VITEK MS PLUS (AS)

Training Program Name

BAC 62-B VITEK MS PLUS (AS)

Training Objectives

To be able to implement VITEK MS PLUS system and support and train end users

Attendees: Application Specialist

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Present system work principles and components-use system and perform demo
- Prepare samples and advise on sample preparation

- Configure, fine tune and to test the system workflow
- Train customer and provide a first level support
- After field coaching: train customer on SARAMIS and LaunchPad advanced functionalities

Prerequisites:

- Be ready trained VITEK MS (BAC 60-B)
- Have Field experience

Training Dates in 2017: Dec.4-8

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10 BAC 66-C VIRTUO (AS)

Training Program Name

BAC 66-C VIRTUO (AS)

Training Objectives

- Configure and use VIRTUO
- Provide customer support

Attendees:

Application Specialists or field application specialists

User Level: N/A

Duration: 3.5 days

Primary Course Topics:

- Describe the system
- Perform daily workflow
- Manage data
- Configure the system

- Provide customer support

Prerequisites:

In order to provide the best quality training, all Attendeeses must meet the following prerequisites before taking the class.

- Be ready trained Bacteriology: From Sample to Result (BAC02)
- Basic knowledge of Microbiology
- Be ready trained MYLA application

Training Dates in 2017: Mar.14-17; Jul.11-14; Oct.10-13

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11

ATI 15-C VITEK 2 60/XL Instruments (SE)

Training Program Name

ATI 15-C VITEK 2 60/XL Instruments (SE)

Training Objectives

Install, maintain, repair and provide customer support for VITEK 2 60/XL

Attendees:

Service Engineers

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Identify the environment of the system
- Explain the components of VITEK 2 Compact and how they work together

- Install VITEK 2 60/XL
- Perform preventive maintenance
- Troubleshoot and provide customer support

Prerequisites:

In order to provide the best quality training, all Attendees must meet the following prerequisites before taking the class:

- Be ready trained ATI 45-B VITEK 2 Compact

Training Dates in 2017: Feb.27-Mar.2

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12

ATI 30-B BacT/ ALERT 3D (SE)

Training Program Name

ATI 30-B BacT/ALERT 3D (SE)

Training Objectives

Install, maintain, repair and support for BacT/ALERT 3D

Attendees:

Field Services Engineers and Service Engineers

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Install and configure the system
- Maintain the system
- Manage the operations and controls

- Troubleshoot and provide customer support

Prerequisites: N/A

Training Dates in 2017: Jun.13-16

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13

ATI 45-B VITEK 2 Compact (SE)

Training Program Name

ATI 45-B VITEK 2 Compact (SE)

Training Objectives

Install, repair, perform maintenance, support for VITEK 2 Compact

Attendees: Service Engineers

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Identify the environment of the system
- Explain the Components of VITEK 2 Compact and how they work together
- Install VITEK 2 Compact

- Perform Preventive Maintenance Troubleshoot and Provide Customer Support
- Perform backup/restore data and full system and the qualification of the system

Prerequisites: N/A

Training Dates in 2017: May 22-26

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14

ATI 60-C VITEK MS (SE)

Training Program Name

ATI 60-C VITEK MS (SE)

Training Objectives

- Install, use and maintain the VITEK MS
- Provide customer support

Attendees: Field Service Engineers

User Level: N/A

Duration: 10 days

Primary Course Topics:

- Install the system
- Control the operation
- Maintain the system
- Provide customer support

Prerequisites:

- In class training CON 03 MYLA (whatever the version)
- In class training CON 02 Network Basics (whatever the version)
- In class training CON 01 VILINK (whatever the version)

Training Dates in 2017: Feb.6-17; Oct.9-20

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15

ATI 63 VITEK MS (SE) Advanced

Training Program Name

ATI 63 VITEK MS (SE) Advanced

Training Objectives

- Know how to use the diagnostic tools available for VITEK MS instrument
- Have knowledge in troubleshooting and parts replacement
- Have knowledge about specific instrument adjustments related to parts replacement

Attendees:

SE trained to VITEK MS IVD / MS Plus (ATI60b / ATI62)

User Level:

Experimented SE working very regularly on VITEK MS systems (installation, tuning, maintenance), ideally the national referent for VITEK MS systems.

Duration: 5 days

Primary Course Topics:

- VITEK MS troubleshooting
- Diagnostic tools
- Parts replacement and related adjustments
- Software versions in IVD
- Invite MS Plus

Prerequisites:

- In class training ATI 60-B VITEK MS
- Minimum 1 year of field experience with VITEK MS installation, Preventive Maintenance, and repairs

Training Dates in 2017: Jun.5-9; Dec.11-15

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16

ATI 69-B VIRTUO (SE)

Training Program Name

ATI 69-B VIRTUO (SE)

Training Objectives

Install, maintain and support VITRUO

Attendees:

System engineers, Field System Engineers

User Level: N/A

Duration: 8 days

Primary Course Topics:

- Identify current system configurations
- Install a VIRTUO R2.0 system
- Align the VIRTUO

- Maintain the VIRTUO
- Repair the VIRTUO

Prerequisites:

- In class training CON 01: VILINK (whatever the version)
- In class training CON 03: MYLA
- In class training CON 02: Network Basics
- Or e-learning P0027 Network Basics

Training Dates in 2017: Feb.8-17; Jun.13-22; Nov.8-17

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17

ATI 69-S01 VIRTUO R2.0 Update

Training Program Name

ATI 69-S01 VIRTUO R2.0 Update

Training Objectives

Install, configure and support a VITRUO R2.0 system

Attendees:

System engineers: Field System Engineers

User Level: N/A

Duration: 3 days

Primary Course Topics:

- Identify the system
- Perform A-Prime loader swap
- Utilize the FSE tool

- Install and configure a VIRTUO B Unit
- Support the system

Prerequisites:

In order to provide the best quality training, all Attendeeses must meet the following prerequisites before taking the class:

- Be ready trained VIRTUO (SE) (ATI 69)

Training Dates in 2017: Feb.20-22

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18

IMM 30-B VIDAS Family (AS)

Training Program Name

IMM 30-B VIDAS Family (AS)

Training Objectives

To master VIDAS instruments and associated reagents and train and users and provide quality support

Attendees:

Application Specialist; Sales Representative; Product Manager

User Level: N/A

Duration: 10 days

Primary Course Topics:

- Master VIDAS instruments use
- Master the regents
- Train the end-users

- Provide quality support

Prerequisites: N/A

Training Dates in 2017: May 15-26

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19

ATI 58 VIDAS 3 (SE)

Training Program Name

ATI 58 VIDAS 3 (SE)

Training Objectives

- Install, maintain repair the system
- Provide quality service on VIDAS 3

Attendees:

Field System Engineers(FSE) or System Engineers(SE)

User Level: N/A

Duration: 5 days

Primary Course Topics:

- To install VIDAS 3 System
- To Perform preventive maintenance

- To Repair (perform curative maintenance)
- To Control the operation
- To provide customer support

Prerequisites: N/A

Training Dates in 2017: Nov.27-Dec.01

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20

ATI 77 VIDAS & mini VIDAS FSE Training

Training Program Name

ATI 77 VIDAS & mini VIDAS FSE Training

Training Objectives

- Install, maintain repair mini VIDAS & VIDAS systems
- Provide customer support

Attendees: Field Service Engineers (FSE)

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Install the system
- Perform preventive maintenance
- Repair (perform curative maintenance on hardware and software)
- Control the operation

- Recover and provide pertinent information

Prerequisites: N/A

Training Dates in 2017: Apr.17-21; Oct.23-27

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Training Introduction

21

MOL 27 FilmArray Applications

Prerequisites: N/A

Training Dates in 2017: Jun. 27-29; Nov. 6-8

Training Program Name

MOL 27 FilmArray Applications

Training Objectives

To discover Film Array technology, set up the Film Array system and perform runs, train and support customers

Attendees:

Most suitable for application specialists can be useful for sales specialists and product managers as well.

User Level: N/A

Duration: 3 days

Primary Course Topics:

- To discover Film Array system and demonstration of the system
- To choose and use the panels
- To provide customer support

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22

MOL 29-B eMAG (SE)

Training Program Name

MOL 29-B eMAG (SE)

Training Objectives

- Install, maintain the system
- Provide customer support

Attendees: System Engineers

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Perform Customer Previsit
- Install the system
- Manage the operations and controls
- Maintain the system
- Provide Customer Support

Prerequisites:

- Experience on the EasyMAG system (Nice to have)
- Field experience with a FSE on Preventive Maintenance, installation and reparation of eMAG system (PM or Install is preferred) (Nice to have)
- Basics on how to handle the eMAG User Software and the Toolware (Nice to have)

Training Dates in 2017: Mar.14-17

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23

MOL 30 eMAG (AS)

Training Program Name

MOL 30 eMAG (AS)

Training Objectives

- To be able to configure and promote the system.
- To be able to train, advise and support the customer

Attendees:

Application Specialists; Product Managers; Sales Representatives

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Configure the System

- Promoter the system
- Train the customer
- Advise the customer
- Support the customer

Prerequisites:

- e-learning P0016: Basics of Molecular Biology - Module03 - Clinical Applications
- e-learning P0015: Basics of Molecular Biology - Module02 - Role of Nucleic Acids
- e-learning P0017: Basics of Molecular Biology - Module04 - Diagnostics In Infectious Disease
- e-learning P0044: Top 10 - EasyMAG
- e-learning P0053: Basics of Molecular Biology - Module05 - Extraction
- In class training MOL 14: NucliSENS Sample Preparation - miniMAG and easyMAG
- e-learning P0014: Basics of Molecular Biology - Module01 - Carrier Of Genetic Information

Training Dates in 2017: Mar.7-10

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24

CON 01-B VILINK

Training Program Name

CON 01-B VILINK

Training Objectives

To implement and promote VILINK system, support the customers and train the local team

Attendees:

Application Specialists(AS); System Engineers(SE); Customer Service Manager; R&D; Product Manager

User Level: N/A

Duration: 2 days

Primary Course Topics:

- To prepare the VILINK deployment in customer site
- To Install and configure VILINK (Gateway and Gate

- way less mode
- To use VILINK on Commercial Systems
 - To train user on the principle of VILINK and VILINK Troubleshooting

Prerequisites:

- In class training CON02: Network Basics
- Have network basic skills
- or e-learning P0027 Network Basics (with validation by a trainer of VILNK)

Training Dates in 2017: Apr.13-14; Jul.18-19

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25

CON 02 Network Basics

Training Program Name

CON 02 Network Basics

Training Objectives

To connect biomerieux instruments on a network (or subnetwork)

Attendees:

Application Specialist (AS), System Engineers (SE), Customer Service Manager, R&D, MKTG

User Level:

N/A

Duration:

1 days

Primary Course Topics:

- To understand network vocabulary

- To simulate a customer environment
- To prepare customer installation

Prerequisites:

N/A

Training Dates in 2017:

Apr.12; Jul.17

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26

CON 03 MYLA

Training Program Name

CON 03 MYLA

Training Objectives

To be able to implement, set, support and train on MYLA and VILINK solutions

Attendees:

IT Application Specialist; IT Specialist; Application Specialist; Service Engineer

User Level: N/A

Duration: 5 days

Primary Course Topics:

- To understand the environment of MYLA solution and VILINK solution
- To Implement MYLA solution and VILINK solution in a Laboratory

- To use/troubleshoot different software embedded in MYLA server
- To provide quality support and knowledge skills for MYLA and VILINK

Prerequisites:

- In class training CON 02: Network basics or have equivalent knowledge
- In class training ATI 45-B: VITEK 2 Compact (SE) and ATI 15-C VITEK 260/XL instruments (SE) or have knowledge on VITEK 2 software
- In class training ATI 30: BacT/ALERT 3D or have knowledge on BacT/ALERT Software
- In class training ATI 60B: VITEK MS (SE) or have knowledge on VITEK MS Software

Training Dates in 2017: Apr.17-21; Sep.11-15

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27

CON 03-S01 MYLA Update V3/x/V4 to V4/1

Training Program Name

CON 03-S01 MYLA Update V3/x/V4 to V4/1

Training Objectives

Perform the MYLA V3.X / V4.0 Update to MYLA V4.1

Attendees: IT; SE specialists

User Level: N/A

Duration: 3 days

Primary Course Topics:

- Perform preparation phase
- Setup migration phase
- Setup MYLA V4.1 configuration
- Perform IQ/PQ installation

Prerequisites:

- In class training CON 03 MYLA followed before 22 September 2014
- To have performed MYLA installation (Nice to have)

Training Dates in 2017: Feb.22-24

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28

CON 05-C MYLA Application

Training Program Name

CON 05-C MYLA Application

Training Objectives

To analyses the customer's workflow, configure MYLA and train the customer

Attendees:

Application Specialist; Product Manager; Sale reps

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Define MYLA
- Use the MYLA software in a routine environment
- Implement MYLA applications
- Support customer

Prerequisites:

- In class training BAC 27: VITEK 2 Systems (AS) (whatever the version) or have equivalent knowledge
- In class training BAC 41: BacT/ALERT 3D-Technology and Instrument (whatever the version) (not mandatory)
- In class training BAC 02: Bacteriology: From Sample to Result or experience on microbiology lab (whatever the version) or have an equivalent knowledge
- In class training BAC 60: VITEK MS (AS) (whatever the version) or have equivalent knowledge

Training Dates in 2017: Oct.30-Nov.3

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29

CON 14 NBS-BCI

Training Dates in 2017: May 9-12; Sep.5-8

Training Program Name

CON 14 NBS-BCI

Training Objectives

To be able to develop IT network skills and use BCI

Attendees: Field System Engineers: Field IT

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Explain the networks vocabulary
- Install Network
- Install and configure BCI
- Provide customer support

Prerequisites: N/A

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30

IND 12 TEMPO Applications

Training Program Name

IND 12 TEMPO Applications

Training Objectives

Operate TEMPO, Configure the system trouble-shooting and train the end users

Attendees:

Application Specialists; Sales system; All the people in charge of installation training and follow up of the system

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Describe the TEMPO

- Perform routine analysis
- Manage data-Configure the system
- Perform support
- Train end use

Prerequisites:

Be ready trained Industrial Microbiology-Food (IND 15-C) or (IND 15-B)

Training Dates in 2017: Jun.13-16

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Growing

31

IND 14-C Industrial Microbiology Pharma-Cosmetic

Training Program Name

IND 14-C Industrial Microbiology Pharma-Cosmetic

Training Objectives

To Understand the bioMérieux Industry environment and the daily context of our Pharmaceutical and cosmetic customers, in order to position the bioMérieux solutions (products and services) in their workflow

Attendees:

Application specialists, Sales representatives, Sales and Marketing managers

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Describe the specificities of the pharmaceutical and cosmetic context
- Define the non-sterile product testing the associated bioMérieux offer
- Defined the sterile product testing and the associated bioMérieux offer
- Define the environmental monitoring program and the associated bioMerleux offer
- Define the identification strategy in pharmaceutlcal context and the associated bioMérieux offer

Prerequisites: N/A

Training Dates in 2017: Apr. 24-28

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Learning
Keep
Growing

32 IND 15-C Industrial Microbiology Food

Training Program Name

IND 15-C Industrial Microbiology Food

Training Objectives

To describe the bioMerieux solution and position them in their routine workflow

Attendees:

Sales representatives, sales & marketing managers and application specialists who have to specialize in the food industry microbiology business

User Level: N/A

Duration: 5 days

Primary Course Topics:

- Describe the culture media preparation offer and practice on sample preparation systems
- List the bioMerieux offer for environmental monitoring and water testing

- List the bioMerieux offer for quality indicators
- List the bioMerieux offer for pathogens detection
- List bioMerieux offer for identification

Prerequisites: N/A

Training Dates in 2017: Nov.13-17

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33 IND 33 Scan Cytometer Application

Training Program Name

IND 33 Scan Cytometer Application

Training Objectives

To be able to use and support customers using ScanRDI

Attendees:

Application Specialist; Field Application Specialist

User Level: N/A

Duration: 5 days

Primary Course Topics:

- ScanRDI overview (concept and software use) and validation
- ScanRDI Daily control (Prepare CB.4 or FIFU membrane)-

- Analyse a standard C3 on the ScanRDI
- Sample Analysis(Prepare and analyse FIFU or CB0.4 membrane with the Scan Bio II application)
- Application: Enter an application/protocol>Create new users on the ScanRDI
- Customer: Manage a prospect visit-Train the customer

Prerequisites:

- Be ready trained Industrial Microbiology-Pharma(AS) (IND14)
- Be ready trained Industrial Microbiology Pharma and Cosmetic (AS) (IND 14-B) or (IND 14-C)

Training Dates in 2017: Sep.25-29

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Growing

34

IND 43 Chemunex D-count Technology Industry Application

tic (IND 14-C) or Industrial Microbiology-Food (IND 15-C)

Training Dates in 2017: Feb.20-24

Training Program Name

IND 43 Chemunex D-count Technology Industry Application

Training Objectives

- Use Chemunex D-Count technology
- Support Chemunex customers

Attendees: Field Application Specialist

User Level: N/A

Duration: 4.5 days

Primary Course Topics:

- Describe Chemunex technology
- Use Flow cytometer in routine
- Prepare Pre-sales visit
- Provide Customer Support

Prerequisites:

Be ready trained Industrial microbiology Phama and cosme

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35

IND 45 Gene-up Industry Application

Training Program Name

IND 45 Gene-up Industry Application

Training Objectives

To be able to use and configure the system , train and support the customers

Attendees:

Application Specialists; Field Application Specialists

User Level: N/A

Duration: 4.5 days

Primary Course Topics:

- Describe the Gens-up system
- Configure the system
- Perform routine analysis

- Provide Customer Support
- Train and users

Prerequisites:

In class training IND15-C Industrial Microbiology - FOOD or knowledge on food microbiology and Molecular biology

Training Dates in 2017: May 16-19

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Growing

36

IND 46 Gene-up (SE)

Training Program Name

IND 46 Gene-up (SE)

Training Objectives

Install, maintain and support the Gene-up system

Attendees:

System Engineer and Field System Engineer

User Level: N/A

Duration: 3 days

Primary Course Topics:

- Perform preparation
- Install the system
- Perform preventive maintenance

- Perform Curative Maintenance
- Provide Customer Support
- Maintain the system

Prerequisites: N/A

Training Dates in 2017: Jun.20-22

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Growing

37

IND 47 Blue Line M10-M20 (AS)

Training Program Name

IND 47 Blue Line M10-M20 (AS)

Training Objectives

Use, configure, maintain and support Blue Line M10-M20

Attendees:

Application Specialist and System Engineers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- List the general features of the system
- Use the Masterclave

- Perform media Dispensing form Masterclave to APS One or Dllumat
- Perform cleaning and routine maintenance
- Provide Customer Support

Prerequisites:

Be ready trained Industrial Microbiology-Food (IND15)

Training Dates in 2017: Mar.28-29

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38

IND 48-B EviSight Compact (SE)

Training Program Name

IND 48-B EviSight Compact (SE)

Training Objectives

- Install, configure and maintain the system
- Provide customer support

Attendees:

System Engineers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Present the features of the system
- Install the system

- Maintain the system
- Provide Customer Support

Prerequisites: N/A

Training Dates in 2017: Apr.6-7

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Growing

39

IND 49 Blue Line M10-M20 (SE)

Training Program Name

IND 49 Blue Line M10-M20 (SE)

Training Objectives

Install, configure and maintain the system and provide customer support

Attendees:

System Engineers; Field System Engineers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Perform Customer Previsit
- Install the system

- Control the operation
- Maintain the system
- Provide customer support

Prerequisites: N/A

Training Dates in 2017: Mar.30-31

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40 IND 50 EviSight Compact (AS)

Training Program Name
IND 50 EviSight Compact (AS)

Training Objectives

- To be able to configure and use the system in routine
- To train the customer
- To provide customer support

Attendees:

Customer Service industry; Application Specialists; Sales Representatives; Product Managers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Present the system features and applications
- Configure the system
- Use the system in routine
- Train and support the customer
- Validate the system

Prerequisites:

- Be ready trained Industrial microbiology: Pharma and cosmetic (AS)
- Have good knowledge of microbiology testing in pharma industries

Training Dates in 2017: Apr.10-11

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41

IND 55 TEMPO Challenge Test

Training Program Name

IND 55 TEMPO Challenge Test

Training Objectives

- To be able to configure and use the system in routine
- To train end users
- To provide customer support

Attendees:

Application Specialists; Sales Representatives; Product Managers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Define and evaluate cosmetic market
- Configure and use the system in routine
- Train the customer
- Provide Customer Support
- Validate the system

Prerequisites:

Be ready trained TEMPO Applications (IND 12)

Training Dates in 2017: Jun.19-20

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42

ATI 66 Labautomation (SE)

Training Program Name

ATI 66 Labautomation (SE)

Training Objectives

Install, maintain, repair, control the operation, recover and provide pertinent information

Attendees: Services Engineers (SE)

User Level:

Electronics and/or Electromechanical degree; 2 years of experience in field service; English basic level

Duration: 5 days

Primary Course Topics:

- Install the system
- Preventive maintenance
- Perform curative maintenance

- Control the operation
- Recover and provide pertinent information

Prerequisites: N/A

Training Dates in 2017: Mar.20-24

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Training Introduction

43

ATI 79 Chemunex D-count
Technology new range industry
Service

Training Program Name

ATI 79 Chemunex D-count Technology new range
industry Service

Training Objectives

- Install, qualify and maintain the new Chemunex
range of flow cytometry system
- Provide customer support

Attendees: Field Services Engineers

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Perform the customer pre-visit
- Install the systems

- Manage the operations and controls
- Maintain the systems
- Troubleshoot the system and support customer

Prerequisites: N/A

Training Dates in 2017: Mar.20-24

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44

SER 05 Labguard Solutions for Tech

Training Program Name

SER 05 Labguard Solutions for Tech

Training Objectives

Use Chemunex D-Count technology
Support Chemunex customers

Attendees:

Application Specialist; System Engineer; IT

User Level: N/A

Duration: 4 days

Primary Course Topics:

- Associate the Labguard offer to the customers needs
- Prepare the installation and install Labguard solutions
- Configure and use Labguard in routine

- Support Labguard Solutions
- Provide customer support

Prerequisites: N/A

Training Dates in 2017: Dec.19-22

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45

DIV 06-B Train The Trainers-Animation

Training Program Name

DIV 06-B Train The Trainers-Animation

Training Objectives

Lead and Facilitate a training course

Attendees:

All bioMerieux employees who have to lead and facilitate a training course

User Level: N/A

Duration: 2 days

Primary Course Topics:

- Manage and enhance group participation
- Evaluate training efficiency

- Identify and use the main trainers' tools

Prerequisites: N/A

Training Dates in 2017: Apr.19-20

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2017年 梅里埃亚太区 培训资源 介绍



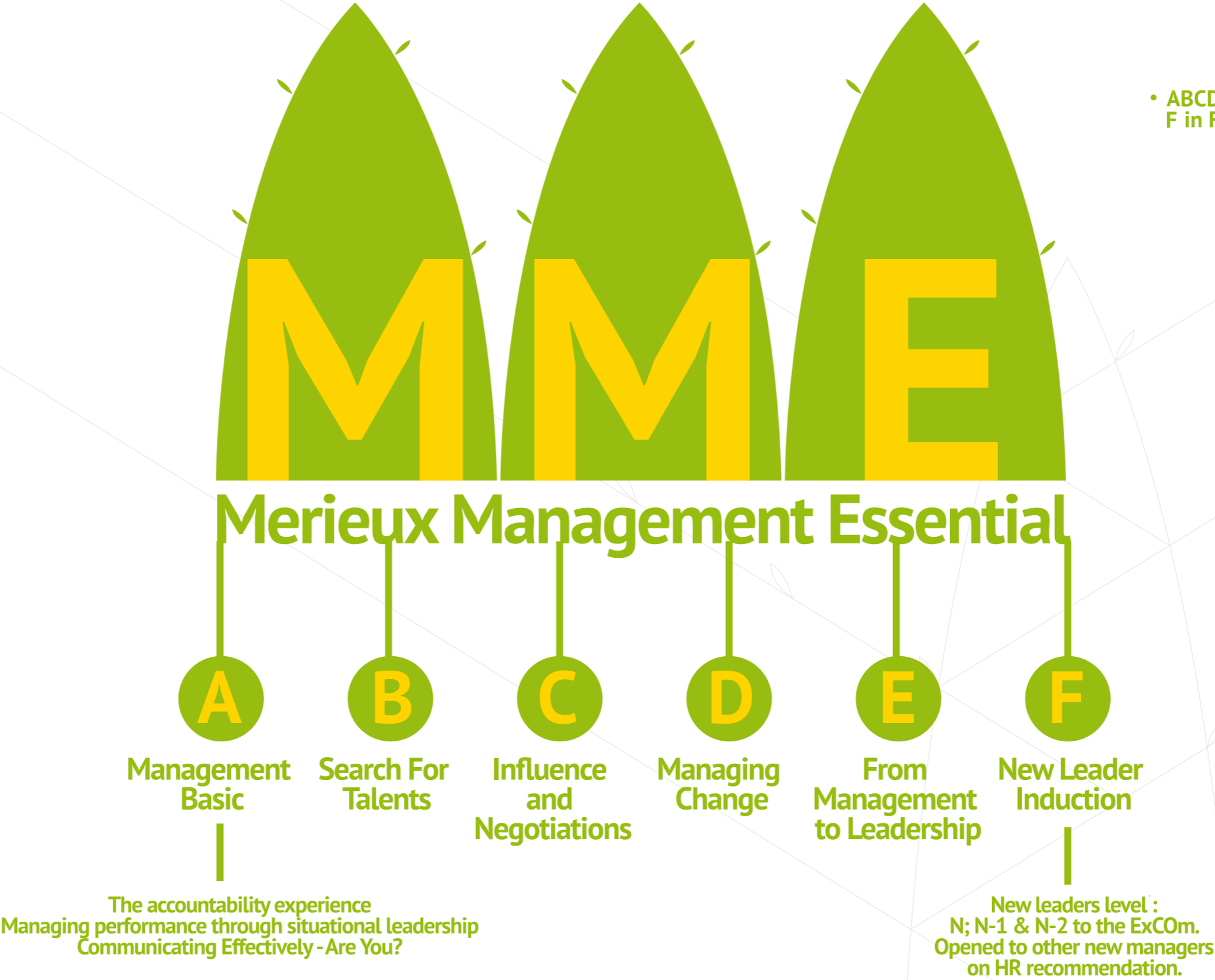
Part 2

ASPAC Mériex University Hub Training Plan

- ❧ Mériex Management Essentials
- ❧ Training Plan
- ❧ Training Enrollment Rule
- ❧ Training Introduction

• ABCDE in Shanghai hub
F in France

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2017 ASPAC Mérieux University Hub Training Plan

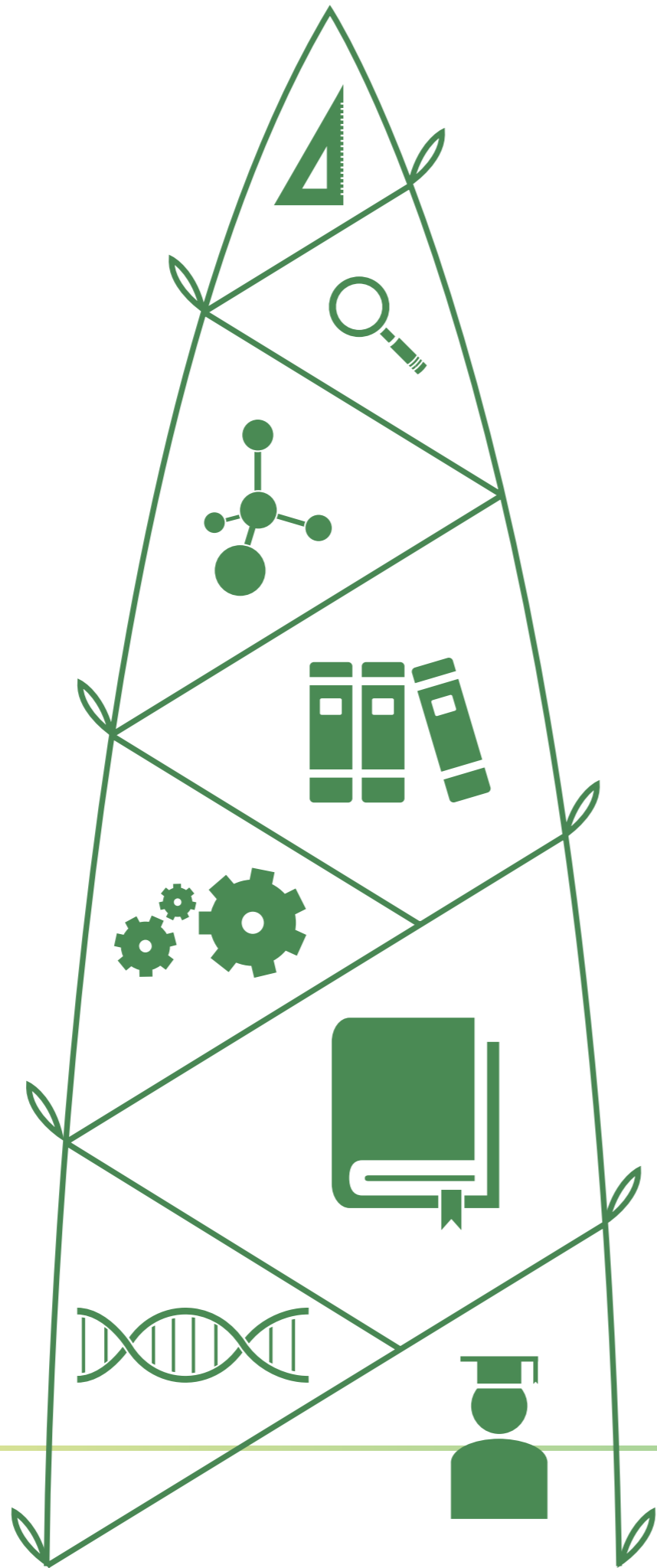
Date	Type	TrainingDays	Training	Price		Comment
				Training in Shanghai	Training Locally	
3.6-3.8	MME	3	Management Basics	0	2,400 €	corporate budget
3.9	MME	1	Influence & Negotiation	0	800 €	corporate budget
3.10		1	Fundamentals of Finance and Budget Management	450 €	450 €	
4.18-4.20		3	Marketing Fundamentals	900 €	900 €	
5.16-5.18	MME	3	Management to Leadership	0	1,350 €	corporate budget
6.1-6.2		2	Presentation Skills	900 €	900 €	
6.5-6.6	MME	2	Managing Change	0	1,600 €	corporate budget
9.13		0.5	DISC	450 €	450 €	including the test
9.14-9.15	MME	2	Managing Change	0	1,600 €	corporate budget
10.17-10.18		2	Project Management	900 €	900 €	
10.18-10.19		2	Project Management	900 €	900 €	
11.6-11.8	MME	3	Management Basic	0	2,400 €	corporate budget
11.9-11.10		2	Presentation Skills	900 €	900 €	

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Training Enrollment Rule

Training Introduction

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ASPAC Mérieux University Hub Training Enrollment Rule

- A maximum number of participants are defined for each training course.
- 4 weeks before a training session, Mérieux university reserves the right to cancel or to postpone the session if the number of participants is less than 6.
- Enrollment can be completed directly on new learning portal or send enrollment application email to ASPAC T&D team
- When participants receive training confirmation email, please inform ASPAC T&D team of your arrival and departure dates.
- ASPAC T&D team is responsible for making the reservations for hotels and shuttles between hotel and training center , and will inform the participants accordingly in the week before the training session.
- Line managers or ASPAC T&D team or Merieux University have the possibility to deny the learner enrollment.
- Don't book any flight or any kind of travel accommodation before receiving training confirmation email.

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Training Introduction

01-1 MME-Management Basics
I-The Accountability Experience

Prerequisites: Not applicable

Training Program Name
MME-Management Basics I-The Accountability Experience

- Training Objectives
- Apply a constructive definition of the terms responsibility, empowerment & accountability
 - Identify barrier to being and staying accountable
 - Make and manage clear performance agreements with others
 - Decline taking on additional commitments when doing so will negatively impact results
 - Hold others accountable for agreements in a way that minimizes conflict and encourages improved results

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

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Training Introduction

01-2

MME-Management Basics II-Situational Leadership

Duration: 7 hrs

Primary Course Topics: Not applicable

Prerequisites: Not applicable

Training Program Name

MME-Management Basics II-Situational Leadership

Training Objectives

- Define Leadership
- Apply situational Leadership:
 - » Identify the specific task
 - » Accurately assess performance readiness level
 - » Respond with the right leadership style & behaviors to meet the performance needs of thd individual
- Communicate the Leadership Response more effectively
- Manage the individuals movement through various leve ls of performance readiness
- Identify opportunities to improve through self-assessment and development planning

Attendees: All managers

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Training Introduction

01-3

**MME-Management Basics
III-Communicating Effectively**

Prerequisites: Not applicable

Training Program Name

MME-Management Basics III-Commvunicating Effectively

Training Objectives

- Learn communication mechanisms & develop skills for active listening
- Increase your ability to share information successfully
- Understand the SBI model for delivering feedback
- Examine the use of e-mail, phone, voice-mail and face-to-face communication
- Learn to write and communicate SMART objectives

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

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Training Introduction

02

MME-Influence & Negotiation

Training Program Name

MME-Influence & Negotiation

Training Objectives

- Understand the connection between influence and negotiation
- Understand the Principled Negotiation Model
- Apply the steps of Principled Negotiation, including:
 - » Separate the people from the problem
 - » Focus on interests Behind Positions
 - » Invent options for mutual gain
 - » Identify independent standards
 - » Develop a best alternative to a negotiated agreement

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

Prerequisites: Not applicable

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Training Introduction

03

MME-Managing Change

Training Program Name

MME-Managing Change

Training Objectives

- Anticipate, direct & ensure the success of changes
- Acquire some keys to understanding organizations
 - » Know how to prepare for changes
 - » Know which appropriate actions to take to build or re-build agility in organization
- Establish an effective support for your change projects
 - » Know how to use a few key tools
 - » Mobilize stakeholders to manage changes

Attendees: All managers

Duration: 2 days

Program:

- Ensure the change success
 - » Definition, roles & responsibilities
 - » Change in organizations
 - » Resistance to change
- Steps of a change project
- Challenges underlying a change

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04

MME-From Management to Leadership

Training Program Name

MME-From Management to Leadership

Training Objectives

- 3 Day Program to improve leadership and ability to work with others:
 - » Create efficient relationships at work by a better awareness of your own behaviors, a better understanding of other's behaviors
 - » Develop personal agility and autonomy
 - » Create the best conditions to develop self-esteem and team excellence.

Attendees: All managers

Duration: 3 days

Approach:

- Innovative training, based on the Will SCHUTZ approach (The Human Element), proposing various learning activities such as imagery, physical exercises, feedbacks, assessments...

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Training Introduction

05

DISC

Training Program Name

The Impact of Style (DISC)

Training Objectives

- Identify common behavioral styles
- Analyze the strengths and limitations of various styles
- Understand your own natural and adapted style: identify your preferences in terms of behaviors, be aware of the impact of your style
- Understand how to adapt to achieve positive outcomes

Attendees: All bioMerieux employees and managers

Duration: 3.5 hrs

Primary Course Topics:

- Different types of perception
- Treat others the way you would like them to treat you: understand your own needs, other people's needs and

be able to adapt your behavior to them and to the different situations

- Give honest, but respectful feedback to your management, teammates and colleagues
- Develop yourself

Prerequisites: Not applicable

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06

Fundamentals of Finance and Budget Management

- Budget process and monthly reporting
- Business plan and ratios
- Financial communication

Training Program Name

Fundamentals of Finance and Budget Management

Training Objectives

- Understand bioMérieux’s performance indicators
- Acquire the fundamentals of finance
- Understand the challenges of the budget planning and budgetary control
- Understand the key concepts of financial analysis
- Discover bioMérieux, as a listed company, through its financial information

Attendees: All managers

Duration: 7 hrs

Program:

- Performance indicators of bioMérieux
- Fundamentals of finance

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07

Project Management

Training Program Name

Project Management

Training Objectives

- Learn bioMérieux project management concepts and processes
- Identify main project planning steps : deadlines, resources (Humans, budget, time)
- Know how to plan a simple project with bioMérieux method

Attendees:

All the actors in project in bioMérieux

Duration:

2 days

Program:

- The project definition and scope
- The importance of milestones and deliverables

- Roles and responsibilities of actors and sponsors
- The role of the Project Manager

Prerequisites: Not applicable

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08

Presentation Skills

Training Program Name

Presentation Skills And Public Speaking

Training Objectives

- At all levels of presenting, the ability to keep an audience attentive whilst delivering a presentation which is smooth yet attractive remain the biggest development challenges
- The overall aim of this programme is to enable each participant to:
 - » Gain an awareness of his or her strengths as a communicator and to build on these.
 - » Identify those areas which need some work and to work on them.
- The programme offers a balance of theory and several distinct practical
 - » Preparation and getting ready to present
 - » Understanding causes of stress
 - » The relationship between body and voice
 - » Managing the audience
 - » Delivering impactful messages

Attendees:

Managers who make regular presentations (several times per month) to audiences outside of their department or externally 6 participants min / 7 participants max

Duration: 14h (2 days)

Program:

The programme provides a safe environment for participants to develop themselves individually in the following areas:

- Preparation
 - » Understanding the environment: what, why, for whom, how?
 - » Creating great visuals which really support the presenter
- Stress management
 - » Getting ready to present – creating the right climate
- Body and voice
 - » Using the power of the voice
 - » Body language which reinforces the messages
- Managing the audience
 - » Keeping ones cool and staying on track
 - » Demonstrating leadership during the presentation
 - » Setting the tone and rhythm
 - » Making the presentation interactive
- The power of the messages
 - » Focussing on the objective
 - » Creating a simple, clear and efficient setting
 - » Hooking the audience

Prerequisites:

In preparation for this programme, participants are invited to attend a 15-minute telephone interview in order to better understand their challenges. They are then asked to bring a prepared business presentation of between 10 and 12 minutes.

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Training Introduction

09

Marketing Fundamentals

Training Program Name

Marketing Fundamentals

Training Objectives

- Build your knowledge of fundamental principles in marketing at bioMerieux
- Speak a common language throughout the organization
- Learn through workshops using relevant bioMerieux examples supported by external case studies
- Produce clear actions that further support sales and improve the sales growth of the organization
- Enhance the interaction between global marketing, brand champion, regional management and local marketing

Attendees:

Product Managers, Market Managers, Marketing Directors

Duration: 21h (3 days)

Program:

- Role and mission of marketing in B2B
- Review of bioMerieux global marketing process and key activities
- Review of bioMerieux local marketing process and key activities

Prerequisites:

MRBI Essentials-Voice of Customer–E-learning (1h)
(Code 24928)

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2017年 梅里埃亚太区 培训资源 介绍



Part 3

ASPAC Sales Training Plan

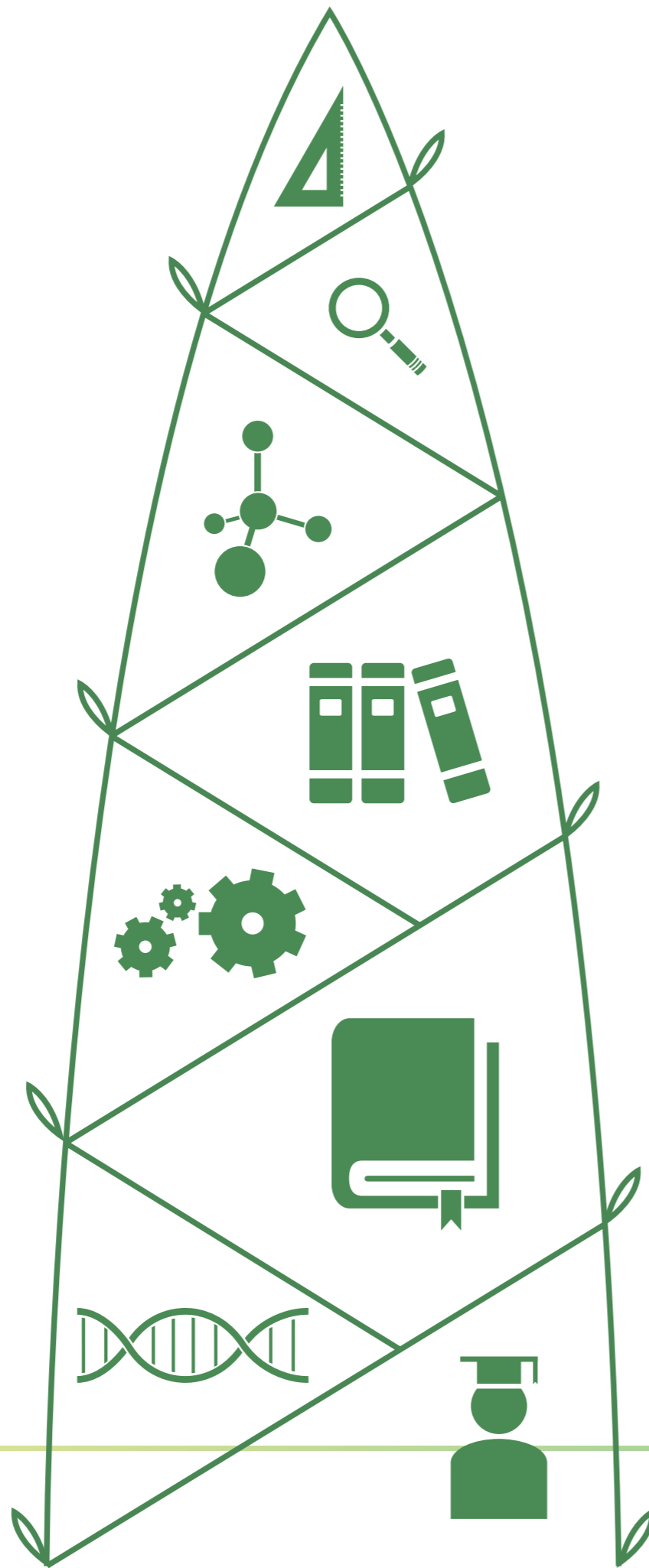
- Training Enrollment Rule
- Sales Training Roadmap
- 2017 Global Sales Offer

Training Enrollment Rule

Sales Training Roadmap

2017 Global Sales Offer

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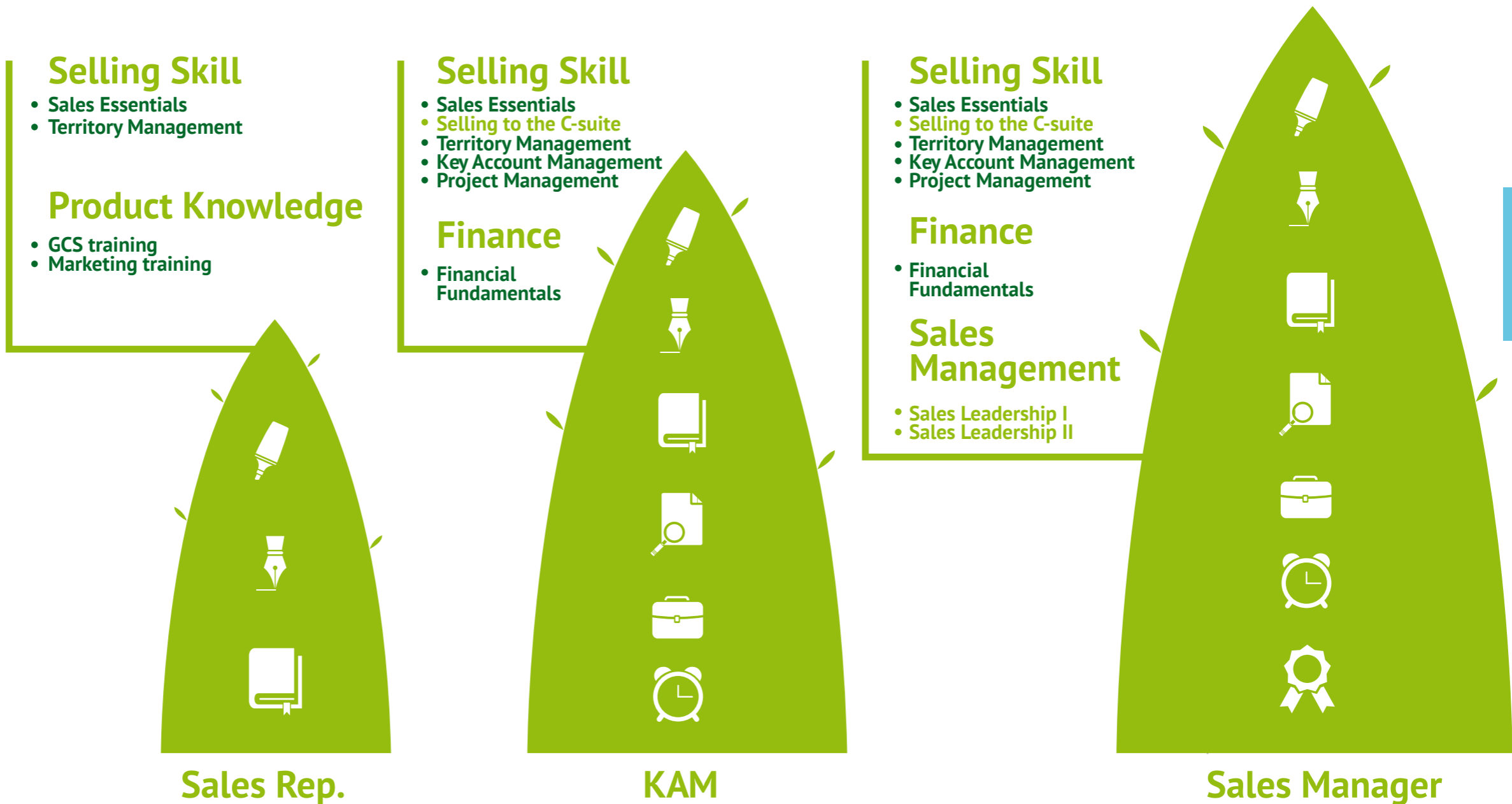


ASPAC Sales & Marketing Training Enrollment Rule

- Sales & marketing training is to meet ASPAC region's business needs and will be customized with external and internal sales & marketing experts.
- Enrollment can be completed directly on new learning portal or send enrollment application email to ASPAC T&D team after the approval by line manager when you receive the related training notice.
- When participants receive training confirmation email, please inform ASPAC T&D team of your arrival and departure dates.
- ASPAC T&D team is responsible for making the reservations for hotels and shuttles between hotel and training center, and will inform the participants accordingly in the week before the training session.
- Line managers or ASPAC T&D team have the possibility to deny the learner enrollment.
- Don't book any flight or any kind of travel accommodation before receiving training confirmation email.

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Sales Training Roadmap



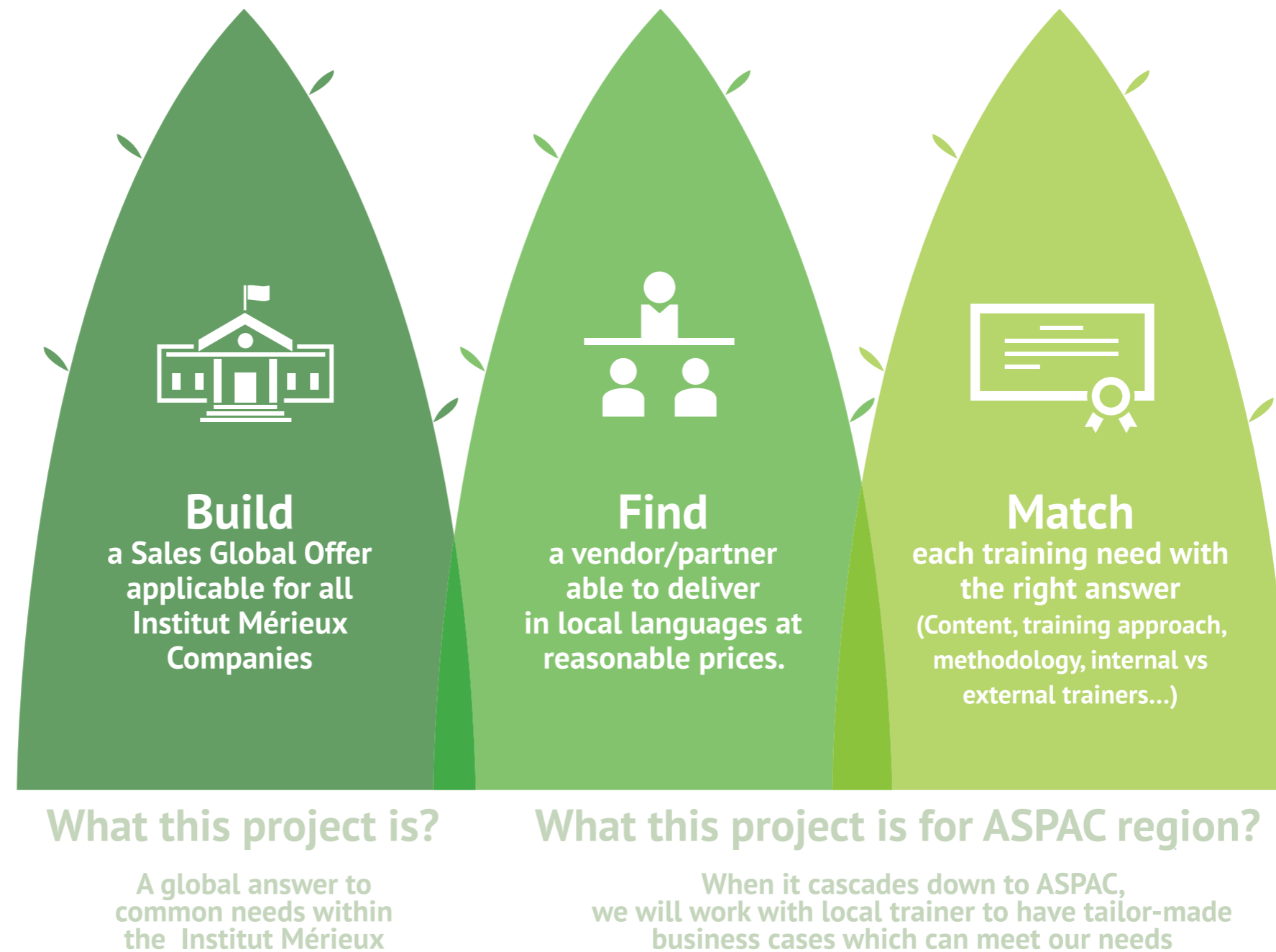
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Training Marked with deep green have been ready in our region.

2017 Global Sales Offer

2017 Global Sales Offer



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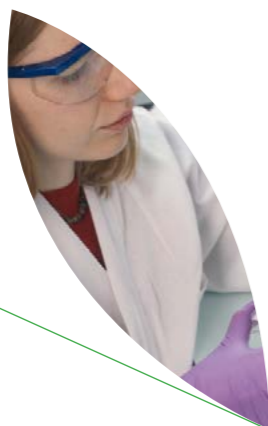
2017年梅里埃大中华区 培训与发展计划

» 卷2- 大中华区培训资源介绍

培训类别 1：产品医学类培训计划及介绍

培训类别 2：专业技能及领导力培训介绍

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2017年 梅里埃大中华区 培训资源 介绍



培训类别1

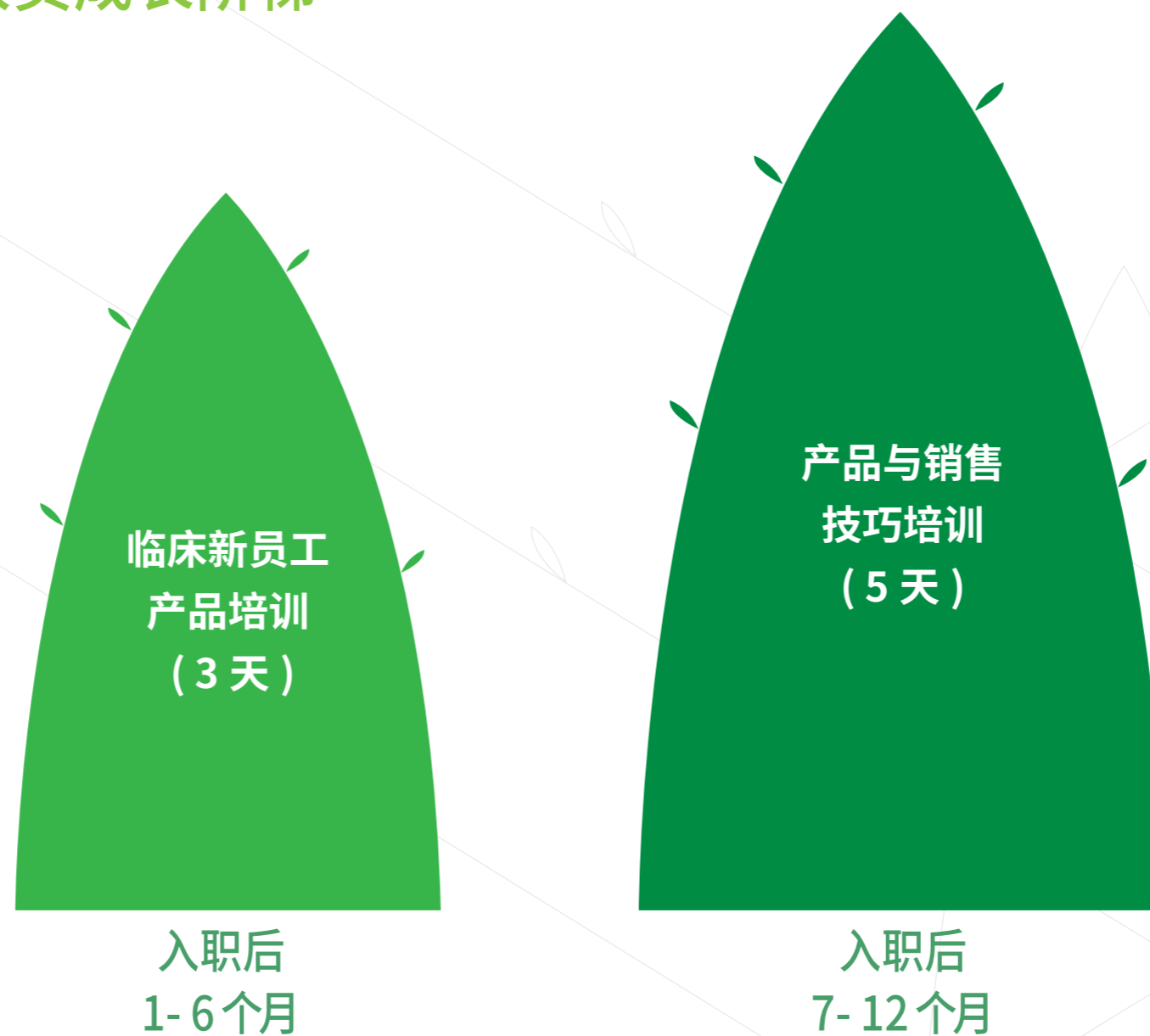
- 产品医学类成长阶梯
- 产品医学类培训计划
- 产品医学类培训介绍
 - ▮ 入职产品培训
 - ▮ 临床产品应用培训
 - ▮ 工业产品应用培训
 - ▮ 工程师产品培训
 - ▮ 医学教育培训
 - ▮ 市场销售培训

产品医学类成长阶梯

产品医学类培训计划

产品医学类培训介绍

新入职销售人员成长阶梯



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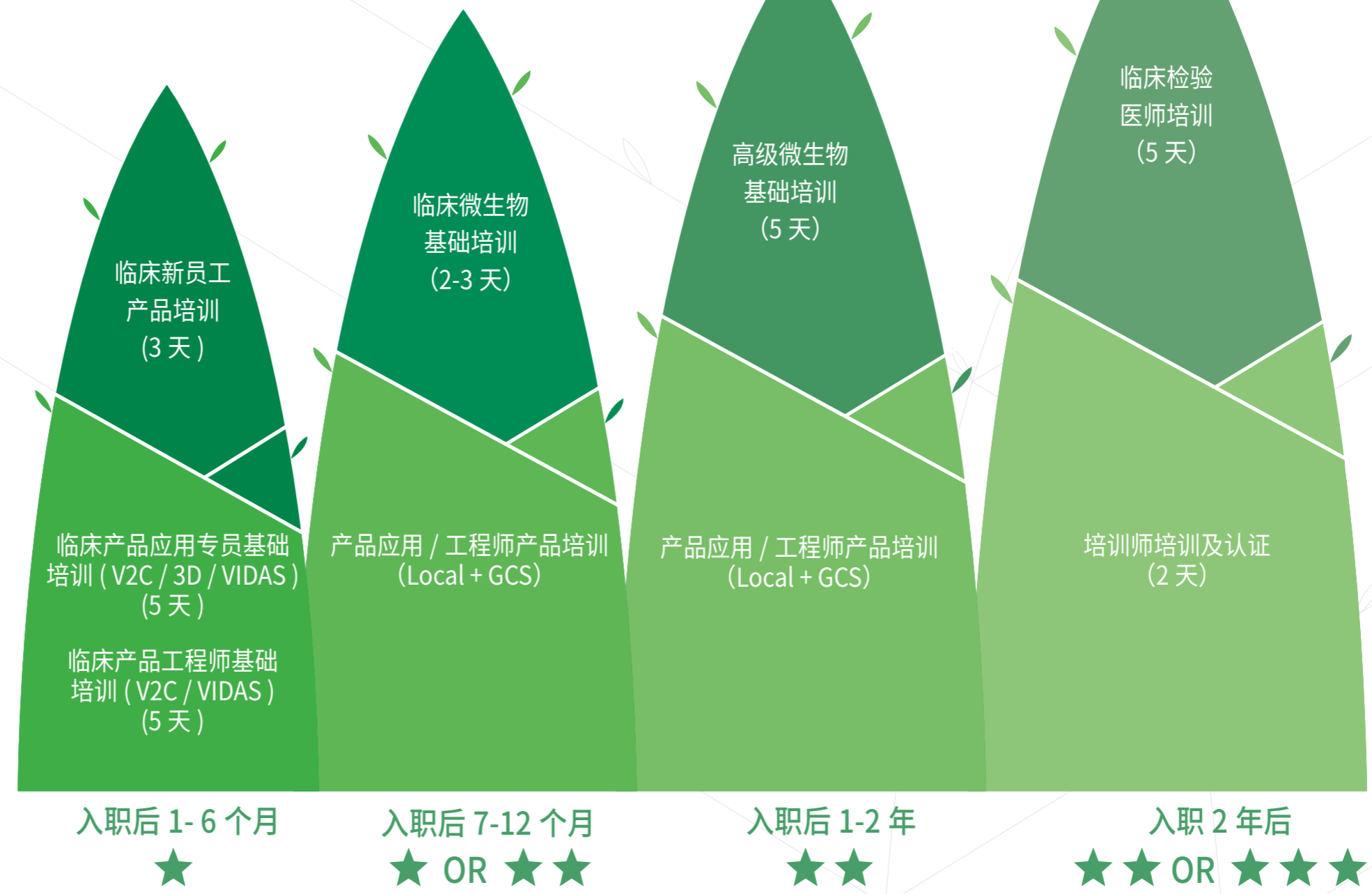
星级战士项目 : Star Sales

每年销售团队将会按产品组织认证考核, 包括笔试及 Role Play

产品医学类成长阶梯

产品医学类培训计划
产品医学类培训介绍

新入职应用专员与工程师成长阶梯



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星级战士项目 : Star AS & SE
每年 8 月梅里埃大学将会按产品进行认证考核, 包括笔试、操作及演讲

产品医学类成长阶梯

产品医学类培训计划

产品医学类培训介绍

Star AS & SE 各星级职责

	AS	SE	相对应星级级别
★	<ul style="list-style-type: none">能够熟练掌握应试产品的相关理论和操作能够承担新用户的初级培训能够帮助用户解决常见的技术问题掌握梅里埃产品的优势及与竞争对手产品的比较	<ul style="list-style-type: none">能够标准化进行仪器的安装与调试能够对仪器进行常规保养熟悉仪器基本构造，独立处理仪器常规故障	2016 年 8 月 1 日后 入职的员工 需达到 1 星
★ ★	<ul style="list-style-type: none">承担对初级技术人员的指导，包括产品应用和故障排除等能够对产品投诉作出分析并提出处理意见能够帮助 KA 用户提供疑难问题的解决方案，具有参与完成科研试验的能力深入探究梅里埃产品的优势及与竞争对手产品的比较	<ul style="list-style-type: none">具有独立根据要求完成 FA 工作的能力能够理解仪器的故障表象（如：Logs），进行复杂维修工作具有处理常见仪器应用方面问题的能力具有仪器认证的资质（如：3Q 等）	2016 年 8 月 1 日前 入职的员工 需达到 2 星
★ ★ ★	<ul style="list-style-type: none">能够有效提供专业理论讲座或投标的陈述能够在梅里埃本公司及代理商举办的专业学术会上进行相关产品理论讲座和推广宣讲具有对梅里埃本公司及代理商的相关技术人员进行产品理论与操作的应用培训能够针对用户出现的疑难问题设定研究课题，并带领相关技术人员获得解决方案每年在梅里埃大学杂志上发表一篇学术文章	<ul style="list-style-type: none">深入用户并为其提供复杂疑难问题的有效解决方案具有对新进工程师进行仪器基础培训的能力和资质每年在梅里埃大学杂志上发表一篇学术文章	每年可根据 员工的个人发展 报考 3 星
★ ★ ★ ★	<ul style="list-style-type: none">能够制定临床评估试验或研究课题的方案，有效组织、管理实施方案，评估和总结最终结果每年主持开展一次及以上研究课题，并获得最终结果每年在梅里埃大学杂志上发表一篇及以上学术文章能够为用户和技术人员提供相关专业咨询服务具备与临床医生的沟通及授课能力	<ul style="list-style-type: none">能够为用户和工程师提供相关专业咨询服务每年在梅里埃大学杂志上发表一篇及以上学术文章获得梅里埃大学或亚太区培训师资质	每年可根据 员工的个人发展 报考 4 星

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2017 年 梅里埃大中华区产品医学类培训计划 -1

	领域	日期	天数	课程号	难度系数	课程名称	参加对象
1月	微生物	1.3-1.6	4	17-01	★★	BacT/ALERT VIRTUO AS Training BacT/ALERT VIRTUO 应用专员培训	应用专员
	微生物	1.9-1.13	5	17-02	★★	BacT/ALERT VIRTUO SE Training BacT/ALERT VIRTUO 系统工程师培训	工程师
	工业	1.9-1.13	5	17-03	★★	Chemunex SE Training Chemunex 流式细胞仪工程师培训	工程师
	免疫	1.16-1.20	5	17-05	★★	VIDAS 3 SE Training VIDAS 3 系统工程师培训	工程师
	微生物	1.16-1.20	5	17-06	★★★★	VITEK MS Plus Application Training VITEK MS Plus 细菌鉴定临床应用技术培训	应用专员
	工业	1.18-1.20	3	17-07	★★	Chemunex AS Training Chemunex 流式细胞仪应用专员培训	工业应用专员
	免疫	2.6-2.10	5	17-08	★★	VIDAS System AS Training VIDAS 应用专员培训	应用专员
2月	免疫	2.13-2.15	3	17-09	★★	VIDAS 3 AS Training VIDAS 3 应用专员培训	应用专员
	微生物	2.13-2.17	5	17-A-01	★★★★	VITEK MS Plus Application Training VITEK MS Plus 细菌鉴定临床应用技术培训	应用专员
	微生物	2.14-2.16	3	17-10	★★★★	Microbiology Basic Training 临床微生物基础培训	新入职应用专员

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2017 年 梅里埃大中华区产品医学类培训计划 -2

	领域	日期	天数	课程号	难度系数	课程名称	参加对象
3月	工业	3.2-3.3	2	17-11	★★	AES blue line SE Training AES blue line 工程师培训	工程师
	微生物	3.6-3.10	5	17-13	★★	VITEK 2 Compact SE Training VITEK 2 Compact 系统工程师培训	工程师
	微生物 / 免疫 / 分子	3.8-3.10	3	17-14	★	bioMerieux Clinical Products for New Staff 临床新员工产品培训	临床新员工
	微生物 / 免疫 / 分子	3.13-3.17	5	17-15	★★	Clinical Basic Products Training for New AS (V2C / 3D / VIDAS) 临床产品应用专员基础培训 (V2C / 3D / VIDAS)	新入职应用专员
	微生物 / 免疫 / 分子	3.13-3.17	5	17-16	★★	Clinical Basic Products Training for New SE (V2C / VIDAS) 临床产品工程师基础培训 (V2C / VIDAS)	新入职工程师
	微生物 / 免疫 / 分子	3.25	0.5	17-17	★★★★★	BMU Remote Training 梅里埃大学第 19 届远程教育	终端用户 资深应用专员
	分子	3.27-3.28	2	17-25	★★	HAIN SE Training HAIN 工程师培训	工程师
	微生物	3.27-3.31	5	17-18	★★	VITEK MS IVD SE Training VITEK MS IVD 工程师培训	工程师
	分子	3.29-3.31	3	17-40	★★	HAIN AS Training HAIN 应用专员培训	应用专员
4月	分子	4.5-4.7	2.5	17-19	★★	FilmArray AS Training FilmArray 应用专员培训	应用专员

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2017 年 梅里埃大中华区产品医学类培训计划 -3

领域	日期	天数	课程号	难度系数	课程名称	参加对象
微生物	4.6-4.7	2	17-20	★★	Color Gram / RAL AS Training Color Gram / RAL 应用专员培训	应用专员
微生物	4.10-4.14	5	17-12	★★★★	MYLA Application Training MYLA 系统应用技术培训	应用专员
免疫	4.10-4.14	5	17-21	★★	VIDAS System SE Training VIDAS 系统工程师培训	工程师
微生物	4.17-4.21	5	17-22	★★★★	VITEK 2 System AS Training VITEK 2 系统应用专员培训	应用专员
微生物	4.24-4.28	5	17-23	★★	BacT/ALERT 3D System SE Training BacT/ALERT 3D 系统工程师培训	工程师
微生物	4.25-4.28	4	17-24	★★	BacT/ALERT VIRTUO AS Training BacT/ALERT VIRTUO 应用专员培训	应用专员
5月微生物	5.8-5.12	5	17-26	★★★★★	Microbiology Advanced Training 高级微生物基础培训	终端用户 资深应用专员
工业	5.15-5.19	4	17-27	★	bioMerieux Industry Products for New Staff 工业新员工产品培训	工业新员工
微生物	5.22-5.26	5	17-28	★★	PREVI Isola SE Training PREVI Isola 工程师培训	工程师
6月微生物	6.5-6.9	5	17-29	★★	VITEK 2 Compact SE Training VITEK 2 Compact 系统工程师培训	工程师

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2017 年 梅里埃大中华区产品医学类培训计划 -4

领域	日期	天数	课程号	难度系数	课程名称	参加对象
微生物	6.13-6.15	3	17-30	★★★	Microbiology Basic Training 临床微生物基础培训	新入职应用专员
微生物	6.19-6.23	5	17-31	★★	BacT/ALERT 3D / Color Gram / RAL AS Training BacT/ALERT 3D / Color Gram / RAL 应用专员培训	应用专员
微生物	6.20-6.23	4	17-32	★★★★★	VITEK MS Plus RUO Application Training VITEK MS Plus RUO 应用技术培训	应用专员
微生物 / 免疫 / 分子	6.24	0.5	17-33	★★★★★	BUM Remote Training 梅里埃大学第 20 届远程教育	终端用户 资深应用专员
微生物	6.26-6.30	5	17-34	★★	BacT/ALERT VIRTUO SE Training BacT/ALERT VIRTUO 系统工程师培训	工程师
微生物	6.27-6.28	2	17-35	★★	RAL Stainer SE Training RAL Stainer 工程师培训	工程师
7 月 微生物	7.3-7.7	5	17-36	★★★★	MYLA Application Training MYLA 系统应用技术培训	应用专员
微生物 / 免疫 / 分子	7.5-7.7	3	17-37	★	bioMerieux Clinical Products for New Staff 临床新员工产品培训	临床新员工
微生物	7.5-7.7	3	17-38	★★	ATB SE Training ATB 系统工程师培训	工程师
微生物	7.10-7.14	5	17-39	★★★★★	Clinical Microbiological Technician Training 临床检验医师培训	终端用户 资深应用专员

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2017 年 梅里埃大中华区产品医学类培训计划 -5

	领域	日期	天数	课程号	难度系数	课程名称	参加对象
8月	微生物	7.17-7.21	5	17-41	★★	VITEK MS IVD SE Training VITEK MS IVD 工程师培训	工程师
	微生物	7.24-7.28	5	17-42	★★★★	MYLA SE Training MYLA 工程师培训	工程师
	微生物	8.29-8.31	3	17-43	★★★★	Microbiology Basic Training 临床微生物基础培训	新入职应用专员
	工业	8.29-8.31	3	17-44	★★★★	VITEK 2 Compact Industry AES Application Training VITEK 2 Compact 工业药敏应用培训	工业应用专员
9月	微生物	9.4-9.8	5	17-45	★★	API and ATB AS Training API 及 ATB 应用专员培训	应用专员
	分子	9.4-9.8	5	17-46	★★	EasyMAG / EasyQ SE Training EasyMAG / EasyQ 工程师培训	工程师
	免疫	9.11-9.15	5	17-48	★★	VIDAS System AS Training VIDAS 应用专员培训	应用专员
	微生物 / 免疫 / 分子	9.13-9.15	3	17-49	★	bioMerieux Clinical Products for New Staff 临床新员工产品培训	临床新员工
	免疫	9.18-9.20	3	17-50	★★	VIDAS 3 AS Training VIDAS 3 应用专员培训	应用专员
	微生物 / 免疫 / 分子	9.18-9.22	5	17-51	★★	Clinical Basic Products Training for New AS (V2C / 3D / VIDAS) 临床产品应用专员基础培训 (V2C / 3D / VIDAS)	新入职应用专员

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2017 年 梅里埃大中华区产品医学类培训计划 -6

领域	日期	天数	课程号	难度系数	课程名称	参加对象
微生物 / 免疫 / 分子	9.18-9.22	5	17-52	★★	Clinical Basic Products Training for New SE (V2C/VIDAS) 临床产品工程师基础培训 (V2C/VIDAS)	新入职工程师
微生物	9.18-9.22	5	17-53	★★★	VITEK MS Plus Application Training VITEK MS Plus 细菌鉴定临床应用技术培训	应用专员
微生物 / 免疫 / 分子	9.23	0.5	17-54	★★★★★	BUM Remote Training 梅里埃大学第 21 届远程教育	终端用户 资深应用专员
分子	9.26-9.28	2.5	17-55	★★	FilmArray AS Training FilmArray 应用专员培训	应用专员
10 月 微生物	10.9-10.13	5	17-56	★★★	VITEK 2 System AS Training VITEK 2 系统应用专员培训	应用专员
微生物	10.16-10.20	5	17-57	★★	VITEK 2 Compact SE Training VITEK 2 Compact 系统工程师培训	工程师
工业	10.17-10.20	4	17-58	★	bioMerieux Industry Products for New Staff 工业新员工产品培训	工业新员工
微生物	10.16-10.20	5	17-59	★★	BacT/ALERT 3D System SE Training BacT/ALERT 3D 系统工程师培训	工程师
微生物	10.23-10.27	5	17-60	★★	VITEK MS IVD SE Training VITEK MS IVD 工程师培训	工程师
免疫	10.30-11.3	5	17-61	★★	VIDAS System SE Training VIDAS 系统工程师培训	工程师

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2017 年 梅里埃大中华区产品医学类培训计划 -7

领域	日期	天数	课程号	难度系数	课程名称	参加对象
11 月 微生物	11.7-11.9	3	17-62	★★★	Microbiology Basic Training 临床微生物基础培训	新入职应用专员
微生物	11.14-11.17	4	17-63	★★★★★	VITEK MS Plus RUO Application Training VITEK MS Plus RUO 应用技术培训	应用专员
微生物	11.20-11.24	5	17-64	★★	VITEK 2 SE Training VITEK 2 系统工程师培训	工程师
微生物	11.20-11.24	5	17-65	★★★★★★	Clinical Microbiological Technician Training 临床检验医师培训	终端用户 资深应用专员
12 月 微生物	12.11-12.15	5	17-66	★★	BacT/ALERT 3D / Color Gram / RAL AS Training BacT/ALERT 3D / ColorGram / RAL 应用专员培训	应用专员
微生物 / 免疫 / 分子	12.16	0.5	17-67	★★★★★	BUM Remote Training 梅里埃大学第 22 届远程教育	终端用户 资深应用专员
微生物 / 免疫 / 分子	12.20-12.22	3	17-68	★	bioMerieux Clinical Products for New Staff 临床新员工产品培训	临床新员工
工业	12.25-12.29	5	17-69	★★	TEMPO SE Training TEMPO 系统工程师培训	工程师

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入职产品培训

01

临床新员工 产品培训

培训目标

了解梅里埃产品、产品功能及产品的临床价值、梅里埃产品的独特性

培训对象

所有新入职员工 (应用专员、工程师入职工作 1 个月后方可参加)

培训课时

3 天

培训方式

面授

培训内容

- 培训教学
 - » 梅里埃产品概况
 - » 梅里埃产品与临床
 - » 微生物产品：原理、组成、功能、临床价值、基本实验操作
 - * 手工产品：PPM；API；Etest；触酶；氧化酶
 - * 自动化产品：PREVI Isola；PREVI Color Gram；BacT/ALERT 3D；ATB；VITEK 2 Compact；VITEK MS
 - » 免疫学产品：免疫学基础；VIDAS 及重要项目（急诊，优生优育等）；其他免疫产品
 - » 分子生物学产品：eMAG；HAIN；FilmArray
- 实验操作
- 考核

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入职产品培训

02

工业新员工 产品培训

培训目标

了解梅里埃产品、产品功能及产品的应用价值

培训对象

所有新入职工业部门员工

培训课时

4 天

培训方式

面授

培训内容

- 理论教学
 - » 梅里埃公司及工业部介绍
 - » 微生物基础及定向实验
 - » 标准菌株产品
 - » 培养基制备及分装
 - » 工业成品培养基介绍
 - » PREVI Color Gram、API、ATB、BacT/ALERT 3D、VITEK 2 Compact、VITEK MS Plus、AES、Chemunex 产品介绍
 - » 食源性致病菌检测（VIDAS）
 - » 食品卫生指标菌定量检测（TEMPO）
 - » 食品、制药及化妆品市场及销售
- 实验操作
- 考核

Keep
Learning
Keep
Growing

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临床产品应用培训

01 临床产品应用专员基础 培训 (V2C / 3D / VIDAS)

培训目标

- 掌握 V2C、3D 及 VIDAS 仪器的系统描述
- 掌握 V2C、3D 及 VIDAS 日常操作及结果解释
- 掌握 V2C、3D 及 VIDAS 系统的参数设置

培训对象

新入职应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 微生物基础知识（细菌及抗生素分类、耐药机制、药敏方法及标准）
 - » 免疫学基础知识
 - » VITEK 2 Compact 系统的检测原理、操作流程、结果解释、参数设置、常见故障
 - » BacT/ALERT 3D 系统的检测原理、培养瓶种类、操作流程、参数设置
 - » VIDAS 系统的检测原理、试剂盒及操作流程、常见故障
- 实验操作
- 考核

Keep
Learning
Keep
Growing

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临床产品应用培训

02 BacT/ALERT 3D / Color Gram / RAL 应用专员培训

培训目标

- 掌握 BacT/ALERT 3D 仪器的原理、操作、故障处理、性能测试
- 分枝杆菌的培养、标本前处理、操作、污染处理、结果报告
- BacT/ALERT 3D 或新血培养系统的临床价值
- 革兰染色仪的原理、操作及临床价值
- 抗酸染色仪的原理、操作及临床价值

培训对象

应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 了解学习目标、课程安排和要求
 - » 败血症的定义、血培养临床价值
 - » BacT/ALERT 3D 系统的发展史、概况、检测原理以及培养瓶
 - » 主屏幕菜单、每日工作流程
 - » 分枝杆菌培养基检测最佳流程
 - » BacT/ALERT 3D 设置屏幕、数据编辑、报告功能介绍
 - » 系统配置、运算法则、延迟放入、假阳性、污染处理
 - » 21 CFR PART 11 功能介绍
 - » 系统升级介绍
 - » 常见故障代码的发生原因和处理方法
 - » QC 以及性能研究方法
 - » Color Gram 操作流程及维护保养
 - » RAL 操作流程及维护保养
- 实验操作
- 考核

注：Color Gram / RAL 应用专员培训可单独开课

Keep
Learning
Keep
Growing

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临床产品应用培训

03

BacT/ALERT VIRTUO 应用专员培训

培训目标

- 仪器系统的描述
- 完成日常工作流程
- 系统数据的分析管理
- 设置系统参数
- 为客户提供技术支持服务

培训对象

应用专员

培训课时

4 天

培训方式

面授

培训内容

- 理论教学
 - » VIRTUO 系统及 FAN Plus 血瓶介绍
 - » VIRTUO 系统检测原理及日常操作流程
 - » 血瓶检测数据的查找、编辑和管理
 - » 仪器参数设置
 - » 解决仪器报警和警告
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

04

API 及 ATB 应用专员培训

培训目标

- API 及 ATB 临床应用价值
- 掌握 API 鉴定原理、鉴定试条、操作流程、结果解读
- 掌握 ATB 仪器的原理、鉴定及药敏试条、熟练操作流程、结果解读
- 能为客户解决常见故障及疑难解答

培训对象

应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 微生物基础
 - » API 鉴定原理及重要试条介绍
 - » API 结果解读
 - » ATB 系统概述
 - » ATB 操作流程、比浊仪、加样枪设置及应用
 - » ATB 试条：鉴定+药敏
 - » ATB 软件系统及专家系统解析
 - » ATB 质量控制
 - » ATB 系统维护及故障处理
- 实验操作
- 考核

Keep
Learning
Keep
Growing

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临床产品应用培训

05 VITEK 2 系统 应用专员培训

培训目标

- 掌握 VITEK 2 和 VITEK 2 Compact 仪器的原理、设置、功能
- 掌握 VITEK 2 和 VITEK 2 Compact 鉴定及药敏卡片操作
- 掌握 AES 的设置及应用，能为顾客解决常见故障及疑难解答
- VITEK 2 和 VITEK 2 Compact 对临床应用的独特价值

培训对象

应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VITEK 系统概况
 - » 软件设置
 - » 工作流程：鉴定与药敏操作流程，SCS & 自动稀释上机
 - » 查看、维护菌株结果
 - » 设置和查看质控（QC）信息
 - » 高级报告工具 ART
 - » MIC 分析原理
 - » 高级专家系统应用
 - » 管理病人信息应用
 - » 权限管理数据备份及恢复仪器日常维护
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

06

VITEK MS Plus 细菌鉴定 临床应用技术培训

培训目标

- 掌握 VITEK MS 仪器的原理
- 掌握 IVD 及 RUO 系统细菌鉴定的操作
- 了解 IVD 和 RUO 数据库及细菌鉴定分析过程
- 了解 VITEK MS IVD 鉴定 + V2 或 V2C 药敏试验操作流程
- 掌握 VITEK MS Plus Fine Tuning 方法
- 掌握丝状真菌、分枝杆菌、诺卡菌特殊处理流程
- 能为客户解决故障及疑难解答

培训对象

应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VITEK MS 系统介绍及一般操作流程
 - » 标本制备流程及注意事项
 - » Acquisition 和 MYLA 介绍
 - » RUO 介绍
 - » 霉菌、分枝杆菌、阳性血培养标本处理流程介绍
 - » IVD 和 RUO Fine Tuning 介绍
 - » 仪器维护介绍
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

07 VITEK MS Plus RUO 应用技术培训

培训目标

- 掌握 RUO 建库菌株的质量控制及建库方法
- 了解 RUO 科研功能
- 掌握 LaunchPAD 图谱比对方法

培训对象

应用专员

培训课时

4 天

培训方式

面授

培训内容

- 理论教学
 - » MALDI-TOF MS 基本概念复习
 - » SARAMIS data & Database
 - » 建库前菌株的质量控制流程及方法介绍
 - » SARAMIS 数据库结构
 - » LaunchPAD Beyond ID
 - » VITEK MS PLUS dendogram functionalities
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

08 MYLA 系统 应用技术培训

培训目标

- 能够描述 MYLA 系统
- 设置系统参数
- 结果查看和管理
- 统计报告生成和数据分析
- 为客户提供技术支持服务

培训对象

应用专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » MYLA 系统介绍
 - » 系统参数设置
 - » 查看、审核和导出结果
 - » 生成统计报告
 - » 系统监控和日志文件
- 实验操作
 - » 鉴定（VITEK MS）+ 药敏（VITEK 2）
 - » 血培养（3D）
- 考核

Keep
Learning
Keep
Growing

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临床产品应用培训

09 VIDAS / mini VIDAS / VIDAS 3 应用技术培训

培训目标

- 掌握 VIDAS / mini VIDAS / VIDAS 3 仪器的原理、操作
- 能为客户解决故障及疑难解答
- 掌握重要检测项目原理、临床价值及结果判读

培训对象

应用专员

培训课时

8 天

培训方式

面授

培训内容

- 理论教学
 - » 免疫学基础介绍
 - » 系统及试剂概述
 - » 软件使用及应用
 - » 日常操作流程
 - » 质量控制
 - » 仪器设置及软件应用
 - » 主要项目介绍（PCT、心梗、TORC、甲功、生殖激素、肿瘤标志物、HIV、CDAB）
 - » 销售市场介绍
 - » 仪器日常维护
 - » 疑难解答及故障排除
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

10

分子生物产品 eMAG / HAIN

培训目标

- 掌握分子产品的原理、功能、操作
- 能为客户解决故障及疑难解答
- 梅里埃分子产品的先进性和权威性

培训对象

应用专员

培训课时

根据参加培训对象而定

培训方式

面授

培训内容

- 理论教学
 - » 系统概述
 - » 原理、功能、工作流程
 - » 结果解读
 - » 质量维护
 - » 疑难解答
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

临床产品应用培训

11

FilmArray 应用专员培训

培训目标

- 掌握 FilmArray 基本原理
- 掌握 FilmArray 各试条检测意义
- 掌握 FilmArray 操作
- 掌握 FilmArray LIS 连接设置

培训对象

应用专员

培训课时

2.5 天

培训方式

面授

培训内容

- 理论教学
 - » 分子生物学基本知识
 - » FilmArray 检测原理
 - » 荧光定量 PCR 检测
 - » FilmArray 上机操作及问题解决
 - » 呼吸道、胃肠道、血流感染、脑膜炎检测试条
 - » FilmArray LIS 连接设置
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工业产品应用培训

01 VITEK 2 Compact 工业药敏应用培训

培训目标

- 掌握 V2C 药敏卡片的操作
- 掌握 AES 的设置及应用，能为用户解决常见故障及疑难解答
- 掌握 ART 的设置规则及应用价值

培训对象

应用专员（已有 VITEK 2 Compact 使用经验者）

培训课时

3 天

培训方式

面授

培训内容

- 理论教学
 - » MIC 分析原理
 - » 药敏操作流程
 - » 药敏结果解释
 - » 高级专家系统应用
 - » 高级报告工具 ART
- 实验操作
- 考核

Keep
Learning
Keep
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返回目录

工业产品应用培训

02 Chemunex 流式细胞仪应用专员培训

培训目标

- 了解仪器系统
- 掌握仪器在工业产品上的应用
- 日常操作流程
- 系统数据的分析及疑难解答

培训对象

应用专员

培训课时

3 天

培训方式

面授

培训内容

- 理论教学
 - » Chemunex 产品线介绍
 - » Chemunex 流式系统检测原理及日常操作流程
 - » Chemunex 流式细胞仪的适用范围
 - » Chemunex 流式细胞仪相关试剂介绍
 - » 结果解读与分析
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

01 临床产品工程师基础 培训 (V2C / VIDAS)

培训目标

- 了解仪器系统的组成
- 掌握仪器的安装，校准和保养

培训对象

新入职工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VITEK 2 Compact, VIDAS, mini VIDAS 工作原理概述及系统组合认知
 - » 各系统仪器的标准安装调试，基本设置
 - » 各仪器的内部结构及零部件认知
 - » 各系统软件认知、基本设置及操作
 - » 软件的安装及升级
 - » 仪器的保养维护及保养零件更换
 - » 简单故障排除及仪器警报错误号认知
 - » VIDAS 光学读数校准
 - » Compact 光学读数检测
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

02

PREVI Isola 工程师培训

培训目标

- 掌握仪器的安装、保养、故障处理
- 能为客户解决故障及完成仪器维护

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 仪器系统需要的环境条件
 - » 仪器系统概述
 - » 仪器软件概述
 - » 日常仪器维护、维修及故障排除
 - » 日常设备保养、校准
 - » 系统网络连接及 BCI 连接客户 LIS 软件升级及硬件更新
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

03 BacT/ALERT 3D 系统 工程师培训

培训目标

- 掌握仪器检测的原理、安装、保养、维修、故障处理
- 梅里埃血培养的独特功能及保养
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

4-5 天

培训方式

面授

培训内容

- 理论教学
 - » 血培养的临床应用
 - » 仪器的工作原理
 - » 3D 系统软件概述及操作工作流程
 - » 3D 60 / 120 / 240 概述
 - » 硬件更新及软件升级
 - » 3D 维修及部件更换
 - » 仪器系统安装及维护
 - » 日常设备保养、校准
 - » 仪器故障排除
 - » 技术支持信息
- 实践操作
- 考核

Keep
Learning
Keep
Growing

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工程师产品培训

04

BacT/ALERT VIRTUO 工程师培训

培训目标

- 了解仪器系统的组成
- 掌握仪器的安装，校准和保养
- 掌握仪器的维修和故障排除

培训对象

现场工程师和系统工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VIRTUO 系统工作原理和各部分组成及功能
 - » VIRTUO 系统的安装和仪器的操作
 - » VIRTUO 系统的各个部分零件的拆卸，安装及校准
 - » VIRTUO 系统的保养和故障处理
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

05

ATB 工程师培训

培训目标

- 掌握仪器的工作原理、安装调试、仪器维修、故障处理
- 规范化光学校准程序及仪器的保养维护
- 能为用户解决仪器故障及疑难解答

培训对象

工程师

培训课时

3 天

培训方式

面授

培训内容

- 理论教学
 - » 基础微生物学 (微生物鉴定及药敏试验)
 - » 仪器概述及工作原理，仪器安装调试
 - » 软件概述及基本操作
 - » ATB 标本读出器概述，内部组件结构及更换
 - » 规范化光学校准 (比色，比浊)
 - » 仪器保养维护及故障排除
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

06

VITEK 2 工程师培训

培训目标

- 了解仪器系统的组成
- 掌握仪器的安装，校准和保养
- 掌握仪器的维修和故障排除

培训对象

现场工程师和系统工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VITEK2 系统工作原理和各部分组成及功能
 - » VITEK2 系统的安装和仪器的操作
 - » VITEK2 系统的各个部分零件的拆卸，安装及校准
 - » VITEK2 系统固件和软件升级
 - » VITEK2 系统的保养和故障处理
- 实验操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

07 VITEK 2 Compact 工程师培训

培训目标

- 掌握仪器的工作原理,安装调试,维修,故障处理
- 掌握 V2C 软件功能设置及软件升级
- 仪器的基本设置及操作
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 基础微生物学（微生物鉴定及药敏试验）
 - » 仪器系统概览，工作原理及安装调试
 - » 仪器软件基本设置及操作，软件安装及升级
 - » 仪器内部各部件认知，更换，校准
 - » 仪器常规保养及预防性维护
 - » 故障追踪，排除及维修
 - » LIS 设置
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

08

VIDAS 系统 工程师培训

培训目标

- 掌握仪器的工作原理，安装调试，维修，故障处理
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VIDAS 免疫系统基本工作原理概述
 - » 仪器系统描述，内部结构概览认知
 - » 仪器安装调试，基本设置及操作
 - » VIDAS 软件安装，基本设置操作及软件升级
 - » VIDAS，mini VIDAS 工作仓及光学相关部分校准
 - » VIDAS 故障追踪，排除及维修
 - » NSH 新扫描读数头升级安装及校准
 - » 仪器日常保养维护及年度规范化测定
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

09 VIDAS 3 系统 工程师培训

培训目标

- 掌握仪器的工作原理，标准正确的安装及调试
- 规范化仪器保养维护，光学校准
- 仪器维修及故障处理，能为客户解决故障及疑难解答

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » VIDAS 3 系统测试的基本工作原理概述
 - » 仪器描述及内部结构概述
 - » 仪器正确及标准化安装调试
 - » VIDAS 3 系统基本操作使用
 - » 系统软件安装、备份、还原及主机固件升级
 - » 维修软件 ML2 的操作及使用
 - » 仪器主机各部规范化校准
 - » 常规故障排除及处理
 - » 日常维护
 - » 年度保养维护
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

10

VITEK MS IVD 工程师培训

培训目标

- 掌握 VITEK MS 鉴定微生物的原理、维修、故障处理
- 掌握 VITEK MS 重要部件的保养
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » MALDI TOF 技术及仪器耗材介绍
 - » VITEK MS 鉴定原理（数据库和算法）
 - » VITEK MS 准备工作站、质谱获取站
 - » MYLA、VILINK
 - » 数据备份及重装
 - » 网络设置
 - » 仪器调试和操作
 - » 常规故障排除
 - » 日常维护
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

11 MYLA 工程师培训

培训目标

- 掌握 MYLA 的基础知识、安装配置、系统连接及故障处理
- 掌握 BCI Link 的基础知识、安装配置、验证方法（LIS 连接）
- 掌握 VILINK 的基础知识及安装配置

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » MYLA 概述及基础原理
 - » MYLA 系统安装、设备连接及系统配置
 - » BCI Link 基础原理及 LIS 连接验证
 - » VILINK 基础原理及安装部署
 - » 数据备份及重装
 - » 常规故障排除
 - » 日常维护
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

12 RAL Stainer 工程师培训

培训目标

- 掌握 RAL 的工作原理、维修、故障处理和保养
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

2 天

培训方式

面授

培训内容

- 介绍软件版本
- 介绍工作原理
 - » 仪器基本原理介绍
 - » 仪器、系统安装
 - » 日常保养及校正

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

13 EasyMAG / EasyQ 工程师培训

培训目标

- 掌握 EasyMAG / EasyQ 的工作原理、保养、维修、故障处理
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 仪器技术参数设置介绍
 - » 仪器安装与验证
 - » 应用软件、仪器功能、性能测试
 - » 电脑安装注册
 - » 软件校准及故障排除
 - » 常规保养及校正
 - » 年度预防性保养
 - » 灭菌流程及指南
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

14

HAIN 工程师培训

培训目标

- 掌握 HAIN 的工作原理、维修、故障处理和保养
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

3 天

培训方式

面授

培训内容

- 理论教学
 - » HAIN 基本工作原理介绍
 - » 仪器安装
 - » 仪器参数确认
 - » 仪器配件介绍、更换、实践、操作
 - » 常见故障分析
 - » 年度保养
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

15

TEMPO 工程师培训

培训目标

- 掌握 TEMPO 的工作原理、保养、维修、故障处理
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

3 天

培训方式

面授

培训内容

- 理论教学
 - » 仪器基本原理介绍
 - » 仪器及系统安装
 - » TEMPO 数据管理
 - » 日常保养及校正
 - » 系统年度保养
 - » TEMPO Reader 仪器故障排除
 - » TEMPO Filler 仪器故障排除
- 实践操作
- 考核

Keep
Learning
Keep
Growing

返回目录

工程师产品培训

16

AES Blue Line 工程师培训

培训目标

- 掌握 AES blue line 的工作原理、维修、故障处理和保养
- 能为客户解决故障及疑难解答

培训对象

工程师

培训课时

2.5 天

培训方式

面授

培训内容

- Dilumat S 仪器的原理
 - » 稀释原理
 - » 维修
 - » 校准
- Masterclave 09, 528, 60
 - » 安装流程
 - » 水压设定
 - » 电压设定
 - » 温度校准
 - » 基本维修
 - » 配件更换
- APS one
 - » 安装流程
 - » 泵校准
 - » 机械校准
- Easycount, Sample`air
 - » 基本原理
 - » 配件更换

Keep
Learning
Keep
Growing

返回目录

医学教育培训

01

临床微生物 基础培训

培训目标

- 能够全面提升新员工的微生物基础理论水平
- 对产品的功能及应用价值理解更深入

培训对象

新入职应用专员

培训课时

2-3 天

培训方式

面授

培训内容

- 理论教学
 - » 新的感染形势特点
 - » 细菌鉴定方法学进展
 - » 临床常见细菌、真菌分类
 - » 抗生素分类及合理应用
 - » 微生物实验室流程的规范原则
 - » 药敏试验及规范化操作进展
 - » 重要细菌的耐药机制及检测方法
 - » CLSI 更新内容解读
- 考核

Keep
Learning
Keep
Growing

返回目录

医学教育培训

02

高级微生物 基础培训

培训目标

实验室病原诊断最新进展，提升与临床沟通的能力

培训对象

中级或以上微生物技术专员，资深技术专员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 细菌分类进展
 - » 抗菌药物及抗菌机制
 - » 重要细菌的耐药机制及检测方法改进
 - » 抗感染药物折点改变与临床治疗的关系
 - » PK / PD 与临床治疗及实验室的关系
 - » CLSI 更新内容解读
 - » 细菌耐药性趋势
 - » 实验室诊断新进展
 - » 新感染形式下临床微生物实验室的工作特点
- 考核

Keep
Learning
Keep
Growing

返回目录

医学教育培训

03 临床检验医师培训

培训目标

以培养临床检验医师为目标，设置实验室与临床沟通所必需的学科知识，包括临床微生物基础研究进展；药物学及药代动力学（PK / PD）与药物敏感试验及疗效的关系；细菌耐药现状、耐药机制及各感染科室案例分析等丰富的内容

培训对象

资深微生物实验室检验人员

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 微生物专业基础
 - » PK / PD 等药物学基础
 - » 流行病学及细菌耐药监测相关内容
 - » 其他感染治疗及病例讨论
 - » 呼吸科主要感染治疗及病例讨论
 - » 感染科常见病例讨论及治疗原则
 - » ICU 常见病例讨论及治疗原则
 - » 专业基础考核及解答分析
- 病例分析考核

Keep
Learning
Keep
Growing

返回目录

医学教育培训

04 远程教育

培训目标

- 重要的、最新的学术信息用最短的时间获得最广泛的传播
- 提高梅里埃产品的应用能力

培训对象

微生物实验室检验人员及管理人员

培训课时

每季度一次

培训方式

远程网络教育

培训内容

- 理论教学
 - » 优生优育检测进展专题
 - » 食品安全检测进展专题
 - » 分子诊断专题
 - » 微生物 POCT 专题
 - » 其他应时专题
 - » 专家面对面

Keep
Learning
Keep
Growing

返回目录

市场销售培训

01 产品与销售技巧培训

培训目标

使参加培训者明确梅里埃产品的优势，临床切入点，正确合理推广梅里埃产品，提升 KAM 管理水平及销售经验分享

培训对象

市场销售专员、经理

培训课时

5 天

培训方式

面授

培训内容

- 理论教学
 - » 从临床视角谈梅里埃产品的优势
 - * 梅里埃产品的机遇与市场优势
 - * VITEK 2 Compact 独特功能及临床价值
 - * BacT/ALERT 3D 及 VIRTUO 如何在市场竞争中取得成功
 - * 梅里埃产品中 VITEK MS 的合理定位及临床价值
 - * VIDAS 在市场的定位和优势
 - » 梅里埃产品市场竞争策略
 - » KAM 管理经验分享
 - » 成功销售经验分享
 - » 考核

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返回目录

2017年 梅里埃大中华区 培训资源 介绍



培训类别2

- 2017年梅里埃大中华区学习发展框架
- 专业技能及领导力培训介绍

- 个人效能提升
- 部门专业精进
- 管理技能与领导力培养

学习发展框架

个人效能提升

部门专业精进

管理技能与领导力培养

2017 年梅里埃大中华区学习发展框架



个人效能提升

学员与直线经理讨论并达成一致后，
向学习发展部门报名参加

- 慧报™
- 谈判高手掌控谈判
- 智劝® 沟通和影响技术
- 捷为™卓越项目管理
- 英为® 设计创新之路
- MS Office办公软件使用技巧



部门专业精进

基于岗位要求，学员与直线经理
讨论并达成一致后，向学习发展部门报名参加；
若为外训，则需完成相关审批流程

- 销售：MU - Sales Excellence (English)
- 市场：MU - Marketing Fundamentals (English)
- 财务：MU - Fundamentals of Finance and Budget Management (English)
- 其他各部门岗位专业技能培训



管理技能与领导力培养

学员与直线经理讨论
并达成一致后，向学习发展部门报名参加；
“星级经理”项目须由各部门负责人提名后参加

- “星级经理”项目第一年课程(中文)
 - 教练式管理第3阶段考核认证
 - 情境领导® 第2阶段应用巩固
 - 情境领导® 第3阶段考核认证
- “星级经理”项目第二年课程(中文)
 - DISC(English)
 - MME - Management Basics(English)
 - MME - Influence & Negotiations(English)
 - MME - Managing Change(English)
 - MME - From Management to Leadership(English)

Keep
Learning
Keep
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返回目录

01 慧报™

课程目标

- 业务汇报：
 - » 展示非一般贡献以证明你的管理潜力
 - » 如何运用专业的报告结构赢得高层批准
 - » 用图表说话：向世界 500 强 CEO 学习
 - » 破坏你专业形象的 PowerPoint 运用误区
- 演讲技巧：
 - » 拓展二十一世纪的演讲趋势
 - » 根据场景改变风格
 - » 在开场 2 分钟之内表达要点，抓住听众的兴趣
 - » 克服紧张，自信演讲
 - » 用 iPad 无线投影：超越 PowerPoint 和笔记本电脑
 - » 避免破坏你专业形象的演讲误区

目标学员

任何需要向客户及上级进行工作汇报，提升演讲报告能力的人员。

培训课时

2 天

讲师来源

外部讲师

授课语言

中文

课程内容

- 业绩汇报：
 - » 如何向不同的听众作报告
 - » 业务汇报、建议书和进度报告的逻辑结构
 - » 设计世界级的幻灯片
 - » 案例分析：世界级商业报告如何有效运用图表
- 演讲技巧：
 - » 探讨简单化和视觉化的二十一世纪演讲
 - » 用 iPad 和 Apps 无线投影演讲
 - » 做一个吸引人的开头介绍，以及一个令人记忆犹新的结尾
 - » 讲一个有说服力的故事：让所有人记得你的原则
 - » 控制你的场景：从设备到观众
 - » 有效运用身体语言
 - » 预计提问以及处理反对意见

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02 谈判高手·掌控谈判

课程目标

- 提升相关人员的谈判技巧，追求达成企业商业目标
- 帮助企业达成双赢谈判，同时与商业合作伙伴建立信任、承诺和长久的合作机会
- 制订有针对性的谈判计划，灵活调整沟通风格
- 熟悉谈判过程，掌握主动
- 熟练使用有效谈判技巧，从而顺利达成谈判目标
- 树立信誉，与谈判对手发展长期合作关系

目标学员

任何希望掌握有效谈判技巧，了解双方利益，达成双赢谈判的专业人士

培训课时

2 天

讲师来源

外部讲师

授课语言

中文

课程内容

- 谈判前的准备
 - » 了解谈判
 - » 积极筹备：谈判的步骤与过程
 - » 参与谈判人员的选择
 - » 参与谈判人员的角色分配
 - » 谈判时间与地点的选择
 - » 座位的安排
 - » 利用议程排定议题优先顺序
 - » 预谈判 (Pre-negotiation)
 - » 案例讨论
- 设定谈判目标
 - » 认识目的与目标的区别
 - » 明确己方谈判目标
 - » 了解对方目标
 - » 分析己方筹码：权力，时间，信息
 - » 分析对方筹码：10 种对方想要的东西
 - » 确定谈判基调
 - » 选择谈判策略

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返回目录

02 谈判高手·掌控谈判(续)

» BATNA

» 案例讨论

• 开始进行谈判

» 怎么开始?

» 营造氛围

» 刚见面时应注意的事项

» 建立信任关系

» 说到做到, 信守承诺

» 案例讨论

• 谈判中的技巧与应用

» 基本谈判技巧

» 苏维埃型谈判

» 双赢谈判 - 合作型

» 如何回应与反馈

» 加强己方论点, 削弱对方论点

» 从身体语言了解对方意图

» 人与事分开处理

» 个人化处理的技巧

» 因应对方的各种战术

» ABCD 谈判与 123 理论

» 阶梯理论: 与更高权位的人谈判

» 案例讨论

• 结束谈判

» 选择如何结束: 9 种收尾的模式

» 处理谈判破裂: Keep the door opened

» 确保协议的执行

» 维系良好的关系

» 谈判能力与过程评估

» 案例讨论

• 结论与行动计划

» 谈判没有通用公式

» 总结

» 行动计划

Keep
Learning
Keep
Growing

返回目录

03 智劝™沟通和影响技术

课程目标

- 让学员愿意通过沟通解决问题
- 对沟通的含义和重要性有充分认识，愿意在沟通方式上提高自己
- 改变单方面要说服别人的想法，愿意在沟通中与对方达成共识
- 学习有效的沟通和影响技巧，有能力就困难的沟通问题与对方展开充分有效的商讨，并寻求达成一致

适合状态

当你的员工面对困难的沟通场景，期望对方改变想法和行动，却又不能采用强制手段时……

- 不愿意沟通：
 - » “谁权力大、实力强就由谁决定。不行就往上找。”
 - » “有什么好谈的？流程规定该由谁负责就是谁的负责。”
- 不相信沟通：

- » “大家的利益和站位不一样，说了也没用，多说反而有害。”
- » “谈一次吵一次，何苦撕破脸皮呢？”

- 不会沟通：
 - » 习惯性“说服症”患者：“你的想法肯定不对，你听我说……”
 - » 拿证据说话：“你看，书上是这么说的。”“数据在这，你还有什么好说的？”
 - » 双方在一起自言自语：“我觉得……”“你说完了吧？该我说了……”
- 不明白沟通：
 - » 不顾脸面、不管关系：“有理说理，有事说事，干吗这么情绪化？”
 - » 不是媳妇、就是婆：“说了也没用啊，你看我说了他不是也没有听我的吗？”

目标学员

- 在工作中需要辅导员工，渴望提升个人影响力的经理人
- 需要经常与公司内、外客户沟通协作的员工
- 需要强化影响顾客能力的营销人员
- 经常与客户接触、回答咨询、处理投诉的客服人员
- 渴望提升非权威沟通技巧的所有人员

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03 智劝™沟通和影响技术(续)

培训课时

2 天

讲师来源

外部讲师

授课语言

中文

课程内容

- 介绍课程和课程目标

目的：介绍课程目的和课程方式，激发学习兴趣；帮助学员意识到沟通方式对沟通的影响。

- » 介绍课程目的和课程方式
- » 沟通很有用
- » 给影响下定义：得到结果的同时要巩固人际关系
- » 学习不仅靠逻辑和客观条件说理，而且善于采用有效的影响方式获得最佳影响效果

» 影响能力测试问卷：了解你对影响方式的观念和你的实际影响技能

» 第一次影响练习：学员自我发现改进领域

- 波长技术和询问技术

目的：学习两组影响技术（波长技术和询问技术）。帮助学员学习如何与对方建立并维护畅通的沟通通道；并且通过询问获得关键信息，通过询问了解和确认对方的想法。

» 波长技术：

学习如何与对方建立并维护畅通的沟通通道
有意识地使用身体语言
小心使用术语
坦白承认自己的感觉
开放地观察对方的言谈举止

» 询问技术：

掌握获取关键信息的技巧，学会通过询问了解和确认对方的想法
使用开放型问题，结合封闭型问题
降低问题的威胁程度，以获取真实、完整的信息
一次只问一个问题，深入探讨赢得对方认同
避免使用反问句

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返回目录

03 智劝™沟通和影响技术(续)

• 理解技术

目的：学习影响技术(理解技术)，学会积极把握和回应对方的感受、需要和关注点。

- » 学习聆听与听的不同，学会聆听
- » 通过使用重述技术鼓励对方倾诉自己的看法，同时使对方相信自己受到了你的理解

• 练习

目的：通过练习发现改进领域，使讲师能够有针对性地为学员提供帮助。

第一次练习：重点演练前三组技术

- » 波长技术
- » 询问技术
- » 理解技术

• 处理冲突的技术和达成一致的技术

目的：学习影响技术(处理冲突的技术和达成一致的技术)，学会在遇到不同意见的时候如何处理；帮助学员识别合适时机，适时运用适当方式推进结论

- » 处理冲突的技术

认识到异议对于深化理解和共同提高有积极意义

学习找到、识别对方异议的根源

学习建设性地提出反对意见的技术，避免因为你的反对意见引起对方的抵触情绪

» 达成一致的技术

学习透过对方的意见了解他内在的根本需求

学习为对方做利益分析，帮助对方认识到你的方案如何有助于实现他的根本需求

学习一次只深入探讨一个原因，避免激起对方的防卫情绪，按照对方的节奏引导

• 练习

第二次练习：重点演练后两组技术

- » 处理冲突的技术
- » 达成一致的技术

• 行动计划

目的：按不同情形选择适当的影响战略。

- » 制定改进计划，确保所学技术的运用
- » 制定行动战略

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04 捷为™卓越项目管理

培训目标

- 理解项目管理科学和领导艺术之间的关系
- 理解项目管理怎样才能够提高生产率，改善沟通和削减开发成本
- 系统地使用已经被证明可行的项目管理技术来定义、计划和控制一个项目
- 使用标准项目管理技术来创建项目计划
- 通过项目计划来管理团队、客户、管理层和项目赞助人

目标学员

所有从事项目管理的人员

培训课时

2 天

讲师来源

外部讲师

授课语言

中文

课程内容

- 第一部分 什么是项目
 - » 项目概念

- » 项目与运营的不同
 - a) 运营是重复性、不产生任何新的改变
 - b) 项目是临时的，唯一的；产生新的产品或服务
- » 项目管理的划分：技术和艺术
- » 学习活动：提供自己个人项目
- 第二部分 项目管理定义阶段
 - » 识别利益相关方
 - 提供 Check List，找出全部利益相关方
 - » 确定项目目标和约束条件
 - » 项目和战略的一致性
 - » 学习活动：完成 SOW
- 第三部分 项目管理的计划阶段
 - » 为什么需要计划：任何项目都需要项目计划
 - » 如何制定项目计划
 - a) 创建详细的行动计划
 - b) 委任责任
 - c) 评估全部资源需求
 - d) 学习活动：完成 WBS 及发布项目计划
- 第四部分 项目管理的控制阶段
 - » 利益相关方管理
 - a) 建立 RACI 矩阵
 - b) 制定沟通计划
 - » 系统化的监控
 - a) Risk
 - b) Issue
 - c) Scope
 - d) Schedule
 - » 纠偏行动
- 第五部分 个人项目落地

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返回目录

05 英为® 设计创新之路

培训目标

通过一系列短小精悍的模块的灵活组合，配合实际动手的学习活动，学员将提升如下能力：

- 快速收集信息和反馈、并高效处理信息的能力
- 透彻领悟用户的需求的能力
- 与跨界跨领域团队合作的能力
- 跳出原有行业和经验限制，激发创意想法的能力
- 工作中运用敏捷迭代，不断改善减少风险和阻力的能力

目标学员

- 作为领导力发展、创新团队建立的培训：
 - 适合企业管理者、直接带团队的部门管理者
- 作为产品、流程、商业模式等领域的创新培训：
 - 适合市场人员、销售人员和从事产品设计和流程设计的人员，包括工业产品、网站、消费品、销售环节和服务环节的流程设计
- 作为研发团队能力提升、或设计能力突破的培训，包括团队协作、敏捷（Agile）、客户洞察力的培养：
 - 适合研究人员、开发人员、设计师、项目经理

培训课时

2 天

讲师来源

外部讲师

授课语言

中文

课程内容

- 第一部分 引言与导入
 - » 走出创新的常见误区
 - » 企业中的实现创新的行为特点
 - » 创新团队的 6 个特质
- 第二部分 设身处地理解用户并且深刻领悟用户的需要
 - 部分常用工具方法：
 - » 图解利益相关方：运用直观的、团队合作的工具分析受到影响的相关利益方，决定调研对象和调研目的
 - » 面谈采访：通过广泛、直接、针对性采访获得第一手数据，为分析问题提供客观数据
 - » 现场调研：在使用现场，观察和采访使用者的使用过程，发现问题的直接调研手段
 - » 体验图：描绘使用者所经历的一系列的事情的历程，整合团队面对大量用户采访获得的数据，以便发现需要改进或者创新的领域

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返回目录

05 英为® 设计创新之路(续)

- » 花 / 苞 / 刺：借助一个简单的罗列问题的方法，整合团队成员在调研中收集的事实性数据
- » 相关归集：通过发现要素之间的相似性而理解用户和创新团队想法的图形技术
- » 遣词造句：借助一个简单、有效的办法架构问题，决定要解决的问题
- 第三部分 激发想象力，构思创意和可能性
 - 部分常用工具方法：
 - » 创意矩阵：在确定要解决的问题之后，通过一个系统性“混搭”的方法，动员跨界团队产生大量创意
 - » 循环互检：通过彼此促进各自的想法来推动团体创意的方式
 - » 换景创意：提出本行业限制，借鉴其他行业的成功做法
 - » 重要性 / 困难度矩阵：如何改进创意？究竟哪些创意值得继续努力？发散之后需要收敛。重要性 / 困难度矩阵通过一个团队评估的过程，对创意进行修饰，对创意进行组合，并决定值得继续付诸努力的创意

» 概念海报：再次整合创意，最终形成概念，增加感念的可视性，以便获得反馈修改意见并获得决策层的支持

- 第四部分 快速迭代、快速试验与改善，用最低成本提高创新的成功率

部分常用工具方法：

- » 故事板：采用一系列图示显示用户如何使用拟议中的创新流程或产品，反映场景中的人、物件和事件的关系，通过故事板获得相关方面的反馈以便逐步完善创意
- » 直观投票：设计小组通过简单、直观的投票，评估创意，反映对创意的修改意见。或者通过直观投票征集相关方对不同创意的看法，从此集中创新资源，以便形成投资决心
- » 初始建模：通过快速、多次初步建模、初步制造，反映创意以便获得来自用户的进一步反馈，并及早发现在制造和实施过程中可能出现的困难
- » “唱想”测试：通过使用者测试，或者使用者的反馈，为改进模型提供输入。重复以上过程，反复建模型和测试，在最终定型之前发现和消除问题

- 第五部分 把人本创新工具运用到实际工作

- » 学员总结学习收获
- » 针对自己的任务进行计划安排

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返回目录

06 MS OFFICE 办公软件使用技巧

培训目标

- 帮助员工更高效地使用 MS Excel 2010 & PPT 2010 办公软件，以提高工作效率。

目标学员

所有员工

培训课时

Excel 2010：2 天

PowerPoint 2010：2 天

讲师来源

外部讲师

授课语言

中文

课程内容

Excel 2010

- 单元 1：Excel 新界面和快捷方式
 - » 浏览 Excel 全新界面，浮动工具栏的使用，数据迅捷

输入，创建和编辑工作表，使用模板，使用帮助。

- 单元 2：公式和函数
 - » 创建常用公式和函数，编辑和修改公式，自动求和，自动填充，相对引用，绝对引用，混合引用。
- 单元 3：工作表格式化
 - » 设置边框和单元格，单元格样式应用，主题应用，使用表格组织数据，格式化数字，自动套用格式，增强的条件格式使用，数据有效性，拼写检查，设置打印选项，创建页眉页脚，自定义版面。
- 单元 4：图表和图像
 - » 使用图表向导，编辑图表，创建各类型图，迷你图的使用，绘图及插入对象，使用 SmartArt 绘画工具阐述工作流程。
- 单元 5：数据库基础
 - » 创建及过滤数据库，筛选和命名区域，定位和删除记录，计算大量数据，高级查询。
- 单元 6：数据分析 1
 - » 创建透视图表，用数据透视图来完成计算，全新增强的数据透视图来分析数据，切片管理器的使用，数据导入和导出。
- 单元 7：工作表管理
 - » 链接工作表，链接工作簿，合并工作表，合并数据，设定密码，保护储存格和对象，群组及大纲，执行数字签名，使用视图管理器。
- 单元 8：数据分析 2
 - » 趋势分析，变量求解，频率分布，方案管理器，统计数据分析，

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06 MS OFFICE 办公软件使用技巧(续)

使用 IF 函数,嵌套 IF 函数,合并逻辑函数,财务公式。

PowerPoint 2010

- 单元 1: PowerPoint2010 新界面和基础
 - » 浏览 PPT2010 全新界面,浮动工具栏的使用,内容提示向导,浏览 PowerPoint,获取帮助,使用全新幻灯片浏览视图,自定义快速查找工具。
- 单元 2: 处理幻灯片
 - » 创建新幻灯片放映,编辑幻灯片,使用大纲视图,创建组织图表,创建大纲幻灯片,母板和主题制作详解。
- 单元 3: 应用母板和主题
 - » 应用母板背景,应用主题,主题的样式、颜色、字体的修改,多母版的运用,自定义幻灯片版式,新增节多级显示幻灯片缩略图。
- 单元 4: 图画和图象
 - » 添加绘画对象到演示文稿,使用画图工具,修改对象,改变对象属性,插入并编辑剪贴画。
- 单元 5: 修整工作
 - » 使用拼写检查,样式检查,排列幻灯片,幻灯片切换,查找替换文本,创建并打印讲义备注,导出和打印。

- 单元 6: 数据图表—联动 EXCEL
 - » 在演示文稿中添加图表,插入 Excel 电子数据表,插入 XY 数据图表,编辑 XY 数据图表,改变图表颜色。
- 单元 7: PPT 高级设计技巧
 - » 个性化 PPT 环境设置,改变文本属性,(高级格式文本),切分幻灯片,填入文本至图形内,使用艺术字,新增和改进的图像编辑和艺术过滤器,更改颜色和亮度调整(制作老照片效果),丰富的图片样式(制作特效外观图片),图片快速转换为 SmartArt,图片的艺术特效,抓图工具的使用,抠图功能的运用,将图片灵活变形,图片的平铺排列、镜像对齐、中心位置的移动、缩放。
- 单元 8: 强大的 SmartArt 图示
 - » 体会样式繁多的 SmartArt,应用统一配色方案,修改 SmartArt 的样式,自定义
 - » SmartArt 的样式,将文本转换为 SmartArt 图示,将 SmartArt 图示转换为文本。
- 单元 9: 神奇的多媒体动画效果制作
 - » 自定义动画 -- 直观的动画效果应用,幻灯片切换动画 -- 增强的切换动画效果。
- 单元 10: 高级幻灯片放映及技巧
 - » 使用幻灯片定位,放映幻灯片技巧,排练计时放映,使用导航创建并打印讲稿,使用打包向导,转换 PPT 为其他格式。使用 Microsoft Office Backstage 视图。

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01 Sales Excellence

Training Program Name

Sales Excellence

Training Objectives

- To develop an understanding of the “best practice” sales process and how to execute it efficiently and effectively
- To develop “best practice” sales techniques
- To practice using the tools and techniques

Attendees:

- Sales Managers
- Sales representatives
- Application specialists
- Key-Account Managers
- 12 participants max

Duration: 3 days

Program:

From prospection to closure via the defence of margins. This programme covers all the features of the commercial landscape of product and/or service salespeople. Every step of the sales action is train

ed- with specific reference to the professional environment of each participant

- Identifying the most effective methods for making initial approaches
- Writing compelling introductory messages: Creating hooks
- Getting through to the right person: motivating an appointment
- Building initial rapport: motivating trust and openness
- Controlling the discussion: effective questioning techniques & summarizing
- Preparing for and executing compelling sales presentations
- Presenting solutions at the most appropriate point in the sales process
- Articulating relevant benefits and value to both technical buyers and procurement specialists
- Effective objection handling techniques
- Best practice responses to the most challenging objections
- When and how to present the price: how to handle price objections
- Gaining the Business: the most effective ways to gain commitment from the customer

Approach:

- Role plays to create awareness of individual strengths and areas of improvement
- Inductive facilitation to ensure long term acquisition
- Coaching during the seminar
- Personal Action Plan

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02 Marketing Fundamentals

Training Program Name

Marketing Fundamentals

Training Objectives

- Build your knowledge of fundamental principles in marketing at bioMerieux
- Speak a common language throughout the organization
- Learn through workshops using relevant bioMerieux examples supported by external case studies
- Produce clear actions that further support sales and improve the sales growth of the organization
- Enhance the interaction between global marketing, brand champion, regional management and local marketing

Attendees:

Product Managers, Market Managers, Marketing Directors

Duration: 21h (3 days)

Program:

- Role and mission of marketing in B2B
- Review of bioMerieux global marketing process and key activities
- Review of bioMerieux local marketing process and key activities

Prerequisites:

MRBI Essentials-Voice of Customer-E-learning (1h)
(Code 24928)

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学习发展框架

个人效能提升

部门专业精进

管理技能与领导力培养

03 Fundamentals of Finance and Budget Management

Training Program Name

Fundamentals of Finance and Budget Management

Training Objectives

- Understand bioMérieux's performance indicators
- Acquire the fundamentals of finance
- Understand the challenges of the budget planning and budgetary control
- Understand the key concepts of financial analysis
- Discover bioMérieux, as a listed company, through its financial information

Attendees: All managers

Duration: 7 hrs

Program:

- Performance indicators of bioMérieux
- Fundamentals of finance

- Budget process and monthly reporting
- Business plan and ratios
- Financial communication

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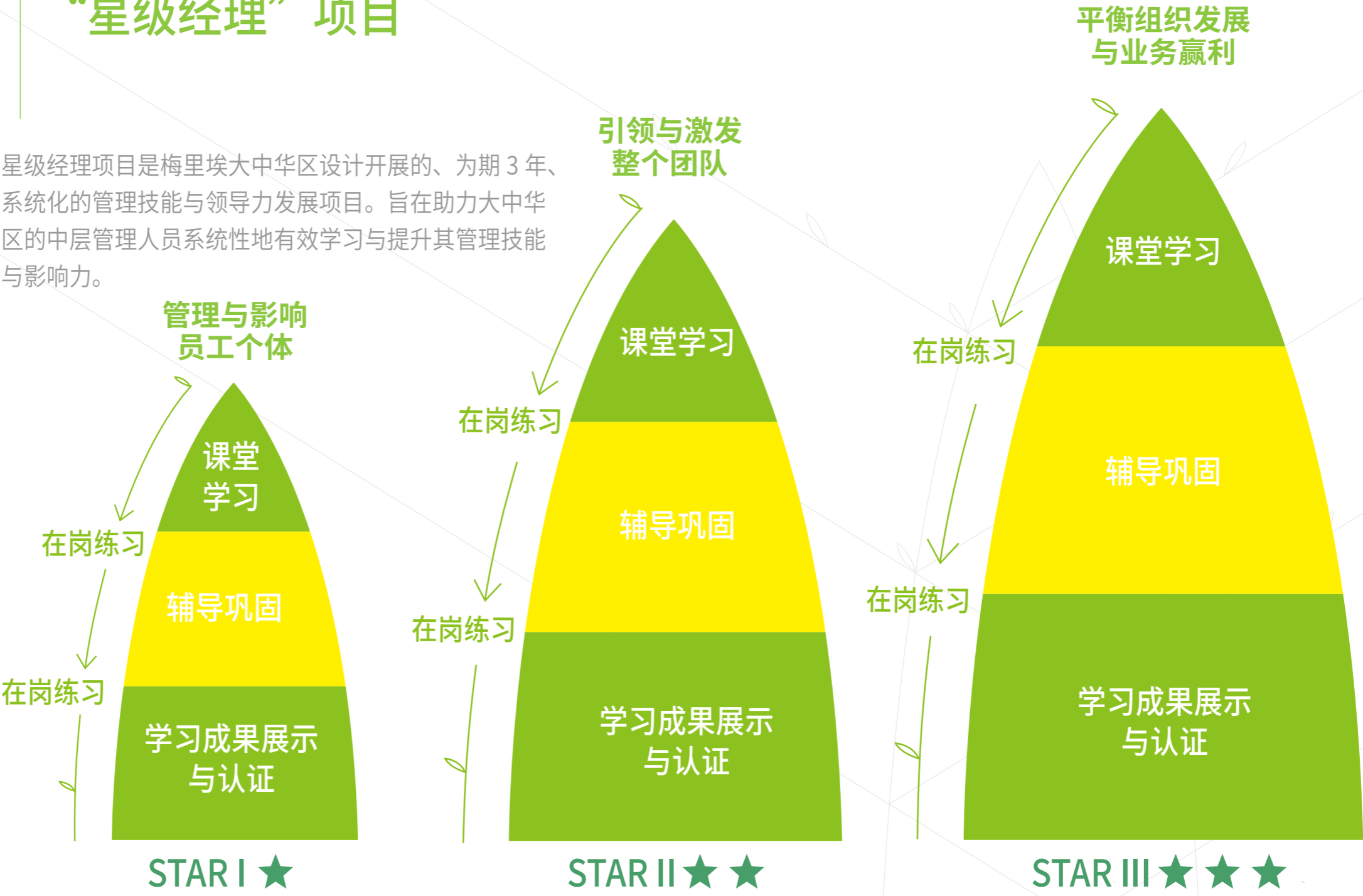
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学习发展框架
个人效能提升
部门专业精进

管理技能与领导力培养

01 “星级经理”项目

星级经理项目是梅里埃大中华区设计开展的、为期 3 年、系统化的管理技能与领导力发展项目。旨在助力大中华区的中层管理人员系统性地有效学习与提升其管理技能与影响力。



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学习发展框架

个人效能提升

部门专业精进

管理技能与领导力培养

02 DISC

Training Program Name

The Impact of Style (DISC)

Training Objectives

- Identify common behavioral styles
- Analyze the strengths and limitations of various styles
- Understand your own natural and adapted style: identify your preferences in terms of behaviors, be aware of the impact of your style
- Understand how to adapt to achieve positive outcomes

Attendees: All bioMerieux employees and managers

Duration: 3.5 hrs

Primary Course Topics:

- Different types of perception
- Treat others the way you would like them to treat you: understand your own needs, other people's needs and

be able to adapt your behavior to them and to the different situations

- Give honest, but respectful feedback to your management, teammates and colleagues
- Develop yourself

Prerequisites: Not applicable

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03-1 MME-Management Basics I-The Accountability Experience

Prerequisites: Not applicable

Training Program Name

MME-Management Basics I-The Accountability Experience

Training Objectives

- Apply a constructive definition of the terms responsibility, empowerment & accountability
- Identify barrier to being and staying accountable
- Make and manage clear performance agreements with others
- Decline taking on additional commitments when doing so will negatively impact results
- Hold others accountable for agreements in a way that minimizes conflict and encourages improved results

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

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03-2 MME-Management Basics II-Situational Leadership

Duration: 7 hrs

Primary Course Topics: Not applicable

Prerequisites: Not applicable

Training Program Name

MME-Management Basics II-Situational Leadership

Training Objectives

- Define Leadership
- Apply situational Leadership:
 - » Identify the specific task
 - » Accurately assess performance readiness level
 - » Respond with the right leadership style & behaviors to meet the performance needs of the individual
- Communicate the Leadership Response more effectively
- Manage the individual's movement through various levels of performance readiness
- Identify opportunities to improve through self-assessment and development planning

Attendees: All managers

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03-3 MME-Management Basics III-Communicating Effectively

Prerequisites: Not applicable

Training Program Name

MME-Management Basics III-Communicating Effectively

Training Objectives

- Learn communication mechanisms & develop skills for active listening
- Increase your ability to share information successfully
- Understand the SBI model for delivering feedback
- Examine the use of e-mail, phone, voice-mail and face-to-face communication
- Learn to write and communicate SMART objectives

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

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04 MME-Influence & Negotiation

Training Program Name

MME-Influence & Negotiation

Training Objectives

- Understand the connection between influence and negotiation
- Understand the Principled Negotiation Model
- Apply the steps of Principled Negotiation, including:
 - » Separate the people from the problem
 - » Focus on interests Behind Positions
 - » Invent options for mutual gain
 - » Identify independent standards
 - » Develop a best alternative to a negotiated agreement

Attendees: All managers

Duration: 7 hrs

Primary Course Topics: Not applicable

Prerequisites: Not applicable

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05 MME-Managing Change

Training Program Name

MME-Managing Change

Training Objectives

- Anticipate, direct & ensure the success of changes
- Acquire some keys to understanding organizations
 - » Know how to prepare for changes
 - » Know which appropriate actions to take to build or re-build agility in organization
- Establish an effective support for your change projects
 - » Know how to use a few key tools
 - » Mobilize stakeholders to manage changes

Attendees: All managers

Duration: 2 days

Program:

- Ensure the change success
 - » Definition, roles & responsibilities
 - » Change in organizations
 - » Resistance to change
- Steps of a change project
- Challenges underlying a change

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06 MME-From Management to Leadership

Training Program Name

MME-From Management to Leadership

Training Objectives

- 3 Day Program to improve leadership and ability to work with others:
 - » Create efficient relationships at work by a better awareness of your own behaviors, a better understanding of other's behaviors
 - » Develop personal agility and autonomy
 - » Create the best conditions to develop self-esteem and team excellence.

Attendees: All managers

Duration: 3 days

Approach:

- Innovative training, based on the Will SCHUTZ approach (The Human Element), proposing various learning activities such as imagery, physical exercises, feedbacks, assessments...

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联系我们

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我们真诚地祝愿您在 2017 年里学到新知识，收获新技能，在梅里埃实现您的职业发展理想，遇见更好的自己！

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