Training Plan 2026

1. Objective

IRBLleida aims to enhance and facilitate training for its staff. Therefore, it will promote training for all contracted and non-contracted affiliated staff to improve capacity and knowledge, as well as to foster professional development in the field of research and results transfer.

Training coordinated by IRBLleida Training will be available to all contracted and non-contracted affiliated staff (hereinafter referred to as affiliated staff), regardless of the type of contract (temporary or permanent) and the contracting entity, except in cases where the training is subsidized by FUNDAE, as it will only be directed to IRBLleida contracted staff. For training coordinated by other centers, the specific conditions of each course must be consulted.

2. Structure

Training available to IRBLleida affiliated staff is coordinated from three centers: 1. School of Health Doctorate at the University of Lleida, 2. Training at the Arnau de Vilanova University Hospital of Lleida and the Santa Maria University Hospital, and 3. IRBLleida Training.

2.1. School of Health Doctorate at the University of Lleida (UdL)

The Doctoral School of Health of the UdL offers doctoral students a wide range of training courses and activities available at: **Transversal Training Courses.**

IRBLleida also publicizes the **Master's Degree in Biomedical Research**, the **Master's Degree in Research, Innovation and Transfer in Health** and **the Master's Degree in Health Education** of the UdL through the front page of its website (ww.irblleida.cat).

2.2. Training of the Arnau de Vilanova University Hospital (HUAV) and the Santa Maria University Hospital (HUSM)

The training carried out by the Arnau de Vilanova University Hospital in Lleida and the Santa Maria University Hospital complements the training offered by IRBLleida and the University of Lleida, as joint centres on the health research campus of Lleida. More information.

2.3. CREBA

CREBA, an IRBLleida centre, offers specialised training for doctors. Through its page you can consult the course search engine to see the different types of courses. More information.

3. IRBLleida Training

The training coordinated by IRBLleida includes the Seminars (Friday and External), the dissemination of external training that are considered relevant by the affiliated staff and the own training courses that cover aspects not addressed by the training of the UdL and HUAV/HUSM.

During the year, the coordinator of the Friday seminars periodically organizes 1 seminar every week on Fridays in which the research of a researcher in training is presented. In addition, seminars are also organized in an extraordinary way with external speakers and topics of interest to research staff, coordinated by a researcher.

From the communication and training of the management office, support is given to the organization through the dissemination of these seminars (digital screens, emails to the distribution list and website).

To disseminate these seminars, the coordinators send the following information:

- Day, time and place
- Supervisor / Position / Brief CV summary (if necessary) / Research group / Thesis supervisors (if necessary) / Research funding (if necessary)
- Title of the paper

With regard to the specific training courses, a more detailed annual plan is designed to manage the resources allocated internally. The training will be divided into two categories, Transversal Training and Specialized Training.

4. Metodology

The development of the plan requires, in the first place, to know what the needs of the IRBLleida staff are, starting with their most basic aspects up to the promotion of excellence, always in accordance with the strategic objectives of the Institute and with the policies and guidelines set by the funding bodies, both nationally and Europeanly. That is why the plan involves the review of the different governing and management bodies of the institution to achieve maximum support.

To achieve this, the following procedure has been followed:
- Sending the 2025 Training Plan survey to the irblleida-info@llistes.udl.es distribution list. The processing of the information received makes it possible to carry out a diagnosis of the preferences shown when designing and planning the training actions.
- Search for suppliers and budgets for training.
- Review of the training by a sample of professionals from each subgroup of professionals.
- The Training Plan is evaluated and reviewed by the IRBLleida Training Committee.
- The Training Plan is evaluated by the Delegate Committee and the Board of

Trustees in an ordinary meeting during the last quarter of the year, and implemented from the following year.

- The Training Plan is published at the disposal of the Institute's staff through the relevant means, the distribution list and the website, so that all people can access it at any time.

5. Execution

The IRBLleida Training Committee, together with the head of training, ensure compliance with the Institute's Training Plan and respond to the Management's orders on aspects related to training.

5.1. Functions of the Training Committee and the Head of Training

- To draw up the annual Training Plan for IRBLleida staff linked to the general objectives of the Institute, adapting it to the different job profiles.
- Monitor training activities (attendance register), control their quality (surveys) and the system of access to training activities.
- To control the expenditure derived from training activities.
- Receive and prioritise training proposals in accordance with the objectives of IRBLleida and its staff.
- To advise and inform the Internal Scientific Committee of the training needs and incidents that may arise from them.
- To prepare an annual report on compliance with the Training Plan (report).

5.2. Members

- **Francesc Purroy Garcia**
  Training Manager (Chair)

- **José Manuel Valdivielso Revilla**
  Training Manager (Chair)

- **Lluïsa Cortés Gomis**
  Secretary

- **Alberto Marín Sanguino**
  Research Area Representative – Nutrition, Metabolism and Oxidative Stress

- **Ana Garcerá Teruel**
  Research Area Representative – Neurosciences

- **Anabel Sorolla Bardaji**
  External Seminars Coordinator

- **David de Gonzalo Calvo**
  Research Area Representative – Chronic Diseases, Surgery and Healthcare

- **Dolors Garcia Olmo**
  CREBA Representative

- **Elena Moscatel Mendelsohn**
  Human Resources Manager

- **Eva Parisi Capdevila**
  Research Area Representative – Cancer

- **Fabian Andrade Lozano**
  Scientific-Technical Services (SCT) Representative

- **Fabien Delaspre**
  Friday Seminars Coordinator

- **Joan Blanco Blanco**
  Head of the Doctoral School

- **Joan Sayós Ortega**
  Management Representative

- **Julia Freixes Vidal**
  Predoctoral Researcher

- **Marcelino Bermúdez López**
  Postdoctoral Researcher

- **Meritxell Soria Yenez**
  Works Council Representative

- **Oriol Yuguero Torres**
  Research Area Representative – Epidemiology, Infectious Diseases and Public Health

- **Silvia Bielsa Martín**
  HUAV Training Coordinator

6. Planned training offer

As part of the training plan, we have included initiatives that are intended for implementation in 2026; however, their full course structure has not yet been finalized. Certain aspects of these courses may change significantly in the format in which they are ultimately delivered.

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Risk prevention in the workplace	Unlimited	2	All year round	Online	Training adapted to the workplace: Health and safety in laboratories or risks and preventive measures in office work positions.	Quirón Prevención
Biohazards in laboratories	Unlimited	6	All year round	Online	Aspects to be covered: General microbiology, Pathogen risk assessment, General safety for containment laboratories, Personal protective equipment, Laboratory decontamination and Biomedical waste.	Public Health Agency of Canada (PHAC)
Microsoft Planner	10	2	First quarter	Online	Organization of tasks, creation and monitoring of team plans, assignment of responsibilities and visual management of projects. Ideal for improving collaborative planning and productivity in Microsoft 365 work environments.	ANYTIC
Initial training for the use of the Defibrillator and First Aid	12	6	First quarter	Face-to-face	Cardiorespiratory arrest (RCA) is one of the main life emergencies, with a high incidence and impact on mortality and disability. Early initiation of basic cardiopulmonary resuscitation (CPR) and the immediate use of the automated external defibrillator (AED) multiply by two or three the chances of survival with a good neurological prognosis.	Oriol Yuguero Torres
Catalan beginner level	20	35	First quarter	Face-to-face	Training to develop Catalan speaking skills.	Escola d'Idiomes UdL
English or Spanish course	20	50	First quarter	Online	Course through a platform available anytime and from anywhere, • Spanish: Possible from level AI to B2. • English: Possible from level A1 to C2.	NetLanguages
Data quality matters. Data Organization and cleaning	10	15	First quarter	Face-to-face	The course will deal with the importance of having a reliable database and what impact missing values have on assessing the external validity of our data. The course will be structured in a first part of design and creation of a good database, and a second part of initial filtering and validation, and cleaning or correction, which must always be done as a previous step to any statistical analysis.	SCT Estadística IRBLleida

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Training Committee: 28/09/2025
CCI: 18/11/2025

Delegate: 24/11/2025
Board: 03/12/2025

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Good practices in clinical trials	15	37	First quarter	Online	The objective of this course is to make the participant aware of and instruct the participant in the International Standards of Good Clinical Practice of the ICH (ICH-BPC) with references to the European Directives and the national regulations in force. Aimed at healthcare professionals who are participating, or plan to participate, in clinical trials.	Junta de Andalucía
Statistics for not statisticians	10	15	First quarter	Face-to-face	Updating of statistical content for non-experts in the field.	Servicio Estadística UdL
Data Protection Training - Best Practices for Administrative Staff	Unlimited	5	First quarter	Online	Aimed at professionals who carry out administrative tasks, either facing the public or internally, and who, within the framework of their functions, process personal data and/or interact with citizens.	Fundació TIC Salut i Social
Data Protection Training - Best Practices in Research	Unlimited	5	First quarter	Online	Aimed at professionals who carry out research or participate in supporting the management of research projects, and who process personal data in the exercise of this activity.	Fundació TIC Salut i Social
Data protection training - Best practices in the field of care	Unlimited	5	First quarter	Online	Aimed at healthcare professionals who carry out healthcare tasks who want to acquire practical knowledge of how data protection regulations affect their daily work.	Fundació TIC Salut i Social
Catalan C2	15	90	First quarter	Semi-presential	The course will have a three-hour face-to-face session or two sessions of one and a half hours a week, and a few hours of autonomous work by the student through the FGSHSCSP Virtual Campus. It will be necessary to prove the achievement of level C1. The objective of the course is to pass the final exam.	Escola d'Idiomes UdL
Empower for Managers Program	15	12	First quarter	Face-to-face	**01:** Key Competencies for Leadership and Self-Leadership **02:** Communication for *management* **03:** Healthy Management Skills	Behavioural Healthcare Consulting
Introduction to Scientific Dissemination	30	3	Second quarter	Face-to-face	With the aim of responding to the idea that 'research is not finished, until it is communicated', a short course on communication and dissemination to society is proposed. This is an introduction to how to post on social media, available tools, and other strategies.	IRBLleida
Posting job offers	Unlimited	To confirm	Second quarter	Face-to-face	Seminar where it will be explained what must be done to publish an offer and the most common types of contracts.	IRBLleida Management Office
Microsoft One Drive	10	2	Second quarter	Online	Hands-on course on using OneDrive to securely manage, share, and sync files in the cloud, improving collaboration and work organization in digital environments.	ANYTIC

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Training Committee: 28/09/2025
CCI: 18/11/2025

Delegate: 24/11/2025
Board: 03/12/2025

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Data Protection - Basic Module	Unlimited	5	Second quarter	Online	This course allows you to learn about the essential aspects and key concepts of the right to personal data protection, taking as a basic reference Regulation (EU) 2016/679, known as the General Data Protection Regulation (GDPR), complemented by Organic Law 3/2018, on the protection of personal data and guarantee of digital rights (LOPDGDD). Aimed at profiles in the field of research, healthcare profiles and administrative profiles.	Fundació TIC Salut i Social
Python for Biomedical Research	10	9	Second quarter	Face-to-face	The objective of this course is to help researchers in the life sciences to acquire the basic knowledge of this programming language: loading data from sequences, configuring a database using the Pandas library, using Python to process text files in different formats, etc.	UdL Statistics Service
Work standards and biosafety management in containment laboratories	30	To confirm	Second quarter	Face-to-face	Objectives: to improve safety in laboratories and animal facilities, reduce the risk of accidents and exposure, understand biological and chemical containment, apply basic standards, manage waste, protect personnel with appropriate equipment and know protocols in the event of incidents.	Lab Safety Consulting, SL.
Principles of Surgery in Experimental Animals	20	3	Second quarter	Face-to-face	Objectives: 1. To provide a basic knowledge of the principles of surgery, particularly applied to research animals. 2. Perform a basic suture practice.	CREBA
From Lab to Market: the process of creating a spin-off to IRBLleida	Unlimited	3	Second quarter	Face-to-face	1. IRB regulations and policyRead about innovation 2. Stages of the innovation process 3. Best practices and other tips 4. Resources available to IRBLleida research staff 5. Success stories and colloquium	IRB Management Office
Microsoft Lists	10	2	Second quarter	Online	Training designed to learn how to create, personalize, and manage collaborative lists. It will address the main functions, integration with Microsoft 365 and practical examples to optimize the organization of tasks, projects and data as a team, improving productivity and digital collaboration.	ANYTIC
Initial training for the use of the Defibrillator and First Aid	12	6	Third quarter	Face-to-face	Cardiorespiratory arrest (RCA) is one of the main life emergencies, with a high incidence and impact on mortality and disability. Scientific evidence shows that early initiation of basic cardiopulmonary resuscitation (CPR) and the immediate use of the automated external defibrillator (AED) multiply by two or three the chances of survival with a good neurological prognosis.	Oriol Yuguero Torres

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Training Committee: 28/09/2025
CCI: 18/11/2025

Delegate: 24/11/2025
Board: 03/12/2025

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Proposals for Horizon Europe	To confirm	To confirm	Third quarter	To confirm	To confirm	To confirm
AI applied to Scientific Communication	30	3	Third quarter	Face-to-face	It is a training on the use of artificial intelligence in scientific communication. As always, we understand scientific communication not only as "dissemination" but also as communication between peers (posters, conferences), transfer to companies, education, etc.	Eduscopi
Data Protection - Use of Data for Research	Unlimited	5	Third quarter	Online	Training to know the basic concepts, principles, legitimate bases and other aspects to be taken into account in the use of data for research purposes. All this accompanied by the legal framework that supports it.	Fundació TIC Salut i Social
Data Protection - Principles and Obligations	Unlimited	5	Third quarter	Face-to-face	Aimed at healthcare profiles, this course allows you to learn about the duties and obligations that data protection regulations impose, especially on data controllers and data processors.	Fundació TIC Salut i Social
Data protection - Rights and guarantee systems	Unlimited	5	Third quarter	Online	Aimed at administrative profiles, this course allows you to learn about the different rights and powers that data protection regulations grant to all natural persons, in relation to the processing of their personal data, starting with the right to information and continuing with the rights of access, rectification, deletion, limitation of processing, portability of their data, opposition, as well as automated decision-making.	Fundació TIC Salut i Social
Microsoft To Do	10	3	Third quarter	Online	Training aimed at learning how to organize tasks, set priorities and manage lists efficiently. It includes practical tips and integration with other Microsoft 365 apps to improve personal planning and daily productivity.	ANYTIC
Introduction to Bioinformatics	10	15	Third quarter	Face-to-face	This course introduces bioinformatics and systems biology from genomes to network analysis. It includes working with DNA, RNA and proteins, use of order lines, Python and R, notebooks and environments such as Anaconda, Jupyter and Google Colab, promoting autonomy and the resolution of pending questions.	UdL Statistics Service
Online plagiarism detection tool	To confirm	To confirm	Third quarter	To confirm	To confirm	To confirm
Introduction to Flow Cytometry and Its Applications	30	3	Third quarter	Face-to-face	The course introduces the fundamentals of flow cytometry, highlighting its usefulness as a cross-sectional tool in research. In addition, it shows practical applications in different fields and encourages researchers to generate ideas applicable to their projects, while presenting the services available in the Scientific-Technical Service of IRBLleida.	IRBLleida

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Data processing with Excel (advanced level)	30	20	Fourth quarter	Face-to-face	The course contents will focus on six themes: 1. Relative, absolute and mixed references. Name Creation, 3D References 2. Transactions with different books. 3. Complex Functions 4. Printing. Prepare the page: paper size, margins, header and footers, titles, print area. 5. Organization. Filters. Pivot tables. 6. Macros	Núria Sans Rosell
Microsoft Sharepoint	10	2	Fourth quarter	Online	Introduction, document libraries, task lists, calendar, discussion board, and announcements and Sharepoint Wiki pages.	ANYTIC
Implicit Bias	To confirm	To confirm	Fourth quarter	To confirm	Management of implicit prejudices in the workplace.	To confirm
Data Storytelling	10	8	Fourth quarter	Online	Tell stories with data by combining data analysis, communication, and visual design. Training to structure clear stories, create presentations with PowerPoint and Canva, apply storytelling techniques, design effective slides, and develop presentation skills to communicate with impact and clarity.	ANYTIC
Microsoft OneNote	10	2	Fourth quarter	Online	Training designed to learn how to create, organize and share digital notes efficiently. Key features and integration with Microsoft 365 will be showcased to improve information management, collaboration, and personal or team productivity.	ANYTIC
Open Science	30	To confirm	Fourth quarter	To confirm	Training aimed at introducing the basic concepts of open science. Its principles, benefits and good practices for sharing data, results and publications will be explained, promoting transparency, collaboration and open access to scientific knowledge.	CERCA
Opportunities and perils of AI in research	10	15	Fourth quarter	Face-to-face	Session 1: Types of AI tools, How do they work?, Where can I get them and how to use them? Session 2: Opportunities, Perils, Are we that different? (Bayesian and deep neural nets) Session 3 - Creating and training Ais: The newborn AI, Raising the newborn AI (Training and validation), Adopting an AI (What is out there and how to get it). Session 4: Large language models.	Servicio Estadística UdL

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Training Committee: 28/09/2025 CCI: 18/11/2025	Delegate: 24/11/2025 Board: 03/12/2025

Title	Places	Duration (hours)	Calendar	Format	Content	Supplier
Revision of the regulations on experimental animals	20	3	Fourth quarter	Face-to-face	In this course we will review the current regulations, underlining and clarifying the aspects that most affect research and technical staff. 1. Topic 1: Map and compass to explore the regulations on experimental animals. 2. Topic 2: Regulatory requirements for the housing of experimental animals. 3. Item 3: Policy requirements for pilot projects and procedures. • Topic 4: Regulatory requirements for personnel who use animals for scientific or educational purposes.	CREBA
Laboratory Leadership for Group Leaders (and equivalent)	4	24	To confirm	Face-to-face	This course promotes the creation of a peer-to-peer support network for ongoing leadership development and enhances key aspects such as: 1. Improved communication and collaboration skills. 2. Ability to empower others for scientific excellence. 3. Improved self-organization and leadership practices. 4. Exchange of valuable experiences with colleagues. 5. Leadership in individual and group dynamics.	Centre for Genomic Regulation y HFP consulting

6.1. Others

- In addition, training will be offered in **the field of equality and innovation** according to the plans drawn up. These trainings will be offered throughout the year.

- Courses will also be held in collaboration with other research centers to be defined (agreements with the *Center for Genomic Regulation of Barcelona* and *Instituto de Investigación Sanitaria Aragón*).

- Any other training initiative that arises within the center will be led by the commission, SCT, department, research group, research area that has proposed it and the head of training and management office will offer their support as appropriate (for example the GO-HERO managed from projects in the IRBLleida management office).

7. Diffusion

The training plan will be disseminated after its approval through the following communication channels:
- The Institute's website.
- Sending by means of e-mail distribution lists to the members of the Institute.
- IRBLleida's internal communication screens.

8. Satisfaction survey

8.1. Survey design and submission
At the end of all the training courses coordinated by the management office, a satisfaction survey will be carried out on students and teachers.
- It will be sent within 1 week of course completion.
- Response collection will close 10 days after submission.

8.1.1. Participant surveys

They will always include:

a. [Required] Course ID (Name, code, or similar)
b. Course Edition: Annuity + Edition (if applicable)
c. Assessment of the course from 1 to 5, where:

1*	Strongly disagree
2*	Disagree
3	Neutral / Neither Agree Nor Disagree

4	Agreed
5	Totally agree
-	NS/NC (don't know/don't answer)

*[For ratings <=2.0 open a text field, Required] What happened and how can we improve in the future? (Text)

8.1.2. Teacher surveys

They will always include:

- **[Mandatory] Support to Suppliers** Has the support in the organization of the course of the IRBLleida management office (preparation of the course, collection of registrations, resolution of logistical problems, response to unforeseen events, invoice management, etc.) been adequate?

1*	Strongly disagree
2*	Disagree
3	Neutral / Neither Agree Nor Disagree
4	Agreed
5	Totally agree
-	NS/NC (don't know/don't answer)

*[For ratings <=2.0 open a text field, Required] What happened and how can we improve in the future? (Text)

- Other Observations/Opinions (Text)

8.2. Results, assessment and possible actions

At the end of the quarter, the results of all the surveys closed in that period will be consolidated and the average values will be transferred to the quality indicator registers. A quality conformity requirement of >=4.0 is established.
In the event of identifying a non-conformity, corrective actions will be defined as appropriate.
Any individual survey with scores <=2.0 will be recorded as Non-conformities to ensure that possible drawbacks are addressed and to identify solutions to improve the training service. In this case, the survey asks for the name and email address to follow up on the Non-conformity.

9. Effectiveness evaluation

Annually at the meeting of the commission, an evaluation will be made of the effectiveness of the training carried out in the previous year, as well as that which has already been carried out in the current year in order to decide if there are courses that should not continue to be carried out since they are not considered to be effective for

their purpose. This evaluation of effectiveness shall be recorded in the minutes.