

A week in the life of a...

RESEARCH MANAGER

Singapore Office

Key tasks for the week ahead

- ✓ Write a discussion guide for a renal cell carcinoma study
- ✓ Prepare a proposal for a new ophthalmology project
- ✓ Conduct a face-to-face interview with a physician
- ✓ Plan a central location day in Manila
- ✓ Train new starters on project and time management

Monday

Started the morning by planning a to-do list for the week ahead. Firstly, I approved the screeners for my project on **renal cell carcinoma** which a Research Executive drafted on Friday. I then developed a discussion guide for the same study, ensuring the questions fit with the client's objectives and that each interview could be conducted in the allotted timeframe.

Our team enjoyed "Dabao" takeaway food nearby Hawker Centres today. After the break, I had a short *one-to-one catch-up with my line report**, to check their workload, and progress on various projects.

**Each manager has monthly catch ups with their line reports to ensure employees are getting the opportunities they need to progress, and to support / coach them through any challenges they're experiencing*

Tuesday

A *request for a proposal (RFP)** arrived for a new study on ophthalmology. Therefore, I had a meeting with the Project Director to plan our proposed approach to meeting the customer's business needs. After the meeting, I briefed the rest of the team about the next steps and asked the Research Executive to obtain quotes from a variety of fieldwork suppliers. I then started working on a proposal deck to outline our proposed solution for the client, to ensure it would be ready to submit by the deadline next week.

In the afternoon, I conducted a **face-to-face interview with an Oncologist at one of Singapore's major hospitals**. I led the interview, and a Research Executive joined me to observe, take notes and then conduct one section of the discussion. Afterwards, I made sure to catch up with the Executive to discuss how the interview went and suggested ways to improve their moderating technique for the future.

**RFPs can come from a variety of sources, but usually involve building relationships with clients over time to keep them interested in what RP has to offer*





Wednesday



Finalised a **report draft on my CAD study** this morning. I incorporated slides drafted by a Senior Research Executive and ensured that the report was consistent. I then shared it with the Director for review ahead of the deadline on Friday.

During the afternoon I had a virtual client presentation for another study we finished last week. The client's local affiliates from many countries across APAC joined the call. The client was provided positive feedback on the presentation.

Another successful project complete!

Friday



Today I decided to focus on adding the final touches to the **CAD report** based on the Director's feedback, once reviewed, I sent the final report to the client.

I spent my afternoon reviewing and signing off weekly updates, so the Research Analyst could send the information to all necessary clients. After a busy week, I wrapped up at 4 pm and set off to have a few well-earned drinks with the team to celebrate the weekend!

Thursday



Started the day with our weekly team meeting here in Singapore to discuss our workloads, progress on projects and planned any non-project fun activities. After the meeting, I planned an upcoming **central location day*** in Manila and had a catch-up with the team to ensure all physicians were recruited. Needed to make sure hotels and flights were booked and that the client had received all information to be able to attend.

Our Singapore team always work very closely together and offer advice for any research needs which is always helpful. I spent the afternoon leading a training session with new starters for project and time management.

***A CL day is a day of back-to back interviews with respondents. The research agency and client observe from a backroom to ensure the objectives are going to be met**



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