



**TOGETHER**  
*for a sustainable future*

## OCCASION

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SOME FACTS ABOUT  
THE MANAGEMENT DEVELOPMENT  
AND PRODUCTIVITY CENTRE 1/

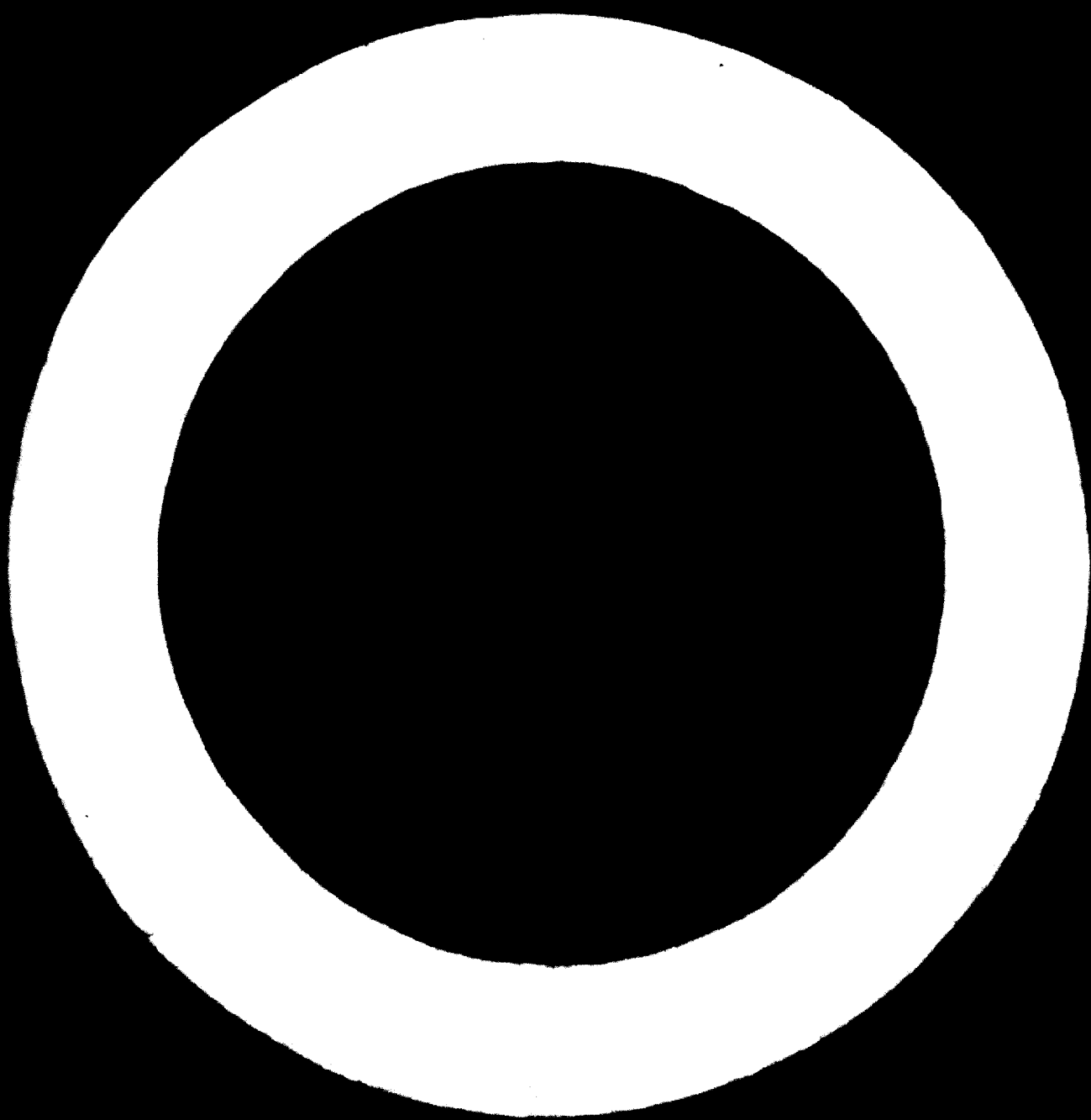
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We regret that some of the pages in the microfiche copy of this report may not be up to the proper legibility standards, even though the best possible copy was used for preparing the master fiche.



A. Where is it?

The Centre has been set up by agreement between the Government and the United Nations Development Programme in Syria.

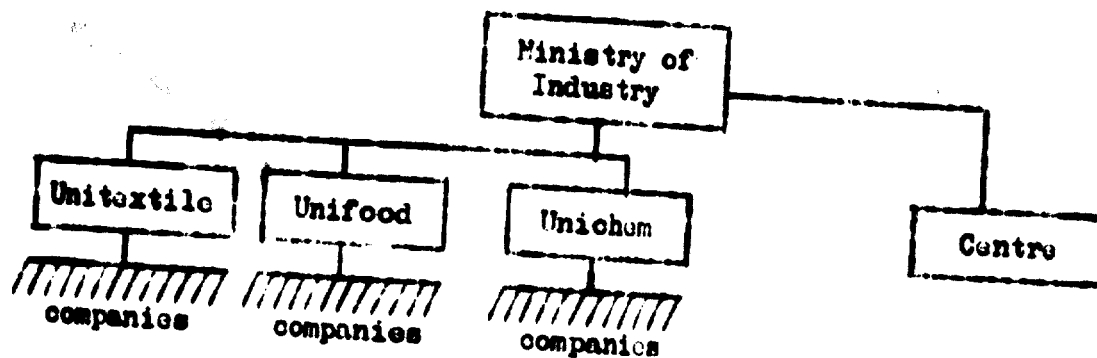
B. What does it do?

The main objectives of the Centre are to develop management, including principles and techniques and to promote productivity and efficiency among the existing industries and public administrations in Syria.

C. How does it do this?

The Centre organises training courses in various fields of management. These are published to the various Ministries through the public sector and to the Ministry of Industry.

The Ministry of Industry is organised as follows:



The Centre also engages in consultancy assignments as requested by industry and assists companies to solve management problems.

D. How does the United Nations assist?

The budget of the Centre comes from two sources, the Syrian Government and the United Nations Development Programme.

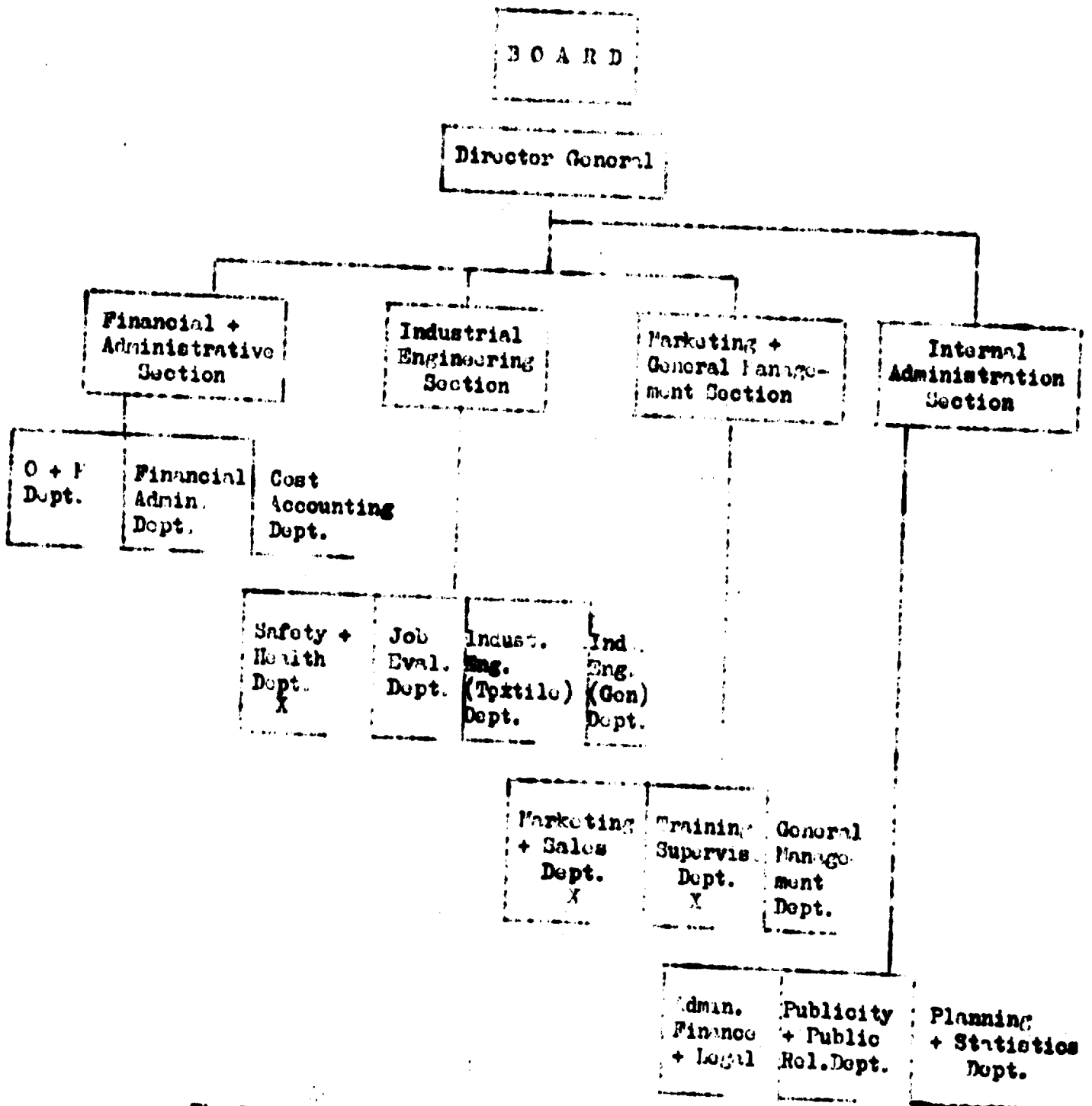
A number of experts from the International Labour Organisation have been attached to the Centre to assist in the development of its work through its early years. They have built the training programmes and run them in Arabic courses. The experts assist in the personal development of their Syrian counterparts, who will form the professional staff of the Centre in the future.

B. How is the Centre organised?

The work of the Centre is divided into four main sections:

1. Financial and Administrative section
2. Industrial Engineering section
3. Marketing and General Management section
4. International Administration section.

An organisation chart and brief explanations of the work of each section are given below.



The Departments marked with (x) are not in operation and are for the future.


**F. What is the work of the Departments?**

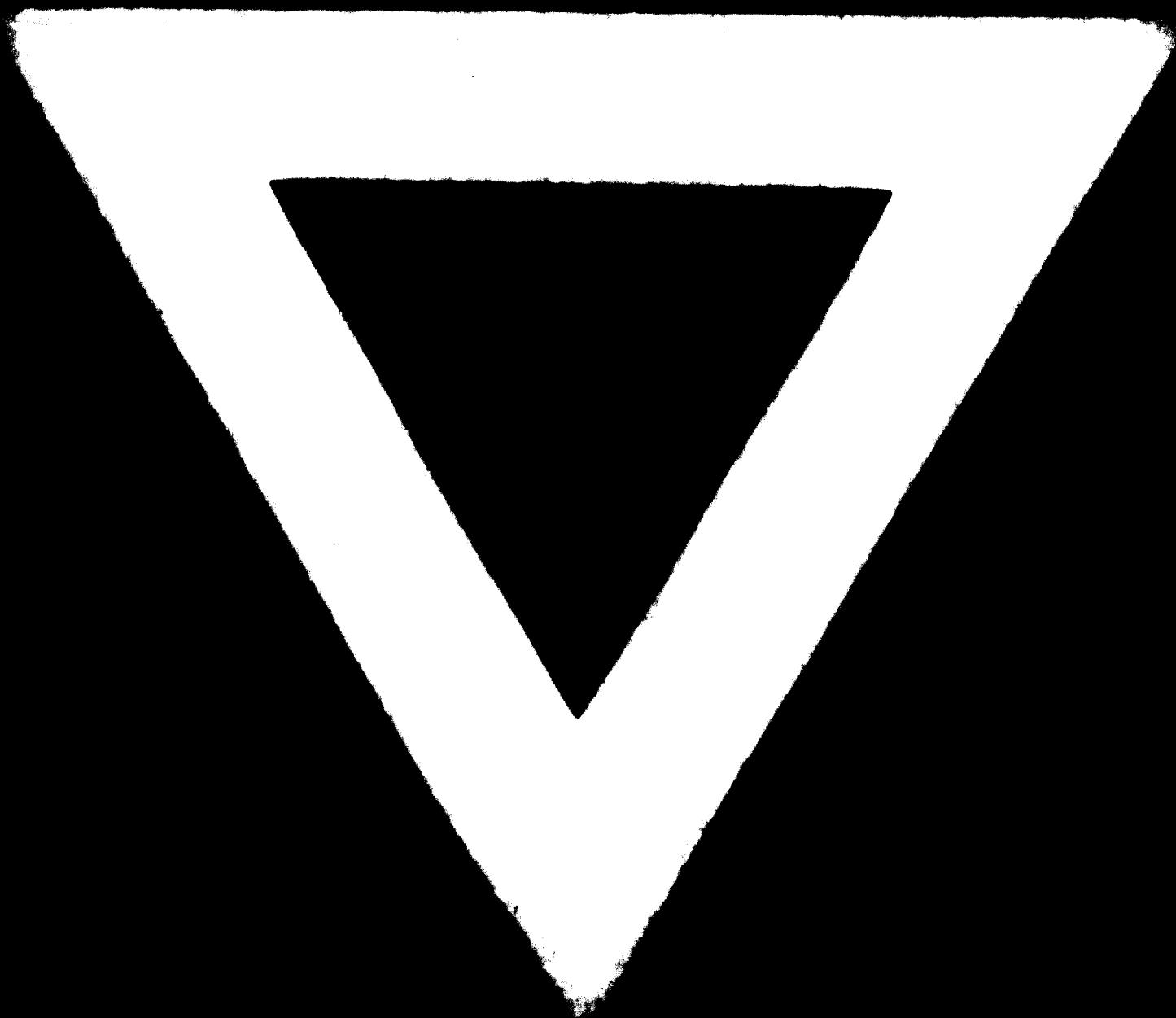
1. **Organisation and Methods**
  - (a) Organisation studied both in industries and public section and
  - (b) Improvement of administrative procedures.
2. **Financial Administrations**
  - (a) Introduction to Financial Management
  - (b) Stock Control
3. **Cost Accounting**
  - (a) Budgeting and Budgetary Control
  - (b) Elementary Courses in Cost Accounting
  - (c) The Fundamentals of Standard Costing
4. **Job Evaluation**
  - (a) Training in the basis of classification of occupations
  - (b) Methods of evaluating the relative worth of jobs
5. **Industrial Engineering (general)**
  - (a) Production Control
  - (b) Quantity Control
  - (c) Work Study
  - (d) Activity Sampling, etc...
6. **Industrial Engineering (textiles)**

The same applies for both Industrial Engineering departments. This department specialises in Textiles which is a large part of Syrian Industry.
7. **General Management**
  - (a) Critical Path Analysis
  - (b) Management of small enterprises
  - (c) Principles of Management
  - (d) Personnel Management

**G. Conclusion**

The use of modern management techniques are an essential part of the development of my country and improvement in organisation and administration (my own speciality) is proving of real benefit.





**74.10.18**