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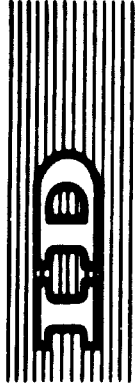
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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

07296



Distr. GENERAL
M/56
19 October 1976
Original:
ENGLISH/FRENCH/SPANISH

Guide to Training Opportunities for Industrial Development

Fifth issue

Aperçu des moyens de formation pour le développement industriel

Cinquième édition

Repertorio de Oportunidades de Capacitación para el Desarrollo Industrial

Quinta edición

Training Section - Industrial Operations Division

UNIDO

P.O. Box 707, A-1011 Vienna, Austria

PREFACE

This compilation of industrial training opportunities for personnel from developing countries is the revised and enlarged fifth edition of a UNIDO publication that first appeared in the autumn of 1972. It contains more than 700 entries. These entries are based on replies to a questionnaire sent to Governments, organizations and other bodies concerned with industrial training.

The fourth edition noted that the number and variety of training facilities continued to increase, particularly in developing countries. This increase continues and appears to emphasize the attraction and advantage of conditions not too dissimilar from those in the home countries of the personnel seeking further training. Moreover, greater use of such facilities in developing countries helps to diminish the difficulties that increasingly arise in arranging suitable training programmes in industrialized countries, where facilities are often overstrained.

The compilation is divided into three sections: (1) training opportunities organized and offered by UNIDO itself; (2) training opportunities classified according to industrial branches and functions, except short-term courses of less than 16 days duration; (3) courses that fall outside these working classifications and short-term courses that might be of interest as components of longer and more comprehensive training programmes. The training opportunities listed are suitable mainly for high-level (the equivalent of engineers and above) technical, managerial and administrative individuals, including entrepreneurs, from the various fields of industry and industrial development. With a few exceptions, courses that are in the regular curricula of universities or similar institutions are not included.

The training opportunities are listed here in the English alphabetical order of the countries in which they are offered.

UNIDO is not in a position to give any further details on courses offered by other institutions. Readers desiring more information are requested to contact the institutions directly; a mailing address appears in each entry.

The training opportunities listed here are not limited to holders of United Nations fellowships. Any qualified individual from a developing country who has not applied for or won a United Nations fellowship may apply for or be nominated to a course. Such applications and nominations may go direct to the organizer of the course. Applicants for United Nations fellowships, however, must be nominated by their Governments, and the nominations must be sent through United Nations Development Programme (UNDP) channels to the respective United Nations executing agencies. Further information on UNIDO training activities can be obtained from the UNIDO Industrial Training Offer Programme.

Information on training facilities in a wide range of subjects can be requested from the secretariats of the Economic Commission for Africa (ECA), the Economic and Social Commission for Asia and the Pacific (ESCAP), the United Nations Office at Geneva, the International Labour Organisation (ILO) and the United Nations Educational, Scientific and Cultural Organization (UNESCO).

It is hoped that the promising development of this UNIDO publication will continue to the benefit of all those in developing countries who are in need of industrial training. A new questionnaire is now being prepared for the sixth edition, which should appear in late 1977 and will cover opportunities available in 1978 and, to the extent possible, in 1979. The co-operation of all concerned is welcomed.

PREFACE

Le présent répertoire des possibilités de formation industrielle offertes aux cadres de pays en développement est la cinquième édition revue et augmentée d'un document de l'ONUDI publié pour la première fois dans le courant de l'automne 1972. Les renseignements qu'il contient, groupés sous plus de 700 rubriques, ont été fournis par un certain nombre de gouvernements, d'organisations et d'institutions s'occupant de formation industrielle, en réponse à un questionnaire.

Comme on l'avait déjà noté à propos de la précédente édition, le nombre et la variété des possibilités de formation offertes vont croissant, et les stages sont de plus en plus souvent organisés dans des pays en développement. Il est en effet particulièrement intéressant et profitable pour les stagiaires de travailler dans des conditions qui ne diffèrent pas trop de celles de leur pays d'origine. Au surplus, en recourant davantage aux facilités dont disposent les pays en développement, on réduit les inconvénients que présente l'organisation de stages de formation appropriés dans des pays plus avancés, où les services compétents ne sont souvent plus en mesure de se charger de tâches supplémentaires en ce domaine.

Le répertoire est divisé en trois parties: 1) possibilités de formation offertes par l'ONUDI elle-même; 2) possibilités de formation classées suivant les secteurs et les fonctions industriels, à l'exception des stages de courte durée (moins de 16 jours); 3) stages qui n'entrent pas dans ces catégories et stages de courte durée qui pourraient être utilement incorporés dans des programmes de formation plus longs et plus complets. Les possibilités de formation énumérées sont destinées, au premier chef, aux cadres techniques et administratifs supérieurs (ingénieurs et assimilés et personnel de rang plus élevé) et chefs d'entreprise des divers secteurs industriels, ainsi qu'aux spécialistes du développement industriel. A quelques exceptions près, les matières figurant ordinairement au programme des universités et établissements similaires n'ont pas été retenues.

Les possibilités de formation sont classées dans l'ordre alphabétique anglais des pays hôtes.

Pour obtenir le plus ample renseignement sur les stages autres que ceux organisés par l'ONUDI elle-même, il convient de se mettre en rapport directement avec les institutions adresses; leurs adresses figurent dans les rubriques consacrées aux stages qu'elles organisent.

Los medios de formación indicados no son reservados a los titulares de becas de las Naciones Unidas. A condición de presentar las calificaciones requeridas, todo ressor-tissant d'un pays en développement peut demander à participer à l'un de ces stages ou être désigné pour y participer. Dans le cas des personnes n'ayant pas sollicité ou pas obtenu de bourse des Nations Unidas, les demandes ou les candidatures peuvent être présentées directement à l'organisateur du stage considéré. Les candidats à des bourses des Nations Unidas doivent être désignés par leurs gouvernements et leurs dossiers doivent être soumis, par l'intermédiaire du Programme des Nations Unidas pour le développement (PNUD), aux organismes des Nations Unidas qui organisent les stages. Pour tous renseignements complémentaires sur les activités de formation de l'ONUDI, les intéressés sont priés de s'adresser au Programme de formation industrielle de l'ONUDI.

Des renseignements sur les possibilités de formation en de nombreux domaines peuvent être obtenus auprès des secrétariats de la Commission économique pour l'Afrique (CEA), de la Commission économique et sociale pour l'Asie et le Pacifique (CESAP), de la Commission économique pour l'Europe (CEE), de l'Office des Nations Unidas à Genève, de l'Organisation internationale du Travail (OIT) et de l'Organisation des Nations Unidas pour l'éducation, la science et la culture (UNESCO).

L'ONUDI espère pouvoir fournir des renseignements de plus en plus complets à tous ceux qui, dans les pays en voie de développement, ont besoin d'une formation industrielle. Elle prépare actuellement un nouveau questionnaire en vue de la publication de la sixième édition de ce répertoire, prévue pour la fin de 1977. Cette édition indiquera les possibilités de formation pour l'année 1978 et, dans la mesure du possible, pour l'année 1979. Pour l'avenir, l'ONUDI compte sur la coopération de tous les organismes en mesure de lui fournir des informations.

PREFACIO

La presente compilación de oportunidades de capacitación industrial para personal de países en desarrollo constituye la quinta edición, revisada y ampliada, de una publicación de la ONUDI que apareció por vez primera en el otoño de 1972. Contiene más de 700 anotaciones. Estas se basan en las respuestas a un cuestionario enviado a gobiernos, organizaciones y otras entidades que se ocupan de capacitación industrial.

En la cuarta edición se señalaba que seguía aumentando, sobre todo en países en desarrollo, el número y variedad de los servicios de capacitación. Este aumento prosigue, y parece confirmar el atractivo y la ventaja de unas condiciones no muy diferentes de las del propio país del personal que desea recibir mayor capacitación. Además, al recurrir en mayor medida a los servicios de esta índole radicados en los países en desarrollo, se alivian en parte las dificultades que entraña la organización de cursos de capacitación adecuados en los países industrializados, cuyos servicios están ya excesivamente recargados.

La compilación está dividida en tres secciones: 1) oportunidades de capacitación organizadas y ofrecidas por la propia ONUDI; 2) oportunidades de capacitación clasificadas por ramas y funciones industriales, exceptuados los cursos cortos de menos de 16 días; 3) cursos no comprendidos en estas clasificaciones — de índole puramente práctica y cursos cortos que puedan ofrecer interés como componentes de otros programas de capacitación de contenido más amplio y de mayor duración. Las oportunidades de capacitación aquí compiladas resultan adecuadas, primordialmente, para personal técnico, directivo y administrativo de alto nivel de categoría equivalente o superior a la de un ingeniero), incluidos los empresarios, de los diversos campos de la industria y el desarrollo industrial. Con escasas excepciones, no se han incluido cursos que formen parte de los planes de estudios ordinarios de las universidades o instituciones similares.

Las oportunidades de capacitación se presentan aquí en el orden alfabético inglés de los países en que se ofrecen.

A la ONUDI no le es posible dar más detalles sobre los cursos que ofrecen otras instituciones. Se ruega a los lectores que deseen información adicional al respecto que se dirijan directamente a esas instituciones, cuyas direcciones figuran junto a cada anotación.

Las oportunidades de capacitación aquí compiladas no se ofrecen sólo a los becarios de las Naciones Unidas. Cualquier persona calificada de un país en desarrollo, que no haya solicitado u obtenido una beca de las Naciones Unidas, pueda solicitar su admisión o ser presentada como candidato a participar en uno de estos cursos. Estas solicitudes o candidaturas pueden dirigirse directamente al organizador del curso. Ahora bien, las candidaturas a becas de las Naciones Unidas deben ser presentadas por los respectivos gobiernos, por conducto del Programa de las Naciones Unidas para el Desarrollo (PNUD), al organismo de ejecución correspondiente del sistema de las Naciones Unidas. Mayores informaciones sobre las actividades de capacitación de la ONUDI se pueden obtener del Programa de Ofertas de Capacitación Industrial, de la ONUDI.

Puede solicitarse información sobre servicios de capacitación, en un amplio espectro de materias, a las secretarías de la Comisión Económica para África (CEPA), la Comisión Económica y Social para Asia y el Pacífico (CESPAF), la Oficina de las Naciones Unidas en Ginebra, la Organización Internacional del Trabajo (OIT) y la Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura (UNESCO).

Se espera que esta publicación de la ONUDI continúe su evolución prometedora en beneficio de todas aquellas personas de los países en desarrollo que requieran capacitación en la esfera industrial. Se está preparando un nuevo cuestionario para la sexta edición, cuya publicación está prevista para finales de 1977, que comprenderá las oportunidades disponibles en 1978 y, en la medida de lo posible, en 1979. Se agradecerá la colaboración que puedan prestar todos los interesados.

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TRAINING OPPORTUNITIES OFFERED BY UNIDO

UNIDO IN-PLANT GROUP TRAINING PROGRAMMES

UNIDO organizes In-Plant Group Training Programmes for Engineers and advanced technical personnel from developing countries, in co-operation with Host Governments as well as industries and institutes having specialized know-how and experience in the relevant field of industry.

The objective of the Programmes, which run from two to five months, is to provide the participants, in a relatively short time, with concentrated practical experience and an opportunity to upgrade their theoretical knowledge. The Programmes are monitored by experts and are, in general, composed of four elements: theoretical introduction; studies; actual in-plant training; and study visits. Each Programme concludes with an evaluation session during which the participants assess the value of what they have learned in the light of the conditions prevailing in their home countries.

A number of the UNIDO In-Plant Group Training Programmes are listed below. Some are conducted annually, others biennially, others on an ad hoc basis. They are all organized subject to the availability of funds and suitable host facilities. Most of the Programmes are organized interregionally, but some are limited to certain geographical areas.

Normal applications for participation should be submitted to UNIDO through appropriate Government channels and the UNDP resident representative only after the official invitation requesting nominations of candidates has been received, however, Governments are asked to notify UNIDO as early as possible of their interest in participating in specific programmes.

The general requirements for admission are a degree in engineering (or equivalent) and several years of practical experience in the respective field.

Further information may be obtained from: Training Section, IOD,
United Nations Industrial Development Organization
P.O. Box 707, A-1011 Vienna, Austria

Field of study	General description	Venue	Duration	Commencing	Language
Food processing industry	New methods and techniques for food processing and preservation, organization and management of food processing industry. Quality control, packaging and storage. In-plant training in and study visits to fruit and vegetable, rice, oilseed processing and protein food manufacturing plants.	Central Food Technological Research Institute Mysore, India	3 months	March	English
Production management of mechanical industry	Modern trends of production management; machinery, iron and steel and equipment manufacturing. Case studies on production planning and control, quality control, process innovation, introduction of new equipment etc. Practical training in mechanical, electrical engineering and metalworking plants.	Association for Overseas Technical Scholarship Tokyo Japan	2½ months	September	English
Diesel engines	Practical know-how and experience in technological, economical and managerial aspects on the utilization, operation and maintenance, design and production of diesel engines and spare parts. In-plant training in the production plants on manufacturing of diesel engines and spare parts or on maintenance operations.	TES-Institute Prague Czechoslovakia	3 months	September	English
Electric welding	Technology and equipment for electric fusion, resistance, welding processes, modern welding, arc power resources, welding material and structures, constructive technological designing of welded metal structures, quality control of welded material, etc. In-plant training in plants manufacturing electric welding equipment, metalworking industry as well as laboratories.	E.O.Paton Electric Welding Institute Kiev Ukrainian Soviet Socialist Republic	4½ months	March	English
Metalworking industry	Planning, executing and supervising of the manufacturing processes of machine parts; design of jigs and fixtures, design and use of cutting tools; operation and maintenance, quality control and economics of metalworking operations, etc. Practical studies in laboratories and in-plant training in metalworking industry.	Lumumba University Moscow Union of Soviet Socialist Republics	4 months	March	English

Field of study	General description	Venue	Duration	Commencing	Language
Iron and steel industry	Theory in technological process of equipment, economic planning, management, maintenance. In-plant training in foundry, blast furnace, sintering plant, open hearth plant, rolling mills, refractory maintenance.	Zaporo-Steel Zaporozhye Ukrainian Soviet Socialist Republic	5 months 3 months	February September	English English
Fertilizer industry	Technology and planning of mineral fertilizer production. Raw material, present development prospects of world production of mineral fertilizers. Key processes and operations and their economic evaluation. Scientific research work on fertilizer production with in-plant training in nitrogen fertilizer or phosphate fertilizer plants.	Ministry of Chemical Industry Moscow Union of Soviet Socialist Republics	3 months	March	English
Petrochemical industry	Sources of raw material, technological processes, industrial equipment and unit operations, process control, maintenance and development prospects of petrochemical industry. In-plant training in the fields of plastics, fibres, or nitrogen fertilizers.	Joint UNIDO/Romania Centre Bucharest Romania	2½ months	September	English
Plastic technology	Techno-economic aspects of plastic production, plastic fabrication technology, utilization of plastics, equipment and tool design. Problems affecting the development of plastic industry. Plant studies in Austria, visits to other countries.	Laboratorium für Kunststofftechnik Vienna Austria	2 months	September	English
Pulp and paper	Pulp and paper industry processes and modern methods and equipment related to maintenance, instrumentation, environment, plant layout, long range planning, industrial management. In-plant training in wood handling, mechanical, high yield, sulphite, sulphate pulps, newsprint, kraft paper, cardboard and coated paper plants, pulp and paper machinery, equipment manufacturing plants, pulp and paper research and testing laboratories.	Sveriges Skogsindustrieförbund (SSIF), Markaryd Sweden	3 months	March	English
Shoe industry	Production techniques in shoe, boot and leather industry. Managerial and organizational aspects of production, plant design of boot and shoe industry, scientific research in leather and leather goods, in-plant training in shoe manufacturing plants.	TES-Institute Prague Czechoslovakia	2½ months	September	English
Textile industries	Raw materials, mechanical and chemical processing of textiles, production economics and organization, maintenance of textile machinery and environmental aspects related to textile industry. The programme will include laboratory and in-plant training in spinning, weaving, finishing or knitting.	Instytut Fizyki Wloknna i Chemiczne Obrobki Wloknna Lodz, Poland	3 months	September	English
Engineering and Industrial Design	Theoretical introduction on product design, tool design, production engineering and manufacturing of prototype products and tools. Practical study assignments in design offices and laboratories for metallurgical testing and/or workshops.	Engineering and Industrial Design Development Centre, Cairo, Arab Republic of Egypt	4 months	September	English
Documentation and industrial information	Function of industrial information in industrial development, retrieval systems and its practical application, classification systems, information systems for industry. Practical training in industrial information and documentation and study visits to specialized institutes providing information services to industry.	VINITI All Union Institute for Scientific and Technical Information Moscow Union of Soviet Socialist Republics	2 months	September	English/ French/ Spanish

Field of study	General description	Venue	Duration	Commencing	Language
Management of maintenance and repair services	Industrial maintenance organization, preventive maintenance, economic aspects of maintenance, training of maintenance personnel. In-plant training in steel, cement, mechanical and electro-mechanical, ship building, telecommunication and transportation industries.	Istituto per la Ricostruzione Industriale (IRI) Rome, Italy	3 months	September	Spanish
Organization and management of maintenance systems	Maintenance organization; techniques and methods including objectives, planning, methods, control systems, spare parts and material control used in maintenance systems; project planning and control, reliability engineering, training of maintenance personnel. In-plant training in maintenance organization, preventive maintenance planning or maintenance management control in mechanical, metallurgical and chemical industry.	Svenska Arbetsgivareföreningen SAF, ALI-RATI Lidingsö, Sweden	3 months	April	English
Maintenance of bio-medical electronic equipment	Technical and managerial questions related to the general and specific techniques for systematic fault diagnosis of bio-medical electronic equipment; i.e. fundamentals of electronics, trouble shooting in electronic equipment, maintenance testing, calibration and safety of bio-medical electronic equipment and its application, and maintenance management. In-plant training in related fields.	Hungarian Instrument Manufacturers, Budapest, Hungary	2 1/2 months	September	English
Maintenance of railroad equipment	General principles of maintenance, preventive maintenance, workshop organization, in-plant training in maintenance workshops for maintenance and repair of rolling stock of railroads. Study visits to manufacturers of spare parts and components.	Société Nationale de Chemins de Fer Belges, Bruxelles, Belgium	2 1/2 months	September	French
Maintenance organization in woodworking industry	General principles of maintenance organization, maintenance planning and production planning and control, maintenance economy, time estimation, organization in maintenance and repair workshops. In-plant training in related workshops and plants in the woodworking industry.	Rastor-Instituutti Helsinki Finland	2 1/2 months	July	English
Maintenance buses and trucks	General principles of maintenance; preventive maintenance; workshop organization. In-plant training in maintenance workshops for buses and for trucks. Study visits to manufacturers of components and spare parts.	Société Nationale de Chemins de Fer Belges Société des Transports Intercommunaux de Bruxelles, Belgium	2 1/2 months	September	French
Integrated industrial management techniques and systems	Industrial management with emphasis on production management, marketing and financial management, and management control. Industrial planning, control, organization and co-ordination in the management process. In-plant training in steel, cement, mechanical and electro-mechanical, ship-building, food processing, telecommunication and transportation industries.	Istituto per la Ricostruzione Industriale (IRI) Rome, Italy	3 1/2 months	March	Spanish
Management techniques in manufacturing industry	Production management techniques including standardization, planning, quality control, with special emphasis on problems related to the manufacturing of products for the export market. Individual in-plant training assignments in industry.	Centre de Recherches en Gestion de la Production Institut d'Administration et de Gestion de l'Université de Louvain, Belgium	2 months	October	English/ French
Industrial co-operatives	Industrial co-operative form of enterprise organization, their management and economy, construction and integration of industrial co-operatives. In-plant training in industrial co-operatives in leather, clothing, furniture, sporting goods or handblown glassware industry.	Polish Central Union of Workers' Productive Co-operatives Warsaw, Poland	3 1/2 months	July	English or Spanish

Field of study	General description	Visits	Duration	Commencing	Language
Organization of standardization systems in manufacturing industries	Basic principles of standardization, metrology, quality theory, economics of standardization, organization and management of standardization services in developing countries. Standardization in engineering, light industry, food, metallurgical industry, etc. Practical work in laboratories, standardization organizations and industry. Study visits to various factories and institutions.	Gosstandart USSR Moscow Union of Soviet Socialist Republics	4 months	March	English
Organization of metrology and metrological quality assurance	Fundamentals of standardization and metrology, methods of measurement, processing of measurement results, metrological quality assurance, measuring means and calibration, principles of organization of national metrological service and metrological centres. Practical work in laboratories, metrological and standardization institutes and related institutions. Study visits to various institutions and factories.	Gosstandart USSR Moscow, Union of Soviet Socialist Republics	4 months	August	English
Quality control	Basic concepts of quality control, inspection, statistical methods in quality control, metrology, organization of quality control specifications, manufacturing, planning for quality, economics of quality, motivation for quality, etc. Practical training in industry on specified aspects of quality.	ALI-RATI Lidingö, Sweden Svenska Arbetsgivareföreningen (SAF)	2 months	August	English
Quality improvement of industrial products	Modern developments of quality improvement of industrial products, standardization at international, national and plant level, quality control and assurance, product design and improvement, packaging. In-plant training in selected mechanical, electrical and metalworking plants and study tours.	Association for Overseas Technical Scholarship, Tokyo, Japan	7 weeks	February	English

PORABILITES DE FORMATION OFFERTES PAR L'ONUDI
STAGES DE FORMATION EN GROUPE DANS L'ENTREPRISE ORGANISEES PAR L'ONUDI

L'ONUDI organise, en coopération avec les gouvernements des pays hôtes et avec le concours d'entreprises industrielles et d'instituts spécialisés dans les domaines considérés, des programmes de formation collective dans l'entreprise à l'intention d'ingénieurs et de techniciens supérieurs de pays en voie de développement.

Ces stages, dont la durée est de deux à cinq mois, ont pour objectif de permettre aux participants d'acquérir, dans un laps de temps relativement court, une solide expérience pratique et de parfaire leurs connaissances théoriques. Ils sont dirigés par des experts et comprennent en général quatre éléments, à savoir une introduction théorique, des études, une formation pratique dans des entreprises et des visites d'établissements. Chaque stage se termine par une session d'évaluation au cours de laquelle les participants font le point des avantages qu'ils ont retirés de la formation dispensée, compte tenu des conditions existant dans leurs pays.

On trouvera ci-après une liste de stages de formation collective. Certains d'entre eux ont lieu chaque année, d'autres tous les deux ans, d'autres encore selon les besoins. Tous les stages sont organisés sous réserve de disposer de fonds nécessaires et de trouver dans le pays hôte des moyens de formation adéquats. La plupart des stages ont un caractère interrégional; quelques-uns sont ouverts seulement aux participants venant de certaines zones géographiques.

Les candidatures ne doivent être présentées à l'ONUDI par l'intermédiaire des services officiels compétents et du Représentant résident à PMUD qu'après réception de l'invitation officielle demandant l'envoi de candidatures; cependant, les gouvernements sont priés de faire savoir le plus rapidement possible à l'ONUDI s'ils envisagent de participer à tel ou tel stage.

Les conditions générales d'admission sont les suivantes : être titulaire d'un diplôme d'ingénieur (ou d'un diplôme équivalent) et justifier de plusieurs années d'expérience dans le domaine sur lequel porte la formation.

De plus amples renseignements sur ces stages peuvent être obtenus à l'adresse suivante : Section de la formation

Division des opérations industrielles
 Organisation des Nations Unies pour le développement industriel
 Boite postale 70
 A-1011 Vienne (Autriche)

Subject of study	Description générale	Law	Duration	Date of execution	Language
Industries alimentaires	Méthodes et techniques nouvelles de traitement et de conservation des produits alimentaires; organisation et gestion des entreprises. Contrôle de la qualité, conditionnement et entreposage. Formation pratique et visites d'entreprises des industries alimentaires (fruits et légumes, riz, traitement des graines oléagineuses et fabrication d'aliments pratiques).	Central Food Technological Research Institute Mysore, Inde	3 mois	March	Anglais

Objet d'étude	Description générale	Langue	Date d'ouverture	Durée	Lieu
Gestion de la production dans les industries mécaniques	Tendances modernes de la gestion de la production dans les industries mécaniques, la sidérurgie et la production de biens d'équipement. Etudes de cas portant notamment sur la planification et le contrôle de la production, le contrôle de la qualité, les procédés nouveaux et l'introduction de nouveaux équipements, etc. Formation pratique dans des entreprises des industries mécaniques, électromécaniques et métallurgiques.	Anglais	Septembre	2 mois ½	Association des bourses d'études techniques pour étrangers, Tokyo, Japon
Moteurs Diesel	Aspects techniques, économiques et administratifs de l'utilisation, du fonctionnement et de l'entretien des moteurs Diesel; conception et fabrication de ces moteurs et des pièces détachées. Formation pratique dans des entreprises portant sur la fabrication des moteurs Diesel et des pièces détachées, ou sur l'entretien de ces moteurs.	Anglais	Septembre	3 mois	Services techniques et économiques (TES), Prague, République socialiste tchécoslovaque
Soudure électrique	Technologie et outillage utilisés pour la soudure électrique par fusion et pour la soudure par résistance; procédés de soudage; source; d'énergie produisant l'arc électrique dans les méthodes modernes de soudure; matériel de soudure et pièces soudées; conception technique de pièces en acier soudé pour la construction; contrôle de la qualité des joints soudés, etc. Formation pratique dans des entreprises d'outillage de soudure électrique, dans des usines de transformation des métaux et dans des laboratoires.	Anglais	Mars	4 mois ½	Institut E.O. Paton de soudure électrique, Kiev, RSS d'Ukraine
Transformation des métaux	Planification, exécution et supervision des opérations de fabrication de pièces de machines; conception des gabarits et des montages; conception et utilisation des outils de coupe; fonctionnement et entretien; contrôle de la qualité et aspects économiques des opérations de transformation des métaux, etc. Formation pratique dans des laboratoires et dans des usines de transformation des métaux.	Anglais	Mars	4 mois	Université Lumumba, Moscou, URSS
Industrie sidérurgique	Formation théorique: technologie, équipement, planification économique, gestion, entretien. Formation pratique: hauts fourneaux, installations d'agglomération, fours Martin, laminage, entretien des réfractaires.	Anglais Anglais	Février Septembre	5 mois 3 mois	Usine sidérurgique de Zaporozjé, Zaporozjé, RSS d'Ukraine
Industries des engrais	Technique et planification de la production des engrais minéraux. Matières premières, perspectives de développement de la production mondiale d'engrais minéraux. Techniques de base et leur évaluation au point de vue économique. Travaux de recherche sur la fabrication des engrais et formation pratique dans des usines d'engrais azotés ou phosphatés.	Anglais	Mars	3 mois	Ministère de l'industrie chimique, Moscou, URSS
Industrie pétrochimique	Sources de matières premières, techniques de fabrication, équipement et fonctionnement des unités de production, contrôle des processus de fabrication, entretien, perspectives de développement de l'industrie pétrochimique. Formation pratique dans des usines de matières plastiques, de fibres synthétiques ou d'engrais azotés.	Anglais	Septembre	2 mois ½	Centre commun ONU/CI/Roumanie, Bucarest, Roumanie

Objet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
Technologie des matières plastiques	Aspects technico-économiques de la production, du travail et de l'utilisation des matières plastiques, étude du matériel et de l'outillage. Problèmes posés par le développement de l'industrie des matières plastiques. Visites d'usines en Autriche et dans d'autres pays.	Laboratorium für Kunststofftechnik, Vienne, Autriche	2 mois	Septembre	Anglais
Industrie de la pâte à papier et du papier	Techniques de production industrielle de la pâte et du papier, techniques et matériel d'entretien, appareils de contrôle, protection de l'environnement, organisation des usines, planification à long terme, gestion industrielle. Stages dans des entreprises pour étudier les domaines suivants : traitement du bois, pâte mécanique, pâte à haut rendement, pâte au sulfite, pâte au sulfate, papier journal, papier kraft, carton, papier couché, fabrication des machines et de l'outillage; travaux dans des laboratoires de recherche et d'essais.	Sveriges Skogsindustrieförbund (SSIF), Markaryd, Suède	3 mois	Mars	Anglais
Industrie de la chaussure	Techniques de production dans l'industrie de la chaussure et dans l'industrie du cuir en général. Problèmes de gestion et d'organisation, conception des installations dans l'industrie de la chaussure, recherche scientifique dans le domaine du cuir et des articles en cuir; formation pratique dans des fabriques de chaussures.	Institut TES, Prague, Tchécoslovaquie	2 mois ±	Septembre	Anglais
Industries textiles	Matières premières de l'industrie textile, traitement mécanique et chimique des textiles, économie et organisation de la production, entretien du matériel et protection de l'environnement. Le stage comportera une formation pratique en laboratoire et en usine dans les domaines suivants : filature, tissage, finissage, tricotage.	Instytut Fizyki Włókna i Chemizacji, Obrzecki Włókna, Łódź, Pologne	3 mois	Septembre	Anglais
Construction mécanique et conception industrielle	Introduction théorique sur la conception de produits, la conception d'outils, les techniques de production et la fabrication de prototypes de produits et d'outils. Stages de formation pratique dans des bureaux d'études et des laboratoires d'essais métallurgiques et/ou des ateliers.	Engineering and Industrial Design Development Centre, Le Caire République arabe d'Égypte	4 mois	Septembre	Anglais
Information et documentation industrielles	Rôle de l'information dans le développement industriel, méthodes de recherche et d'extraction des données et leurs applications pratiques, méthodes de classification, systèmes d'information pour l'industrie. Formation pratique dans les domaines de l'information et de la documentation industrielles et visites d'instituts spécialisés chargés de fournir des renseignements à l'industrie.	UNITI Institut d'information scientifique et technique de l'URSS, Moscou, URSS	2 mois	Septembre	Anglais/français/ espagnol
Gestion des services d'entretien et de réparations	Organisation des services d'entretien dans l'industrie. Entretien préventif, aspects économiques de l'entretien, formation du personnel des services d'entretien. Formation pratique dans des entreprises appartenant aux secteurs suivants : acier, ciment, constructions mécaniques, électro-mécanique, constructions navales, télécommunications et transports.	Istituto per la Ricostruzione Industriale (IRI), Rome, Italie	3 mois	Septembre	Espagnol

Objet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
Organisation et gestion des services d'entretien	Organisation de l'entretien; techniques et méthodes utilisées dans les services d'entretien, définition des objectifs, planification, systèmes de contrôle, approvisionnement en pièces détachées et en fournitures; planification et contrôle des projets, fiabilité, formation du personnel d'entretien. Formation pratique portant sur l'organisateur et l'entretien, la planification de l'entretien préventif et le contrôle de la gestion de l'entretien dans les industries mécaniques, métallurgiques et chimiques.	Svenska Arbetsgivareförbundet, SAP, ALL-RAMI, Lidingsö, Suède	3 mois	Avril	Anglais
Entretien de l'équipement électronique biomédical	Techniques générales et particulières employées pour la recherche systématique des causes de mauvais fonctionnement de l'équipement électronique et problèmes d'organisation; notions essentielles d'électronique; dépannage des équipements électroniques; entretien, essais, étalonnage et sécurité de l'équipement biomédical; utilisation de cet équipement; organisation des services d'entretien. Formation pratique dans ces domaines.	Fabrique nationale d'instruments de mesure, Budapest, Hongrie	2 mois 1/2	Septembre	Anglais
Entretien du matériel des chemins de fer	Principes généraux d'entretien préventif, organisation des ateliers, formation pratique dans les ateliers d'entretien et de réparation du matériel roulant des chemins de fer. Visites de manufactures de pièces détachées et de rechange.	Société nationale des Chemins de fer belges, Bruxelles, Belgique	2 mois 1/2	Septembre	Français
Organisation de l'entretien dans l'industrie du bois	Principes généraux de l'organisation de l'entretien, planification de l'entretien et planification et contrôle de la production, aspects économiques de l'entretien, évaluation des temps, organisation des ateliers d'entretien et de réparations. Formation pratique dans des ateliers et des usines appartenant au secteur de l'industrie du bois	Rastor-Instituuti, Helsinki, Finlande	2 mois 1/2	Juillet	Anglais
Entretien des autobus et des camions	Principaux généraux de l'entretien; entretien préventif; organisation des ateliers. Formation en ateliers d'entretien d'autobus et de camions. Visites de fabriques de pièces détachées et de rechange.	Société nationale des Chemins de fer belges Société des transports intercommunaux de Bruxelles, Belgique	2 mois 1/2	Septembre	Français
Technique des systèmes de gestion industrielle intégrée	Gestion industrielle et plus particulièrement ordonnancement de la production, gestion commerciale et financière et contrôle de gestion. Planification, contrôle, organisation et coordination dans l'industrie. Formation pratique dans des entreprises appartenant aux secteurs suivants: industrie sidérurgique, industrie du ciment, industrie mécanique et électromécanique, construction navale, industrie alimentaire, télécommunications, transports.	Istituto per la Ricostruzione Industriale (IRI), Rome, Italie	3 mois 1/2	Mars	Espagnol
Techniques de gestion dans l'industrie manufacturière	Techniques de gestion de la production, notamment normalisation, contrôle de la qualité, se référant en particulier à la fabrication de produits pour le marché d'exportation. Stages individuels de formation pratique dans l'industrie.	Centre de recherches en gestion de la production Institut d'administration et de gestion de l'université de Louvain, Belgique	2 mois	Octobre	Anglais/ Français

Objet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
Coopératives industrielles	Organisation des entreprises sous forme de coopératives industrielles, gestion et aspects économiques, création et intégration de coopératives industrielles. Formation pratique dans des coopératives industrielles appartenant aux secteurs suivants : cuir, habillement, meuble, articles de sport et fabrication manuelle d'articles en verre soufflé.	Union centrale polonaise des coopératives ouvrières de production, Varsovie, Pologne	3 mois $\frac{1}{2}$	Juillet	Anglais ou espagnol
Organisation des systèmes de normalisation dans les industries manufacturières	Principes de base de la normalisation, métrologie, contrôle de la qualité, aspects économiques de la normalisation, organisation et gestion des services de normalisation dans les pays en voie de développement. Normalisation dans les industries mécaniques, les industries légères, les industries alimentaires, les industries métallurgiques, etc. Formation pratique dans des laboratoires, des organismes de normalisation et des entreprises industrielles. Visite de diverses usines et institutions.	Institut de normalisation de Moscou, URSS	4 mois	Mars	Anglais
Organisation de la métrologie et garantie métrologique de la qualité	Principes de base de la normalisation et de la métrologie, méthodes de mesure, traitement des résultats, garantie métrologique de la qualité, instruments de mesure et étalonnage, principes d'organisation d'un service national de métrologie et de centres métrologiques. Travaux pratiques dans des laboratoires, des instituts de normalisation et des établissements connexes. Visites de divers établissements et usines.	Institut de normalisation de Moscou, URSS	4 mois	Août	Anglais
Contrôle de la qualité	Principes de base du contrôle de la qualité, inspection, méthodes statistiques, métrologie, organisation du contrôle de la qualité, spécifications qualitatives; planification de la fabrication en vue de la qualité, aspects économiques de la qualité, motivations, etc. Formation pratique dans l'industrie portant sur certains aspects du contrôle de la qualité.	ALI-RATI Lidingsö, Suède Svenska Arbetsgivare-föreningen (SAF)	2 mois	Août	Anglais
Amélioration de la qualité des produits industriels	Evolution de l'amélioration de la qualité des produits industriels, normalisation sur le plan international, national et individuel. Contrôle et garantie de la qualité. Formation pratique dans certaines entreprises des industries mécaniques, électromécaniques et métallurgiques et visites d'usines.	Association for Overseas Technical Scholarship, Tokyo, Japon	7 semaines	Février	Anglais

OPORTUNIDADES DE CAPACITACION OFRECIDAS POR LA ONUDI

PROGRAMAS DE CAPACITACION COLECTIVA EN EL TRABAJO ORGANIZADOS POR LA ONUDI

La ONUDI, con la colaboración de diversos gobiernos huéspedes, así como de industrias e institutos poseedores de la experiencia y los conocimientos especializados aplicables en cada caso, organiza programas de capacitación colectiva en el trabajo, destinados a ingenieros y personal técnico superior de países en desarrollo.

El objetivo de tales programas, que tienen una duración de dos a cinco meses, consiste en dar a los participantes, en un espacio de tiempo relativamente corto, la posibilidad de adquirir experiencia práctica en régimen de trabajo intensivo y de ampliar sus conocimientos teóricos. Los programas son supervisados por expertos y, en general, constan de cuatro elementos: una introducción teórica; los estudios; y visitas de estudio. Cada programa termina con una sesión de evaluación, en la cual los participantes examinan la utilidad de lo que han aprendido, a la luz de las circunstancias existentes en sus respectivos países.

En el cuadro que figura más adelante se da una lista de programas de capacitación colectiva en el trabajo organizados por la ONUDI. Algunos se realizan anualmente; otros, cada dos años, y otros, según convenga. La organización de estos programas está sujeta en cada caso a la disponibilidad de los recursos financieros necesarios, así como de locales y servicios ofrecidos por el gobierno del país huésped. La mayoría de los programas se organizan con carácter interregional, si bien algunos están limitados a determinadas zonas geográficas.

Las solicitudes oficiales de participación deben presentarse a la ONUDI a través de los conductos gubernamentales apropiados o por medio del Representante Residente del Programa de las Naciones Unidas para el Desarrollo. Se ruega a los gobiernos que notifiquen a la ONUDI, lo antes posible, su interés por determinados programas y le den a conocer los candidatos que deseen presentar para los mismos.

Los requisitos generales de admisión son un diploma en ingeniería (o su equivalente) y varios años de experiencia práctica en la esfera respectiva.

Puede obtenerse mayor información sobre estos programas escribiendo a: Sección de Capacitación Industrial
 Organización de las Naciones Unidas para el Desarrollo Industrial
 P.O. Box 707, A-1011 Viena (Austria)

Materia de estudio	Descripción general	Lugar	Duración	A comenzar	Idioma
Industria de elaboración de alimentos	Nuevos métodos y técnicas de elaboración y preservación de alimentos, y de organización y administración de industrias de elaboración de alimentos. Control de calidad, envasado y almacenamiento. Curso de capacitación en el trabajo y visitas de estudio a plantas de elaboración de frutas, hortalizas y legumbres; arroz; semillas oleaginosas; y alimentos proteínicos.	Instituto Central de Investigaciones Tecnológicas en materia de Alimentos, Mysore, India	3 meses	Marzo	Inglés
Gestión de la producción en las industrias mecánicas	Tendencias modernas de gestión de la producción; manufactura de maquinaria, hierro y acero y equipo. Estudios de casos concretos en materia de planificación y control de la producción, control de calidad, introducción de innovaciones en los procesos, utilización de equipo nuevo, etc. Capacitación práctica en talleres mecánicos, de ingeniería eléctrica y de transformación de metales.	Association for Overseas Technical Scholarship, Tokio, Japón	2½ meses	Septiembre	Inglés
Motores diesel	Conocimientos prácticos y experiencia en los aspectos técnicos, económicos y de gestión de la utilización, el funcionamiento, el mantenimiento, el diseño y la producción de motores diesel y piezas de recambio. Capacitación en el trabajo en fabricación de motores diesel y piezas de recambio o en operaciones de mantenimiento.	Instituto TES, Praga, Checoslovaquia	3 meses	Septiembre	Inglés

Materia de estudio	Descripción general	Lugar	Duración	A comenzar	Idioma
Soldadura eléctrica	Tecnología y equipo de soldadura eléctrica, resistencia, procesos de soldadura, soldadura moderna, fuentes de energía para soldadura por arco, materiales y estructuras para soldar, diseño tecnológico racional de estructuras de metal soldado, control de calidad del material soldado, etc. Capacitación en el trabajo en fábricas de equipo para soldadura eléctrica, en plantas de transformación de metales y en laboratorios.	Instituto de Soldadura Eléctrica E.O. Paton, Kiev, Ucrania	4½ meses	Marzo	Inglés
Industria de transformación de metales	Planificación, ejecución y supervisión de procesos para fabricar partes de máquinas; diseño de matrices y plantillas, diseño y utilización de herramientas de corte; funcionamiento y mantenimiento, control de calidad y aspectos económicos de las operaciones de transformación de metales, etc. Estudios prácticos en laboratorios y capacitación en el trabajo en industrias de transformación de metales.	Universidad Lumumba, Moscú, URSS	4 meses	Marzo	Inglés
Industria del hierro y el acero	Estudios teóricos en elaboración tecnológica de equipo, planificación económica, gestión, mantenimiento. Capacitación en el trabajo en materia de fundición, altos hornos, plantas de aglomeración, hornos de solera abierta, trenes de laminación, mantenimiento de materiales refractarios.	Zaporo-Steel Zaporozhye, Ucrania	5 meses 3 meses	Febrero Septiembre	Inglés Inglés
Industria de los fertilizantes	Tecnología y planificación de la producción de fertilizantes minerales. Materias primas, perspectivas de desarrollo de la producción mundial de fertilizantes minerales. Procesos y operaciones principales y su evaluación económica. Trabajos de investigación científica en materia de producción de fertilizantes, y capacitación en el trabajo en plantas de fertilizantes nitrogenados o de fertilizantes fosfatados.	Ministerio de la Industria Química, Moscú, URSS	3 meses	Marzo	Inglés
Industria petroquímica	Fuentes de materias primas, procesos tecnológicos, equipo industrial y funcionamiento, control de procesos, mantenimiento y perspectivas de desarrollo de la industria petroquímica. Capacitación en el trabajo en la esfera de los plásticos, las fibras o los fertilizantes nitrogenados.	Centro Conjunto ONUDI/Rumania, Bucarest, Rumania	2½ meses	Septiembre	Inglés
Tecnología de los plásticos	Aspectos técnico-económicos de la producción de plásticos, tecnología de fabricación de plásticos, utilización de plásticos, proyección técnica de equipo y herramientas. Problemas que afectan al desarrollo de la industria de los plásticos. Estudios en fábricas de Austria y visitas a otros países.	Laboratorium für Kunststofftechnik Viena, Austria	2 meses	Septiembre	Inglés

Materia de estudio	Descripción general	Lugar	Duración	A comienzos	Idioma
Celulosa y papel	Procesos y métodos modernos que se utilizan en la industria de la celulosa y el papel, equipo de mantenimiento, instrumentación, medio ambiente, distribución de las instalaciones, planificación a largo plazo y gestión industrial. Capacitación en el trabajo en materia de manutención de maderas, pulpas mecánicas, de alto rendimiento, al sulfito y al sulfato, papel para periódicos, papel kraft, fábricas de cartón y de papel cuché, maquinaria para la celulosa y el papel, fábricas de maquinaria, investigación y ensayos de laboratorio.	Sveriges Skogsindustrieförbund (SSIF), Markaryd, Suecia	3 meses	Marzo	Inglés
Industria del calzado	Técnicas de producción de zapatos, botas y artículos de cuero. Aspectos de gestión y organización de la producción, proyección técnica de fábricas de botas y zapatos, investigaciones científicas en materia de cuero y artículos de cuero, capacitación práctica en el trabajo en fábricas de calzado.	Instituto TES, Praga, Checoslovaquia	2½ meses	Septiembre	Inglés
Industria textil	Materias primas, elaboración mecánica y química de textiles, economía y organización de la producción, mantenimiento de la maquinaria textil, el medio ambiente en relación con la industria textil. El programa incluirá capacitación, en laboratorios y en fábricas, en materia de hilado, tejido, acabado y tejido de punto.	Instytut Fizyki Wloknna i Chemiczne) Obrobki Wloknna, Lodz, Polonia	3 meses	Septiembre	Inglés
Diseño en la ingeniería y en la industria	Introducción teórica sobre diseño de productos, diseño de herramientas, ingeniería de producción y fabricación de prototipos de productos y herramientas. Estudios prácticos en oficinas de diseño, en laboratorios de ensayos metalúrgicos y/o en talleres.	Centro de Desarrollo de la Proyección en la Ingeniería y en la Industria, El Cairo, República Árabe de Egipto	4 meses	Septiembre	Inglés
Documentación e información industrial	Función que corresponde a la información industrial en la industrialización, sistemas de recuperación de datos y su aplicación práctica, sistemas de clasificación, sistemas de información para la industria. Capacitación práctica en información industrial y documentación y visitas de estudio a institutos que se especializan en proporcionar servicios de información a la industria.	VINITY Instituto Soviético de Información Científica y Técnica, Moscú, URSS	2 meses	Septiembre	Español/ Francés/ Inglés
Gestión de servicios de mantenimiento y reparación	Organización del mantenimiento industrial, mantenimiento preventivo, aspectos económicos del mantenimiento, capacitación de personal de mantenimiento. Capacitación en el trabajo en industrias del acero, el cemento, mecánicas y electromecánicas, de construcción de barcos, de telecomunicaciones y de transporte.	Istituto per la Ricostruzione Industriale (IRI) Roma, Italia	3 meses	Septiembre	Español

Materia de estudio	Descripción general	Lugar	Duración	A convenir	Idioma
Organización y gestión de sistemas de mantenimiento	Organización de sistemas de mantenimiento; técnicas y métodos incluso objetivos, planificación, métodos, sistemas de control, piezas de recambio y control de los materiales utilizados en los servicios de mantenimiento; planificación y supervisión de proyectos, mecánica de confiabilidad, capacitación de personal de mantenimiento. Capacitación en el trabajo en materia de organización de sistemas de mantenimiento, o en planificación del mantenimiento preventivo o en control de la gestión del mantenimiento en las industrias mecánicas, metalúrgicas y de productos químicos.	Svenska Arbetstygare-föreningen, SAF, ALI-BATI Lidingsö, Suecia	3 meses	Abril	Inglés
Mantenimiento de equipo electrónico biomédico	Aspectos técnicos y de gestión relacionados con los procedimientos generales y específicos para la diagnosis sistemática de fallas en el equipo electrónico biomédico; por ejemplo, principios fundamentales de electrónica, reparaciones de emergencia en el equipo electrónico, comprobación de la eficacia del mantenimiento, calibración y seguridad del equipo electrónico biomédico y de su utilización, gestión del mantenimiento. Capacitación en el trabajo en esferas pertinentes.	Fabricantes de Instrumentos de Hungría, Budapest, Hungría	2 1/4 meses	Septiembre	Inglés
Mantenimiento de material ferroviario	Principios generales de mantenimiento, mantenimiento preventivo, organización de talleres, y capacitación en el trabajo, en talleres de mantenimiento, en materia de mantenimiento y reparación de material ferroviario rodante. Visitas de estudio a fábricas de piezas de recambio y componentes.	Société Nationale de Chemins de Fer Belge, Bruselas, Bélgica	2 1/2 meses	Septiembre	Francés
Organización del mantenimiento en la industria de elaboración de la madera	Principios generales de la organización del mantenimiento, planificación del mantenimiento y planificación y control de la producción, economía del mantenimiento, cálculo del tiempo, organización de talleres de mantenimiento y reparación. Capacitación práctica en talleres y plantas de elaboración de la madera.	Rastor-Instituutti Helsinki, Finlandia	2 1/2 meses	Julio	Inglés
Mantenimiento de autobuses y camiones	Principios generales del mantenimiento; mantenimiento preventivo; organización de talleres. Capacitación en el trabajo en materia de talleres de mantenimiento de autobuses y camiones.	Bruselas, Bélgica	2 1/2 meses	Septiembre	Francés
Técnicas y sistemas integrados de gestión industrial	La gestión industrial con especial referencia a la gestión de la producción, la gestión de la comercialización y la financiación, el control de la gestión. Planificación industrial, control, organización y coordinación del proceso de gestión. Capacitación en el trabajo en las industrias del acero, el cemento, mecánicas y electromecánicas, de fabricación de barcos, de elaboración de alimentos, de telecomunicaciones y de transporte.	Istituto per la Ricostruzione Industriale (IRI), Roma, Italia	3 1/2 meses	Marzo	Español

Materia de estudio	Descripción general	Lugar	Duración	A comenzar	Idioma
Técnicas de gestión en la industria manufacturera	Técnicas de gestión de la producción, inclusive normalización, planificación y control de calidad, haciendo especial hincapié en los problemas relacionados con la fabricación de productos destinados al mercado de exportación. Capacitación individual en el trabajo, en industrias.	Centre de Recherches en Gestion de la Production Institut d'Administration et de Gestion de l'Université de Louvain, Bélgica	2 meses	Octubre	Francés/ Inglés
Cooperativas industriales	La organización de empresas como cooperativas industriales y su administración; formación e integración económica de cooperativas industriales. Capacitación en el trabajo en cooperativas industriales de las industrias del cuero, la vestimenta, los muebles, los artículos para deporte y los artículos de cristal soplado.	Unión Central Polaca de Cooperativas Sindicales de Producción, Varsovia, Polonia	3½ meses	Julio	Español o Inglés
Organización de sistemas de normalización en industrias manufactureras	Principios básicos de normalización, metrología, teoría de la calidad, economía de la normalización, organización y gestión de servicios de normalización en países en desarrollo. La normalización en la ingeniería, las industrias ligeras, las industrias de los alimentos, metalúrgicas, etc. Trabajos prácticos en laboratorios, institutos de normalización y fábricas. Visitas de estudios a diversas fábricas e instituciones.	Gosstandart USSR Moscú, URSS	4 meses	Marzo	Inglés
Organización de sistemas de metrología y garantía de calidad metrológica	Principios fundamentales de normalización y metrología, métodos de medición, elaboración de resultados de mediciones, garantía de calidad metrológica, medios de medición y calibración, principios de organización de un servicio nacional de metrología y de centros de metrología. Trabajos prácticos en laboratorios, institutos de metrología y normalización e instituciones conexas. Visitas de estudio a diversas instituciones y fábricas.	Gosstandart URSS, Moscú, Unión de Repúblicas Socialistas Soviéticas	4 meses	Agosto	Inglés
Control de calidad	Conceptos básicos del control de calidad, inspección, métodos estadísticos de control de calidad, metrología, elaboración de normas de control de calidad, fabricación, planificación de la calidad, economía de la calidad, motivación de la calidad, etc. Capacitación práctica, en fábricas, en determinados aspectos de la calidad.	ALI-RATI Svenska Arbetaresvareföreningen (SAF), Lidköping, Suecia	2 meses	Agosto	Inglés
Mejoramiento de la calidad de productos industriales	Novidades en la esfera del mejoramiento de la calidad de productos industriales, normalización a niveles internacional, nacional y de planta, control y garantía de calidad, diseño y mejoramiento de productos, envasado. Capacitación en el trabajo en determinadas plantas mecánicas, eléctricas y metalúrgicas, y viajes de estudio.	Association for Overseas Technical Scholarship, Toki', Japón	7 semanas	Febrero	Inglés

TRAINING OPPORTUNITIES OFFERED BY INSTITUTIONS OTHER THAN UNIDO (BRANCH ORIENTED)
POSSIBILITES DE FORMATION OFFERTES PAR DES INSTITUTIONS AUTRES QUE L'ONUDI (POUR DES SECTEURS INDUSTRIELS)
OPORTUNIDADES DE CAPACITACION OFRECIDAS POR INSTITUCIONES DISTINTAS DE LA ONUDI (POR RAMAS INDUSTRIALES)

BUILDING MATERIALS INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Stone technology	Study of major aspects of stone technology including the theoretical and practical background. Particular emphasis on use of by-products full utilization of raw material and prevention of waste of material as well as economic potentialities of stone resources in developing countries.	Israel Institute of Technology Haifa, Israel	October 3 months	Professional qualification and practical experience. English	-	To be arranged
Cement production	Basic knowledge and chemistry of the raw materials; location of material resources; processing and treatment of raw materials; management and organization of a cement factory; various products and their use; organization of factory work, shift work, wages and personnel problems; power production and supply; cement kilns and machinery; transport within the factory; silage, packing and delivery; laboratory work; various mechanical resistance tests, physical and chemical tests.	IRI-Istituto per la Ricostruzione Industriale, Ufficio per la Cooperazione Tecnica Internazionale, Formazione e Sviluppo Quadri, Via Torino 98, Rome, Italy	January 5 months	3 years of experience. Italian, French, English or Spanish.	-	-
Cement production	The in-plant training programmes are the following: basic knowledge and chemistry of raw materials; location of material resources; processing and treatment of raw materials; management and organization of a cement factory; various products and their use; organization of factory work, shift work, wages and personnel problems; power production and supply; cement kilns and machinery; transport within the factory; silage, packing and delivery; laboratory work; various mechanical resistance tests, physical and chemical tests.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 3 years experience. Italian	-	To be arranged
Marble industry	Technology of materials. Marble working and different uses. Practical work in marble and stone quarries. Marble and stone application in the building industry.	National Professional Institute for the Marble Industry, Carrara, Italy	September 9 months	Students interested in acquiring the basic techniques of marble manufacturing. Italian. (Three months Italian tuition included in course).	July	To be arranged
Cement and cement products testing	Cement testing; cement products evaluation.	National Industrial Standards Research Institute, 199, Dong Seong Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	College graduate with major in ceramic engineering, chemical engineering or chemistry. English.	-	To be arranged
Ceramic general course	Lectures 30 per cent; on-the-job training 50 per cent; observation 20 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (National Industrial Standards Research Institute, Seoul)	March 6 months	Science degree and at least 1 year experience. English	-	To be arranged

BUILDING MATERIALS INDUSTRIES (Cont'd)

Course or Seminar

Organizer, Venue

Commencing date, Duration

Qualifications, Language requirements

Last date for receipt of applications

Fee

Ceramic raw materials

Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (National Industrial Standards Research Institute, Seoul)

April 6 months

University graduates, at least 1 year experience. English

To be arranged

Lectures 40 per cent; on-the-job training 40 per cent; observation 20 per cent.

Tecnología de los procesos cerámicos

Instituto de Cerámica y Vidrio, Carretera de Valencia, Km.24,300 Arganda del Rey (Madrid) España

10 febrero 4 semanas

Se titulado de grado medio, de grado superior o equivalentes. Español

10.000 ptas.

Temas: Las materias primas cerámicas; cálculo de pastas cerámicas; preparación de pastas cerámicas; técnica de los procesos de moldeo; secado y secaderos; cálculo de vidriados cerámicos; preparación y aplicación de vidriados; cocción de productos cerámicos; propiedades de los productos cerámicos; ensayos; propiedades de los vidriados, cerámicos; defectos de fabricación; clasificación de los productos cerámicos. Trabajos prácticos: Moldeo por colaje, extrusión y prensado; secado y bizcochado de piezas cerámicas; preparación y aplicación de vidriados; preparación y realización de un programa de cocción; determinación de puntos de fusión; determinación de coeficientes de dilatación; resistencia al choque térmico; resistencia a la compresión en frío; resistencia a la compresión en caliente; determinación de las propiedades dieléctricas; conductividad térmica; ensayo de eflorescencia en materiales cerámicos de construcción.

Teoría de los procesos cerámicos

Instituto de Cerámica y Vidrio, Carretera de Valencia, Km.24,300 Arganda del Rey (Madrid) España

14 enero 4 semanas

Se titulado de grado medio, de grado superior o equivalentes. Español

10.000 ptas.

Temas: Visión estructural de los productos cerámicos; criterios sobre selección de las materias primas; separación, molienda y mezclado de las materias primas cerámicas; el moldeo en seco; plasticidad y moldeo en estado plástico; colajes y moldes de escayola; técnicas especiales de moldeo; secado y cocción; influencia de la atmósfera en la cocción cerámica; el acabado superficial de los productos cerámicos; factores que afectan la reactividad de los sólidos; clasificación de las reacciones en estado sólido; defectos reticulares; sólidos no estequiométricos; difusión en sólidos; recristalización y sinterización en cerámica; factores condicionantes de la microestructura; materiales cerámicos especiales. Trabajos prácticos: Difusión del agua a través de una masa arcillosa; plasticidad de masas cerámicas; tixotropía de suspensiones arcillosas; determinación de la capacidad de absorción de agua; diagramas de Bourry; sinterización de compactos prensados; calibración de un termopar contra metales puros; fenómenos que se producen durante la cocción rápida de materiales cerámicos; nucleación y crecimiento de cristales por tratamiento térmico.

Ceramics - heavy claywares and refractories technology

North Staffordshire Polytechnic Stoke-on-Trent North Staffordshire United Kingdom

September to Easter 6 months

10' levels or equivalent and an interest in Ceramics as a career. English

\$250

Course covers the requirements of trainees of mature age and overseas students who can only attend for a limited period. The broad outlines of manufacture, properties and uses of refractory and building materials are covered. Subjects include: Practical ceramics; Structural materials; Technical drawing; Heavy clayware; Ceramic science (theory, production and practical). The pilot plant, in which students spend a lot of time, is equipped with modern industrial equipment.

CHEMICAL INDUSTRIES

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Plastics technology - Plastics testing	Development of the plastics industry; introduction to plastic materials and their structures; testing according to standards (DIN, ASTM); testing of industrial plastic articles (building elements); polyurethane, PVC.	Chemisches Forschungs- institut der Wirtschaft Oesterreichs Untere Viaduktgasse 55 1030 Vienna, Austria	To be arranged From 3 days to 4 weeks	Degree in chemical engineering or managerial experience in plastics industry. English, German or French.	-	To be arranged
Plastics technology	Applied R & D. 85 applied research projects in procedure engineering and control engineering (injection moulding, extrusion, foaming, compounding, forming, casting); plastics application (mechanical engineering, electrical engineering, agriculture, eco-technology, marine technology, transformation and storage of energy, bio-medical application); testing (quality control methods); polymer physics (X-ray diffraction, electron microscopy, DSC); polymer chemistry (analysis); environmental technology (recycling, reuse of waste and litter, combustion, protection); training technology.	Laboratorium für Kunststofftechnik, LKT-IVM Vienna, Severingasse 9, A-1090 Vienna, Austria	January, April July 12 weeks	M.Sc., Ph.D. in science and 2 years research experience. English or German.	-	To be arranged
Plastics technology	In-plant group training programme. Chemistry and techno-economic aspects of polymer production; plastics chemical technology; plastics mechanical engineering; plastics mechanical technology; polymer physics; testing; control engineering; compounding; extrusion; machining and forming; finishing; compression moulding; testing; computation engineering; control techniques; injection moulding; foaming; moulding reinforced plastics; mould making; plant visits.	Laboratorium für Kunststofftechnik, LKT-IVM Vienna, Severingasse 9, A-1090 Vienna, Austria	September 9-12 weeks	B.Sc., M.Sc., 5 years experience in plastics technology. English or German.	-	To be arranged
Plastic Techniques for specialists from developing countries	Technical German; basic technical subjects (physics, chemistry, technical drawings, mechanics, electro-techniques, machine elements, measurement and control techniques); plastic knowledge; plastics processing; (refining techniques, extruding, calendaring, coating, hollow-space blowing, pressing, pressure die-casting, rotating moulding, casting, enforcing, foaming, transforming, separating and joining, constructing and finishing); applications.	Carl Duisberg- Gesellschaft e.V. (CDG) Postfach 190 325, D-5000 Köln, Federal Republic of Germany (Würzburg)	September 15 months	Highly skilled specialists, technicians. German	Will be arranged by CDG	Will be arranged by CDG
Plastics technology	The advanced training will be held as a consecutive training course at the "Süddeutsches Kunststoff-Zentrum" (Plastic Industry Promotion Centre), Würzburg. Ten months theoretical and practical instruction, including an industrial training period with firms in the fields of plastics manufacture and processing as well as study visits to trade fairs and firms.	Carl Duisberg-Gesellschaft, Hohenstaufenring 30-32 5 Köln 1, Federal Republic of Germany (in co-operation with Plastics Industry Promotion Centre, Würzburg)	September each year 15 months 1 month and 4 months language course).	Certificate of attendance at a school with at least 10 progressive classes and completed professional education corresponding or equivalent to the standing of a German state examined technician in the fields of plastic, metal or wood technology; at least 12 months practical experience in the technical fields of the plastics, metal or woodworking industry. German	-	To be arranged

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Laboratorista industrial	Química general; Laboratorio I: propiedades físicas; Matemáticas aplicadas (3 partes); Elementos y práctica de dibujo industrial aplicado; Química inorgánica elemental; Laboratorio II: estructura química de la materia; Procesos industriales; Química orgánica elemental; Control estadístico de calidad; El laboratorista y la producción; Laboratorio de los procesos industriales; Inglés técnico-industrial.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	febrero 9 meses	Título de bachiller en ciencias y letras o similar con 2 años de experiencia en industria. Español	Enero	A debatir
Plastics technology	Basic chemistry of polymers; general properties and characteristics of plastics; testing of plastics; injection moulding, moulding techniques, machinery and mould design; blow moulding and extrusion; processing of thermosetting plastics, other processing methods.	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Rd., Central Hong Kong	September 1977 1 year	Knowledge of basic chemistry and physics. Chinese (Cantonese)	-	HK\$1,680
Chemical analysis	Basic theory of chemical analysis; modern methods and equipment for chemical analysis; practice of chemical analysis of particular industrial material.	Indonesia Chemical Research Institute, Dr. H. Juanda Boger, Indonesia (in co-operation with Japanese firms).	To be arranged 3 months	Chemists, research workers in laboratories. English	-	To be arranged
Petroleum development	Petroleum geology; oil-well drilling; refinery practice; distribution, transport and marketing (including pipeline operation and control); organization and management.	National Iranian Oil Company (NIOC) Tehran, Iran	To be arranged 3 to 6 months	Degree in engineering. English	-	To be arranged
Industrial chemistry	Chemical plants; analysis laboratory; applied chemistry; basic Italian.	INIP, Piazza Indipendenza 11/B, Rome, Italy	October 5 months	2 years of experience. Italian, English, French or Spanish	-	-
Hydrocarbons	General: History and methodology of science. New techniques of production and inspection: cybernetics, automation, operative analyses, operational control. Technical aids in modern industry: mechanographic and electronic apparatus; mechanization of accounting. Italian and comparative law covering hydrocarbons and power. Health problems of the industry. Scientific and technical courses: Mathematics; Physics; Prospecting for and production of natural hydrocarbons; geological surveys and geophysical prospecting; applied geo-chemistry; mechanical exploration; exploitation of the fields. Hydrocarbon transport and distribution. Processing and the study of the nature and properties of hydrocarbons. Petro-chemistry. Scientific and technical problems of the economic policy of hydrocarbons and power; economic situation; industrial economy and policy; public and national accounting. Business management policy; management technique; production technique and organization of production and distribution; relations with the personnel. Theoretical and applied accounting. Business statistics and market research; internal statistics of an enterprise; marketing.	Scuola di Studi Superiori sugli Idrocarburi S. Donato Milanese 20097 Milano, Italy	October 9 months	University degree. Italian or English	31 August	To be arranged
Fertilizer manufacturing process	Lectures 20 per cent; on-the-job training 80 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Korea Fertilizer Co. Wulsan)	Throughout year 3 months	Chemical engineering degree, some experience. English	-	To be arranged

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Inorganic chemistry product testing	Lectures 20 per cent; on-the-job training 70 per cent; observation 10 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea, (National Industrial Standards Research Institute, Seoul)	March 6 months	Chemical engineering degree, some experience. English	-	To be arranged
Organic chemistry product testing	Lectures 20 per cent; on-the-job training 70 per cent; observation 10 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (National Industrial Standards Research Institute, Seoul)	March 6 months	Science degree, some experience. English.	-	To be arranged
Plastics property measurement	Mechanical property measurements; chemical property measurements; physical property measurements; plastic products evaluation.	National Industrial Standards Research Institute 199, Dong Soong Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	College graduate with majors in chemical engineering or chemistry. English.	-	To be arranged
Chemical technology including plastics	In-plant training in manufacture of fine chemicals such as ethyl alcohol and penicillin.	Federal Chemical and Ceramics Corpn Ltd., NSC Building, Moulvi Tamizuddin Khan Road, Karachi, Pakistan (Karachi, Lahore)	To be arranged 3 to 6 months	Graduate in chemical technology with a minimum of 2 to 3 years related experience. English	-	To be arranged
Chemical technology including plastics	In-plant training in plastic processing, PVC pipes, films, etc.	Federal Chemical and Ceramics Corpn Ltd., NSC Building, Moulvi Tamizuddin Khan Road, Karachi, Pakistan (Karachi, Lahore)	To be arranged 3 to 6 months	Graduate in chemical technology with a minimum of 2 to 3 years related experience. English	-	To be arranged
Chemical technology including plastics	In-plant training in production of basic chemicals; caustic soda, soda ash, sulphuric acid, etc.	Federal Chemical and Ceramics Corpn Ltd., NSC Building, Moulvi Tamizuddin Khan Road, Karachi, Pakistan (Karachi, Lahore)	To be arranged 3 to 6 months	Graduate in chemical technology with a minimum of 2 to 3 years related experience. English.	-	To be arranged
Petroleum industry	Techniques relating to petroleum deposits; procedures for extraction and secondary recovery; drilling to different depths and under different conditions as regards the deposit. Methods for extraction of crude petroleum, drills and drilling (Directorate-General for Drilling and Extraction). Analysis of material with a view to the establishment of refineries, examination of oils and derived products, analysis of crude petroleum (Research Institute for Petroleum Refining, Floieti). Complex refining of crude petroleum, production of fuels and lubricants and basic materials for the petrochemical industry (Directorate-General for Petroleum Refining). Planning of petroleum installations.	Ministry for Petroleum Bucharest, Romania in co-operation with various institutes particularly the Floieti Research Institute	Variable	Experience and training as an engineer or technician. French; perhaps English, German or Russian	-	To be discussed

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fees
Industrie pétrolière	Techniques concernant les gisements pétroliers; procédés d'extraction et de récupération secondaires; forage à différentes profondeurs et dans différentes conditions de gisement. Méthodes d'extraction du pétrole brut, sondes et forages (Direction générale du forage et de l'extraction). Analyse des matières en vue de la création de raffineries, examen des huiles et des produits dérivés, analyse du pétrole brut (Institut de recherches pour le raffinage du pétrole, Ploiesti). Raffinage complexe du pétrole brut, production (Direction générale du raffinage du pétrole). Aménagement des installations pétrolières.	Ministère du pétrole Bucarest, Roumanie en collaboration avec divers instituts notamment l'Institut de recherches du Ploiesti	Variable	Expérience et formation d'ingénieur ou de technicien. Français, éventuellement anglais, allemand ou russe	-	A discuter
Combustibles sólidos	Petrografia de carbonos; mezclas para coque.	Instituto Nacional del Carbón, del Patronato de Investi- gación Científica y Técnica "Juan de la Cierva" (C.S.I.C.), apartado 73, Oviedo, España	Por decidir 4-6 semanas	Título superior, licenciado en química, ingeniería de minas, o similar. Francés, inglés, español	-	2,000 ptas
Materiales plásticos a caucho	Química de materiales poliméricos, fisicoquímica de macromoléculas, tecnología de plásticos y de elastómeros, análisis y caracterización de macromoléculas, estudio de moldes para moldeo de plásticos.	Instituto de Plásticos y Caucho, del Patronato de Investigación Científica y Técnica "Juan de la Cierva" (C.S.I.C.), c/Juan de la Cierva 3, Madrid-6, España	1 octubre 9 meses (curso académico)	Licenciado univer- sitario. Español	-	-
Laborantins chimistes	Chimie générale, chimie minérale, chimie organique, T.P. chimie, anglais, français, mathématiques, physique.	Centre de Recherches Industrielles en Afrique Centrale (CRIAC) B.P. 54, Lubumbashi, République du Zaïre	Octobre 10 mois	Concours. Français	Juillet	-
Techniciens de laboratoire : option génie chimique	Chimie générale, chimie minérale, chimie organique, métallurgie, physico-chimie des matériaux, mathématiques, physique, T.P. chimie-physique, organisation des entreprises, français, anglais.	Centre de Recherches Industrielles en Afrique Centrale (CRIAC) B.P. 54, Lubumbashi, République du Zaïre	Octobre 3 ans	Concours. Français	Juillet	-

ELECTRICAL AND ELECTRONIC INDUSTRIES

Application des radioéléments et des techniques	Cette session a pour objet de faire connaître les réalisations françaises en matière de production et d'applications des radioéléments ainsi que de montrer l'utilisation des techniques d'irradiation appliquées à l'usage industriel.	ACTIM 64 rue Pierre Charron Paris 8 ^e France	Mars 1 mois	Ingénieur français	-	-
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ELECTRICAL AND ELECTRONIC INDUSTRIES (Cont'd)

Courses or Seminars	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Técnico electricista industrial	Matemáticas básicas; matemáticas aplicadas; corriente directa-laboratorio; corriente alterna-laboratorio; mantenimiento industrial; instrumentación eléctrica-laboratorio; instalaciones eléctricas y electromecánicas-laboratorio; máquinas eléctricas-laboratorio; dibujo e interpretación de planos eléctricos; seguridad industrial; electrónica básica; electrónica industrial-laboratorio.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala	Febrero 1977 9 meses	Bachiller industrial con 2 años de experiencia en empresas. Español	Enero 1977	A debatir
Manufacture of heavy electrical equipment	Training can be given for fitting a trainee into any of three functions (manufacturing, designing or selling) of any of the following heavy electrical products: high voltage switchgear; power capacitors; large power transformers; industrial motors of the range of 5,000 KW; railway traction motors; water turbines and hydro-electric generators; steam turbines and turbo generators.	Bharat Heavy Electricals Ltd. Bhopal-462022, India	January 1 year	Degree in electrical or mechanical engineering. English	June/July	Rs. 200 per month
Maintenance and repair of electronic/electrical instruments and measuring equipments	The programme will be divided into both a theoretical and a practical part. The theoretical training will emphasize the questions of logical fault tracing; the practical training will introduce fault tracing routing and the participants will be trained in the practical application of measuring appliances. The practical training will be carried out in laboratory and workshop in the field of electronic/electrical following fields: fault tracing, measurement on faultless and malfunctioning instruments, repair and calibration.	National Institute for Instrumentation (LIN) Kompleks L.I.P.I. Jalan Sangkurang Bandung, Indonesia	June 12 months	Technical highschool graduates with at least 1 year of experience in subject. English or Indonesian	April	US\$1,500 (excluding board and lodging)
Electrónica	Radioelectrónica, telefonía, equipo eléctrico.	Istituto Elettrotecnico Nazionale G. Ferrari Turin, Italia	Enero 6 meses	Título universitario en ingeniería o física. Italiano, español y francés	Enero	De 30.000 a 60.000 liras
Electronique	Radioélectronique; téléphonie; équipement électrique	Istituto Elettrotecnico Nazionale G. Ferrari Turin, Italie	Janvier 6 mois	Diplôme universitaire d'ingénieur ou de physicien. Italien, espagnol et français	Janvier	De 30.000 à 60.000 liras
Electrical engineering	There are three different in-plant training programmes: A. organization and production planning in an electrical engineering factory: time and motion study, production costs, supplies, lay-out, labour force, criteria used in normalization, unification and production standards. B. The study of essential factors on which the construction of electrical machinery is based: work processes, checking and testing of materials, assembly of machinery, final testing and electrical testing room. C. The function of principal hydroelectric and steam power stations and outdoor substations: the study of high voltage and low voltage service currents, transformers, and how to locate the part in need of repair.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged

ELECTRICAL AND ELECTRONIC INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Manufacture and testing of electronic equipment	Training programmes may cover the following manufacturing sections: radar equipments of various types; mini-computers for general purposes; EMP systems for management and control purposes; digital systems for data display; electronic infrastructure systems.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian.	-	To be arranged
Electrical laboratory practice	Lectures 30 per cent; laboratory work 70 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Kwangwoon Institute of Technology, Seoul)	October 3 months	University degree, some experience. English.	-	To be arranged
Electronic digital systems	Lectures 30 per cent; on-the-job training 60 per cent; observation 10 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Kwangwoon Institute of Technology, Seoul)	March 3 months	Engineering degree, some experience. English.	-	To be arranged
Laser application research	Lectures 40 per cent; laboratory 60 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Kwangwoon Institute of Technology, Seoul)	March 3 months	Engineering degree, some experience. English.	-	To be arranged
Semi-conductor circuit design	Lectures 40 per cent; on-the-job training 50 per cent; observation 10 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Kwangwoon Institute of Technology, Seoul)	April 3 months	University graduates, some experience. English.	-	To be arranged
Electromecánica	Redes aéreas; Seguridad básica; Seguridad para trabajos bajo tensión en B.T.; Dibujo técnico; Dibujo industrial.	Departamento de Adiestramiento (A.N.D.E.) Administración Nacional de Electricidad Padre Cardozo 334 Asunción, Paraguay	A fijar 6 meses	Título de bachiller. Español	-	-

FOOD PROCESSING INDUSTRIES

Techniques du froid	Le froid (a) sous l'aspect biologique, (b) sous l'aspect thermodynamique. Visites des entrepôts principaux ou spécialisés. Problèmes divers: manutentions spéciales, commercialisation, assurances, etc.	Association belge du froid Rue de Frédéric de 29 1000 Bruxelles, Belgique	En juillet et août 2-4 semaines	Ingénieur civil ou licencié en chimie agricole ou diplôme équivalent. Français, néerlandais, anglais	-	A discuter
Tecnología de almacenar	Curso de formación a corto plazo en el área de factoría azucarera mediante la reorientación o complementación de sus estudios de pre-grado.	Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril 1 año	Ingeniero, químico, industrial o electrónico. Español	Enero	A discutir

FOOD PROCESSING INDUSTRIES (Cont'd)

Courses or Seminars	General descriptions	Organizer, Venue	Commencing date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fees
Industrie laitière	Etude des procédés les plus récents en matière de technologie laitière et du matériel de laiterie français.	ACTIM 64 rue Pierre Charron Paris 8 ^e , France	Février 2 mois	Ingénieurs agronomes, chimistes, des industries agricoles et vétérinaires Français	-	Fr.F. 4 300
Lymphilisation	Principes élémentaires; technique du vide; production du froid et de la chaleur; installations de lymphilisation; technologie.	Centre de Perfectionnement Technique, 9 avenue Alexandre- Maitresse, 92500 Reuil- Malmaison, (Paris) France	28 novembre 1977 1 semaine	Agents techniques. Français	-	Fr.F. 2 200
Beet and cane sugar technology	Beet and cane sugar technology (extraction, milling, purification, concentration, crystallization, sugar refining); chemical and physical principles of sugar technology (incl. chemistry of saccharides, sucro-chemistry); sugar industry engineering (e.g. machines and apparatuses, heat economy); process and quality control (incl. microbiology, disinfection, physico-chemical measurements); biology and cultivation of sugar beet and sugar cane (incl. anatomy and physiology, agronomy, mechanization); industrial management; sugar economics; sugar and by-product utilization (e.g. processed foods, microbiological processes, feed stuffs).	Institut für Zucker- industrie, 32 Anruher Str., 1 Berlin 65, Federal Republic of Germany	January 6 months	Degree in chemistry, engineering or agriculture. German or English	November	-
Microbiological analysis of tomatoes and tomato-derived products	Varieties of tomatoes for industrial use; tomato diseases; notions of foodstuff microbiology; changes in canned tomato produce and means of prevention; factory hygiene; preserved foods packing and container control; recognition and number of moulds in tomato-derived products.	Stazione Sperimentale per l'Industria delle Conserve Alimentari, Viale Tanara 33, Parma, Italy	To be arranged	University degree. Italian	-	-
Sterilisation of foodstuffs through heat	Principles of heat treatment; resistance of micro-organisms to heat and factors influencing this; calculus of heat treatment; plants for heat treatment; aseptic processing; heat treatment of the main vegetable, animal and fish products; hermetic container control; factory, raw material and container hygiene.	Stazione Sperimentale per l'Industria delle Conserve Alimentari, Viale Tanara 33, Parma, Italy	April 1 month	High school certificate. Italian	-	-
Industrial flour milling	Practical training in construction running and maintenance of milling machines for all types of cereals; theoretical training in mechanics and engineering; practical and theoretical training in operation of modern flour mills, chemistry of cereals and in economics of flour mills	Officine Roncaglia, P.O. Box 3, 41100 Modena, Italy (Modena and other cities in Italy)	1 March and 1 Sept. each year 4-6 months	Mechanical engineering degree. English or Italian	-	To be arranged
Technology of sugar and alcohol produc- tion	Anatomy and physiology of beet; experimental agri- culture; agricultural chemistry, process control; sugar production technology; sugar refining; distillation; fermentation; industrial micro- biology.	University of Ferrara, Fondazione S. Cerasco, 44100 Ferrara, Italy	December 9 months	University degree in engineering, chemistry or agriculture.	November	To be arranged

FOOD PROCESSING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Meat processing and sanitation	1st year: technology and sanitation in meat production; technology and sanitation in slaughtering and its preparation; physico-chemical, biochemical, microbiological and gross physical characteristics of fresh meats; basic meat processing techniques; sanitation in the meat processing industry. 2nd year: ingredients, additives and preservatives for meats and meat products; special meat processing and sanitation; quality control for meats and meat products; organization and operation of meat processing industries; technology and sanitation in the preservation and distribution of meats and meat products.	Organizer; Venue Facoltà di Medicina Veterinaria Università, Via Posta del Perdono 3, Milan, Italy	November 2 years	University degree Italian	-	-
Animal product utilization	Lectures 20 per cent; on-the-job training 50 per cent; observation 30 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Livestock Experiment Station, Suson)	May 3 weeks	University graduates, at least 1 year experience. English	-	To be arranged
Agro-based industrial development	Subjects include marketing, management and technological aspects of agro-based industries, their regional setting, agro-servicing and other institutions, infrastructure, agro-industrial project evaluation and implementation, industrial promotion programmes.	RVB, Research Institute for Management Science, P.O. Box 143, Delft, the Netherlands in conjunction with National Institute of Public Administration (INWAP) Jalan Ilmu, Petaling Jaya, Malaysia	To be arranged 13 weeks	University degree with at least 2 years experience in (agro) industrial promotion or regional development. English	-	To be arranged
Sugar cane technology	Agricultural engineering, sugar cane production, sugar technology, process control, engineering design, industrial management.	University of Mauritius Port Louis Mauritius	February 5 months	Professional qualifications and practical experience in sugar industry. English	-	To be arranged
Technology of meat and meat products	Basic processing of meat and meat products: chilling, freezing, thawing, canning, smoking, sterilization and packaging. Preparation of meat products.	Central Institute for Nutrition and Food Research TMO, Utrechtseweg 48, Zeist the Netherlands	To be arranged 3-6 months	Higher professional qualification in food technology and some years of experience. English, German or Dutch	-	Hfl.1,500 per month (first month Hfl.2,500)
Technology of oils, fat and margarine	Basic processing of fats and oils, like degumming, refining, bleaching, hydrogenation, deodorization, winterization, fractionation, interesterification. Production of margarine and modified margarines.	Central Institute for Nutrition and Food Research TMO, Utrechtseweg 48, Zeist the Netherlands	To be arranged 2-6 months	Higher professional qualification in food technology and some years of experience. English, German or Dutch	-	Hfl.1,500 per month (first month Hfl.2,500)
Fish processing	Handling, processing and preservation of fish; microbiology, general and organic chemistry; fishing biology, physics, mathematics; refrigeration techniques.	The State School of Fishery Industry Vardø, Norway	August 10 months	Professional qualification and practical experience in fishing industry. English	-	To be arranged

FOOD PROCESSING INDUSTRIES (Cont'd)

Course or Seminar

Alta especialización en tecnología de alimentos
Fundamentos químicos y bioquímicos de la tecnología de alimentos; Ingeniería de los procesos de conservación de alimentos; Control analítico y de calidad en las industrias de alimentos; Control microbiológico e higiene en las industrias de alimentos; Tecnología específica de las conservas, de los zumos de frutas y de los alimentos deshidratados.

Especialización en grasas (Curso medio)

Características generales de las grasas; análisis de las materias grasas; extracción del aceite de oliva, del aceite de orujo de aceitunas y de los aceites de semillas; transformaciones de grasas comestibles y de grasas industriales.

Especialización en grasas (Curso superior)

Características generales, físicas, químicas y bioquímicas de las grasas. Análisis de las materias grasas. Extracción del aceite de oliva, del aceite de orujo de aceitunas y de los aceites de semillas. Transformaciones de grasas comestibles y de grasas industriales.

Meat industry technology and management

Slaughterhouse, cutting, packing plant, sausage factory, canning, central kitchen, transportation; engineering and technology; administration and management.

Flour milling/ Cereal processing

Flour mill technique; machine technique; plant technique; mixed feed production; practical milling; cereal science; influence of milling on the cereal product; bakery; nutrition; chemistry; chemical laboratory; mathematics; electricity; mechanics; strength of materials; technological laboratory; electricity examples; staff management problems.

Sugar beet technology

Any and all subjects relating to sugar beet technology.

Techniciens de laboratoires: option industries agro-alimentaires

Chimie générale, chimie minérale, chimie organique, biochimie, microbiologie, physique, mathématiques, T.P. physique, T.P. chimie, organisation des entreprises, français, anglais.

Science et technique verrière

Cours généraux (minéralogie, physico-chimie, etc.); démonstration de laboratoires (fusion, viscosité, dilatation, etc.); visites d'usines et laboratoires; cours spécialisés (travail de verre chaud, de verre froid, trempe, etc.); calculs pratiques; séminaires.

Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Instituto de Agroquímica y Tecnología de Alimentos Jaime Roig 11 Valencia, España	Octubre 3 meses	Título superior expedido por una Universidad o Escuela técnica superior. Español	15 Septiembre	12 000 ptas. (20 000 ptas para extranjeros)
Instituto de la Grasa y sus Derivados, Avda P. García Tejero, 4, Sevilla, España	Noviembre 5 meses	Poseer la formación básica que supone haber cursado estudios de escuelas técnicas de grado medio. Español	Octubre	A debatir
Instituto de la Grasa y sus Derivados, Avda P. García Tejero 4, Sevilla, España	Noviembre 5 meses	Estar en posesión de un título de facultad universitaria o de escuela técnica superior. Español	Octubre	A debatir
Kristianstad-Blekinge Slakteriförening Box 568 S 291 25 Kristianstad Sweden	To be arranged	Basic education in engineering, technology, biochemistry and/or microbiology. Practice in meat plant operations. English or German	-	Sw.Cr.1.500 per month
Swiss School of Milling, Tellstr. 2, CH-9000 St Gall, Switzerland	September 10 months	Graduation from secondary school and at least 6 months practical experience. German	-	S. Fr. 1,000
Sugar Research Institute Evimesgut, Ankara Turkey	As convenient To be arranged	Chemists, or Agricultural and Mechanical Engineers. English, French, German or Turkish	-	None
Centre de Recherches Industrielles en Afrique Centrale (CRIAC), B.P. 54, Lubumbashi, République du Zaïre	Octobre 3 ans	Concours. Français	Juillet	-
Ecole supérieure de verre Charleroi Belgique	15 octobre 3 mois	Ingenieurs, docteurs ou licenciés en sciences en fonction dans l'industrie du verre ou qui s'y destinent. Français et accessoirement anglais	1 ^{er} octobre	30,000 francs belges

GLASS AND OPTICAL INDUSTRIES

GLASS AND OPTICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Glassblowing	The training consists of both theory and practical on-the-job training. The theoretical part covers: Basic chemistry and physics, glass material, electricity, construction of glass instruments, modern techniques in glassblowing. The practical part starts from the beginning, leading to a level adequate for making, servicing and maintenance of various glass instruments.	National Institute for Instrumentation (LIN) Kompleks L.I.P.I. Jalan Sangkuriang Bandung, Indonesia	June 12 months	At least graduate from Junior highschool and preferably from senior highschool or technical school. English or Indonesian	April	US\$1,500 (excluding board and lodging)
Ophthalmic lens grinding, fitting and glazing	Theoretical and practical lens grinding; prism, dioptré, prescriptions, fitting and glazing, general mathematics (algebra, trigonometry, geometry); vector analysis (composition and decomposition); geometrical optics, wave optics, high vacuum coating, anti-reflection system.	Organization for Small Scale Industries and Industrial Estates of Iran Ave. Aryamehr, P.O. Box 3285 Tehran, Iran	March and September 3 months	Secondary school diploma and practical experience in optical field. Parsi or English	3 months in advance	About US\$500
Optics	All branches of optical science.	National Institute of Optics Florence, Italy	November 6 months	High school graduates. Italian	October	Lit.150,000
Estado vítrio y tecnología del vidrio	Temas: Historia del vidrio; al estado vítreo, definición de vidrio; cristalografía del vidrio; teorías acerca de la estructura del vidrio; estudio de algunos vidrios simples; materias primas y composiciones empleadas para la fabricación de vidrios; el proceso de fusión del vidrio, afinado; materiales refractivos para la industria del vidrio; procesos de devitrificación; defectos de los vidrios; coloración de los vidrios; opacificación del vidrio; el enfriamiento de los vidrios; análisis químico de vidrios. Trabajos prácticos: Fusión, colaje y recocido de un vidrio; determinación del coeficiente de dilatación térmica y del punto de transformación; punto de Littleton; obtención de curvas de viscosidad-temperatura; determinación de índice de refracción; atacabilidad química; estudio de algunas propiedades mecánicas; diagramas de absorción espectral; estudio de espectros de infrarrojo; ensayos de devitrificación; estudio microscópico de algunos defectos de los vidrios; análisis de burbujas.	Instituto de Cerámica y Vidrio Carrtera de Valencia Km.24,300, Arganda del Rey Madrid, Espana	10 abril 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Español	1 abril	10.000 ptas.

LEATHER AND LEATHER PRODUCTS INDUSTRIES

Tecnología del cuero	Colágeno; procesos de pelambre, nutrición y terminación; efluentes de curtiembre, propiedades del cuero. (Adiestramiento y perfeccionamiento en investigación sobre dichos temas.)	Centro de Investigación de Tecnología del Cuero (CITEC) Av. 52 entre 121 y 122, La Plata, Argentina	1 Abril 6 a 8 meses	Egresados de facultades de ciencias exactas (química o ingeniería química), y/o escuelas técnicas de curtiduría. Español	1 febrero	A convenir
Tecnología del cuero	Piel animal; aspectos biológicos, bioquímicos y fisicoquímicos; colágeno; defectos de la piel; operaciones y procesos de precurtición, curtición, post-curtición, tenido y terminación. Efluentes de curtiembre. Evaluación de materias primas, productos elaborados y semi-elaborados; muestreo; análisis y ensayos; control de calidad. (Curso teórico-práctico.)	Centro de Investigación de Tecnología del Cuero (CITEC) Av. 52 entre 121 y 122, La Plata, Argentina	1 mayo 1 mes	Egresados de escuelas técnicas de curtimiento y de escuelas o institutos de química de nivel secundario. Egresados de facultades de ciencias exactas (química y/o ingeniería química). Español	28 febrero	A convenir

LEATHER AND LEATHER PRODUCTS INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Technologie de tannerie	Première phase d'une durée de 4 mois: (a) la technologie de tannerie; notions générales sur la fabrication des cuirs; cours spécial sur la fabrication des divers types de cuirs; (b) Les travaux de tannerie: tannage végétal; tannage des peaux à fourrures; tannage au chrome; tannage chamois et tannage mégis; (c) Initiation aux travaux de laboratoire d'analyse et de contrôle; (d) contrôle de la fabrication des cuirs. Deuxième phase, 4 semaines: Etude détaillée et contrôle des fabrications choisies par le stagiaire.	L'Institut communal d'enseignement technique de chimie et de tannerie de la ville de Liège Liège, Belgique	Septembre 5 mois ou durée variable en fonction du niveau de formation des candidats.	Ce programme recherche une formation essentiellement professionnelle pour des stagiaires de niveau moyen non spécialisés en chimie. N.B. D'autres programmes de durée variable peuvent être aménagés en fonction du niveau de formation des stagiaires et de la finalité à atteindre. Français	3 mois avant le début du stage	A arranger
Tannerie-mégisserie (formation accélérée)	Chimie-tannerie; matières premières (peaux...); fabrication des cuirs et peausseries; microbiologie-ensymbologie. Travaux pratiques: laboratoire d'analyses et de contrôles; atelier expérimental.	l'Ecole Française de Tannerie, 181-203 Avenue Jean Jaurès, 69007 Lyon France	1 octobre 8 mois	Niveau secondaire nécessaire. Français	Septembre	FF. 4,000
Leather technology	Training in the manufacture of variety of leathers; training in maintenance of tanning machinery; training of foreign personnel in the production of leathers; annual seminars on problems relating to leather and allied industries; refresher courses on dyeing and finishing of leathers.	Central Leather Research Institute, Adyar Madras-600020, India	Any time during the year 3 months to 1 year	Sponsorship by Government, industry or United Nations Agencies. Qualification in leather technology or knowledge in chemistry. English	-	Rs. 300 per month
Curso acelerado sobre curtición al vegetal	Principios y práctica de la curtición al vegetal del cuero pesado y liviano. Técnica del semi-acabado. Controlador de la calidad. Nociones prácticas de dirección de una tannería.	Escuela Sindical Superior de Tenerife Igualaída, España	1 ^{er} lunes de enero 8 semanas	Ejercer como técnico en tenería o tener diploma de ingeniero o técnico. Saber español	30 de Octubre	-
Leather technology	Specialized training in one or another of the following: Flaying and curing of raw hides and skins; unhairing, pickling and all types of tannage for clothing, shoe upholstery, sole and mechanical leathers; dyeing and finishing of all types of leathers; tannery management; engineering, costing; analysis and testing; shoe technology.	College of Technology St. George's Ave. Northampton United Kingdom	September 6-13 weeks	Diploma in Leather Technology. English.	August	To be arranged
Intensive course on vegetable tannage	Principles and practice of modern heavy and light leather vegetable tannage. Semi-processing techniques. Quality control. Elements of practical tannery management.	Leather Department Northampton College of Technology St. Georges Avenue Northampton NN2 6JB United Kingdom	May 8 weeks	Practising tannery technologists or candidates with University or technical qualifications. English	January	To be arranged

MECHANICAL AND METALWORKING INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Corrosion et lutte contre la corrosion	Corrosion électrochimique; diagrammes d'équilibres électro-chimiques; études cinétiques de la corrosion; méthodes expérimentales; théorie et applications à la lutte contre la corrosion; principes de protection et cas particuliers de corrosion.	Centre Belge d'Etude de la Corrosion CEBELCOR, Avenue Paul Héger, Grille 2, B-1050 Bruxelles, Belgique	2 semaines ou 3 mois A convenir	Diplôme de l'enseignant universitaire ou technique supérieur. Français, anglais	-	A arranger
Mechanical production	Machine tool design; special problems in machine dynamics; dimensional metrology; group technology; grinding.	Kath. University Leuven, Institute of Mechanics, Celestijnenlaan 300B, 3030 Heverlee, Belgium	Fast course in Dutch starts 15 August; beginning of courses 1 October. According to programme up to Doctorate (3 years)	Professional qualification. Dutch (English) Fast course in Dutch language required for those who do not know Dutch	1 May	5,000BF
Machine tools	The purpose of the course is to give the necessary knowledge and practical experience to the participants in the field of technological preparation of production with machine tools equipped with plug-board sequence programme controlled systems; the participants will attend classroom lectures and will have "hands-on" practical training with programme controlled machine tools available in the Centre's workshop laboratory.	Machine Tool State Corporation, ISO "ZIM" 8 Illiensko Chaussée P.O. Box 873, Sofia Bulgaria	To be arranged 20 days	Degree in engineering with practical experience in production. English	-	To be arranged
Soldadura, construcción soldada	Soldadura eléctrica; aléctrodo revestido básico, avanzado; mig; tig; arco sumergido; alambre tubular; soldadura oxiacetilénica, corte; inspección y ensayos.	Centro Latinoamericano de Soldadura, Avenida Eldorado, Carrera 66A, Centro Don Bosco, Bogotá, Colombia	Cada lunes del año. 1-11 semanas	Español	-	US\$100
Soldadura y máquinas herramientas	Mecánica general, metodología, tratamientos térmicos, ensayo de materiales, materiales y propiedades, técnicas de fabricación, matemática aplicada, dibujo técnico, tecnología mecánica, metodología de taller, monitoría, formación pedagógica.	SENA, Carrera 43, 44-76, apartado aéreo 2538, Barranquilla, Colombia, en cooperación con el Gobierno de la República Federal de Alemania (Centro Colombo-Alemán)	Comenzando enero 10 meses	Examen de admisión y/o selección en Colombia y otros países latinoamericanos a cargo del Centro Alemán del Sena en Barranquilla. Español	-	-
Welding (10th International Course)	The increase of productivity, economy and quality of welding; recent stage of welding; new steels and consumables for welded products; productive methods of welding and thermal cutting; mechanization and automation of welding processes; economical calculations; quality control of welding and weldments; industrial applications of modern welding methods; training and education of welders.	Welding Research Institute Bratislava, sponsored by Federal Ministry of Metallurgy and Heavy Engineering, Výskumný ústav zvaračský, ul. Februárového víťazstva 71, 894 23 Bratislava, Czechoslovakia (The High Tatras, Bratislava)	October 1977 2 weeks	Engineering degree. English (discussions in English, Russian or French)	June 1977	SFR.2,200
Welding (11th International Course)	Welding of pressure vessels, piping and pipelines; welding technologies applied; conditions for selection of base and filler materials; welding equipment applied, with the aim of productive methods; principles of calculation and design of welded structures and the possibilities of their unification; welding of pressure vessels for low and high temperatures; welding of piping and pipelines; workshop fabrication and assembly; educational training of welders; rules, inspection and acceptance of welded structures.	Welding Research Institute Bratislava, sponsored by Federal Ministry of Metallurgy and Heavy Engineering, Výskumný ústav zvaračský, ul. Februárového víťazstva 71, 894 23 Bratislava, Czechoslovakia (The High Tatras, Bratislava)	October 1978 2 weeks	Engineering degree. English (discussions in English, Russian or French)	June 1978	SFR.2,200

MECHANICAL AND METALWORKING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Corrosion	Etude de la corrosion et de ses facteurs; comportement des métaux et des alliages; protection par les revêtements métalliques; protection par les émaux, peintures, vernis et plastiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Neuilly-Malmaison, (Paris) France	24 janvier 1977 6 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	FR.F.2,000 par semaine
Tool design	Training in tool, die and mould design; design of jigs and fixtures, die casting dies, press tools and cutting tools, including metrology and process planning.	Central Institute of Tool Design, Balanagar, Hyderabad, A.P., India	Throughout 1977. From 8 weeks to 2 years	Engineering degree. English	2 months before each course	From Rs.2,500 to Rs.10,800
Automobile engineering	Overhauling and testing of motor vehicles, sub-assembly and assembly of motor vehicles, manufacturing of body and mechanical units; engine assembly lines; parts and accessories (instruments and upholstery etc.).	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Mechanical engineering	General mechanical engineering; Engineering design and research departments; work organization, organization and method study, work simplification, materials handling, material control and standardization, advanced methods of production control. Design and construction of machine tools, steel and pig-iron foundries, refrigeration equipment; production, materials study, metal casting and machining processes of moulds and models, destructive and non-destructive tests, intermediate and final testing; aeronautical production.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Shipbuilding	A. Specialization in the design and complete construction of the hull; in the fitting out of the ship; and in the construction and installation of the engines. B. Specialization in the field of ship repairs and the dry-dock overhauling of the hull, engines and auxiliary installations on board.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Corrosion science and technology	Thermodynamics and kinetics of corrosion processes; materials science; electrochemistry; corrosion of ferrous- and non-ferrous materials; corrosion in industrial plants; corrosion protection; testing methods in corrosion and corrosion protection.	Corrosion Study Center "A. Daccò" Faculty of Sciences, University of Ferrara, Via L. Borsari, 46, I-44100 Ferrara, Italy	February 40 days	University degree in chemistry, engineering or physics. Italian	30 November	60,000 Lire

MECHANICAL AND METALWORKING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Tool engineering	<p>(a) Introductory: Japanese industrial environment; present situation and future perspective of TE.</p> <p>(b) Managerial: Role of TE; interrelationship of TE with other organizational functions; tool management system; engineering economy and TE.</p> <p>(c) Technical: key points in designing and manufacturing of tools such as cutting tools, jigs, fixtures, dies and gauges; recent technological development in machine processing, forming, die casting and plastic moulding; application of low cost automation; application of group technology.</p> <p>(d) Institutional: public and private training facilities for tool engineers; effective training methodology.</p>	<p>Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan</p>	<p>Late 1977 6 weeks</p>	<p>Engineers and trainers/consultants of rational productivity organizations or similar institutions and engaged in the field of tool engineering in APO member countries. English</p>	-	To be arranged
Para machinery design	<p>Lectures 50 per cent; on-the-job training 20 per cent; observation 30 per cent.</p>	<p>Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Institute of Agricultural Engineering, Suwon)</p>	<p>April 3 months</p>	<p>University graduates. English</p>	-	To be arranged
Curso superior de soldadura	<p>Conceptos de metalurgia relacionados con la soldadura; procedimientos de soldado; propiedades de los materiales relativos a su soldabilidad; ensayos mecánicos; metalurgia de la soldadura; ensayos no destructivos de materiales metálicos y de uniones soldadas; diseño de uniones soldadas en construcciones metálicas; prácticas de los métodos operatorios de soldado.</p>	<p>Centro Nacional de Investigaciones Metalúrgicas (CNIM), Avda de la Moncloa S/N, Madrid 3, España</p>	<p>Variable 3-4 meses</p>	<p>Título superior universitario y arquitectos e ingenieros técnicos. Español</p>	-	A debatir
Fabrications métalliques	<ol style="list-style-type: none"> 1. Laboratoire de métallurgie de l'Université de Gand, 41 Sint-Pietersnieuwstr., Gand. Sujets de recherche: fontes de moulage (lamellaires et nodulaires); sables de moulage et liants; aciers de moulage à haute limite élastique; coquilles métalliques pour moulage des métaux ferreux. 2. Laboratoire de résistance des matériaux et de soudure de l'Université de Gand, 41 Sint-Pietersnieuwstr., Gand. Sujets de recherche: étude de la fragilité des assemblages soudés; influence des défauts sur le comportement des joints soudés; calcul et conception des ensembles chaudronnés soumis à pression à température ambiante; étude du comportement des ensembles chaudronnés soumis à pression et à haute température. 3. Laboratoire de résistance des matériaux et de stabilité des constructions de l'Université de Liège, Institut du génie civil, 6 quai Banning, Liège. Sujets de recherche: étude théorique et expérimentale ("buckling"); structures tridimensionnelles; constructions mixtes acier-béton; étude des noeuds d'ossatures métalliques; étude de la fatigue des assemblages soudés. 4. Laboratoire de mécanique de l'Université de Louvain, Arenbergpark, Heverlee-Leuven. Sujets de recherche: commande numérique des machines-outils; codes d'essais des machines-outils; études des meules de rectification; étude des conditions de travail en rectification. 	<p>Centre de recherches scientifiques et techniques de l'industrie des fabrications métalliques Gand, Belgique</p>	<p>Variable</p>	<p>Ingenieurs mécaniciens; Ingénieurs en constructions civiles; Ingénieurs métallurgistes (problèmes de soudure); Ingénieurs électroniciens (commandes numériques pour machines-outils). Français, néerlandais, éventuellement anglais</p>	-	A arranger

METALLURGICAL INDUSTRIES

MINERAL METALLURGY (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Mineral processing and extractive metallurgy		Central Laboratorie of Egyptian Geological Survey and Mining Authority 3 Salah Salem St Abbasia, Cairo A.R. Egypt	January 1977 12 months	University degree in Science. English-Arabic	-	\$1,200
Iron and steel production	Ore-dressing; coke-production and by-products; blast furnace: technical knowledge and practical training; steel production: technical knowledge and practical training; continuous casting; rolling processes both hot and cold; manufacture of welded and weldless pipes; steel and pig-iron foundry; quality control; maintenance of the machinery; general factory facilities; latest methods adopted in organization and management.	IRI-Istituto per la Ricostruzione Industriale, Ufficio per la Cooperazione Tecnica Internazionale, Formazione e Sviluppo Quadri, Via Torino 98, Rome, Italy	January 5 months	5 years of experience. Italian, French, English or Spanish	-	-
Iron and steel production	The trainees can specialize in the following fields: ore-dressing; coke-production and by-products; blast furnace: technical knowledge and practical training; steel production: technical knowledge and practical training; continuous casting; rolling processes both hot and cold; manufacture of welded and weldless pipes; steel and pig-iron foundry; quality control; maintenance of the machinery; general factory facilities; latest methods adopted in organization and management.	Istituto per la Ricostruzione Industriale, (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Mineral beneficiation and testing method	Lectures 20 per cent; on-the-job training 60 per cent; observation 20 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Geological and Mineral Institute of Korea, Seoul)	March 12 months	Degree in metallurgy. English	-	To be arranged
Mineral and ore analysis	Lectures 20 per cent; on-the-job training 60 per cent; observation 20 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Geological and Mineral Institute of Korea, Seoul)	March 6 months	Degree in metallurgy. English	-	To be arranged
Siderurgia	Processus de la préparation du fer, les alliages, les aciers spéciaux, les machines auxiliaires.	ARRED-Luxembourg, Administration Centrale, 19 Avenue de la Liberté, Luxembourg	A arranger	Pour instructeurs. Français	-	A arranger
Control y gestión de la calidad en la industria metalúrgica	Primera parte: estudio de los conceptos de estadística matemática y de gestión aplicables en control de calidad y fiabilidad. Segunda parte: aplicación del control de la calidad a las distintas especialidades de la industria metalúrgica.	Cámara Oficial de Comercio, Industria y Navegación de Barcelona. Patronato de Invest. Científica y Técnica "Juan de la Cierva", Jorge Chirona Salgado s/n, Barcelona 17, España	Febrero 3 meses	Nivel de escuela universitaria. Español	15 enero	No fijada
El aluminio y sus aleaciones	Física y química del aluminio y sus aleaciones; fundición del aluminio y sus aleaciones; soldadura del aluminio y sus aleaciones; acabado superficial del aluminio.	Centro Nacional de Investigaciones Metalúrgicas CENIM Ciudad Universitaria Madrid 3, España	Variable 1 mes	Técnicos e industriales con experiencia o estudiantes universitarios. Español	-	A convenir

PRINTING AND GRAPHICS INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Commencing date;	Qualifications; Language requirements	Last date for receipt of applications	Fee
Printing industry	Advanced practical training covering all aspects of letterpress printing (relief printing).	<p>Organizer: Venus Carl-Duisberg Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit (Central Placement Office of the Federal Institute of Labour) Hohenstaufenring 30-32 5 Köln 1, Federal Republic of Germany</p>	<p>To be arranged 18 months (including 1 month intro- ductory course and up to 5 months language course)</p>	Professional education. German.	-	To be arranged

PULP AND PAPER INDUSTRIES

Pulp and paper technology	Theoretical background for pulp and paper production. Laboratory work related to lectures given and larger scale projects selected by the participants in the field of major interest (pulp and/or paper) very often with raw materials from home country.	<p>Norwegian Agency for International Development (NORAD), Box 8142, Oslo-Dep., Norway (Norwegian Institute of Technology, University of Trondheim, Trondheim, Norway)</p>	September 10 months	B.Sc. or more in chemistry or chem. engineering, also preferably pulp and paper background. English	-	To be arranged
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TEXTILE INDUSTRIES

Textile	Métrologie des caractéristiques des fibres, fils et tissu; filature de coton et de laine; processus de tissage; procédés de tricotage; examen de l'évolution des études en cours dans les laboratoires de recherche textile (coton, laine, lin, fibres chimiques); aide technique aux moyennes et petites entreprises textiles; notions élémentaires des méthodes statistiques dans l'expérimentation textile; cycle de formation accélérée aux connaissances générales textiles pour non-spécialistes.	<p>Centexbel à Bruxelles 24 rue Montoyer Bruxelles 4 Belgique</p>	De septembre à juin, pour les matières 1, 2, 3, 7 et 8; D'octobre à juin pour la matière 4; D'oct à juin pour les matières 5 et 6. Variable (3 à 11 mois) suivant les cas.	Pour les matières 1, 2, 3 et 4: au moins diplômé de l'enseignement secondaire supérieur ou assimilé; pour les matières 5, 6 et 7: au moins diplômé d'assurance technique supérieure avec des connaissances de base des produits et procédés de fabrication de l'industrie textile. Français ou néerlandais	4 mois avant le début	A fixer selon les cas particuliers
Statistics in textile quality control	The course is designed to acquaint the student with detailed information of statistics applied to textile quality control and includes: registration of data; distribution; standard deviation; coefficient of variation; control charts for variables; averages; range; control charts for attributes; fraction defectives; number of defectives; number of defects; sampling; practical training.	<p>Textile Consolidation Fund, Quality Control Centre, Camilla Bührig Street, El Siouf, Alexandria, A.R. Egypt</p>	January 1977 3 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150

TEXTILE INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Textile testing (dyeing and finishing)	This course is designed to acquaint the student with the up-to-date testing methods used for dyed and finished textile products: colour fastness; degree of whiteness; water resistance; flammability; fatty matter; washing; luster; retained chlorine; non-fibrous content; fluidity; perspiration; colour difference; crockings; hot pressing; absorbency; ash content; dyestuff class; dry cleaning; natural and artificial light; degree of mercerization; practical training.	Textile Consolidation Fund, Quality Control Centre, Camilla Buhried Street, El Siouf, Alexandria, A.R. Egypt	August 1977 3 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150
Textile testing (fibres)	This course is designed to acquaint the student with the testing methods used to find physical and mechanical properties of natural and man-made fibres: fibre structure; strength; maturity; classification of fibres in blends; fibre specifications; practical training. <u>Natural</u> : fineness; hair weight; physical methods. <u>Man-made</u> : length; chemical methods; raps; microscopic.	Textile Consolidation Fund, Quality Control Centre, Camilla Buhried Street, El Siouf, Alexandria, A.R. Egypt	February 1977 3 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150
Textile testing (yarns)	This course is designed to acquaint the student with the testing methods used for natural and man-made yarns: structure of yarns; humidity; twist; strength; regularity; practical training. <u>Natural</u> : appearance; single; hidden defects. <u>Man-made</u> : number; direct and indirect systems; ply; skein; hidden defects and their classification.	Textile Consolidation Fund, Quality Control Centre, Camilla Buhried Street, El Siouf, Alexandria, A.R. Egypt	March 1977 3 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150
Garment manufacture	Material and testing; garment design; garment machinery; garment manufacture.	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Rd., Central Hong Kong	September 4 months	At least 2 years experience in garment manufacturing. Chinese (Cantonese)	August	HK\$900
Textile and clothing industries	Textile engineering; spinning, weaving, knitting technologies; chemistry and structure of woven fabrics; textile analysis; cost accounting; work analysis and schedule; technology of hemp and linen, cotton, chemical fibres, jute, wool, silk; plant and general services; visits to textile plants and weaving machinery factories.	Politecnico, Ufficio Istruzione Permanente, Piazza Leonardo da Vinci 32, Milan, Italy	November 8 months	University degree. Italian	-	-
Textile dyeing and weaving	Textile dyeing, finishing and weaving.	National Industrial Standards Research Institute Textile Division 199, Dong Soong Ilng Chongno-Ku, Seoul Republic of Korea	To be arranged	P.Sc. English	-	To be arranged
Textile inspection and testing	Lectures 30 per cent; on-the-job training 60 per cent; observation 10 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (National Industrial Standards Research Institute, Seoul)	Throughout year 6 months	University degree, some experience. English	-	To be arranged

TEXTILE INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Textile mill management	Theory and practice of industrial organization and management; costing; maintenance, production control; quality control; statistics; trouble shooting; operative selection and training. Theory and practice of textile manufacturing processes; cotton and synthetic spinning, weaving, knitting dyeing, finishing and printing. In-plant training; case study.	Royal Ten Cate Group in collaboration with the Textils Engineering, Enschede College. P.O. Box 1075, Enschede, Netherlands	October 5-6 months	Production managers and technical staff; minimum secondary level schooling, 2 years experience in textile industry. English	August	To be arranged
Control y gestión de la calidad en las industrias textil y de curtidos	Primera parte; estudio de los conceptos de estadística matemática y de gestión aplicables en control de calidad y fiabilidad. Segunda parte: aplicación del control de la calidad a la admisión de primeras materias y durante los procesos de hilatura, tejeduría y operaciones de tintura y acabado.	Cámara Oficial de Comercio, Industria y Navegación de Barcelona. Patronato de Invest. Científica y Técnica "Juan de la Cierva" Jorge Girón Salgado s/n, Barcelona, España	Febrero 3 meses	Nivel de escuela universitaria. Español	15 enero	No fijada
Textile industry	Fundamental science and technology of textile engineering.	Preparatory Institute for Textile Industries Ministry of Industry P.O. Box 2882 Damascus Syrian Arab Republic	October 2 years	Higher school certificate. Arabic	September	Free
Quality control for cotton spinning	Quality control for cotton spinning, including test of yarns, measuring of count, chemical testing, control and testing of raw cotton, training on use of instruments used in testing laboratories, etc.	Union of Textile Industry Fardasse St. Damascus Syrian Arab Republic	May 6 weeks	Secondary school certificate and preparatory textile course. Arabic	1 month before start of course	None
Textile industry	Spinning, weaving and preparation, knitting, dyeing, printing, textile design, textile testing, handloom weaving, mechanical silk reeling.	Textile Industry Division, Department of Industrial Promotion, Ministry of Industry Soi Kluy Nam Tai Bangkok 11, Thailand	To be arranged 4 weeks to 2 years	Technical school graduate. English	-	-
Cotton fibre technology, testing and evaluation	Basic statistics; general fibre technology; fibre structure; fibre properties in relation to end-use; fibre identification; cotton testing and evaluation; testing of cotton in process; analysis and evaluation of test results; cotton marketing.	International Institute for Cotton, Kingston Road, Didsbury, Manchester M20 8RD, United Kingdom (Bolton Technica. College)	April and October 1977 8 weeks	Education at least up to University entrance level and technical qualifications in either: (a) agricultural subjects, preferably related to cotton production, or (b) textile technology at least up to Higher National Diploma (or equivalent) level. English	7 February and 15 August 1977	£250 - £325
Textile technology	Fibre preparation; spinning of yarn by woollen, worsted or semi-worsted means; yarn preparation for manufacture of fabric; weaving; knitting (warp and weft); non-woven fabric production; finishing of fabrics; making-up of fabrics; carpet manufacture.	International Wool Secretariat Carlton Gardens London SW1, United Kingdom United Kingdom - Ilkley; France - Roubaix; Netherlands - Delft Italy - Biella; Japan - Ichonomia; United States of America - Long Island	3 months	Training and experience in any aspect of textile technology, especially in relation to staple fibres with exception of manufacture of synthetic fibres. English, French, German, Dutch, Italian or Japanese	-	Dependent on number of trainees. Cost per head for five participants US\$1,560

TEXTILE INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Technologie des textiles	Traitement préliminaire des fibres, filature de laine cardée, peignée ou semi peignée, préparation des fils destinés à la fabrication d'étoffes, tissage, tricotage sur métier, chaîne et tricotage à mailles croisées, fabrication d'étoffes non tissées. Finissage des étoffes. Confection. Fabrication de tapis.	Secrétariat international de la laine Carlton Gardens London SW1, Royaume-Uni Royaume-Uni - Ilkley; France - Roubaix; Pays-Bas - Delft; Italie - Biella; Japon - Ichonoma; Etats-Unis - Long Island	3 mois	Formation et expérience dans tous les domaines intéressant l'industrie textile, notamment dans celui des fibres coupées (fibres synthétiques exclus). Anglaise, française, allemande, néerlandaise, italienne ou japonaise	-	Dépendront du nombre de stagiaires. Coût par un groupe de cinq: 1,560 dollars des Etats-Unis
Textiles	Cotton and synthetic fibres, yarns and fabrics; structure, properties, end-uses; textile processing and machinery; spinning, yarn texturing, weaving, warp knitting, non-woven methods, dyeing, printing, finishing; garment making; design of textile products for end-use; fibres for filtration; high-performance fibre-reinforced materials; quality control; testing; energy audits; technical management; investment appraisal.	Shirley Institute, Didsbury, Manchester M20 5RX, United Kingdom	Throughout year 1 day to 6 months	Vary according to course. English	-	£25-50 per day depending on course

WOOD PROCESSING AND WOOD PRODUCTS INDUSTRIES

Bases para el dimensionamiento de estructuras de madera	Propiedades mecánicas de la madera; análisis estadísticos; obtención de fatigas básicas; clasificación por resistencia; obtención de fatigas admisibles y de diseño; elemento de unión en la madera estructural; maderas laminadas; construcciones especiales.	Instituto Forestal Belgrado 11 Santiago de Chile Chile	en julio (variable) 24 horas pedagógicas	Estudios universitarios o título profesional Español	-	A discutir
Diseño y construcción en madera	La madera como material de construcción; elementos de unión en las construcciones de madera; viviendas económicas de madera; elementos compuestos.	Instituto Forestal Belgrado 11 Santiago de Chile Chile	En octubre (variable); No determinado	Estudios universitarios o título profesional	-	A discutir
Forestry and wood-using industries	Training centre organizes courses and seminars, or expert group meetings for the planning of other training programs, primarily to support Finnish forestry and development-co-operation projects in forestry and forest industries. The Centre also participates in work to support educational institutions in this field in the developing countries.	Training Centre for International Development in Forestry and the Wood-using Industries. National Board of Forestry P.O. Box 12233, Helsinki 12 Finland	To be arranged 2 weeks to 1 year	Specified separately for each activity. English Spanish or French	-	None
Wood technology and management	Wood anatomy, physical properties of wood, mechanics, chemistry and chemical processing, biological deterioration, wood physics, mechanical processing; wood seasoning, wood preservation, primary processing, secondary processing, logging and harvesting, defects and grading, principles of structural engineering, furniture manufacture; principles of economic theory. Dismetrics, marketing, transport economics, industrial economics, administration and personnel management, accounts.	University of Science and Technology, Kumaoni and Forest Products Research Institute (CSIR) Kumaoni, Ghana	October 2 years	University degree. English	-	US\$1,000 to US\$1,250

WOOD PROCESSING AND WOOD PRODUCTS INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Wood processing	Lectures 20 per cent; on-the-job training 50 per cent; observation 30 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Forest Research Institute, Seoul)	Throughout year 2 months	University graduates plus 1 year experience. English	-	To be arranged
Advanced timber technology	Extraction conversion properties; processing and utilization of timber; timber trades practice; commercial and management studies.	Buckinghamshire College of Higher Education, High Wycombe, Buckinghamshire, United Kingdom	September 3 years	"A" level GCE and 5 "O" levels GCE including Mathematics and English or equivalent. English	June	£421
Sawdust course	Sharpening, tipping and maintenance of saws.	Buckinghamshire College of Higher Education, High Wycombe, Buckinghamshire, United Kingdom	April up to 3 months	Suitable experience and employment. English	January	£101
Timber studies	Timber processing and technology; trade practice and management; specialization study in one subject area; i.e. sawmilling, preservation, timber engineering, sheet materials, wood utilization.	Buckinghamshire College of Higher Education, High Wycombe, Buckinghamshire, United Kingdom	September 1 year	University degree or appropriate experience with "A" level GCE or equivalent. English	June	£421
Timber studies	Timber technology and trades practice; economics and commercial studies (Intermediate Certificate Membership of the Institute of Wood Science).	Buckinghamshire College of High Education, High Wycombe, Buckinghamshire, United Kingdom	January 6 months	4 "O" levels GCE. English	November	£197
Wood machining and sawmilling	Theory and practice of sawmilling and wood machining; introduction to timber technology.	Buckinghamshire College of Higher Education, High Wycombe, Buckinghamshire, United Kingdom	January 6 months	Appropriate experience and employment. English	November	£197
Furniture design, technology and production	Creative furniture design production, professional practice and management, furniture construction technology.	School of Art and Design, Furniture and Timber, The Buckinghamshire College of Higher Education, Alexandra Road, High Wycombe, Bucks. United Kingdom	September 1 year	Professional qualification. English	30 June	To be arranged
Timber studies	The technology and utilization of wood; commercial practice, management and marketing. Specialization in one of following: sawmill management, utilization of wood, machine woodworking, wood technology, timber engineering, wood preservation, seasoning and kilning, yard management and materials handling, marketing of wood and wood products, manufacture of wooden furniture, wood in building, economics of the timber industry, sawmill technology.	School of Art and Design, Furniture and Timber, The Buckinghamshire College of Higher Education, Alexandra Road, High Wycombe, Bucks. United Kingdom	September 9 months	University degree or equivalent. English	-	To be arranged

WOOD PROCESSING AND WOOD PRODUCTS INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Fiber structures and technology	Basic properties of timber; utilization of timber; structural analysis of components; the building process with timber; protection by design; bio-deterioration and preservation of timber.	Department of Civil Engineering, Imperial College, University of London, London SW7, United Kingdom	October 1977 12 months	University degree, or suitable equivalent experience, in civil engineering, mechanical engineering, building, architecture, timber technology or forestry. English	1 May 1977	£400
Forest products utilization	To be arranged.	Organization of American States 17th Street and Constitution Avenue N.W. Washington, D.C. 20006 United States of America	To be arranged 12 months	Professional qualifications. English	-	-

TRAINING OPPORTUNITIES OFFERED BY INSTITUTIONS OTHER THAN UNIDO (FUNCTION ORIENTED)
 POSSIBILITES DE FORMATION OFFERTES PAR DES INSTITUTIONS AUTRES QUE L'OMUDI (POUR DES FONCTIONS DANS L'INDUSTRIE)
 OPORTUNIDADES DE CAPACITACION OFRECIDAS POR INSTITUCIONES DISTINTAS DE LA OMUDI (POR FUNCIONES INDUSTRIALES)

AUTOMATION AND DATA PROCESSING

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
<p>Instrumentation and automatic control</p> <p>Informatique</p>	<p>Refreshers courses and post graduate courses are provided for graduate engineers working in industry, plus practical work. Special courses for technicians. Lectures for top and medium level managers</p> <p>Cours théoriques: Initiation à l'informatique; programmation COBOL; programmation FORTRAN; programmation PL 1; analyse et méthode; pupitrage des ordinateurs IBM 360 en multi-programmation; utilisation des consoles de time-sharing. Partie pratique: Les cours dont mention ci-avant sont largement complétés par des exercices pratiques, adaptés aux desiderata des stagiaires et à la nature des fonctions qu'ils exercent dans leurs pays</p>	<p>The Egyptian High Committee of Automatic Control (E.H.C.A.C.), General Organization for Industrialization, 6 Khalil Agha Str., Garden City, Cairo, Egypt</p> <p>Centre d'informatique générale Rue des Colonies 35 Bruxelles, Belgique</p>	<p>October each year 240 hours for engineers, 40 hours for managers</p> <p>2 à 10 mois suivant la nature des objectifs poursuivis</p>	<p>Professional degree, English</p> <p>Etre titulaire d'un diplôme du cycle supérieur de l'enseignement moyen (équivalent aux humanités ou baccalauréat), Français. Connaissance élémentaire de l'anglais technique exigée</p>	-	£ E. 40 A discuter
<p>Informatique appliquée à la gestion</p>	<p>Notions d'informatique (analyse, matériels) illustrés d'exemples sur le site. Se propose d'aider les dirigeants d'entreprises et administrations à contrôler l'usage de l'informatique et à l'utiliser pour la prise de décisions.</p>	<p>ACTIM 64 rue Pierre Charron Paris 8e France</p>	<p>mars 6 semaines</p>	<p>Responsabilités dans l'entreprise ou l'administration. Connaissance étendue des méthodes modernes de gestion. Français (ou anglais parfait)</p>	octobre	A arranger
<p>Information appliquée à l'industrie</p>	<p>Applications des ordinateurs dans la production; automatique (régulation, commande, optimisation); gestion de la production (planification, etc.); intégration des niveaux d'automatisation. Rappels théoriques, études in situ, échanges d'expériences.</p>	<p>ACTIM 64 rue Pierre Charron Paris 8e France</p>	<p>octobre 6 semaines</p>	<p>Ingenieurs, chefs de projets d'automatisation pour une entreprise ou un secteur industriel. Français (ou anglais parfait)</p>	fin mai	A arranger
<p>Automation</p>	<p>Introduction to low cost automation; industrial pneumatics; industrial hydraulics; industrial electrical control; automatic assembly (including practical exercises).</p>	<p>The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central Hong Kong</p>	<p>July 6 months part time</p>	<p>University degree and at least 2 years experience working in a factory. Chinese</p>	May	HK\$1,200
<p>Computer programming</p>	<p>Introduction to the digital computer and electronic data processing. Three of the most important programming languages in common use: RPG (Report Programme Generator) specially designed for preparing reports. COBOL (Common Business Oriented Language) the most popular programming language for commercial applications, and FORTRAN (FORMULA TRANSLATION) a standard programming language for almost every computer system.</p>	<p>The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central Hong Kong</p>	<p>January 1977 (English) every 2 months as from April 1977 (Cantonese) 10 months</p>	<p>No special academic qualification required. English or Chinese (Cantonese)</p>	-	HK\$1,500
<p>Information storage and retrieval systems</p>	<p>Information: Basic concepts and definitions; formal elements of an information system; history and sociology of scientific communication; techniques for handling information; document and information storage systems; dissemination of information; question analysis and search strategies; analysis, design, testing and evaluation of information systems; reprographic methods.</p>	<p>Small Enterprises National Documentation Centre (SENDOC), SIET Institute, Yousufguda, Hyderabad, India</p>	<p>September 7 weeks</p>	<p>Professional qualification. English</p>	-	US\$600 (not including cost of board and lodging)

AUTOMATION AND ELECTRONIC DATA PROCESSING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Systems analysis for automatic data processing	Planning and implementation of advanced automatic data processing systems. A.D.P. applications, in various industrial areas - from the experience gained in Israel - will be presented in this part of the course, in order to demonstrate the problems involved in efficient implementation of A.D.P. systems under the conditions prevailing in a developing country. At the same time, background lectures will be given and discussions will take place on subjects of systems analysis, information systems, use of scientific management techniques, and the steps to be taken in connexion with A.D.P.	Israel Institute of Productivity, Henrietta Szold Str. 4, Tel-Aviv, Israel	15 October 9 weeks	Professional qualification. English	1 July	To be arranged
Sistema analítico para el procesamiento de datos por medios electrónicos (E.D.P.)	Análisis de Sistemas, Técnicas de Información, Recopilación de Datos, Organización Administrativa, Planificación Ejecución	Instituto Israelí de Productividad División de Cooperación Internacional, Ministerio de Relaciones Exteriores Jerusalén Israel (Tel Aviv)	a ser fijada 5 semanas	Calificaciones profesionales. Español	-	a ser fijada
Basic software	Designing and maintenance basic software; organization task and context analysis; language theory; techniques of data handling; structure of languages and supervisors; management of resources; resource use accounting techniques; organizing data and banks; programming exercises in assembly language, designing basic software; professional standards.	Centro di Formazione Professionale "G. Agnelli" Corso Dante 103, Turin, Italy	January 8-12 weeks	University degree. Italian or English	-	-
EDP (programming)	Programming: aims; areas of application; techniques; work phases. Practical training: diagramming, charting solutions; conversion of diagrams into programmes; symbolic language: coding, testing launching programmes; assembly language; using monitoring language. Operational system: data and data-bank organization; working documents, standards.	Centro di Formazione Professionale "G. Agnelli" Corso Dante 103, Turin, Italy	January 8-12 weeks	High school certificate, knowledge of basic EDF. Italian or English	-	-
Automation of mechanical operations: optimal utilization of resources	Engineering process automation; manufacturing process automation; economics of automation; management; training for automation.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Persons engaged in design, planning or control of production processes, technical improvement or supervision or component manufacture plant engineering and maintenance, installation, conversion or adaptation of machines and tools for production, with at least 3 years experience in industrial manufacturing, technical service activity or vocational or technical training institutions and a recognized qualification in advanced mechanical engineering subjects. Age: 25-40. English	-	To be discussed
Electronic data processing (EDP) systems installation	Concepts; elements; techniques; systems; measures of effectiveness	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Junior to middle-level executives or administrative specialists from enterprises, institutions or administrations in developing countries, holding posts concerned with or about to be concerned with installation and operation of computer-assisted administrative systems, with at least 3 years of experience in administrative operations or the study of administrative systems. Age 25-40. English	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Industrial electronic control systems technology	Training methodology as it can be applied to the teaching of industrial electronics in developing countries. Electronics in industry as it concerns the control of machines in situations where human intervention either is not fast enough, or cannot make measurements or perform operations with an acceptable accuracy, or where electronic components are more reliable than the traditional electro-mechanical elements. Management techniques as these will assist instructors (institutional and in-plant) supervisors and technical school teachers in their own supervisory practice and their own work and project completion.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Vocational training plant training instructors, technical school teachers or supervisors responsible for design and maintenance training in workshops or laboratories, vocational training centres, technical schools and institutions, with training duties in industrial electronics and at least 3 years experience in one of these posts. Age: 25-40. English	-	To be discussed
Installation des systèmes de traitement électronique des données	Principes généraux; éléments du système; techniques; systèmes; mesures de l'efficacité.	Centre international de perfectionnement professionnel et technique 201 Via Ventimiglia 10127 Turin, Italy	à convenir 12 semaines	Cadres moyens et spécialistes de l'administration travaillant dans des entreprises, des institutions ou des administrations de pays en voie de développement, qui s'occupent ou devront s'occuper sous peu de l'installation et de l'utilisation de systèmes administratifs fondés sur un ordinateur, avec au moins 3 ans d'expérience de travail ou d'étude des systèmes administratifs. Age: 25 à 40 ans. Français	-	Renseignements sur demande
Automatización de las operaciones mecánicas para la utilización óptima de los recursos	Automatización de los procesos mecánicos; automatización de los procesos de fabricación; aspecto económico de la automatización; dirección; metodología de la formación.	Centro Internacional de Perfeccionamiento Profesional y Técnico 201 Via Ventimiglia 10127 Turin, Italia	Por decidir 12 semanas	Personas ocupando un puesto relacionado con diseño, planificación o control de producción, perfeccionamiento técnico o supervisión de la fabricación de componentes, ingeniería de plantas, y mantenimiento, instalación, conversión o adaptación de máquinas y herramientas para la producción; con 3 años por lo menos de experiencia en la manufactura industrial, actividades de servicio técnico, o instituciones de formación profesional o técnica y calificaciones superiores en tecnología mecánica. Edad: 24 a 40 años. Español	-	Datos a petición
Tecnología de los sistemas de control electrónico en la industria	Pedagogía: adaptada a la enseñanza de la electrónica y a las condiciones de la formación en los países en vías de desarrollo, así como a las condiciones de trabajo de sus industrias. Tecnología: comprende las operaciones técnicas relativas a la concepción, instalación, funcionamiento, mantenimiento y sustitución de los equipos y sistemas con semi-conductores utilizados para controles automáticos en la industria. Técnicas de dirección y organización industrial: comprenden la dirección de equipos de trabajo (en el campo de la electrónica industrial), ejecución de proyectos y gestión de almacenes y equipo.	Centro Internacional de Perfeccionamiento Profesional y Técnico 201 Via Ventimiglia 10127 Turin, Italia	Por decidir 12 semanas	Instructores de centros de formación profesional, profesores y maestros de enseñanza técnica, instructores de empresas, técnicos o capataces que ejerzan o estén llamados a ejercer una función de formación; con 3 años por lo menos de experiencia en una de las actividades anteriormente mencionadas. Edad: 25 a 40. Español	-	Datos a petición

APPENDICES AND INSTRUMENTS DATA FURNISHING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language; requirements	Last date for receipt of applications	Fee
Computer technology (software)	Fundamental knowledge of computer software and advanced techniques and practice of programming and application	Asia Electronics Union under technical assistance plan of the Japanese Government and support of UNESCO, Toden Kyukan, 1/13 Shinbashi, 1 chome Minato-ku, Tokyo 105, Japan	September 3 months	Recommended by governments. English	-	To be arranged
Information	Estructura de los ordenadores; sistemas operativos; estructura de la programación; lenguaje de programación Cobol; estructura informática de la empresa; metodologías; estudio de casos prácticos; métodos matemáticos.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español	-	70,000 pts
Computer management	Organization, administration and control of computer centres; principles of management; social and economic aspects of computing. Computer systems and programming. Information processing methods. Information systems analysis and design.	Department of Computer Science, Birkbeck College, University of London, Malet Street, London W.C.1. United Kingdom	1 October 12 months	University degree. English	31 May	£300
Computer control and hybrid computing	Process computer structures, operating systems, economic considerations; assessment of computer control requirements. Programming for on-line computer control; process models and controller design for computer control; techniques of data logging, transmission and reduction; modular and multilevel computer systems; computer control of pilot plant and applications in chemical, steel, coal and power industries; the analogue/digital hybrid system; process simulations using the ADA/COMPAC system.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	March 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£50
International workshop on appropriate technology	A programme for development administrators and technicians and directed to applied "software" and "hardware" techniques for rural development efforts.	Economic Development Laboratory, Engineering Experimental Station, Georgia Institute of Technology, Atlanta 30332, Georgia, United States of America	July 1977 4 weeks	National economic development officials or technicians. Technical background not required. English, Spanish	10 June 1977	To be arranged

INDUSTRIAL DESIGN

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrial design	Examen de l'évolution des idées et des organismes de promotion en Belgique. Situation actuelle; aspects économiques et socio-culturels. Organismes promoteurs: Institut belge pour le développement de l'industriel Design. Champs d'activité (documentation, librairie, travaux d'enquête); examen des programmes et rapports d'activité de 1964 à 1971 de l'Institut belge. Design Centre créé par l'Institut belge en 1964. Collabore avec l'Office belge du commerce extérieur: fonctionnement; contacts éventuels avec exposants; professionnels; enseignement; fédérations professionnelles; entreprises.	Institut belge pour le développement de l'industriel design, Bruxelles, Belgique	Indifférent (sauf juillet-aout) 1 mois	Cadreur d'organismes nationaux de promotion, designers, ingénieurs techniciens ou en construction, toutes autres personnes spécialisées	3 mois avant le cours	A déterminer suivant les cas
Industrial design	Theory of information and perception; aesthetics; history of art; ergonomics; drawing (technical and artistic); design laboratory; theory of design; theory of communication.	Faculty of Communication and Arts, Universidade Mackenzie, Rue Itambé São Paulo, SP, Brazil	March 1977 3 years minimum	University entrance. Portuguese	-	About US\$750 per year
Engineering and industrial design	Procedures for design of various industrial products including prototype manufacturing and basic production documentation.	UNIDO Engineering and Industrial Design Development Centre c/o United Nations Development Programme P.O. Box 982, Zamalek, Cairo, Arab Republic of Egypt	1 October 1977 4 months	B.Sc. in mechanical engineering. English	1 September each year	-
Product design and production planning (export oriented)	External markets and export products; corporate planning and export marketing; product planning and product design; production planning.	The Helsinki School of Economics, Development Co-operation Project/PRODEC, Runeberginkatu 22-24, 00100 Helsinki 10, Finland	To be arranged 4 weeks	Executives responsible for planning, design, development and supervision of production processes and products. English	-	To be arranged
Esthétique industrielle (industrial design)	L'Institut Français d'Esthétique Industrielle n'assure pas de cours de formation mais peut organiser des visites chez ses adhérents industriels et designers.	Institut Français d'Esthétique Industrielle, 14 rue de la Cure, 75016 Paris, France	A arrange	Français	-	-
Product design and packaging	Nature of design; introduction to product design and packaging; presentation techniques; basic product and packaging design; professional development and management.	The Design Centre, Federation of Hong Kong Industries, Hong Kong	July 5 weeks	Staff actively engaged in product design and packaging. English	1 month before start of course	\$HK650
Design of casting dies	Design practice, material specifications and heat treatment, metrology, process planning, design exercises in die casting dies.	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	April 1977 10 weeks	Degree in mechanical engineering with one year's experience. English	February 1977	Rs. 2,750
Design of cutting tools	Design practice, material specifications and heat treatment, metrology, process planning, design exercises in cutting tools.	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	October 1977 8 weeks	Degree in mechanical engineering with one year's experience. English	August 1977	Rs. 2,500
Design of jigs and fixtures	Design practice, material specifications and heat treatment, metrology, process planning, design exercises in jigs and fixtures.	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	January 1977 12 weeks	Degree in mechanical engineering with one year's experience. English	-	Rs. 3,000

INDUSTRIAL DESIGN (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Design of press tools	Design practice, material specification and heat treatment, metrology, process planning, design exercises in press tools.	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	July 1977 12 weeks	Degree in mechanical engineering with one year's experience. English	May 1977	Rs. 3,000
Tool, die and mould design	Course for design draughtsmen covers: design practice, metrology, material specification, testing and heat treatment, process planning, design of press tools, moulds for plastics and die casting dies, jigs and fixtures, cutting tools and gauges, specialization in press tools or moulds for plastics and die casting dies, or tooling for machining process (including special cutting tools or gauges and advanced jigs and fixtures).	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	January every year 1 year	Diploma in mechanical engineering. English	October every year	Rs. 4,000
Tool, die and mould design	Designing practice, process planning, design of gauges, special cutting tools, jigs and fixtures, press tools, moulds for plastics, die casting dies, material specification, testing and heat treatment, metrology and measuring techniques, special study and project work.	Central Institute of Tool Design, Balanagar, Hyderabad-500 037 A.P., India	October each year 2 years	Degree in mechanical engineering. English	31 August every year	Rs. 10,800
Instrument designing	Various courses for design engineers and technicians.	Institute for Design of Electrical Measuring Instruments, Chunnabhatti, P.O. Kurla, Bombay-70, India	To be arranged	Engineers English	-	To be arranged
Design for expert	Relation of design with craft tradition; designer's special skill in propagating traditional skills and materials into quantity production export items; industrial design and the international market scene; the role of international design bodies such as ICSID.	National Institute of Design, Palodi, Ahmedabad 7, India	November 1 month	Candidates from the managerial marketing sector interested in export manufacturing. English	To be announced later	Rs. 150,00
Industrial design visual communication	Textile, ceramic and graphic design. Film, photography, printing, typography.	National Institute of Design, Palodi, Ahmedabad 7, India	June and November Full time undergraduate programme: 5 years. Advance level: 2 to 3 years. Short term: 1 week to 3 months	Multi level entry: SSC or matriculation provision for post graduate and research programme. English	20 May and 19 October	Rs. 250.00 per year
Design promotion	Organization of design management courses/seminars on industry sector basis tailor-made to meet specific manufacturing/marketing needs. Courses designed to meet needs of high-level management personnel.	Coras Trachtala/Irish Export Board, Merrion Hall, Strand Road, Sandymount, Dublin 4, Ireland	To be arranged; various	Depends on content. English	-	To be arranged
Industrial plant and machinery	General design of an iron and steel plant; estimates and planning; plant for the storage and collection of raw material S; plant for coal and ore dressing; plant for coke production; plant for the production of pig-iron; plant for steel production; plant for hot-rolling and cold-rolling processes; forging steel foundries; as well as auxiliary machinery for iron and steel works; oxygen factories; purifying plants; pumping stations, etc. thermo-electric power stations: steam generators, steam turbines, transformers and other electrical machinery, command and control panels.	Istituto per la Ricostruzione Industriale (IRI), Via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged

INDUSTRIAL DESIGN (Cont'd)

Course or Seminar

Industrial design

Organizer, Venue

Japan International Co-operation Agency (JICA) under the auspices of Japanese Government, Shinjuku Mitsui Bldg., P.O. Box 216 2-1 Nishi-shinjuku, Shinjuku-ku, Tokyo, Japan

General description

Group training programme in industrial design.

Last date for receipt of applications

Qualifications, Language requirements

Commencing date, Duration

Fee

September 2 months English -

INDUSTRIAL INFORMATION AND DOCUMENTATION

Metodología para el uso de los elementos informativos

Manejo de la información en el campo de la tecnología.

A discutir 4 meses Nivel universitario. Experiencia en documentación. Español A discutir

Servicios de Información Técnica para la Industria

Organización y Operación de Centros de Información Diseminación selectiva de Información Servicio de campo. Resolución de Requerimientos Técnicos, Formación y Manutención de Fuentes de Información.

Variante 1 mes Nivel universitario. A fijar

Information et recherche documentaire

Etude des techniques et des pratiques les mieux adaptées au "service" que l'on peut attendre de la fonction "documentation".

A arranger 3 semaines Qualifications professionnelles. Français A arranger

Industrial information

Industrial information systems; PERT/GPM; industrial classification; operations research; industrial survey, market survey; project identification and evaluation.

To be arranged University degree. English To be arranged

Ingeniería

Tecnología en ingeniería, ciencias de la educación, ingeniería mecánica, ingeniería eléctrica, ingeniería industrial, tecnología eléctrica, mecánica, industrial y química.

enero 8 meses Bachillerato y pruebas de admisión del ICRES. Español A debatir

Science and technology in the development process

Science and technology in the development process, including topics such as management of change in a developing society; planning for change in a developing society; planning and control function; patterns of public administration; community development, industrial structure and entrepreneurship, and agricultural development; macro-management, with special reference to management of research and development at laboratory level.

To be arranged 5 to 6 weeks African Senior policy-making civil servants in economic planning, industry, agriculture and finance ministries, as well as senior managerial and technical personnel in parastatal enterprises or appropriate applied technology agencies. English

INDUSTRIAL PLANNING AND PROGRAMMING

Universidad Tecnológica de Pereira, Apartado aéreo 97, Pereira, Colombia

The Government of India in collaboration with the Administrative Staff College of India (Hyderabad) co-ordinated by the United Nations Economic Commission for Africa, P.O. Box 3001, Addis Ababa, Ethiopia

INDUSTRIAL PLANNING AND PROGRAMMING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Business economics	Economy of the enterprise; industrial economics; programming of the firm; sectoral planning; location of industrial activities, accounting; budgeting; organization of the firm.	ENI Scuola Superiore "Enrico Mattei" 5, Donato Milanese, 20097 Milan, Italy	1 November 1977 8 months	University degree English	31 May	-
Industrial planning	Practical and theoretical on-the-job programmes which will enable participants to perfect their knowledge in the field of planning, controlling and evaluating industrial activities to be carried out according to policies or development plans of a country, an area, or of one particular sector.	Istituto per la Ricostruzione Industriale (IRI), Via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977 5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Plant layout and materials handling	The systems concept in planning, plant location - factors affecting selection, factory buildings - types and design, types of factory layout, factors affecting layout, analysis of layout plant, evaluation, and selection of optimum layout, installation of factory layout, principles of materials handling, analysis of materials handling problems, selection of materials handling system, types of materials handling equipment.	Asian Productivity Organization Aoyama Dai-ichi Mansions, 4-14 Akasaka 5-chome Minato-ku, Tokyo 107, Japan	3rd quarter 1977 6 weeks	Technical consultants or industrial engineers of national productivity organizations or equivalent bodies. English	-	To be arranged
Project feasibility	The developing economies; sectoral preferences and project identification; needs, objectives and arrangements for feasibility study; marketing feasibility; technical feasibility; financial feasibility; management analysis; project implementation schedule and project monitoring; economic analysis; project case study sessions and discussions.	Asiar Productivity Organization (in the association with the Asian Development Bank) Aoyama Dai-ichi Mansions, 4-14 Akasaka 5-chome Minato-ku, Tokyo 107, Japan (Philippines and Japan)	January 1977 7 weeks	Middle and senior managers from national productivity organizations, development banks, financial institutions, industrial advisory bodies and extension institutions or industrial promotion agencies. English	-	To be arranged
Industrial project evaluation	-	The Arab Planning Institute, P.O. Box 5814, Safat, Kuwait	Late February 1978 about 6 weeks	University degree plus experience in field of project development, project formulation and project analysis. English, Arabic	October/November 1977	-
Project identification	-	The Arab Planning Institute, P.O. Box 5814, Safat, Kuwait	Late February 1978 about 6 weeks	University degree plus experience in field of project development, project formulation and project analysis. English, Arabic	October/November	-
Industrial relations and labour studies	Economic policy and planning; statistics and national accounting; regional development; development administration; international relations and development; urban social development; rural development.	Institute of Social Studies, Molenstraat 27 (as of September 1977: Badhuisweg 351) The Hague, Netherlands	1 October 1977 6-9 months	Bachelor's degree, several years experience. English	-	Guilders 1,000 to 1,500

INDUSTRIAL PLANNING AND PROGRAMMING (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
Industrialization	This international summer course covers various topics related to the theory and practice of industrial development, visits to organizations, institutes and industrial settlements in the Netherlands. The programme comprises the following: (a) introduction and general remarks on the economic and social development in the Netherlands. (b) Possible role, services and facilities offered by the Netherlands Government with respect to international development co-operation. (c) General aspects of industrial development. (d) Problems in selected sectors of industry such as: development of dried food products, development of fertilizers, food products, storage and processing of horticultural produce, rubber industry development, cashew nut industry, tropical timber, etc.	Netherlands Universities Foundation for International Co-operation (NUFFIC) 27 Molenstraat, The Hague, Netherlands	18 July 1977 6 weeks	University degree, English	1 June 1977	Guilders 2,000
Regional industrial development	The course is aimed at diminishing the shortage of qualified executives in the field of regional industrial development by providing theoretical and practical training in programmes of regional industrialization in the Netherlands. The principal subjects covered include: industrial development; regional industrialization; industrial projects; industrial promotion.	Research Institute for Management Science (R.V.B.) P.O. Box 143, Delft, the Netherlands	18 January and 26 July 1977 and 17 January and 25 July 1978 21 weeks	B.Sc. or M.Sc. and experience in industrial management. English	2 months in advance	Guilders 6,000
Production engineering	Production engineering, design and development, standards.	State Heavy Engineering and Machine Tool Corporation Ltd., P.O. Box, Dr. Ziauddin Ahmad Road, Karachi-4, Pakistan	1 January 3 to 12 months	Degree in mechanical engineering. English	1 November	-
Evaluación de proyectos industriales	Programa teórico-práctico en todos los aspectos de la evaluación de proyectos industriales. Asimismo, los becarios tendrán la posibilidad de familiarizarse con las principales características del sector industrial portugués, recibir información directa sobre las políticas adoptadas con relación a la pequeña y mediana industria y relacionarse con diversas dependencias gubernamentales y de planeamiento sectorial para apreciar en términos globales la situación de la economía de Portugal y, especialmente, de su sector manufacturero.	Asociación Latinoamericana de Instituciones Financieras de Desarrollo (ALIDE), Apartado 1230, Lima, Perú (Lisboa, Portugal)	Abril y septiembre 1977 y 1978 3 meses	Titulo superior. Español	-	A debatir
Regional industrial development	Introductory economic analysis, development of an area, problem solving, regional development, statistics, development of industrial enterprises, industry studies, economic survey exercise, fieldwork.	Institute for Small-Scale Industries, University of the Philippines UP Campus, Diliman, Quezon City, the Philippines	5 May 1977 6 months	Bachelor's or Master's degree. English	6 weeks before start of course	US\$500
Planification économique	La théorie et la pratique de la planification à l'échelle nationale, compte tenu des besoins et des conditions des pays en voie de développement.	École Centrale de Planification et de Statistique, Institut d'Economie des Pays en voie de Développement, 24 rue Rakowiecka, Varsovie, Pologne	5 janvier pour la version française, 1 octobre pour la version anglaise 5 et 6 mois respect.	Diplôme d'études en sciences économiques, expérience professionnelle. Français ou anglais	1 Novembre pour le cours français 30 juin pour le cours anglais	

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Town and country planning	The theory and practice of physical planning, with particular attention to regional planning and to the correlation between urban and regional development.	Technical University of Szczecin, Piastow 15, Szczecin, Poland	Early January 6 months	Higher studies diploma in the field of spatial planning, professional practice. English	-	-
Development planning	Strategy and techniques of development planning for land-locked countries; factors contributing to the relatively low rate of development, identification of the existing constraints and a practical method of mitigating the rigour of these constraints will receive special attention in the course.	United Nations Asian Development Institute, Sri Ayudhya Road, P.O. Box 2-136, Bangkok, Thailand (a land-locked country)	April 1977 6 weeks	Civil servants engaged in the planning and implementation of national development programme. English	-	-
Planning and appraisal of industrial projects	The project planning environment; project identification and preparation; financial planning; economic appraisal; social cost benefit analysis; sources of finance; analytical techniques for planning and control; implementation and management; review.	University of Bradford, Bradford, Yorkshire, United Kingdom	10 January 1977 12 weeks	University degree; interest in planning, design evaluation and implementation of development projects. English	-	£850
Desarrollo agroindustrial	Ejecución y control de proyectos agroindustriales.	Organización de los Estados Americanos, 17th Street and Constitution Avenue, N.W. Washington, D.C.20006, United States of America (Puerto Rico)	Agosto o septiembre 8-10 semanas	Calificaciones profesionales. Español	-	-
Localización industrial	Por determinar.	Organización de los Estados Americanos, 17th Street and Constitution Avenue, N.W. Washington, D.C.20006, United States of America	A fijar	Calificaciones profesionales. Español	-	-

INVESTMENT PROMOTION AND INDUSTRIAL FINANCING

Credit à l'Industrie	<ol style="list-style-type: none"> 1. Evolution générale de la Société nationale de crédit à l'industrie depuis son origine. Situation et place occupée dans l'économie du pays. 2. Organisation actuelle, étude du fonctionnement interne, vue d'ensemble des différents services. 3. Activité des services - crédits. 4. Activité du Département financier - collecte des capitaux. 	Société nationale de crédit à l'industrie (SNCI) Bruxelles, Belgique	A arranger 3 semaines	Niveau universitaire Français, néerlandais	-	A arranger
Organization and development of Chambers of Commerce	To be arranged in Chambers of Commerce in seven European countries.	International Chamber of Commerce, 38 Cours Albert I, Paris 75008, France. (Training in Austria, France, Italy, Netherlands, Federal Republic of Germany, Spain or United Kingdom)	1-3 months	Professional education and executive post with Chamber of Commerce or similar body in developing countries. English, French or German	-	-

INVESTMENT PROMOTION AND INDUSTRIAL FINANCING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications
Feasibility study	Financial analysis; technical analysis; marketing analysis; economic analysis.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	To be arranged	Evaluation officers. English	-
Investment promotion	Study of strategies and instruments in the process of promoting investment in developing countries. Emphasis is on promotion in investments in specific areas, uses of natural resources and development of export capacity.	Ministry of Trade and Industry, Jerusalem, Israel	January 1 1/2 months	2 years experience in a government industry or in an investment bank or correlate. English	To be arranged
Les financements de la IRI	Conférences données occasionnellement à des groupes de stagiaires de passage ou, plus exceptionnellement, organisation de brefs stages d'information sur l'activité et les méthodes de la IRI dans la Communauté Economique Européenne (CEE) et dans les pays d'Afrique, des Caraïbes, du Pacifique et les pays du bassin méditerranéen ayant conclu avec la CEE des accords comportant une coopération financière.	Banque Européenne d'Investissement (BEI), 2 place de Metz, Luxembourg	A arranger	Précisées dans chaque cas particulier. Français et anglais	-
Crédito industrial	Análisis y procesamiento del crédito industrial, incluyendo pequeña y mediana industrias, análisis y procesamiento de crédito artesanal, evaluación de proyectos, calificación, control y seguimiento de créditos, asistencia técnica.	Asociación Latinoamericana de Instituciones Financieras de Desarrollo (ALIDE), Apartado 1230, Lima, Perú. (Organizado por el Banco Industrial del Perú)	Julio 2 meses	Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-
Crédito industrial	Funciones y objetivos, estructura y organización, políticas de crédito industrial, planeación y análisis de créditos, administración de préstamos, análisis de proyectos agro-industriales, coordinación. Crédito artesanal. Crédito minero. Fondo financiero industrial y fondo para inversiones privadas. Evaluación e intercambio de conocimientos y experiencias.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por Caja de Crédito Agrario, Industrial y Minero, Bogotá, Colombia.)	Marzo 2 meses	Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-
Crédito industrial	Política de crédito industrial, análisis de proyectos industriales, análisis de proyectos públicos, sistema de financiamiento a la pequeña y mediana industria, financiamientos directos, procesos de contratación de empréstitos, operaciones en moneda extranjera, visitas y prácticas en otros organismos.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por Banco do Nordeste do Brasil S.A., Fortaleza, Ceará, Brasil.)	Abril 4 meses	Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español, portugués	-
Crédito industrial	Programa teórico-práctico que comprende tres fases: un curso de tres semanas de duración ofrecido por personal técnico de planta del Instituto de Crédito Oficial (España) con el objeto de que los becarios se familiaricen con el sistema financiero español en general y el de crédito oficial en particular. Un programa especial, de diez días de duración de visitas a empresas financiadas por el crédito oficial español. Un período de adiestramiento en servicio de ocho semanas en el Banco de Crédito Industrial, para conocer en la práctica el funcionamiento del crédito a las inversiones en la industria.	ALIDE, Apartado 1230, Lima, Perú (Madrid, España)	Marzo 1977 y 1978 3 meses	Título superior. Español	A debatir

INVESTMENT PROMOTION AND INDUSTRIAL FINANCING (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing Date, Duration	Qualifications, Language Requirements	Last date for receipt of applications	Fees
Crédito industrial	Sistema del crédito oficial español, funcionamiento del crédito a las inversiones en la industria, prácticas en el banco de crédito industrial y visitas a entidades y organismos.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)	Marzo 3 meses	Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Evaluación de proyectos industriales	Operativa y técnica del crédito y proyectos industriales.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Nacional de Desarrollo, Buenos Aires, Argentina.)	Marzo 4 meses	Ser funcionario de una institución financiera de fomento latinoamericana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español.	-	-
Financiamiento de la construcción y equipamiento de astilleros	Programa teórico-práctico que comprende tres fases: un curso de tres semanas de duración, ofrecido por el personal estable del Instituto de Crédito Oficial (España) con el objeto de que los becarios se familiaricen con el sistema financiero español y el de crédito oficial en especial. Un programa especial de diez días de duración, de visitas a empresas financiadas por el crédito oficial español. Un período de adiestramiento en servicio de ocho semanas, en el Banco de Crédito a la Construcción para conocer en la práctica el funcionamiento del crédito a la construcción y el equipamiento de astilleros.	ALIDE, Apartado 1230, Lima, Perú (Madrid, España)	Marzo 1977 y 1978 3 meses	Título superior. Español	-	A debatir
Financiamiento del desarrollo	Programa teórico-práctico, comprende el análisis de diversos aspectos relacionados con el financiamiento del desarrollo. Se desarrollará en las principales áreas de actividad de la corporación y abarca aspectos referidos al procesamiento de los proyectos y su financiación, la administración de créditos, la asistencia y promoción industrial.	ALIDE, Apartado 1230, Lima, Perú (Caracas, Venezuela)	Septiembre y Noviembre 1977 y 1978 5 semanas	Título a nivel superior. Español	-	A debatir
Financiamiento de las inversiones para la integración	El programa comprende el estudio de carácter práctico en los diferentes servicios del Instituto para la Integración de América Latina (INTAL); realización de estudios, bajo la conducción del personal de planta de INTAL, conducentes a la eventual participación de una monografía relacionada con la participación de la banca de desarrollo en el financiamiento de inversiones de integración; sistematización de la información disponible relacionada con el monto global de inversiones en Latinoamérica durante el período 1966/1976 en los proyectos definidos como de integración; determinación de la participación de la banca de desarrollo en el financiamiento de los respectivos proyectos, analizando la que ha correspondido a la banca de desarrollo.	ALIDE, Apartado 1230, Lima, Perú (Buenos Aires, Argentina)	A debatir 3 meses	Título a nivel superior. Español	-	A debatir
Evaluación of industrial projects	Analysis of projects to meet new economic objectives; the choice of optimum variants with the help of efficiency ratios; the stages in the analysis of investment projects according to the IERD methodology; the study of the market and the programming of industrial development in the developing countries.	"Stefan George" Academy CEFEA (International Advanced Training Centre for Cadres, Clujeni, Sos. Odai C., Bucharest, Romania, in co-operation with the Investment Bank of Romania, IERD Economic Development Institute	20 January 5 weeks	Cadres with university degree; field of activity: implementation of industrial objectives. Age: 20-35 years English, Rumanian.	-	3,000 lei

MAINTENANCE AND REPAIR

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Maintenance - implantation - distribution	Les techniques d'analyse et de mesure du travail en maintenance; la conception des implantations industrielles; mécanisation et automatisation dans les manufactures d'organisation de stockages industriels et de distribution; gestion des manufactures dans le contexte de l'entreprise; conclusions générales. Cet enseignement est basé essentiellement sur des travaux pratiques. De plus, il doit être illustré de façon concrète par de nombreuses visites d'entreprises belges ayant des réalisations intéressantes dans ce domaine.	Institut de formation aux techniques d'implantation et de maintenance (IFIM) c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5 Bruxelles, Belgique	Indifférent (sauf juillet - août) 1 à 2 mois	Cadres techniciens ou ingénieurs ayant au moins 5 ans d'expérience industrielle. Français	3 mois au moins avant la date de commencement du stage	A déterminer selon les cas et le nombre de participants
Preventive maintenance	Theory and planning of lubrication; maintenance organization and planning; economic aspects of maintenance; work measurement techniques for maintenance work; multiple activity chart; coding and stores keeping; incentive schemes in maintenance; and modern tools used in planning.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 3 weeks	University degree. Arabic	-	80 M
Maintenance management (Mechanical forest industries)	Training in the planning and execution of maintenance, in-plant training in plants of woodworking industry.	The Finnish National Board of Vocational Education, Department of Forestry Education, Hakaniemenkatu 2, 00530 Helsinki 53, Finland	To be arranged 6 weeks	Professional experience. English	-	-
Maintenance management	General principles; machinery maintenance; maintenance of service plant; electrical maintenance; building maintenance; vehicle maintenance; management techniques.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Senior-level engineering executives responsible for plant maintenance in medium to large-sized enterprises in developing countries or consultants or factory inspectors of similar rank and specialization, with at least 5 years management or engineering executive experience and a university education or adequate experience. Age: 30-45. English	-	-
Maintenance technology	Mechanisms; investigation and repair techniques; inspection techniques; maintenance applications; salvage techniques; advanced technology; personal development; transmission of knowledge.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Persons with a recognized qualification in advanced mechanical engineering subjects and at least 3 years experience in industrial manufacturing, technical service activity or vocational or technical training institutions. Age: 25-40. English	-	-
Para machinery maintenance	Lectures 50 per cent; on-the-job training 20 per cent; observation 30 per cent.	Technical Co-operation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (National Farm Machinery Training Centre, Suwon)	Throughout year 1 month	University graduates. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Perfeccionamiento de ejecutivos (Curso intensivo - CIFE)	Análisis de problemas económicos; comercialización; comportamiento organizativo; contabilidad gerencial; evaluación de proyectos y finanzas de empresas; la empresa y su contexto; política de empresas; principios de administración.	IDEA (Instituto para el Desarrollo de Ejecutivos en la Argentina), Moreno 1850, Buenos Aires, Argentina	Agosto 1977 y 1978 9 semanas	10 años de experiencia, graduado universitario, ocupar posición gerencial. Español	-	A debatir
Programa de administración de empresas (PADE)	Contexto organizativo I (organización y proceso de gerencia); sistema administrativo contable; sistema financiero; sistema de comercialización; contexto social; contexto económico; contexto organizativo II (comportamiento humano, sistema de producción; sistema de administración de recursos humanos.	IDEA (Instituto para el Desarrollo de Ejecutivos en la Argentina), Moreno 1850, Buenos Aires, Argentina	Octubre 1977 y 1978 4 semanas	5 años de experiencia en empresas, graduado universitario. Español	-	A debatir
Management	General marketing, finance, production and personnel management.	Australian Institute of Management, 65 Queens Road, Melbourne 3004 Australia	Variable	Executive experience in industry. English	-	from \$A32 to \$A547 according to course
Gestion des entreprises	Séminaire comprenant des exposés donnés par des ingénieurs du Bureau Gombert particulièrement expérimentés en organisation et gestion des entreprises suivis de discussions et d'études de cas concernant les différents aspects de la gestion des entreprises: gestion générale: structure, comptabilité, recherche opérationnelle, informatique; gestion du personnel: qualification du travail, systèmes de rémunération, formation dans l'entreprise; gestion des approvisionnements: gestion des stocks, procédures d'approvisionnement et de distribution; gestion de la production: étude du travail, planning, contrôle de la qualité, prix de revient; gestion des équipements: choix des investissements, introduction de nouveaux équipements, développement de l'entretien préventif; gestion des ventes: rôle de la fonction commerciale, distribution de la production. Le programme du séminaire est réglé dans ses détails (sujets, cas traités) d'après les domaines d'intérêt des participants et leurs problèmes.	Bureau d'ingénieurs-conseils GOMBERT Chaussée de Charleroi, 123A B-1060 Bruxelles Belgique	Avril et septembre de chaque année 6 semaines	Humanités complètes suivies d'une formation spécialisée. Expérience professionnelle minimum de 2 ans. Occupation actuelle ou à venir d'une fonction de gestion de contrôle ou de conseil dans une entreprise ou un organisme public d'assistance et de promotion des entreprises. Connaissance du français parlé et écrit. Français	3 mois avant le début de la session choisie	A arranger
Organisation et gestion des entreprises	Stage individuel en organisation et gestion des entreprises comprenant: des exposés et discussions sur des sujets généraux choisis parmi ceux que le stagiaire souhaite approfondir et suivis de lectures dirigées d'ouvrages généraux et de rapports d'études de cas; la participation à des études et travaux entrepris par les ingénieurs-conseils du bureau Gombert; des séjours guidés dans des entreprises et organismes publics belges; la constitution d'une documentation et la rédaction du rapport de stage. Le stage permet de connaître et d'approfondir les méthodes et techniques de gestion propres aux grandes fonctions de l'entreprise: direction générale, direction du personnel, production, approvisionnement, gestion des équipements, ventes.	Bureau d'ingénieurs-conseils G. Gombert, Chaussée de Charleroi 123A B-1060 Bruxelles, Belgique	A fixer suivant la formation demandée	Humanités complètes suivies d'une formation spécialisée. Occupation d'une fonction participant à l'organisation ou à la gestion d'une entreprise, d'une administration ou d'un service public. Connaissance du français parlé et écrit.	2 mois avant la date souhaitée pour le début du stage	A fixer

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Fee
Programme multi-dimensionnel de formation à la gestion scientifique des entreprises	Introduction; relations internes; gestion budgétaire; techniques de base du management; informatique; recherche opérationnelle; marketing; gestion financière.	European Institute of Management Avenue de Tervueren, 212 Bruxelles, Belgique	1er avril au 15 mai 6 semaines	Posséder au moins 5 ans d'expérience dans une fonction de cadre. Français	A discuter
Gestion	Expériences européennes poursuivies en vue d'adapter les méthodes et techniques de gestion aux besoins des entreprises et à l'environnement socio, économique, culturel, et en vue également de diffuser un perfectionnement adéquat des dirigeants et cadres d'entreprises.	Fonds Léon A. Bekart, rue Bréderode 2, Boite 3, 1000 Bruxelles, Belgique (Belgique et autres pays d'Europe)	7 janvier 1977 2½ mois	Etre dirigeant de centre de perfectionnement en management latino-américain; être diplômé en sciences de management et posséder une expérience suffisante dans un centre de perfectionnement; être mandaté par un centre où le candidat poursuivra sa collaboration à son retour. Français et anglais	-
Conditions de création d'entreprises	Organisation générale de l'entreprise et des principaux départements; structures; (le calcul prévisionnel, le marché, coûts, prix de revient, projets); le modèle économique, structure, modèles particuliers (investissements, stocks, trésorerie); étude des potentiels (marché, matières, personnel, etc.); exploitation des modèles (par la décision de création, par l'exploitation (contrôleur).	Société de Recherche Opérationnelle et d'Economie Appliquée, SORCA S.A. 522 Avenue Louise, Bruxelles 5, Belgique	A arranger 2 à 3 mois (plus éventuellement stage)	Grade correspondant à celui d'ingénieur civil ou commercial, licencié en sciences politiques, économiques ou financières; si possible une certaine expérience industrielle ou commerciaux. Français, éventuellement anglais	A discuter
Recherche opérationnelle (industrie)	Toute l'application des techniques modernes de recherche opérationnelle dans l'industrie: rappel de méthodes mathématiques classiques; valeur extrême des fonctions; analyse combinatoire; théorie des jeux; applications particulières; gestion des stocks; investissements; entretien; implantation - PERT - etc.; rappel de statistique mathématique; programmation linéaire; files d'attente; Théorie des jeux; théorie de l'information; Monte-Carlo; liaison avec le traitement sur ordinateur.	Société de recherche opérationnelle et d'économie appliquée SORCA S.A. 422, avenue Louise, Bruxelles 5, Belgique	A arranger	Formation mathématique équivalente à une ou deux années d'études universitaires (polytechnique). Si possible: une certaine pratique industrielle. Français, ou anglais	A discuter
Administración	Destinado a preparar a ejecutivos de alto nivel para permitirles implantar el sistema de administración por objetivo en sus respectivas empresas. Conocimientos de administración; economía; conceptos de empresa, planificación, organización empresarial, técnicas de organización del trabajo y control.	IMACAP, Casilla 10205, Santiago, Chile	A discutir 80 horas	Ejercer un cargo de ejecutivo medio o superior de una empresa. Español	US\$100
Especialistas en capacitación y desarrollo de personal	Preparación de un especialista capaz de desempeñarse como administrador del proceso de capacitación y desarrollo de personal en la empresa; conocimientos de administración de empresas; principios y técnicas para capacitación y desarrollo de personal; conocimientos para la formación de monitores de capacitación en la empresa; psicología industrial; relaciones humanas; comunicaciones; teoría de las comunicaciones interpersonales; técnicas para determinar necesidades de calificación de personal, etc.	IMACAP, Casilla 10205, Santiago, Chile	A discutir 300 horas	Licencia secundaria o su equivalente. Encontrarse ejerciendo un cargo relacionado con el curso o de administración superior en una empresa. Español	US\$175

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Administración de empresas	Desarrollo organizacional, proceso administrativo, comercialización, organización de oficinas, administración financiera, dirección de personal, comercio internacional, seguros y administración de la producción.	Instituto Colombiano de Administración (INCOLDA) Centro de Productividad del Caribe, Carrera 45 No. 33-14, apartado aéreo 387, Barranquilla, Colombia	Variable	Español	-	A convenir
Alta gerencia	Programa de administración para altos ejecutivos; psicología en el trabajo; desarrollo organizacional; administración por objetivos y autocontrol; análisis de inversiones; análisis financiero; temas económicos; marketing; desarrollo político; sistemas modernos de información y control gerencial; política de empresa.	Universidad de los Andes Bogotá, Colombia	Octubre 1 año	Posición ejecutiva destacada. Experiencia ejecutiva mínima de 5 años. Español	10 septiembre	Col.\$35.000
Management	Managerial accounting; marketing management; production management; industrial engineering; O M techniques; business mathematics; economics; finance; human behavior and organizations; principles of management; business policy; environmental studies; appraisal of projects.	The Cyprus Productivity Centre, 7 Byron Avenue Nicosia, Cyprus	January 1977 6 months	University degree. English	-	To be arranged
Management	Diploma programme provides a sound framework of concepts and analytical methods and techniques enabling participants to comprehend and assimilate on-the-job training which will be offered also as part of the programme, and equip them to execute effectively the usual duties of "assistant general manager" or "functional manager". Syllabus covers all the functional areas of management and interdisciplinary subjects necessary as background for effective management.	The Mediterranean Institute of Management (M.I.M.) P.O. Box 4019, Nicosia, Cyprus	19 September 1977 10 months	University degree. English	-	CS120
Administración industrial	Por determinar.	Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril 1 año	Graduado universitario. Español	Enero	A discutir
Management	Short courses given throughout the year on: productivity, work study, preventive maintenance, production planning and control, quality control, industrial costing, marketing management, export marketing, purchasing and storage, performance evaluation, managerial training.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt (and Alexandria)	Up to 2 weeks	Top and middle management. Arabic	-	-
Management accounting	Duties and responsibilities of cost accounts; standard costs; labour costing and control; cost reduction and waste control; human relations; profit; budgeting and budgetary control; basic uniform cost accounting system.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 7 weeks	Two years professional experience. Arabic	-	65 E£
Performance evaluation	Control theory in administration; productivity pointers; cost accounting as a tool of control and performance evaluation; statistical representation; introduction to computer; work study and performance rates; uniform accounting system and managerial reports.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 7 weeks	Two years experience for university graduates. Arabic	-	66 E£

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Production engineering	Productivity and how to increase it; introduction to work study; work conditions; multiple activity chart; case studies; plant layout and materials handling; introduction to work measurement; work measurement techniques; break-down cycles into elements; cost accounting.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 10 weeks	University degree. Arabic	-	90 E£
Production engineering	Relation between production, sales, purchasing, costing and planning; material control; work study (for production planning); tools, drawings and costing system; principles of production planning and control; scheduling and machine loading; economic production size; and economic purchasing lot size.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 7 weeks	University degree. Arabic	-	54 E£
Management training	Management training functions, techniques and methods and subject matter relevant to the training needs of management educators and trainers; the substantive content of the training will include such topics as factors affecting training; systems approach to training and learning; identifying and analysing training needs; course programme design; evaluation and follow-up of training; selection, use, design and production of instructional materials; effectiveness of various training methods; administrative aspects of management training and education; management training problems in Africa; management training policy and strategy in participants' home countries; developing local case study materials, etc.	African Management Development Institutions co-ordinated by the United Nations Economic Commission for Africa, P.O. Box 3001, Addis Ababa, Ethiopia	To be arranged 3 months	African management educators and trainers from African Management Development Centres or Institutes, including Administration. English and French	-	-
Procurement and supplies management in Africa	Techniques and practices required for efficient procurement and supplies management; instructional methodology including development of instructional materials. (a) Organization analysis with respect to allocation of responsibilities and functional inter-relationships; (b) Organization development and institution building; (c) Review and improvement of operating techniques with respect to acquisition forecasting and planning; procurement; classification and codification; material handling and flow; cost reduction measures to embrace surplus goods obsolescence; preservation maintenance and protection of stocks.	The United Nations Economic Commission for Africa, P.O. Box 3001, Addis Ababa, Ethiopia	To be arranged 6-9 months	African procurement personnel at management and supervisory levels, nominated by their government. English and French	-	-
Management	Basic management functions; economic analyses and forecasting; interpersonal and interdepartmental relations in the company; marketing management, etc. Special programmes for developing countries.	The Helsinki School of Economics, Development Co-operation Project/PRODESC, Runeberginkatu 22-24, 00100 Helsinki 10, Finland	To be arranged 2-4 weeks	High or middle level executives from business enterprises. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Gestion de l'entreprise	Préparation d'une série d'entretiens directs et de visites avec des responsables d'une vingtaine d'entreprises. Une réflexion approfondie sur certains aspects du thème général est favorisée par une division des étudiants en commissions qui ont la liberté de choix. Ces sessions sont précédées et suivies par des journées d'études destinées à replacer l'expérience dans son contexte réaliste.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDIMOM) 12 rue de Berri, 75008 Paris, France, en liaison avec la Chambre de Commerce et d'Industrie de Marseille	1 juillet 1 mois	Etudiants africains des Grandes Ecoles (en 2 ^e année de scolarité minimum) et étudiants 3 ^e cycle d'études supérieures Français	2 mois avant le début du stage	-
Gestion industrielle	Stages de formation pratique axée sur: une large participation aux mécanismes du fonctionnement des services de personnel des entreprises d'accueil et aux activités des diverses cellules de production. Objectif: tenter de concilier les impératifs de rentabilité de l'entreprise avec les sentiments individuels et collectifs de l'homme au travail; une série de contacts avec les différents partenaires des entreprises: patronat, cadres, ouvriers, syndicats etc. et diverses institutions représentatives de celles-ci: délégués du personnel, comités d'entreprises, etc.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDIMOM) 12 rue de Berri, 75008 Paris, France. (Grande région industrielle, souvent portuaire, de France)	Septembre 1 mois	Promotion des hauts fonctionnaires étrangers de l'Institut International d'Administration Publique (I.I.A.P.) (section sociale, 2 ^e cycle) et élèves des E.N.A. africaines envoyés par leur gouvernement. Français	2 mois avant le début du stage	-
Assistant technique de gestion	Organisation de l'entreprise; gestion du personnel; gestion commerciale; gestion financière.	CNOR-Collège des Sciences Sociales et Economiques, 14 rue Monsieur le Prince, 75006 Paris, France	Septembre 17 semaines + 4 semaines d'application en entreprise	Formation professionnelle. Français	-	FF.10,500
Cycle de formation à la gestion	Initiation à l'économie générale et à la gestion de l'entreprise; marketing opérationnel; entraînement à la communication; fonction personnel et relations de travail; initiation comptable et gestion financière (1 ^{er} niveau); gestion financière (2 ^e niveau); entraînement à la prise de décision.	CNOR-Collège des Sciences Sociales et Economiques, 14 rue Monsieur le Prince, 75006 Paris, France	Octobre 7 modules de 12 semaines (étalés sur 2 à 3 ans)	Formation professionnelle. Français	-	FF.3,000 par module
Direction et management	Efficacité personnelle des dirigeants d'entreprise; la stratégie de développement; la direction par objectifs; l'enrichissement des fonctions; diagnostic et valeur de l'entreprise.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	M.-octobre 16 jours (échelonnés sur 1 an)	Formation professionnelle. Français	-	A arranger
Formation aux techniques de l'organisation administrative	Rôles et domaines de l'organisation administrative; les techniques de diagnostic, d'analyse, de conception et d'amélioration; la spécificité des interventions à l'intérieur des différentes fonctions de l'entreprise.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Novembre 14 jours (échelonnés sur 3 mois)	Formation professionnelle. Français	-	FF.5,800
Gestion industrielle	La production; le stock; méthodes modernes de gestion de la production; ordonnancement et planning; maintenance et stockage; gestion des stocks à l'ère de l'informatique; introduction à l'analyse de valeur; analyse de valeur administrative; analyse de valeur des procédés; analyse de valeur et conception des produits; brevets et licences; les marques.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Début octobre 30 jours (échelonnés sur 1 an)	Formation professionnelle. Français	-	A arranger

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	Gestion financière; gestion du personnel; marketing; les éléments de la prise de décision - management.	CNOR-Collège des Sciences Sociales et Economiques, 14 rue Monsieur le Prince, 75006 Paris, France	Septembre 14 semaines +5 semaines d'application en entreprise	Formation professionnelle. Français	-	FF.10,500
L'organisateur au service de la gestion	La conduite et les caractéristiques d'une mission d'organisation; la méthodologie d'appréhension et de résolution des problèmes; les outils d'aide à la décision; l'inventaire des domaines d'intervention; planification et stratégies.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 14 jours (échelonnés sur 3 mois)	Formation professionnelle. Français	-	FF.5,800
Outils scientifiques de gestion	Comprendre les statistiques; aide à la décision; l'apport des mathématiques; informatique 1: ce que tout cadre ne peut plus ignorer; informatique 2: pour coopérer avec les informaticiens; techniques de prévision.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Début octobre 17 jours (échelonnés sur un an)	Formation professionnelle. Français	-	A arranger
Advanced management (Stanford-INSEAD programme)	To equip senior managers with the necessary background and skills for handling the general responsibilities of management in an international setting. Topics covered during the course: business and economic policy, business policy, financial management, marketing management, organizational behaviour, quantitative methods, management accounting.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	3 July 1977 4 weeks	Senior executives between 35 and 55 years old with a minimum of 10 years business experience. English	June 1977	FF.16,000
Executive training	To prepare executives whose activity has been mainly in functional areas for positions of increasing responsibility in divisional or general management. Objectives of the programme are to ensure a basic knowledge and level of competence in the fundamental areas of management: finance, marketing, management science and the computer, organisational behaviour and human relations, operations management, and the relationship between business firms and their environment.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	17 April 1977 (English course) 2 October 1977 (course repeated in French) 7 weeks	For executives between 30 and 45 years old with at least 7 years business experience. English or French	March 1977 (English) September 1977 (French)	FF.21,000
General management	Basic courses include marketing; finance; organizational behaviour; operations research; accounting and control; the European business environment and business policy. Elective courses offer participants the possibility to specialize in areas of their choice.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	September 9 months	University degree; fluency in at least two of INSEAD's three working languages (English, French, German); aged between 22 and 30 years old; some experience	March	FF.22,000
Gestion et comptabilité		PROMOGABON, B.P.172, Libreville, Gabon	Juillet 1977 3 mois	Entrepreneur gabonais. Français	-	A arranger

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
General management	<p>In addition to an introduction and a language course, a 7-month specialized course in the form of standardized goal-oriented training periods to provide practical experiences during 4 months, and three one-month-seminar-courses to supplement and deepen knowledge of modern management procedures and methods. The programme deals with: general economic fundamentals and interdependencies, management-fundamentals, marketing, the "Kepner-Tregoe" method of rational management, logistics, production technology, accounting and controlling, personnel management. Special parts of the course are: activity training, the instruction periods are completed by a business game in logistics and an integrated management-game.</p>	<p>Carl Duisberg-Gesellschaft e.V. and Central Office for Employment, FRG (in co-operation with training departments of German firms) Hohenstaufenring 30-32, D 5000 Köln 1, and Feuerbachstrasse, D 6000 Frankfurt/M., Federal Republic of Germany</p>	<p>March and November 1 year</p>	<p>Completed university studies (economics or engineering sciences), about 5 years practical experience, age 27 to 40, English, good knowledge of another European language, nomination by employer. German</p>		<p>To be arranged</p>
Production management	<p>This practice-oriented seminar is divided into three main parts: individual preparation before starting programme, training course in the FRG, follow-up seminar of about 6 months after return to home country. The training course includes the following topics: introduction to p.m., structural and flow organization, network technique, production control and engineering, quality control, data recording, cost accounting, value analysis, operation research, preventive maintenance. The participants will have the opportunity to take an active part in the preparation and execution of a complete plant for a certain product of an enterprise. The course is rounded off by a comprehensive business game.</p>	<p>Carl Duisberg-Gesellschaft e.V., Hohenstaufenring 30-32, D 5000 Köln 1, Federal Republic of Germany (Germany and abroad)</p>	<p>April and July about 9 weeks</p>	<p>Completed university studies in engineering or equivalent knowledge, at least 5 years practical experience in a responsible managerial position in the field of production management. English</p>		<p>To be arranged</p>
Management	<p>Teacher training in case study approach to management. Development of original case study material to be used by African institutes of Management.</p>	<p>German Foundation for International Development (DSE) Seminar Centre Villa Borsig, Reiberwender 1, Berlin 27, FR Germany (Abidjan, Côte d'Ivoire).</p>	<p>To be arranged 4 weeks</p>	<p>French</p>		
Industrial management	<p><u>Management:</u> Management problems, organization, limitation of competences, re-orientation of the functions. <u>Selling of products:</u> Market research, choosing the assortment, publicity structure of the turn-over, sales organization, order handling, shipping. <u>Purchasing:</u> Organization, control of entries, store, stockpiling. <u>Production:</u> Production flow, work preparation, in-plant transport, full capacity, controlling. <u>Accountancy, finances:</u> Financial accounting, cost accounting, calculation, data collecting, reminding. <u>Personnel, social affairs:</u> Wages, suggestions, social aids, trainees.</p>	<p>Rationalisierungs-Kuratorium der Deutschen Wirtschaft (RKW) e.V. Gutleutstrasse 163-167, P.O. Box 11 91 93 D-5 Frankfurt am Main 2, Federal Republic of Germany. (Selangor, Kuala Lumpur, Malaysia)</p>	<p>To be arranged</p>	<p>Admission by the National Productivity Centre, Malaysia. English</p>		
Industrial management	<p>Value engineering; reliability and quality control; performance budgeting and corporate planning; integrated information system for higher productivity; profitability studies; management development; organizational development structure; productivity planning and control.</p>	<p>Rationalisierungs-Kuratorium der Deutschen Wirtschaft (RKW) e.V. Gutleutstrasse 163-167 P.O. Box 11 91 93 D-5 Frankfurt am Main 2 Federal Republic of Germany. (Varanasi, Uttar Pradesh, India)</p>	<p>To be arranged</p>	<p>Admission by the National Productivity Council, India. English</p>		

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	Various management courses and in-plant management seminars.	Rationalisierungskuratorium der Deutschen Wirtschaft e.V., Gutleutstrasse 163-167, 6000 Frankfurt a/Main, Federal Republic of Germany	Throughout year 1 day to 4 weeks	German	-	D.M. 100 to 1,500
Industrial engineering	General management appreciation and means of communication; method study; work measurement; other techniques; production management, maintenance management; cost analysis; network analysis; statistical method; inventory analysis; practical project in industry.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	To be arranged	Managerial position. English	-	-
Production management	Process of management; human relations and communications; the production function; work study; production control; quality control; maintenance; basic costing; inventory control; labour cost control; purchasing management; personnel management and development; sales planning; incentives; industrial relations.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	To be arranged	Production managers. English	-	-
Metodoanalista industrial	Estudio del trabajo I; matemáticas aplicadas (2 partes); elementos y práctica de dibujo industrial; elementos de legislación del trabajo; principios de organización y relaciones industriales; estadística general; mecánica aplicada; instalaciones y equipo; el método análisis y la producción; estudio del trabajo II.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 1977 9 meses	Bachiller en ciencias y letras o similar con 2 años de experiencia en empresas. Español	Enero 1977	A debatir
Técnico en aprovisionamiento industrial	Matemáticas aplicadas; estadística; legislación comercial; contabilidad; relaciones humanas y ética profesional; redacción de informes y técnicas de archivo; sistemas de abastecimientos; organización; administración y evaluación de la función de compras; control de inventarios.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 1977 9 meses	Bachiller en ciencias y letras o similar con 2 años de experiencia en empresas. Español	Enero 1977	A debatir
Técnico en elaboración	Matemáticas aplicadas; procesos industriales; maquinaria; control de calidad del proceso; cálculos de producción; comportamiento humano; seguridad e higiene; mantenimiento industrial; química general aplicada; estadística; operaciones fundamentales de fabricación.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 1977 9 meses	Bachiller industrial con 3 años de experiencia en empresas. Español	Enero 1977	A debatir
Técnico en mantenimiento industrial	Matemáticas aplicadas (2 partes); mantenimiento industrial; mecánica básica; mecánica aplicada; electricidad; instrumentación industrial; dibujo industrial y de máquinas; tecnología; lubricación; seguridad industrial; elementos de legislación del trabajo.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 1977 9 meses	Bachiller industrial con 3 años de experiencia en empresas. Español	Enero 1977	A debatir

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Técnico en operación y control de almacenes y bodegas	Administración de almacenes; matemáticas básicas; matemáticas aplicadas; aprovisionamiento; relaciones industriales; operación y control de materiales; elementos y práctica de dibujo; la operación de almacenes como parte de la producción; elementos de derecho mercantil.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 9 meses	Bachiller en ciencias y letras, contador o similar con 2 años de experiencia en empresas. Español	Enero 1977	A convenir
Técnico en relaciones industriales	Principios de organización y administración; matemáticas aplicadas; administración de personal; elementos de derecho laboral; selección de personal; psicología industrial; relaciones humanas en el trabajo; estadística aplicada; evaluación de puestos de trabajo y técnica de salarios; redacción de informes y técnicas básicas de archivo; técnicas de seguridad.	Instituto Técnico de Capacitación y Productividad, INTECAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 9 meses	Bachiller en ciencias y letras o similar con 3 años de experiencia en empresas. Español	Enero 1977	A convenir
Basic systems analysis	The training package on basic systems analysis developed by the British National Computing Centre (NCC) is used with a view to maintaining the highest technical and instructional standards and ensuring curriculum control.	The Hong Kong Productivity Centre, Sincere Building, 173 Dee Voeur Road, Central Honk Kong	April and October 1977 and 1978 4 weeks	Knowledge of business procedures and management. Basic concepts of computer hardware and software are essential. English	-	HK\$3,500
Training in industry	The Hungarian authorities are prepared to organize courses and individual training for engineers in the following industries: electrical, chemical (including pharmaceuticals), food processing, leather, precision instruments, textiles and aluminium.	TESCO (Organization for International Technical and Scientific Co-operation) H-1054, Budapest, P.O. Box 101, Hungary (Various places in Hungary)	Variable	Graduate engineers with some years of practical experience. English	-	To be arranged
Executive development for foreign trade	(a) For senior executives: costing and pricing for export; international marketing; export management. (b) For middle level executives: export marketing techniques; export procedures and documentation. (c) For junior executives: diploma programme in international trade. (d) Special programmes for probationers, teachers, trainees, export managers and business executives.	Indian Institute of Foreign Trade, H-24 Green Park Extension, New Delhi-110016, India. (Various cities in India).	Throughout the year from 4 days to 10 months	Varies according to programme. English	-	From Rs. 600 to Rs. 2,500
Industrial engineering	Industrial engineering and management topics.	Indian Institute of Industrial Engineering, Bombay. (in 15 Indian cities)	Variable	Engineers. English	-	To be arranged
Management	Wide range of management courses.	Jammalal Bajaj Institute of Management Studies, India	Variable 5-18 weeks	Engineers. English	-	To be arranged
Bank management	Credit management; personnel management; organizational behaviour; international banking; trainers' training; financing agriculture and small scale industries; performance budgeting; rural development; corporate planning. General management programmes for various levels in bank e.g. regional manager, senior level executives, etc.	National Institute of Bank Management, 85 Nepean Sea Road, Bombay 400 006, India (varies)	Throughout year from 3 days to 4 weeks	1) Middle and senior level positions in commercial banks 2) Sponsorship by a bank. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Training of trainees for developing entrepreneurial motivation	The process of economic development-concept, need and approach and the role of the entrepreneur in the development process; emergence of the entrepreneurial personality, its relation to social, economic and psychological factors; personality characteristics of the entrepreneur and the innovator; behaviour change, different approaches to behaviour change; creative thinking, facilitators and inhibitors; managerial aspects of business including financial management (elementary concepts); elements of project selection, development and appraisal; dynamics of teaching, learning process and classroom behaviour; total course design for development of entrepreneurs; case studies and practical work.	National Institute of Motivational and Institutional Development (NIMID) and National Institute of Bank Management (NIBM), Churchgate, Bombay 400020, India	June 5 weeks (residential)	Trainers and executives. English	-	Rs.7,000
Industrial engineering	Work study (10 weeks starting in February and July; plant layout and materials (6 weeks starting in late September); computer systems analysis and design (8 weeks starting in October); materials handling (6 weeks starting in late March).	National Institute for Training in Industrial Engineering (NITIE) Vikar Lade Road, Powai, Bombay, 76, India Delhi and Madras	Variable (see second column)	Engineering graduate. English	3 months before start of course	To be arranged
Industrial engineering	Management techniques, productivity, financial accounting, cost and budgetary control, managerial economics, econometrics, marketing and manufacturing; work study, organization and methods, incentives, production planning and control, plant layout, and materials handling, inventory control, PERT, data processing and wage administration; quality control, preventive maintenance, fuel efficiency, operations research and tool engineering; general management, personnel management, industrial hazards and safety, teaching techniques and communication, methodology of consultancy and reporting; plant engineering, fuel efficiency, production engineering, operations research, materials management, marketing research and industrial relations and personnel management.	National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi-110003 India. Madras	January 2 years including 1 year attachment to industry	Engineering degree. English	October	US\$700
Material management	Aspects of material management (10 hrs.); specification, classification and standardization (10 hrs.); production control (15 hrs.); stores and storekeeping (15 hrs.); inventory control (15 hrs.); purchasing (15 hrs.); discussion (20 hrs.).	The Vocational and Managerial Training Centre Jl. Jend. Gulo Subroto 223 Bandung, Indonesia	May 4 weeks	University degree and 3 years practical experience. English	April	Rp. 15,000
Industrial management	Management development; systems analysis; computer programming; accounting and cost accounting; short-term courses in basic management techniques.	Industrial Management Institute, Pahlavi Av. Tehran, Iran	Throughout year from 8 weeks to 16 months	Professional qualification. Some courses are given in English	-	To be arranged
Accountancy	In-service training.	Iran Chamber of Commerce, Industries and Mines, 254 Takhte Jamshid Av., Tehran, Iran	April 3 months	9 years secondary school. Iranian	-	6,000 Rials

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Administration	In-service training for administrators of banks.	Iran Chamber of Commerce, Industries and Mines, 254 Takhte Jamshid Avenue, Tehran, Iran, in co-operation with Banks Corporation	April 3 months	Higher Education Diploma. Iranian	January	£4,000
Systems development programme	(1) A project study of a development problem specified by the participant; (2) Subjects and techniques related to (1); (3) Core subjects of applied systems analysis: administration, informatics, quantitative methods, research methodology.	Graduate Studies Office, Trinity College, Dublin, Ireland	March 1 year	A primary degree or appropriate professional qualification. English	December and June	To be arranged
Management Services Techniques	Development of scientific management and management services techniques; work study and organization and methods techniques; operations research - an appreciation of techniques; network analysis - theory and practical applications; organization analysis and administrative audit; ADP and systems analysis; cost benefit analysis - an appreciation; practical assignment or project work.	Institute of Public Administration, 59 Lansdowne Road, Ballsbridge, Dublin 4, Ireland	March and September 8-16 weeks	Middle to senior level administrative officers from central and local government concerned with management services techniques in their public bodies. English		£900
Management (executive development)	Intensive programme which emphasizes the "general management viewpoint" throughout. Thus, in introducing the main functional areas of business and seeking to develop skill in the application of techniques, the interrelationships and contribution to over-all corporate objectives will be constantly stressed. In-plant training.	Irish Management Institute, Sandyford Road, Dublin 14, Ireland	From October 1977 to March 1978 Sessions of 18 days	University degree plus 4 years management experience. English	15 October	US\$600 per month
Industrial Management	The executive in the national economy; evaluation of investments; the processes of decision making; organization behaviour; introduction management; business policy; practical problems of industrial development; diagnosis of enterprises (practical study).	Israel Institute of Productivity, Sold Str. 4, Tel Aviv, Israel	January 8 weeks	Professional qualification. English		
Systems analysis	Informatics; FDP product; design of products; planning techniques and practice; economic assessment techniques of processed data (data value analysis); data recording and I/O processing techniques; data bank, integrated back programming; notions of TP, TP, TR, process controls; package; professional standards.	Centro di Formazione Professionale "G. Agnelli" Corso Dante 103, Turin, Italy	January 8-12 weeks	Degree, knowledge of symbolic language programming. Italian or English		200 000 lire
Administration commerciale	Contrôle commercial et financement; méthodes de production; distribution; statistiques et politiques commerciales; travail en groupe et recherche.	CUOA - Centre universitaire d'administration commerciale, Padoue, Italie	Décembre 6 ou 12 mois	Diplômes de l'université Italien, espagnol et français	20 de novembre	200 000 lire
Gestión comercial	Control y financiación comerciales, procesos de producción, distribución, estadística y política comerciales e investigación y trabajo en grupo.	CUOA - Centro Universitario de Gestión Comercial Padua, Italia	Diciembre 6 5 12 meses	Titulo universitario Italiano, español y francés	20 de noviembre	200 000 lire

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date	Duration	Qualification, Language, Requirements	Last date for receipt of applications	Fee
Direction et gouvernement de l'entreprise	L'Institut IRI pour l'étude des fonctions de "management" organise des cours de formation sur les sujets suivants: la société en tant que système; personnel, marketing, financement et contrôle; production, organisation, psychosociologie. Sociologie industrielle, formation et recyclage en matière de "management", recherche opérationnelle, statistiques, analyse de systèmes, techniques concernant la prise de décision; traitement automatique de l'information. L'IFAP utilise pour toutes ses activités, des méthodes actives d'enseignement: études de cas, discussions guidées, jeux d'entreprise, conférences, cours, et visites de certaines entreprises.	Institut d'Enseignement et de Formation en matière de "management" (Istituto di Formazione Adesramento Professionale (IFAP) piazza della Repubblica 59, Rome Italie	De septembre à juillet 1-10 semaines		Les diplômés qui débutent dans une société commerciale; Les diplômés qui ont déjà une certaine expérience des affaires; les cadres qui souhaitent acquérir une vue d'ensemble des problèmes de la société; les cadres supérieurs. Italien. Des groupes anglophones ou francophones peuvent être acceptés.	-	A convenir
Systems engineering research	Continuous, discrete and sample data systems, models, identification; signals: transformation, correlation, spectrum, optimal filtering; circuits: circuit analysis, filter design; statistical methods: aleatory variables, stochastic processes, estimates, reliability; optimization systems; numerical techniques, linear programming, dynamic programming; numerical technologies: logical networks, fault detection, redundancy techniques; automatic monitoring; control; metrological and measurement problems: electromagnetic compatibility of systems.	Istituto Elettrotecnico Nazionale Galileo Ferraris, Corso Massimo d'Azeglio 42, Turin, Italy	January 1977	1 year	University degree. Italian	-	-
Business administration	The programmes will consist of alternate periods of theoretical study and research in selected fields and periods of in-plant training in a company. Subjects covered: production planning and control; financial management and budgeting control; selection, recruitment and training of personnel; wage and incentive systems; industrial relations; marketing; corporate and investment planning; systems analysis; mathematical techniques for managers; operational research, PERT, etc.; electronic data processing; specialized management techniques; stock control, etc.	Istituto per la Ricostruzione Industriale (IRI), via Vittorio Veneto 89, Rome, Italy (Rome and other towns in Italy)	17 January 1977	5 months	Advanced technical education or university degree and 5 years experience. Italian	-	To be arranged
Consultancy methodology	Management consultancy services; management consultancy activities; management consultancy skills; planning and controlling management consultancy action; managing the management consultancy enterprise; newer issues, concepts, procedures, techniques, approaches and practices in the general management subject fields; the functional management subject fields, the academic subject fields supporting management, the multi-disciplines; newer sectors in which management is being applied in a modern form.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged	12 weeks	Consultants; advisers to industry, government enterprises or government departments concerned with industrial development; specialists in management development or training centres; managers of management development departments of enterprises; consultancy trainers with at least 5 years experience as managers or management trainers and, preferably, a university education. Age: 30-50. English.	-	To be arranged
Distribution management	Concepts and theory; warehousing; transportation and delivery; distribution channels; general distribution management and administration.	International Centre for Advanced Technical and Vocational Training, 201 Via Ventimiglia 10127 Turin, Italy	To be arranged	12 weeks	Marketing managers, sales and transport managers or warehouse managers with at least 3 years experience in marketing, sales or distribution. Age: 25-45. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Executive development	Executive operations; functional integration; general management of the organization; management science.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Middle to senior level executives from enterprises, with at least 3 years of management experience. Age 25-40 English	-	To be discussed
General management	The enterprise: structure and functions; top-level management; financial administration and accountancy; personnel administration; product development and production; marketing and distribution management; internal financial, organizational and technical audit.	International Centre for Advanced Technical and Vocational Training, 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Middle-level and lower-level managers of manufacturing enterprises, with at least 2 years experience in enterprise, 2 of which in positions with managerial responsibilities. Age: 30-45. English	-	Information available on request
Management control and information management	Management control planning; management performance review; management performance improvement; management control revision; information management; data processing and control.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Senior Executives from large enterprises in developing countries and consultants of similar rank, with 5 years of management experience and a university education or equivalent. Age: 30-50. English	-	To be arranged
Materials management	General principles; design and materials management; production control; ordering supplies; storage and handling; inventory control; purchasing; techniques.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Materials managers, production controllers, senior stores managers or buyers in a manufacturing enterprise or consultants or productivity officers in these fields, with at least 5 years experience as a manager in a manufacturing enterprise and at least 5 years schooling. Age: 30-45. English	-	To be arranged
Production management	Production planning, production control; maintenance; quality control; techniques.	International Centre for Advanced Technical and Vocational Training, 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Persons with a production management appointment in industry with at least 3 years experience in an industrial enterprise and at least 5 years schooling. English	-	To be arranged
Production management in enterprises processing agricultural products	General principles; production planning; storage handling; production control; ordering supplies; purchasing; maintenance; quality control; general management; techniques.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Production managers in large plants, senior managers with responsibility for production in small plants, consultants and officers from productivity centres working in this field, with at least 5 years experience in one of these posts and at least 5 years schooling. Age: 30-45. English	-	To be discussed
Productivity management	Productivity philosophy; productivity measurement; productivity technology; industrial relations; national and international influences.	International Centre for Advanced Technical and Vocational Training 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Persons holding, or who will hold upon their return, a senior post with a strong influence upon productivity, with at least 3 years experience in an industrial enterprise or productivity organization or a consultancy organization and a post-secondary education. Age: 25-45. English	-	To be discussed

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fees
Gestion de la production dans les entreprises de transformation des produits agricoles	Principes généraux; planification de la production; magasinage; contrôle de la production; achat des fournitures; approvisionnement; entretien; contrôle de la qualité; gestion du personnel; techniques.	Centre international de perfectionnement professionnel et technique 201 Via Ventimiglia 10127 Turin, Italie	à convenir 12 semaines	Directeurs de la production dans les grandes entreprises, cadres dirigeants chargés de la production dans les petites entreprises ou conseillers ou cadres dans les centres de productivité avec au moins 3 ans d'expérience dans l'une de ces fonctions et un minimum de 8 ans d'études. Age: 30 à 45 ans. Français.	-	-
Gestion et direction des entreprises manufacturières	L'entreprise: structure et fonctions; direction générale de l'entreprise; gestion financière et comptabilité; administration du personnel; mise au point du produit et production; marketing et gestion de la distribution; contrôle interne; financier, technique, de gestion.	Centre international de perfectionnement professionnel et technique. 201 Via Ventimiglia 10127 Turin, Italie	A convenir 12 semaines	Cadres moyens et subalternes d'entreprises manufacturières, avec au moins 5 ans d'expérience dans une entreprise et ayant occupé pendant 2 ans au moins des postes leur conférant des responsabilités de gestion. Age 30-45 ans. Français	-	Renseignements sur demande
Control de gestión e informática	Organización; planificación del control de gestión; evaluación de los resultados de la gestión; mejora de los resultados de la gestión; información en la gestión de empresa; elaboración de datos y control.	Centro Internacional de Perfeccionamiento Profesional y Técnico 201 Via Ventimiglia 10127 Turin, Italia	A debatir 12 semanas	Personal directivo de grandes empresas de países en desarrollo y asesores del mismo nivel y especialidad con 8 años de experiencia y una formación universitaria o equivalente. Edad: 30 a 50 años Español	-	A debatir
Dirección de la producción en empresas de transformación de productos agrícolas	Principios generales; planificación de la producción; manipulación en almacén; control de la producción; pedidos a proveedores; compras; mantenimiento; control de calidad; gestión general; técnicas.	Centro Internacional de Perfeccionamiento Profesional y Técnico 201 Via Ventimiglia 10127 Turin, Italia	A debatir 12 semanas	Jefes de producción en grandes industrias, gerentes de empresas pequeñas responsables de la producción, asesores y funcionarios de centros de productividad de esta misma especialidad, con por lo menos 5 años de experiencia y un título universitario o su equivalente. Edad: 30 a 45 años. Español	-	Datos sobre pedido
Gestión general de empresas manufactureras	La empresa: estructura y funciones; personal de alta dirección; administración financiera y contabilidad; administración del personal; el desarrollo de productos y la producción; marketing y organización de la distribución; auditoría interna financiera, organizativa y técnica.	Centro Internacional de Perfeccionamiento Profesional y técnico. 201 Via Ventimiglia 10127 Turin, Italia	A debatir 12 semanas	Personal directivo de nivel medio e inferior de empresas manufactureras con 5 años de experiencia en la empresa y haber trabajado dos de ellos en puestos con responsabilidades directivas. Edad: 30 a 45 años. Español	-	Datos sobre pedido
Gestion des entreprises	Comptabilité; finance; marketing; gestion des stocks; gestion de la production; gestion des ressources humaines.	Centre Ivoirien de Gestion des Entreprises (C.I.G.E.) B.P. 7322 Abidjan, Côte d'Ivoire	Variable 3 jours à 3 mois	Participants présentés par leurs entreprises. Français	1 mois à l'avance	F30,000 à 300,000 CFA

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Gestion des entreprises	<p>Marketing, contrôle de gestion, gestion du personnel, environnement, informatique de gestion, audit, organisation administrative, économie, droit des affaires, affaires internationales, production, gestion financière, psychologie des organisations. La formation est organisée en trois cycles:</p> <p>(a) Cycle de préparation: objet: acquisition d'un langage économique de gestion; méthode: cours par correspondance, durée 8 mois.</p> <p>(b) Cycle d'études: objet: formation à la prise de décision en gestion; méthodes pédagogiques actives: études de cas détaillés; durée 6 mois, résidentiel Abidjan.</p> <p>(c) Cycle d'application: objet: approfondissement concret des enseignements reçus; méthodes: études et recherches en entreprise; durée 6 mois.</p>	Centre de Perfectionnement des Cadres, B.P. 8878, Abidjan, Côte d'Ivoire	1 novembre 20 mois	Expérience professionnelle minima de 4 ans. Français.	1 octobre	F200,000 CFA
Communication and information (Advanced course)	Theories of communication; case studies of information programmes; group dynamics c. role of information activities on productivity movement; the components and preparation of information programme and materials; the various evaluation measures of information programmes; the effective use of various media (to include knowledge of suitability of A-V equipment for particular purposes, the strength and weaknesses of various media); trends of communication technology (to include the findings of communication research and developments in electronic A-V technology); international communication (to determine and identify sources of information and the means to get these); relationship between population and productivity.	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (Philippines, Hong Kong and Japan)	To be announced 5 weeks during 1977	Officers of national productivity organizations engaged in communication and information activities with at least 3 years experience in the field, preferably in productivity promotion, in APO member countries. English	-	To be arranged
Energy management	Introduction; presentation of participant's individual papers; design of plant for increased energy efficiency; operational measures for increasing energy efficiency; storage and transportation of energy; specific applications in industry; role of management in ensuring energy economy of the plant as a whole.	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	Late 1977 4 weeks	Technical consultants/trainers of national productivity organizations or similar institutions and plant engineers or fuel technologists attached to industrial plants, who can be expected to co-operate with national productivity organizations to further disseminate the knowledge gained in APO member countries. English	-	To be arranged
Industrial and systems engineering (Re-training course)	<p>a) Assisting ex-participants of the former APO industrial and systems engineering training courses in instituting the national level programmes in the field of industrial and systems engineering by providing them with opportunities for seeking advice from selected instructors as well as exchanging views among themselves concerning their own problems or plans for local programmes;</p> <p>b) Providing participants with additional inputs of new systems approaches and optimal problem-solving techniques applicable to the enterprise-level problems, taking into consideration the various external factors existing in the respective countries that might adversely affect the productivity improvement at the enterprise level.</p>	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	Mid-1977 8 weeks	Ex-participants of previous APO industrial and systems engineering training course, who are in a position to present their concrete individual project proposals related to the subjects of industrial and systems engineering, as well as ex-participants of other APO training courses who are able to prepare their individual projects on systems approach to management, in APO member countries. English	-	To be arranged

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Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Production management	General plant management; production planning and control; work measurement; job safety; plant layout and materials handling; "housekeeping" including cleaning, lighting, ventilation, etc.; statistical quality control; productive maintenance.	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	To be announced 10 weeks during 1977	Consultants in national productivity organizations or equivalent institutions or senior managers of large industrial plants, in AFO member countries. English	-	To be arranged
Productive maintenance	Productive maintenance in Japan, maintenance engineering, maintainability, reliability, maintenance training system, maintenance of mechanical facilities, maintenance of hydraulic devices, non-destructive inspection, automatic control, thyristor control, effects and evaluation of productive maintenance, engineering economy, tribology and corrosion maintenance, in-plant observations and studies on maintenance.	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	2nd quarter 1977 6 weeks	Technical consultants of national productivity organizations or equivalent organizations, or maintenance engineers or manufacturing plants. English	-	To be arranged
Courses Kepner-Tregoe	Analyse de problèmes; de décisions, de problèmes potentiels.	ARRED-Luxembourg, Administration Centrale, 19 avenue de la Liberté, Luxembourg	A arranger	Niveau d'ingénieur et niveau d'instructeur. Français	-	A arranger
Comptabilité pour débutants et initiés	-	Chambre de Commerce, 7 rue Alcide de Gasperi, Boite postale 1503, Luxembourg	1 octobre 2 fois 6 mois au cours de 2 ans	- Français	-	150 FL/mois
Gestion et administration des entreprises	Organisation et gestion des différentes fonctions des entreprises publiques et privées. Séminaires inter-entreprises de durées variables (un semaine à trois mois) pour le perfectionnement de cadres de tous niveaux (moyens, supérieurs et dirigeants) dans les différents domaines de l'organisation et de la gestion. Perfectionnement des agents de maîtrise. Formation de responsables de services organisation et formation.	Institut National de Promotion-Formation, Tananarive, République Malgache	1 semaine à 3 mois variable	Cadres en exercice du niveau correspondant à celui des cours. Français-malgache	-	A discuter
Management	Diploma in management programme (DIMP) covering 8 major subjects, viz., introduction to business administration, the environment and organization of the business enterprise, analytical and control techniques for management, personnel management and industrial relations, production management and management, financial management, business policies and practices.	Malaysian Institute of Management, Fitzpatrick's Building, 8C Jalan Raja Chulan, Kuala Lumpur, Malaysia	February 1977 2 years	5 years managerial experience. English	-	MS2,800
Gestion des entreprises	Management Comptabilité et Finances Gestion économique Marketing Environnement Socio-Economique Environnement juridique Relations humaines Organisation, Administration Organisation de la production Méthodes et statistiques	Institut de Productivité et de Gestion B.P. 1300 Bamako Mali	15 novembre 15 mois	Diplôme d'une école supérieure.	-	

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Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management	Courses can be arranged in various branches of management.	Jusidman y Asociados, S.C., Paseo de la Palmas 731-1103, Mexico 10, D.F. Mexico	To be arranged	Professional qualification. English or Spanish	-	To be arranged
Management and industrial development	Management and industrial administration; marketing and export trade development; plant design; product design; quality assurance; maintenance and repair; light industries; industrial planning and programming. CBO-seminars of approx. 3 weeks duration are conducted twice a year. Individual study programmes are also arranged, varying from a minimum of 2 to 3 months up to 6 to 8 months. As appropriate, participation in the above seminars can be included as part of individual study programmes.	CBO-Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolingside 58, Rotterdam, the Netherlands	To be arranged 2-8 months	University graduates in engineering, economics or business administration preferably with several years of experience in industry. English, French, German, Indonesian or Dutch	-	To be arranged
Management	General management, personnel management, marketing, finance, administration, production, purchasing, packaging, public relations, supervising, etc.	MIVB, Nederlandse Vereniging voor Management (Member of CIOS), 700 van Alkemadelaan, Den Haag, the Netherlands. (The Hague, Utrecht or Amsterdam)	To be arranged	Academic degree plus practical experience. Dutch, with some seminars in English	-	To be arranged
Advanced training in industrial management (ATIM)	The course deals with theoretical and practical training in the fields of: 1. General management and management consultancy; 2. Small scale industry development and promotion; 3. Marketing management; 4. Production management; 5. Management accounting; 6. Industrial extension of officers training.	Research Institute for Management Science (R.V.B.), P.O. Box 143, Delft, the Netherlands	January and July each year 5 months	B.Sc. or M.Sc. and experience in industrial management. English	2 months in advance	Guilders 8,000
Executive management	A four week fully residential course for senior executives which analyses the more important administrative problems in management today and provides opportunities for the personal development of course members. Includes individual and group exercises in comparing different organisations and their internal working. Relations with organised labour, and with government agencies are examined. Particular attention is paid to the role of the administration in maintaining the vitality of the organisation and adapting it to technical economic and social changes. Topics studied are management, organisation, communication, cost and financial administration, personnel practice, planning and control, marketing, forecasting and adaptation to change.	The New Zealand Administrative Staff College Incorporated, P.O. Box 12-059, Wellington North, New Zealand	February, May, July and September 4 weeks	Senior executives and administrators. Preferred age is 35-45. English	-	\$NZ1,100 approx.
Administración de empresas	Administración agroindustrial, banca y finanzas de desarrollo, administración de programas de planificación familiar, gestión pública, programa de alta gerencia.	Instituto Centroamericano de Administración de Empresas (INCAE) Apartado postal 2485, Managua, Nicaragua	Septiembre 2 años	Titulo de facultad universitaria o escuela técnica superior. Español	Agosto 1977	US\$2,000 also académico
Management	Courses are given in wide range of management subjects.	Nigerian Institute of Management, P.O. Box 2557, Lagos, Nigeria	Variable 1-3 weeks	English	-	To be arranged

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Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
International executive programme (IEP)	Managerial control, financial analysis and planning; inflation and managerial accounting; human and organizational behaviour, management development and manpower planning; marketing management; long-range planning; operations management; business policy, strategy formulation and implementation.	North European Management Institute (NEMI), Kongeveien 26, Oslo 3, Norway	9 May 1977 4 weeks	From 10 to 15 years of organizational experience, near or at the general management level. English	15 April 1977	N.Kr. 17,000
International management programme (IMP)	Managerial control and information systems; financial management; marketing management; operations management; business policy in an international environment; strategy formulation and implementation; human and organizational behaviour.	North European Management Institute (NEMI), Kongeveien 26, Oslo 3, Norway	January 1977 16 weeks	A university degree or its equivalent in organizational experience; normally between 30-45 years of age; at least 5 years of practical experience. English	-	N.Kr. 29,000
Sales grid	The seminar aims at learning behavioural science concepts applicable to situation where a person has to sell something to someone else. Five major selling styles as well as five major customer styles are examined in depth and are applied to life-like situations during the seminar. Topics studied as part of training include: major styles of a salesman, major styles of a customer, interface of each style of the salesman with each style of the customer, being helpful to the customer, significance of communication with the customer, need for self-analysis and self-development.	Pakistan Burmah Shell Ltd., P.O. Box 4712, Karachi-2, Pakistan (Lahore and Karachi)	To be arranged	Junior sales manager, sales assistant or sales representative. English	-	US\$650
Advanced management	The development of human, technical and conceptual skills which will be of use to top management in formulating corporate policies. Programme concentrates on modern administrative techniques and their application to business and industrial problems. In addition, the programme provides an atmosphere conducive to a free exchange of ideas, problems and experience, with a group of top executives responsible for policy formulation. The course is patterned on the Harvard case method of instruction.	Pakistan Institute of Management, FIDC, Shabrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 3 weeks	Top executives. English	-	Pak.Rs.100
Management for junior executives	Course covers in considerable depth the process of management and the functions of administration. It covers in sufficient depth modern concepts and practices and all the functional areas of management e.g. general management; personnel management; marketing management; production management; control; financial management; etc.	Pakistan Institute of Management, FIDC, Shabrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 3 weeks	Junior executives. English	-	Pak.Rs.600
Organización para el adiestramiento dentro de la empresa	El adiestramiento industrial; estudio de la empresa; estudio del trabajo; estudio del personal; métodos de adiestramiento; planeamiento; desarrollo y administración del plan de adiestramiento; control del adiestramiento; evaluación; preparación de informes.	Servicio Nacional de Promoción Profesional (SNPP), Av. Dr. Felipe Molas López e/5 y 6, Asunción, Paraguay	Febrero, mayo y octubre 1977 8 semanas	Ejecutivos a nivel gerencial, encargado de dirigir las actividades de adiestramiento del personal de su empresa, ingeniero de producción o funcionario de relaciones industriales. Español	-	-

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Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Administración general	Básicas: fundamentos de administración; organización y métodos; administración de personal y relaciones humanas. Auxiliares: análisis financiero; análisis contable; métodos cuantitativos y nociones de derecho. Complementarias: fundamentos de economía; instituciones financieras; mercado de capitales y fundamentos del aprendizaje.	Asociación Latinoamericana de Instituciones Financieras de Desarrollo (ALIDE), Apartado 1230, Lima, Perú (Brasil, Brasil)	Marzo, mayo, Julio y octubre 1977 y 1978 52 días	Título a nivel superior. Español y/o portugués	-	A debatir
Capacitación empresarial	Programa de carácter práctico, se desarrollará en los siguientes campos: programas de capacitación de personal de mando medio y ejecutivo; programas de entrenamiento de personal recién reclutado; utilización, en los programas de capacitación, de la evaluación del personal; capacitación en empresas de propiedad social, régimen laboral vigente y sus variaciones.	Asociación Latinoamericana de Instituciones Financieras de Desarrollo (ALIDE), Apartado 1230, Lima, Perú	Septiembre 1977 y 1978 3 meses	Título a nivel superior. Español	-	A debatir
Técnico en supervisión industrial	Técnicas de racionalización y productividad principios de supervisión y relaciones humanas estadística y control de calidad técnicas de prevención de accidentes relaciones laborales organización y administración de empresas	Universidad Particular San Martín de Porres Dirección Universitaria de Proyección Social e Investigación Av. Tacna 211-7º piso, Lima, Perú	14 de junio 16 semanas	Curso dirigido a supervisores de Pequeña, Mediana y Gran industria. Administradores, empleados de empresas profesionales. Español	-	(1977) \$8,000 (1978) \$10,000
Low cost automation and production management	Introduction to low-cost factory automation: approaching automation; automation in the national setting; automation and industrial management; automation, its social and economic impact; automation and labour problems. Automation and engineering aspects: the available means for automation; universal standards used in designing automatic control system; fundamentals in designing automatic control system; analytical approaches in designing control system; criteria for selection of technical means for automatic control system; automation and methods engineering. Laboratory and in-plant exercises: design of practical automatic control circuits; simulation of automatic control circuits; debugging of automatic control bugs; in-plant visits; in-plant exercises; designing automation for production operation. Advanced production management; statistics as applied to business; calculus as applied to production machinery and equipment economics; forecasting models; maintenance models; quantitative analysis in materials handling.	Institute for Small-Scale Industries, University of the Philippines UP Campus, Diliman, Quezon City, the Philippines	February and August 12 weeks	The course is open to those who have actual relationship with the production aspects of their respective companies. Applicants who have not had technical educational training in mechanical, electrical, chemical and industrial engineering, must have the ability to absorb semi-technical training. English	2 months before start of course	US\$800
Management consultancy	Small scale industries; introduction to business management principles; marketing and export development; production management; management accounting; financial management to personnel management; business policy; management games; project development; introduction to new management techniques; appreciation lectures; industry survey; visits to modern small factories; practical in-plant exercises; fieldwork.	Institute for Small-Scale Industries, University of the Philippines, UP Campus Diliman, Quezon City, the Philippines	5 May 1977 30 weeks	The course is open to holders of Bachelor's or Master's degrees or their equivalent from recognized universities or colleges. A flexible set-up allows for participation of engineers, economists, as well as graduates in social, administrative and other sciences. Preference will be given to applicants who have at least 1 years experience in industry. English	March 1977	US\$500

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Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Managers	Introduction to small industries; principles of management and organization; entrepreneurship; marketing management; production management; accounting and finance management; personnel management and industrial relations; integrated plant survey; top management control; business policy; evaluation of a manager; integrated case on decision-making.	Institute for Small-Scale Industries, University of the Philippines, UP Campus Diliman, Quezon City, the Philippines	8 February 1977 7 July 1977 10 weeks	College graduates and/or owners/managers of small or medium manufacturing firms. English	1 Jan. 1977 15 May 1977	US\$800
Advanced training for management cadres	Methods and techniques of market prospecting; forms of organization and management for companies of mixed ownership; relations between companies of mixed ownership and national and international organizations; techniques of currency operations.	"Stefan Gheorghiu" Academy CEPECA (International Advanced Training Centre for Cadres), Sos. Odai 20, B.P. 108, Bucharest, Romania (together with the Ministry of Foreign Trade and International Co-operation and the United Nations Development Programme)	Beginning in April 5 weeks	Cadres with university background, specializing in foreign trade; management cadres of economic organizations. Romanian, English	February	3,000 lei
Advanced training for top management cadres. Organization of the information system	General management; modern management methods and techniques; management and macro-economic organization; enterprise management.	"Stefan Gheorghiu" Academy CEPECA (International Advanced Training Centre for Cadres), Soseaua Odai 20, B.P. 108, Bucharest, Romania	24 March 12 weeks	Top management cadres of enterprises or in public administration. Young information specialists or information specialists undergoing training. French, English, Spanish	31 January	US\$2,100
Perfectionnement des cadres dirigeants. Organisation du système informatique	Management général; méthodes et techniques modernes de gestion; management et organisation macro-économique; gestion des entreprises.	Académie "Stefan Gheorghiu" CEPECA - Centre International pour le Perfectionnement des Cadres, Soseaua Odai 20, B.P. 108, Bucarest, Roumanie	24 mars 12 semaines	Cadres dirigeants d'entreprises ou de l'administration publique. Informaticiens jeunes ou en formation. Français, anglais, espagnol	31 janvier	US\$2,100
Perfeccionamiento de personal directivo; organización del sistema de información	Gestión general; métodos y técnicas modernas de gestión; gestión y organización macroeconómica; gestión de empresas.	Academia "Stefan Gheorghiu" CEPECA, Centro Internacional de Perfeccionamiento de Personal, Soseaua Odai 20, B.P. 108, Bucarest (Rumania)	24 marzo 12 semanas	Personal directivo de empresas o de la Administración Pública. Expertos en informática jóvenes o en formación. Español, francés, inglés	31 enero	US\$2,100
Administration et gestion des entreprises	(1) Administration et gestion des entreprises; génie électrique (électromécanique et électronique); génie mécanique (mécanique d'entretien, constructions et fabrications mécaniques); chimie et technologie alimentaire. (2) Cours spéciaux de perfectionnement pour adultes.	Institut Universitaire de Technologie, Université de Dakar, Dakar, Sénégal	A convenir 2 ans	Etudiants ayant terminé leur cycle d'études secondaires; étudiants ayant un diplôme de fin du premier cycle d'enseignement supérieur; autres candidats dans la limite de 1/5 des places (avec examen d'admission). Français	-	Gratuit. Tous les étudiants reçoivent une bourse

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Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Perfectionnement patronal	Initiation à l'organisation et à la gestion des petites et moyennes entreprises.	SONEFI Rue Maunouy Dakar, Sénégal. AFPRS-Association pour la Formation au Sénégal	Variable 40 heures	Français	April	
Management	Introduction to modern business; principles of management economics; principles of accounting; organizational behavior; business statistics; managerial accounting; personnel management; marketing management; business finance; office management; production management.	Singapore Institute of Management (SIM), 15, Scotts Road, Singapore 9	July 2 years (part time evening course)	Higher school certificate. English		
Administración y gestión dinámica	Introducción a la "administración-mix"; estructura general; estructuras funcionales y relaciones; estructura contable y análisis de balances; control de gestión general y funcional; dirección y política de personal; marketing; planificación y organización de la producción; organización administrativa; relaciones jurídico-fiscales; casos y desarrollo de proyectos; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español		80,000 pts
Alta dirección contable de la empresa	Planificación, normalización y control contable de la empresa; estudios superiores de contabilidad societaria; técnica contable de financiación de la empresa; análisis de balances y toma de decisiones; control de gestión; política económica de la programación, determinación y control de costes; derecho fiscal empresarial; tratamiento contable de la concentración de empresas; censura de cuentas; estudios superiores de contabilidad; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español		70,000 pts
Alta dirección económica de la empresa	Política decisional en la empresa; medios a instituciones de financiación empresarial; la financiación en el comercio exterior; técnicas de planificación en la empresa; estudios, planificación y programación de mercados; control de gestión; valoración económica de empresas; análisis económico y financiero de las empresas; previsión y control económico de costes; la fiscalidad y la dirección de empresas; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español		75,000 pts
Alta dirección financiera de la empresa	Instituciones e instrumentos de la financiación; economía de la financiación, inversión; control financiero de gestión; matemáticas de las operaciones financieras; análisis financiero de balances; técnicas de financiación bancaria; bolsa; auditoría financiera.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español		70,000 pts
Dirección de la producción	Principios generales de organización-administración-ventas; métodos y tiempos; incentivos y salarios; planificación y control de la producción, compras, gestión de stocks; estadística aplicada, técnicas de decisión; planificación y control de costes; dirección de personal; derecho del trabajo; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español		80,000 pts

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Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Gestión gerencial	Examen de la coyuntura; cuadros de mando; nuevas inversiones; política sectorial; fiscalidad y empresa; dirección del equipo, directivo; casos prácticos y proyectos; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español	-	80,000 pts
Organización y dirección de empresas	Organización y estructura de la empresa, el factor humano; investigación de mercados y técnicas de comercialización; sistemas estadísticos de información; organización y control contable; gestión financiera; gestión programada; sistemas de información mediante ordenadores; control de gestión; dirección por objetivo; business game.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Título universitario o acreditar un alto cargo en la empresa. Español	-	75,000 pts
Desarrollo de directivos	Estrategia empresarial; métodos cuantitativos; política de I+D; política de producción y compras; política comercial; política de personal; control económico; técnicas de previsión; comportamiento y entorno social; finanzas; estructura de organización de la empresa; dirección por objetivos; informática de gestión; plan anual y control de gestión; juego de empresas.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 5 años en la empresa o administración pública, ocupando actualmente un puesto directivo. Español	Septiembre	75,000 pts
Dirección comercial	Entorno económico y social de la empresa; estrategia empresarial; métodos cuantitativos; análisis financiero y selección de inversiones; investigación del mercado; estudio del consumidor; elementos del plan de marketing; política de productos, política de precios, canales de distribución; logística, publicidad, promoción y acción de ventas; comercio exterior; juego comercial de empresas.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 2 años en puestos de responsabilidad en la empresa, dentro del área comercial. Español	Septiembre	70,000 pts
Dirección comercial	Estrategia empresarial; la empresa y su entorno; estructura y objetivos; planificación y selección de planes; economía general y estructura económica; comportamiento del consumidor; psicología estadística; demografía; business game. Estrategia comercial; el plan de marketing; objetivos y políticas; producto; formación de precios; canales de distribución y sistemas de venta; distribución física; publicidad y promoción; acción de ventas - técnicas y personal; informática; materias instrumentales. Las decisiones comerciales; marketing mix; análisis y discusión de casos reales; business game comercial; compras; comercio exterior; síntesis - seguimiento de un caso real.	Escuela de Organización Industrial (E.O.I.) Av. de la Moncloa, s/n Ciudad Universitaria Madrid - 3, España	Septiembre 8 meses	Curso destinado a directivos y técnicos con experiencia en dirección comercial, ventas, investigación de mercados, publicidad, compras, promoción de ventas, comercio exterior, etc. Español	-	70,000 ptas
Dirección general de la empresa	La empresa como sistema; introducción al management; análisis económico-financiero; técnicas de previsión; entorno jurídico y económico de la empresa; política financiera; gestión de recursos humanos y política de personal; otras políticas de la empresa; productos-mercados, aprovisionamientos, I+D, etc.; organización y estructura de la empresa; planificación estratégica; diseño del sistema de gestión; plan anual y control de gestión; juego de empresas.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 5 años en puestos de responsabilidad en la empresa o administración pública. Español	Septiembre	90,000 pts.

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Dirección de producción	Dirección de producción; diseño del sistema productivo; estudio del trabajo; valoración y distribución del trabajo; análisis del valor; informática; estadística aplicada; investigación operativa; control de producción con ordenador; mantenimiento preventivo; planificación y control de producción; costes de producción; logística industrial; planificación, control y evaluación de proyectos; gestión de materiales y aprovisionamientos; la función calidad.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Experiencia de 3 años en el área de producción. Español	Septiembre	60,000 pts.
Métodos cuantitativos de gestión	Informática básica; análisis de sistemas; estadística aplicada; estrategia y planificación de la empresa; gestión de sistemas productivos; gestión de operaciones financieras; gestión de operaciones comerciales; comportamiento en las organizaciones; teoría de la decisión; simulación; teoría de Grafos; programación dinámica; teoría de Colas; programación matemática; juego de empresas cuantitativo.	Escuela de Organización Industrial, Avenida de la Moncloa, s/n (Ciudad Universitaria) Madrid-3, España	Octubre 9 meses	Título superior en alguna facultad universitaria o escuela técnica superior. Certificación académica y cualificaciones. No se requiere experiencia. Español	Septiembre	175,000 pts.
Programa master en economía y dirección de empresas	Dirección de operación y de producción; dirección comercial; dirección financiera; análisis cuantitativo; dirección de personal; análisis de decisiones; comportamiento humano en la organización; política de empresa.	Instituto de Estudios Superiores de la Empresa (IESE), Universidad de Navarra, Avda Pearson 21, Barcelona 17, Pedralbes, España	Septiembre 1977 21 meses	Grado universitario o de escuela técnica superior. Español	Febrero 1977	125,000 pts.
Maintenance management	Organization for preventive maintenance; spares control; breakdown analysis; workshop control; practical in-plant work.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	August 7 weeks	Practising maintenance managers and/or their immediate assistants. English	-	Rs.1,225
Marketing management	Marketing concepts; marketing research; product planning; costing and pricing; channels of distribution; packaging; salesmanship; sales promotion; legal aspects of marketing.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	August 4 weeks	Participants should hold positions in marketing and sales functions with managerial and supervisory responsibility in sales activities. English	-	Rs.700
Production planning and control	Production management; scope and objectives; organization for production; forecasting; stock control systems; economic lot sizes; standardization and variety reduction; line balancing; quantitative techniques; network analysis; planned maintenance; work study; human aspects of production management; costing for production and budgetary control; incentives; layout and handling.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	Second week of May 3 weeks	Executives holding responsibility for production planning and control. English	-	Rs.525
Corporate strategy and structure	To improve the manager's understanding of the close relationship between strategy and organizational structure and help him see environmental changes as opportunities rather than threats. To develop his skills in formulating and evaluating future courses of action. To provide him with an opportunity to apply and test his extended knowledge in a classroom setting.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1331 Genève, Switzerland	25 April 1977 8 weeks	More than 15 years professional experience and high level managerial responsibility in industry, governments, or international organizations. English	-	Sfrs.12,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
International management development	General management; financial management; organization development; quantitative methods; economic environment; marketing; information systems; operations management; international finance; multinational strategy implementation; international social environment for business; environmental studies; international law; technology transfer. Industry study trips. Management consulting projects.	Centre d'Etudes Industrielles, 4 Chemin de Conches, 1231 Conches-Geneva, Switzerland	January 1977 20 weeks	Minimum of 5 years experience with some operating responsibilities. English	-	SFRs.14,000
Management development	Cross-border applications, such as political, economic and social aspects so as to enable managers to work effectively with others of widely different backgrounds. A 5-week consulting project is an integral part of this seminar. Both seminars are independent; attendance in one is not a prerequisite for attendance in the other. However, the CEI advises attending both whenever possible.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	II: 3 January 1977 20 weeks	Managers between 27-40 with more than 5 years experience, especially those working in multinational corporations, international institutions and governments, or those intending to work in international operations. English	1 month before start of course	SFRs.22,000 for both seminars
Managing in a changing environment	To render the manager more sensitive to changes in political, social, and economic patterns, and more effective in coping with these changes through new approaches.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	Twice annually February and October 1977 4 weeks	Executives in upper management positions involved with problems of transnational business activities. Also of interest to senior members of national or supranational bodies whose policy-making activities are influenced by needs, problems or attitudes of industry. English	-	SFRs.8,200
Formation en administration d'entreprise	Généralités: méthodologie de pensée et d'action; appréciation des situations; théorie et pratique du commandement. Problèmes humains: information et communication; administration du personnel; relations publiques; législation sociale. Problèmes de gestion: prévision économique; gestion financière; secrétariat et documentation; mathématiques et statistiques. Problèmes d'organisation: structures et liaisons; organisation de la production; recherche de marketing; distribution et vente; nationales; formes d'entreprises; systèmes informatiques; données réelles.	Ecole de Cadres de Lausanne, Chemin de Mornex 38, CH-1003 Lausanne, Suisse	Mi-octobre 1977 et 1978 Env. 9 mois	Etudes secondaires (niveau baccalauréat ou diplôme équivalent); pratique professionnelle non exigée. Français	Fin septembre	FS.18,000
Préparation à la direction des entreprises	Généralités: méthodologie de pensée et d'action; appréciation des situations; théorie et pratique du commandement. Problèmes humains: information et communication; administration du personnel; relations publiques; législation sociale. Problèmes de gestion: prévision économique; gestion financière; secrétariat et documentation; mathématiques et statistiques. Problèmes d'organisation: structures et liaisons; organisation de la production; recherche de marketing; distribution et vente; nationales; formes d'entreprises; systèmes informatiques; données réelles. Travaux de synthèse de niveau professionnel.	Ecole de Cadres de Lausanne, Chemin de Mornex 38, CH-1003 Lausanne, Suisse	Mi-octobre 1977 et 1978 Env. 9 mois	Activité professionnelle de 5 ans au moins, dont une partie à un poste de responsable. Français	Fin septembre	FS.18,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Comments Date:	Qualifications: Language Requirements	Last date for receipt of applications	Fee
Business administration	Business administration in an international environment. The post-graduate degree programme provides an intensive twelve-month experience studying important business problems in realistic settings. There is sufficient depth in exposure so that graduates should be able to master the specialized requirements of their job more readily, and enough breadth in coverage to lay the foundation for rapid advancement commensurate with performance. The curriculum not only stresses building a comprehensive and realistic understanding of the functions and activities of business enterprises of various sizes and scopes, but also the wise use of this understanding to recognize, analyze and solve representative problems of challenging complexity and to lay out and implement plans of action designed to fit the circumstances. In the process, students develop skills at planning, operating, controlling, and administering productive processes at all business levels from tactical to strategic.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	January 1 year	University or Polytechnic degree or equivalent; at least 2 years of professional experience. GMAT and TOEFL test results with application. English	-	SFRs.15,000
Control for non-accountants: costing, budgeting and performance evaluation	The main objective of the seminar is to provide executives with a better understanding of the various features of a control system such as: cost control, periodic budgets, profitability calculations, performance reports, and financial statements.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	To be arranged	Middle and senior level executives whose primary functions are not in the financial or accounting sections. English	-	SFRs.2,500
Executive development	The programme seeks to broaden the outlook of participants and to develop their capacity for increased responsibility. At the same time, it seeks to introduce participants to the latest approaches, techniques and concepts in the various areas of specialization in order to enhance their effectiveness in their current assignments. The programme has the following objectives: - To develop among the participants a fundamental and comprehensive grasp of basic management functions; - To improve the participants' analytical skills and examine their personal attitudes; - To illuminate the interlocking character of interpersonal problems, the interrelations of the many company decisions at various levels and in different areas, and the overall interdependence of the departments, divisions and functions within the firm; - To foster the practical and moral attitudes that characterize the professional career executive, with a special emphasis on the appreciation of recent developments in the management field and the complex role of the general manager in a modern enterprise; and - To heighten the participants awareness of the ever-changing national and international socio-economic and political environments in which business exists and functions.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	January or August 1977 19 weeks	5 to 10 years experience or university degree or equivalent. English	-	SFRs.18,000
Seminar for senior executives	The Seminar's objectives are: to help each participant to strengthen problem-solving and leadership skills needed in a top-level position; to acquaint participants with the latest concepts and analytical tools available for use in solving managerial problems and to illustrate their practical application; to sensitize participants to changes in the environment within which international business will be conducted and to provide a forum for discussion of the possible management responses to these changes.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Second half of May 1976 3 weeks	Men and women at or about to enter the highest levels of management. English	-	SFRs.5,500

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organiser; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management accounting	Cost accounting; standard costing; budgeting control and reporting.	Management Development and Productivity Centre, Tello Building, Mohajerine, Damascus, Syrian Arab Republic	May 1977 3 weeks	Basic accounting knowledge. Arabic		
Management	Courses in: General management; general management appreciation; directing international operations; corporate planning in practice; developing managerial effectiveness; problem solving.	The Administrative Staff College, Greenlands, Henley-on-Thames, Oxfordshire RC9 3AU, United Kingdom	1-9½ weeks from October to May	Middle and senior managerial staff. English		£210 - £2,000
Management	To improve managerial performance by widening and consolidating the understanding of the various functions of a business and its relationship with the outside world. The major functions of management. Economics and the behavioural sciences as well as the modern tools and techniques of management.	Ashridge Management College, Berkhamsted, Hertfordshire HP4 1NS, United Kingdom	January to November 3 weeks	Managers with at least three years business experience. English		£580 + VAT
Management	To improve participants' abilities to set or review corporate objectives, formulate or revise policies and to create the means for their achievement. Business strategy including organization, finance, marketing and personnel, with particular reference to an increasingly complex society and the future. Decision-making and future planning.	Ashridge Management College, Berkhamsted, Hertfordshire, HP4 1NS, United Kingdom	January to November 3 weeks	Senior managers with 15 to 20 years business experience. English		£665+VAT
Management	The organisation as a complex but integrated system. Guidelines for predicting social and political change, technological forecasting, economic analysis, marketing and business information. Other topics included are: (i) The tools of financial and quantitative analysis for measuring performance and assessing opportunities; (ii) The computer as an aid to corporate management; (iii) The use of the behavioural sciences as a means of diagnosing the need for organisational change and as an aid to problems of intervention.	Ashridge Management College, June Berkhamsted, Hertfordshire HP4 1NS, United Kingdom	June 6 weeks	Managers with at least 5 years management experience. English		£1,250+VAT
Management development	Individual and group behaviour in organizations and personnel management; tools and techniques for improving forecasting, planning and control; environmental changes affecting company performance; ways of initiating change or adapting to it. The content includes: (1) The manager as an individual and as a member of a working group; (2) Finance, marketing, personnel, production and management services and their interrelationships in an effectively operating business; (3) The environment in which an organization operates.	Ashridge Management College, Berkhamsted, Hertfordshire, HP4 1NS, United Kingdom	January to November 4 weeks	Managers with about ten years' business experience of which five should have been spent in a position of managerial responsibility. English		£800+VAT
Management	Accounting and finance, marketing, operations management, personnel and employment relations, international business.	Cranfield School of Management, Cranfield, Bedford, United Kingdom	30 September 12 months	University degree, at least 4 years experience in business. English	31 March	About £400
Organization and methods	Analysis of procedures; organization; office equipment; clerical work measurement; computers; business statistics; network analysis.	Cranfield School of Management, Cranfield, Bedford, United Kingdom	Jan., Feb., April, June, Sept. and November 6 weeks	Professional and senior office staff. English	2 months before start of each course	£350 (including board and lodging)

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Study	General description	Organizer; Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Work study	Introduction: method study; work measurement; payment structures and methods; associated subjects (including network analysis, planned maintenance, costing, materials handling, computers, etc.). The syllabus for these courses cover the following subjects: method study; motion study; work measurement; activity sampling; labour cost control; human implication of work study; report writing; simple nomograph construction; simple wage payment and incentive systems. These courses are suitable for personnel recruited for existing departments in which supervision is available for their projects. Sessions are backed with exercises to illustrate theory and to give practice in its application.	Cranfield School of Management, Cranfield, Bedford, United Kingdom	April and October 10 weeks	Managers or senior staff concerned with work study. English	2 months before start of each course	£600 (including board and lodging)
Work study		Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester, M20 8QA United Kingdom	Throughout year from October 4 weeks to 10 weeks	Prospective work study practitioners, management trainees. English	-	From £200 to £400
Practical personnel management	Behavioural sciences; the personnel function; recruitment and selection; remuneration; organization and staff development; industrial relations; training; interview techniques; manpower planning; report writing; personnel statistics; record keeping.	Guardian Business Services Limited, Consultants in Training and Management Development, 21 John Street, London W.C.1, United Kingdom (near Oxford)	2 October 1977 To be arranged	Education to British A-level standard. English	2 July 1977	£298 per week (residential)
Training and management development	Behavioural sciences; the identification of training needs; job analysis and the formulation of training needs; the design of training programmes; the evaluation of training; the installation of management development programmes; the presentation of training programmes; the use of video, aural and packaged training aids; the design of training facilities; the production of training aids.	Guardian Business Services Limited, Consultants in Training and Management Development, 21 John Street, London W.C.1, United Kingdom (near Oxford)	5 June 1977 To be arranged	Education to British A-level standard. English	5 March 1977	£298 per week (residential)
General management	Organized in partnership with other training bodies competent to deal with the fields of marketing, financial and production aspects of management. To equip line managers in developing countries with a knowledge of the policies and practices necessary to make the best use of their human and material resources, to give them some expertise in the skills needed by line managers and as a consequence to make them more useful to their own organizations and countries.	The Industrial Society, P.O. Box 1BQ, Robert Hyde House, 48 Bryanston Square, London W1H 1BQ, United Kingdom	12 September 1977 12 weeks	Practical experience in general management. English	-	£700-750+VAT
Computers and systems analysis for production	Computer-based operations in production control, sorting and analysis applications, machine loading and the production of exceptions lists, computer procedure for analysing input in given applications, circumstances justifying the use of a computer in production control, case studies of economic applications of the computer, preparation of training programmes, investigatory studies on systems, data preparation, recent developments in computerized production control systems, computerized systems in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom, (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers.	-	From £80 to £1,200

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

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Course or Semester	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language: Requirements	Fee
Cost control and financial accounting for production	Principles of financial accounting, interpretation and appraisal of accounts, budgetary control and standards costing, financial control procedures, the basis of management information techniques, financial planning, cost control and financial planning in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, and stock controllers.	From £80 to £1,200
Materials management	The purchasing function, requirements scheduling, ordering and stock control, re-ordering, criteria, inventory control, inventory standards, inventory control reporting, progress control, information flow, stores management, organization and location of stores, stores records, stores checking, materials handling, handling methods and equipment, visual aids for problem presentation, control of internal transport.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, and stock controllers	From £80 to £1,200
Organization and management for production	Principles and aims of the production organization, functions and responsibilities of production management, communication and effective control, resources available to the production manager, relationship of the production control function to its sales, design and distribution functions, labour management, welfare and safety, financial aspects of manufacturing operations, interviewing and training techniques.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, and stock controllers	From £80 to £1,200
Principles of factory management	Determination of manufacturing objectives and policies, locality, site selection, buildings, services, personnel availability, local regulations, maintenance, coordination of manufacturing processes, utilization of labour machinery and other resources, progress control, quality and cost control, responsibilities of departmental managers and supervisors, relationship between line and functional management, relationship between the functions of manufacturing, sales and distribution, purchasing, research and development, design, stock control and financial accounting. Communication of instructions, determination and allocation of tasks and the implementation of plans, control of performance.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Factory managers, shop supervisors and management trainees	From £80 to £1,200
Principles of office management	Planning and organizing clerical work and office procedures, determination and allocation of tasks and the implementation of plans, communication of instructions, control of performance, provision of office facilities, accommodation, furniture and equipment, office layout, heating, lighting and ventilation, office services relating to communicating, recording, reproduction and computation, allocation and typing of correspondence, filing and indexing, design and implementation of filing systems, office routines, clerical aspects of buying, receipt of goods, stock records, invoice certificates, documentation of packing and dispatch, use of work schedules and work measurement.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Departmental and office managers in industry and commerce and management trainees	From £80 to £1,200

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language: Requirements	Last date for receipt of applications	Fee
Production control	Selecting and training production control personnel, development of production control systems, materials and stock control, sales forecasting and the production plan, scheduling, shop loading, documentation of production control systems, capacity planning, batch sequencing, production control in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production and materials management using computers	The reality of materials management, cost and quality aspects of material control, basic principles of data processing, computer based production control operations, the design of a computerized system, the implementation of a computerized system, case studies in production control, computer operations in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production planning and documentation	Design, development and manufacturing response to sales forecasts based upon market research, programming - critical paths, techniques for achieving over-all planning objectives, balancing resources against requirements. Pre-production planning, analysis of pre-production drawings, compilation of sequence and process layouts, forward ordering of materials, equipment and tooling, machine and labour utilization, plant capacity, machine and shop loading, use of work measurement data, planning charts.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Production planning and stock control	Production planning and materials procurement, ordering and stock control, requirements scheduling, materials handling, use and value of the computer, critical path networks, resource allocation, cost and quality aspects of production planning, production planning and stock control in a group technology environment.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Statistics and operational research for production	Concepts of variability and distribution modes, methods of presentation and analysis, use of statistics to control production, application of sampling techniques, nature and scope of operational research techniques, simple mathematical models and graphical solutions to problems, application of linear programming and queuing theory to problems of resource allocation, distribution, transportation, scheduling and stock control, use of operational research to determine the optimum size of inventory, allocation of work to machines to minimize production time or manufacturing costs, preparation of minimum cost production plans.	Institute of Production Control, Beaufort House, Stratford-upon-Avon, Warwick, United Kingdom. (Courses held in Stratford-upon-Avon, Edinburgh, Malta, Hong Kong, Kuala Lumpur, Singapore, Trinidad, Brazil, Stockholm and Brussels)	Throughout year 2-28 days	Works directors, production managers, production controllers and stock controllers	-	From £80 to £1,200
Computer management	Computer management: organization, administration and control of computer centres; principles of management; social and economic aspects of computing. Computer systems and programming. Information processing methods. Information systems analysis and design.	Institute of Computer Science, University of London, 24 Gordon Square, London W.C.1. United Kingdom	Early October 1 year	Occupying a position of considerable responsibility and having a university degree in an appropriate discipline. English	31 May	£900

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management studies with reference to developing countries	Planning and business policy; management economics and a specialist subject of choice; additionally a practical project in the candidate's home country forms the basis of a dissertation (M.A.).	Management Studies Department, University of Leeds, Leeds, United Kingdom (6 months in Leeds and 6 months in home country)	1 October 12 months	University degree and several years experience in management, administration or teaching. English	May	£1,400
General management	Self management, effective thinking, using time more efficiently; the management of people, motivation, communications; the management of the resources of the business; marketing management; production management; financial management; personnel management.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	18 April 1977 4 weeks	English	-	£720 plus accommodation approx. £75 per week
Management and production training for manufacturing industries	Communications; design; maintenance; management; production technology; quality; safety; sales; supervision; works management; work study.	Production Engineering Research Association, Melton Mowbray, Leicestershire, United Kingdom	All courses repeated frequently From 1 to 20 days depending on type of course	English	-	Approx. £25 per day
Management services for officers from developing countries	Development of work study and O and M; controlling establishments; budgetary control; appreciation of operations research; network analysis; use of consultants.	Royal Institute of Public Administration, Overseas Services Unit, Hamilton House, Mableton Place, London W11 9BD, United Kingdom (London and Oxford)	4 July 1977 3 months	Graduates sponsored by public body with 7 years experience. English	-	£1,050 (including 8 weeks in residence)
Management teacher development	The role of the management teacher; the needs of the learner; teaching methods including practices and project work; course design; the teachers environment.	School of Management Studies, 15 Marylebone Road, London NW1 5LS, United Kingdom	Last week of April and last week of September 12 weeks	Degree or equivalent and some teaching experience or concern with management education/training. English	1 month before start of course	£420
Personnel work in public administration	Recruitment and promotion; pay and allowances; staff management; training and career development; staff relations and consultation.	Royal Institute of Public Administration, Overseas Services Unit, Hamilton House, Mableton Place, London W11 9BD, United Kingdom	18 April 1977 3 months	Graduates with 7 years experience in government or public corporation. English	-	£625
Control systems I	Survey of basic principles of linear control theory; feedback and feedforward control; stability criteria; graphical methods of design; performance criteria, compensation methods; implementation in computer aided design; transport delays; application of linear theory in the design of practical systems, industrial examples; practical work concerned with the operation and process control testing of servomechanisms and process control systems.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	October 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£60

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Control systems II	Types of non-linearity and their effects on system performance; describing functions and their use in graphical analysis; Phase-plane techniques, limit cycles, singular points, trajectories, isoclines, Krylov-Bogolioubov harmonic linearization; piecewise linearization; Liapunov and Popov stability criteria; sampled-data analysis; z-transforms, data extrapolators, sampled-data feedback design using graphical methods. Time-domain and frequency domain sensitivity theory; signal-flow techniques in sensitivity theory; non-linear and sampled-data systems; practical investigations and simulation of electromechanical and hydraulic systems incorporating non-linear components and samplers.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	November 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£60
Multivariable control systems design	State space formulation, discrete systems; modes and reduction of system order; frequency-domain analysis, non-interaction, inverse Nyquist array, return difference matrices, optimality; Liapunov matrix equation; controllability, observability; pole-zero assignment; state observers; control system design using dynamic programming and maximum principle with quadratic performance criteria; CAD applications using COMPAC computer and UMIST terminal.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	January 3 weeks	University degree or college diploma in mathematics, science or technology. English	-	£60
Accounting and finance (Certificate course)	Basic economic concepts; introduction to financial and management accounting; introduction to relevant quantitative techniques; government finance and fiscal policy; development planning and foreign investment; regional and national accounting; financial information systems; the use of accounting data for financial decisions; project appraisal and cost-benefit analysis; budgetary planning; project control; audit and control; capital market development; financial role and policies of multinational companies; development accounting.	Department of Accountancy and Finance, University of Strathclyde, 173 Cathedral Street, Glasgow G4 0RQ United Kingdom	September 12 weeks	At least 3 years practical experience in a post of responsibility. English	-	£1,150
Accounting and finance for developing countries	Introductory; government finance; financial decisions; financial control; development finance.	Department of Accountancy and Finance, University of Strathclyde, Stanhouse Building, 173 Cathedral Street, Glasgow G4 0RQ United Kingdom	January and September 12 weeks	Some formal training in accountancy and at least 3 years practical experience of accountancy or economics. English	End of November and July	£1,250 (full residential)
Advanced engineering	The Advanced Study Programme enables men and women to spend one or two academic terms pursuing studies that are individually tailored to each fellow's background, interests, and needs. Fellows may attend regular institute subjects and seminars, attend special subjects and seminars offered by the Center for Advanced Engineering Study, do studies guided by a member of the faculty and participate in on-going research. Facilities include study offices, seminar rooms, lounge and computer facilities for fellows.	Center for Advanced Engineering Study, Massachusetts Institute of Technology, Cambridge, Massachusetts, 02139 United States of America	September 4 or 9 months	A bachelors degree, or the equivalent in engineering. English	May	\$3,250 for 1 academic term \$6,500 for 2 academic terms

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Public management development	Core courses and workshops of practical use to all managers. Specialization in: senior executive management; financial management; personnel management; project analysis; rural development administration; training administration; urban development administration.	Institute of Public Service, University of Connecticut, Hartford 06105, Conn., United States of America	October 6 months	University degree, middle and senior level managers and other public administrators from developing countries. English	-	US\$3,500
Marketing management	Program curriculum includes sections on demand analysis; product policy and product line development; pricing policy; stimulation of demand; management of the marketing and sales operation; determination of marketing strategy; special problems of international management. Participants also have the opportunity to elect one or more special interest seminars selected from the following subjects: financial analysis; multinational marketing operations; export marketing; export promotion for government officials; tourism marketing; agrimarketing and marine marketing; marketing of services and arts/international business policies; marketing in developing countries; computer aids for marketing managers; developing training programs for managerial needs. The six-week academic segment of the program is followed by an optional four-week survey tour of the major marketing areas of the United States.	International Marketing Institute, 16 Garden Street, Cambridge, Massachusetts 02138, United States of America	June 1977 and 1978 6 weeks (academic segment) and 4 weeks (optional survey tour)	Business executives, government officials, consultants. English	May	US\$1,420 (tuition for the academic segment)
Management	Systematic study of international business and management with focus upon Japan; computer and management science; Japanese language; history and culture; field study and practical internship with major Japanese corporations in Japan. First five months of academic program conducted in Hawaii, followed by four months' field study/internship in Japan. Internship trainees are placed with host companies according to individual background and interest. Curriculum also includes special seminar series directed by distinguished faculty members of Waseda, Keio, and Sophia Universities.	Japan-America Institute of Management Science, 6660 Hawaii Kai Drive, Honolulu, Hawaii 96825 (Hawaii/Japan)	September 9 months	University degree. English	July	US\$1,800
Organisation et gestion des entreprises	Liste partielle: cycles de formation maîtrise (technique, commerciale, administrative); cycle de perfectionnement responsable de services du personnel; direction par objectifs; "définitions de fonctions, qualification des emplois et merit rating"; développement organisationnel; sessions spécialisées: marketing, contrôle budgétaire, informatique, techniques de groupe, etc.	Centre de formation et de perfectionnement des cadres B.P. 10.196 Kinshasa B.P. 1788 Lubumbashi Zaïre	A discuter Variable	Junior ou senior managers, inscriptions aux activités par l'employeur. Français	-	30 Z à 300 Z selon niveau et durée
Marketing	Exports and the national economy; subsidising exports; drawbacks and exchanges; export procedures and interested organizations; product development and standardization; commercial agreements; banking procedures for exports; and export policies for industrial products.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 3 weeks	University graduates with 3 years experience. Arabic	-	To be arranged

MARKETING AND EXPORT PROMOTION

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Marketing management	Concept of marketing; relationship between marketing and costing; statistics as a tool for effective marketing; purchasing and storing; salesmanship; using market research in budgeting; consumer motivation; marketing and advertising policies.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 7 weeks	University degree, five years experience. Arabic	-	60 EM
Marketing research	Nature and importance of marketing research; consumer, product and advertising research; sources of data and information; means of data collecting; marketing research procedures; statistical methods; and data analysis and results.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 3 weeks	Head of sales or export departments. Arabic	-	26 EM
Export oriented product design and production planning	External markets and export products; corporate planning and export marketing; product planning and product design; production planning. Special programmes for developing countries.	The Helsinki School of Economics, Development Cooperation Project (PRODEC), Runeberginkatu 22-24, 00100 Helsinki 10, Finland	To be arranged 4 weeks	Executives from the business community or government officials (from the senior or middle management levels), who are (or will be) responsible for planning, design, development and supervision of production processes and products. English	-	To be arranged
Trade promotion and export marketing	International trade, concepts of trade promotion and export marketing at government and business enterprise levels, and other foreign operations of the firm.	The Helsinki School of Economics, PRODEC, Runeberginkatu 22-24, 00100 Helsinki 10, Finland (Africa, Finland)	14 March 1977 3 months	High and middle level executives with trade promotion and export marketing responsibilities. English	-	-
L'exportation et les affaires internationales (cycle de perfectionnement)	Gestion des ventes à l'exportation; vente des produits industriels; financement et assurances du commerce extérieur; problèmes juridiques des relations commerciales internationales; implantations, investissements, filiales, le Français à l'étranger.	CNPF-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 32 jours (échelonnés sur 1 an)	Formation professionnelle. Français	-	De FF.2,950 à FF.3,350
European marketing	To help senior marketing executives to apply an analytical approach to problems of international marketing, with particular reference to the European market. The programme has been designed to enable participants to choose whether to concentrate on consumer marketing, or on the problems of industrial/service marketing. The economics of marketing will receive particular attention.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	21 August 1977 3 weeks	Marketing professionals and others between the ages of 30 and 50. English	July 1977	FF.9,750
Export promotion management	Export product management, export organization within the enterprise sales methods in export, export market research, export publicity, export financing and pricing policies, reporting and information organization, transportation, import duties and taxes, factors controlling imports. The course programme is supplemented by excursions to major industrial, commercial and public institutions.	Carl Duisberg-Gesellschaft, Hohenstaufenring 30-32, 5 Köln 1, Federal Republic of Germany in co-operation with Bremen Economic Research Institute and Central Office for Employment.	To be arranged 5 weeks	At least 5 years practical experience in a responsible, latterly managerial position with a firm engaged in export-oriented industry or commerce. The course requires an educational background of theoretical fundamentals which are, normally, covered by university studies in political or managerial economics. English	-	To be arranged

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Export promotion and marketing	Advanced theoretical training (seminar) in the fundamentals and uses of the techniques of modern market-oriented management. Subjects covered during the seminar include: management planning, planning as a management function, planning systems, methods and techniques of management planning, planning budgeting, planning practice, marketing strategy, the market in the future, marketing functions of management. Marketing practice: market research, market analysis, concept and planning in marketing, practical marketing, marketing-mix, marketing action plans, success control in marketing, marketing information systems. Theory of foreign trade: including public foreign trade law and the problems of international traffic and transportation, international financial transactions and goods transport. Training methods used during the seminar: Reports, case studies, business games, group work and subject discussion. Advanced practical training with German firms according to facilities available. Study visits to trade fairs and events.	Carl Duisberg-Gesellschaft, Hohenstauferring 30-32, 5 Köln 1, Federal Republic of Germany, and Central Office for Employment, in co-operation with Bremen Economic Research Institute	To be arranged 10 months (including 4 months language course).	Completed university education in economics or business administration and at least 4 years practical experience, latterly in a managerial position. Candidates with long experience in export and marketing will also be considered. German	-	To be arranged
Statistical household surveys	Economic theory with special reference to consumption theory; target and requirements of household surveys (demographic characteristics, health, food, housing, education and employment); concepts and definitions (household, family, consumption, etc.); sample theory; types of surveys (single, multi-round, permanent surveys); organization of a survey (timing, questionnaires, field organization, budgeting); data processing; relationship between household surveys and other statistical activities; analysis of statistical data on households.	Carl Duisberg-Gesellschaft, e.V., and European Development Fund for Developing Countries Associated with the EEC, Hohenstauferring 30-32, D 5000 Köln 1, Federal Republic of Germany (Münich)	March and September 1977 about 3 months	Heads of statistical offices or deputies. French for March seminar and English for September seminar	-	-
Customs Administration and industrial exports	The problems of Asian countries coping with the complicated customs regulations and procedures of EEC countries.	German Foundation for International Development (DFE) Public Administration Promotion Centre Rauchstrasse 22, 1 Berlin 30, F.R. Germany	To be arranged 4 weeks	Directors of Customs Administrations in Asian countries. English	-	-
Vendedor profesional	Principios generales de administración de empresas; técnicas de ventas de mostrador; técnicas generales de ventas; matemáticas comerciales (2 partes); principios generales de mercadotecnia; psicología de la motivación individual; estrategia y dinámica de ventas; psicología para vendedores; relaciones humanas; redacción; relaciones públicas y ética profesional.	Subdivisión de Carreras Técnicas Cortas, División de Capacitación de Ejecutivos y Mandos Medios del Instituto Técnico de Capacitación y Productividad, INTECAP, 12 calle 4-17, Zona 1, Guatemala City	Febrero 9 meses	Bachiller en Ciencias y Letras, contador o similar con experiencia en ventas. 3 prevoacional con 2 años de experiencia en ventas. Diploma de 6º año de primaria con 5 años de experiencia en ventas. Español	24 enero	Q. 10.00

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
International marketing	Seminar on environmental and managerial aspects of international marketing; various ways of integrating and co-ordinating marketing programmes in diverse markets; export marketing problems and prospects of developing countries; and development of decision-making skills for effective handling of challenges posed in international marketing.	Indian Institute of Foreign Trade, H-24 Green Park Extn., New Delhi, India	January 1977 and every alternate year 8 weeks including 4 weeks study tour	Senior marketing executives of export-oriented firms, trade promotion agencies and organizations and government officials engaged in export promotion from developing countries. English	October	Rs.4,000
Trade policy and export promotion	Interregional seminar; process and techniques of trade policy formulation. Determination of effective mix of policy instruments and their appropriate application to export promotion and import substitution.	Indian Institute of Foreign Trade, H-24 Green Park Extn., New Delhi, India	January 1977 and every alternate year 3 weeks including 4 weeks study tour	Senior government officers of trade policy division/department, trade policy advisory bodies, export-import promotion agencies, chambers of commerce, trade and industry associations and officers of public and private sector enterprises engaged in export promotion activities. English	October	Rs.4,000
Marketing management	Aspects of marketing (10 hrs.); marketing analysis (10 hrs.); sales promotion (10 hrs.); sales planning and control (10 hrs.); purchasing and storage (10 hrs.); distribution (10 hrs.); pricing method (10 hrs.); import and export (20 hrs.); discussion (20 hrs.).	The vocational and Managerial Training Centre, JI. Jend. Galot Subroto 218, Bandung, Indonesia	March 4 weeks	University degree and 3 years experience in sales and marketing. English	February	Rp.15,000
Export promotion	Tailor-made in-plant seminars or workshops in aspects of export promotion designed to meet specific identified needs of high level staff.	Coras Trachtala/ Irish Export Board, Merrion Hall, Strand Road, Sandymount, Dublin 4, Ireland	To be arranged Various	Depends on content. English	-	To be arranged
Free zones	The concept of the free zone; planning aspects; promotion of a free zone; services required; operating and management.	Shannon Free Airport Development Co. Ltd. (in conjunction with UNIDO), Shannon Town Centre, Shannon, Co. Clare, Ireland	May and October 1977 and 1978 4 weeks	Senior administrators concerned with establishment of an EPZ and senior executives with operational responsibility for aspects of EPZ work. English	6 weeks before start of course	US\$1,000 (1977) US\$1,250 (1978)
Export promotion	Study of strategies and instruments of export promotion of industrial products, taking as an example the case of Israel. Lectures, discussions and observation tours in industries, terminals, etc.	Ministry of Trade and Industry, Jerusalem, Israel	January 1 month	University degree and experience in field of export promotion or industry. English	-	To be arranged
Export marketing management	Theory and practice of international trade; marketing techniques applied to international trade; market planning; product planning; distribution; sales promotion; functional activities; management science.	International Centre for Advanced Technical and Vocational Training 201 Via V. ntimiglia 10127 Turin, Italy	To be arranged 12 weeks	Marketing and export executives from enterprises (and co-operatives) exporting agricultural and industrial products, with at least 5 years management experience in the field of marketing. Age: 30-45. English	-	To be arranged

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Marketing management	Marketing and economic development; marketing concept; export marketing concept; marketing management; marketing research and analysis; marketing planning and control; the promotional activities - marketing communications; the financial aspects of marketing management.	International Centre for Advanced Technical and Vocational Training, 201 Via Ventimiglia 10127 Turin, Italy	To be arranged 12 weeks	Marketing, distribution, sales or advertising managers, or executives in other fields of management interested in familiarising themselves with marketing techniques; at least 5 years experience in marketing or main functional management. Age: 30-45. English	-	To be arranged
Direction du marketing à l'exportation	Théorie et pratique de commerce international; techniques de marketing appliquées au commerce international; planification du marché; planification du produit; distribution; promotion des ventes; activités fonctionnelles; science du management.	Centre international de perfectionnement professionnel et technique 201 Via Ventimiglia 10127 Turin, Italie	A convenir 12 semaines	Cadres travaillant dans les services de marketing et d'exportation d'entreprises et de coopératives exportant des produits agricoles et des produits industriels, avec au moins 5 ans d'expérience comme cadre dans le domaine du marketing. Age: 30 à 45 ans. Français	-	A discuter
Dirección de la comercialización internacional	Teoría y práctica del comercio internacional; las técnicas del "marketing" aplicadas al comercio internacional; planificación del mercado; planificación de los productos; distribución; actividades promocionales; actividades funcionales; ciencia de la gestión empresarial.	Centro Internacional de Perfeccionamiento Profesional y Técnico 201 Via Ventimiglia 10127 Turin, Italia	A discutir 12 semanas	Directivos de servicios de la comercialización y exportación, directores y funcionarios de cooperativas agrícolas y funcionarios superiores de organizaciones públicas y privadas que se ocupan de la comercialización para la exportación; con un mínimo de 5 años de experiencia como personal directivo en el campo de la comercialización. Edad: 30 a 45 años. Español	-	A petición
Export promotion	Role of Government in export promotion; export marketing management; export marketing research; export promotion techniques.	Italian Institute for Foreign Trade (I.C.E.) Via Liszt, 21, Roma Eur, Italy, in co-operation with the International Trade Centre (ITC) UNCTAD/GATT	Last week in September 10 weeks	Government officials and executives from developing countries. Official languages of the countries selected (English, French, Spanish)	June	-
Promotion des exportations	Rôle du gouvernement dans la promotion des exportations; direction du marketing à l'exportation; recherche en marketing à l'exportation; techniques de promotion des exportations	Istituto Nazionale per il Commercio Estero (ICE) via Liszt, 21, Roma EUR, Italie, en coopération avec le Centre du commerce international CNUCED/GATT (CCI)	Dernière semaine de septembre 10 semaines	Fonctionnaires et cadres de pays en développement. Langue officielle des pays retenus (anglais, espagnol, français)	Juin	-
Promoción de exportaciones	Papel del sector público en la promoción de exportaciones; gestión de comercialización de exportaciones; investigación sobre comercialización de exportaciones; técnicas de promoción de exportaciones	Instituto Italiano de Comercio Exterior (I.C.E.) Via Liszt, 21, Roma Eur. (Italia), en cooperación con Centro de Comercio Internacional (CCI) UNCTAD/GATT	Ultima semana de septiembre 10 semanas	Funcionarios públicos y ejecutivos de países en desarrollo. Idiomas oficiales de los países seleccionados (español, francés, inglés)	Junio	-

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Export promotion	Role of government in export promotion; foreign trade in economic development; export promotion services; communication with the business community. Export marketing management; marketing mix concepts; product planning; product costing and pricing for export markets; import practices and distribution procedures; research techniques and data presentation. Export promotion techniques; public relations and advertising; trade fairs; cost accounting procedures; export financing; export incentives.	Italian Institute for Foreign Trade (I.C.E.), Via Listz 21, Rome, Italy	January 2 months	University degree. Italian or English	-	-
Export marketing	The marketing environment; present position and future prospects with reference to specific markets; the marketing mix; market and marketing research; product development and product life cycle; pricing; sales promotion and advertising; physical distribution; planning and organizing for export marketing.	Asian Productivity Organization, Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (Republic of Korea) (tentative)	To be announced 3 weeks during 1977	Marketing consultants or export promotion officers of national productivity organizations or similar institutions in APO member countries. English	-	To be arranged
International business	Studies in business with a certain emphasis on European subjects, particularly on the European Communities and organizations; course on various aspects of business and business environment; a work-study period with an industrial company; a field-trip to the European Communities and organizations; East-West seminar with a field-trip to Berlin; industrial field-trips and cultural excursions; the study of a foreign language and a sports-programme.	Netherlands School of Business, Nijenrode, Breukelen, the Netherlands	September 10 months	Unmarried students, male or female, who have completed their sophomore year at a university. English	June	Dfl. 11,500
Técnico en comercialización	Mercadotecnia investigación de mercados estadística de empresa promoción y publicidad dirección comercial micro-economía.	Universidad Particular San Martín de Porres, Dirección Universitaria de Proyección Social e Investigación, Av. Tacna 211-70 piso Lima, Perú	14 de junio 16 semanas	Gerentes de ventas, gerentes de comercialización empresarios, gerentes de promoción y publicidad. Español	-	(1977) \$8,000 (1978) \$10,000
Export marketing	Marketing concepts and exports; export marketing research; trade information services; product planning; standards for export; customs and legal considerations; costing and pricing; tariff and non-tariff factors in export; documentation; channels of distribution; export financing and payment; foreign exchange and currency factors; insurance; packaging; export promotion; role of trade commissioners.	National Institute of Management and the Export Promotion Secretariat, P.O. Box 1754, Colombo, Sri Lanka	June and September 4 weeks	Executives in business organizations who are either already or anticipate to be actively involved in exporting. English	-	Rs. 700

Courses or Seminars	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Application des matières plastiques dans l'emballage et le conditionnement (y compris les tuyaux)	Les polymères utilisables dans le conditionnement et l'emballage; leurs diverses propriétés: chimiques, physiques et rhéologiques. Le conditionnement des produits chimiques; bidons, fûts et réservoirs. Le transport des eaux résiduaires. Le flaconnage alimentaire et industriel. Travail de laboratoire. Visites d'usines et d'industries alimentaires. L'emballage alimentaire. Notions de toxicologie. L'étude de la migration des adjuvants (méthodes et analyses). Le transport de l'eau potable (contrôle de migration). L'élimination des déchets de l'emballage en matières plastiques (pollution de l'air et du sol - biodégradabilité).	Centre d'études des matières plastiques, 2 rue Armand-Stévant, Liège, Belgique	6 mois à 1 an	Ingénieur chimiste, licencié en sciences pharmaceutiques. Français	-	A arranger
Packaging	Raw materials, processing, testing, transportation, conferences, laboratory and factory visits.	Institut Belge de l'Emballage, 15 rue Picard 1020 Bruxelles, Belgique	March 8-10 weeks	University degree or equivalent. English.	31 January 1977	To be arranged
Emballage	Les matières premières, le conditionnement, les essais sur emballage, le transport, série de conférences et visite de laboratoires et usines.	Institut Belge de l'Emballage, rue Picard 15, 1020 Bruxelles, Belgique	Mars 1977 8-10 semaines	Cours post-universitaires et assimilés. Français	31 janvier 1977	A fixer

QUALITY CONTROL AND STANDARDIZATION

Normalisation	Définition, prémisses, philosophie, motivation, objectifs et aspects économiques de la normalisation; organismes de normalisation; normalisation internationale, multinationale, nationale, d'un secteur d'industrie, d'entreprise; élaboration des normes; étude d'exemples typiques, de normes, de terminologie et de définitions, de représentation graphique, de spécification, de produits (composition, propriétés physiques et chimiques, forme, dimensions, qualité), de méthodes de mesure, d'essai et de contrôle, de sécurité, de procédure, codes de bonne pratique, checklists; application de la normalisation dans les articles, réduction de la diversité; procédures d'analyse de la valeur appliquées à la normalisation; documentation et bibliographie.	Comité belge de la normalisation d'entreprise 29 Avenue de la Brébençonne, Bruxelles 4, Belgique	2 à 3 semaines	Formation technique de degré moyen; ce cours est principalement destiné à ceux qui seront appelés à appliquer la normalisation, notamment dans la gestion des entreprises. Français ou néerlandais.	-	A discuter
Industrial inspection and quality control	Chemical analysis, physical and dynamic testing of raw materials, components and finished products; dimensional calibration and control; industrial inspection of civil engineering works; non-destructive testing, laboratory and field testing.	Centro de Estudios, Medición y Evaluación de Calidad (CESMEC) Avda. Marathon 2595, Casilla 14036, Correo 21 Santiago de Chile	To be arranged	Engineering degree. Spanish or English	-	\$50350 per month
Control de calidad y metrología	Por determinar.	Instituto Nacional de Normalización, Santiago, Chile	Variable	Calificaciones profesionales. Espanol	-	A convenir

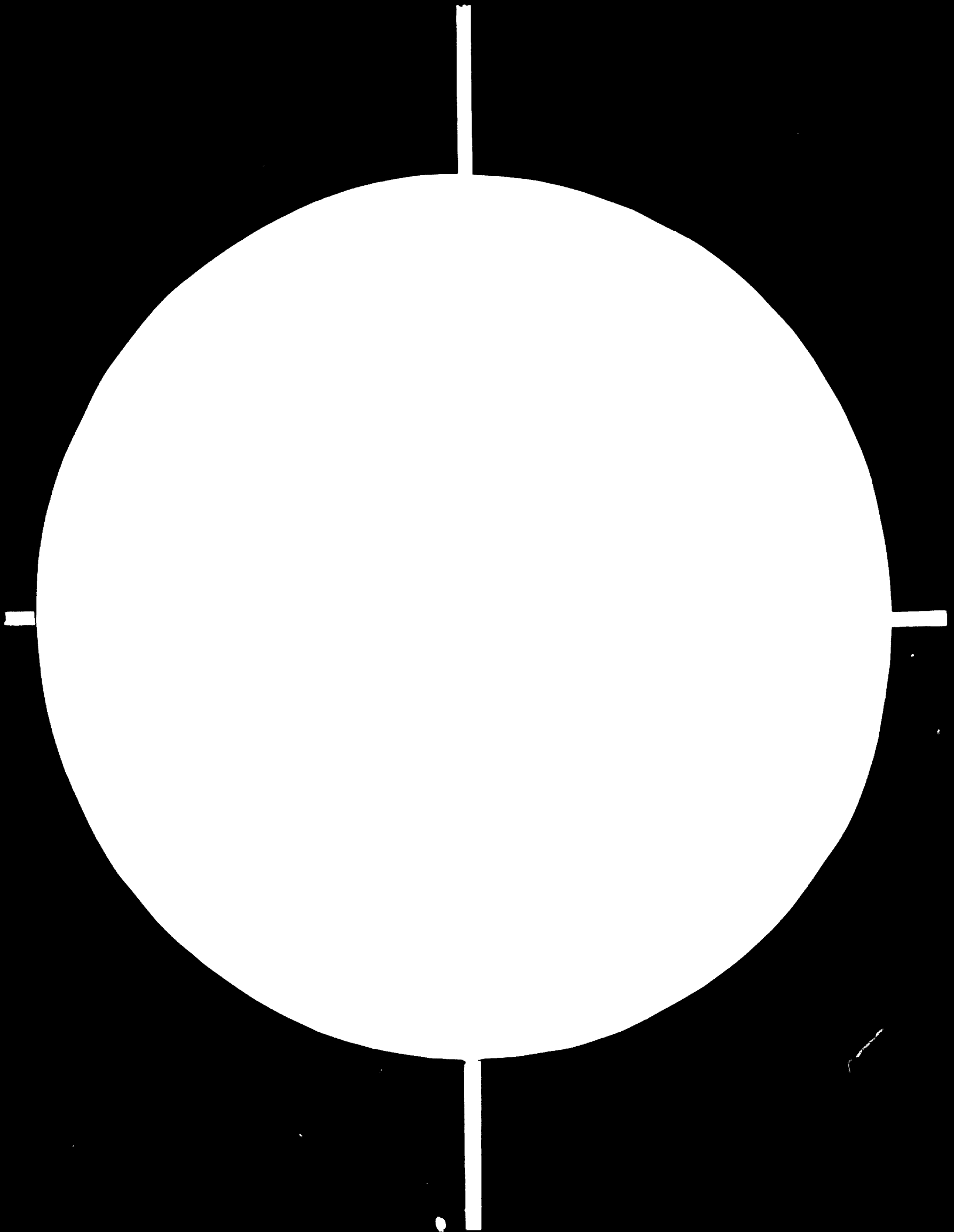
QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fees
Material testing and quality control	Chemical analysis in following fields: 1) Metals, alloys and inorganic chemicals. 2) Building material and ceramics. 3) Paints and varnishes. 4) Ores and water for industrial purposes. 5) Textiles and textile materials. 6) Paper and writing materials. 7) Leather and leather goods. 8) Rubber and plastics. 9) Fuels, mineral oils and petroleum products. 10) Oils, fats, soap and detergents. 11) Alcohol, and alcoholic beverages. 12) Food products. 13) Tobacco and tobacco products.	Chemical Department, Ministry of Industry, 12 Ramsis St., Cairo, Arab Republic of Egypt	January, April and October 2 months	University graduates. Arabic or English	-	50 LE
Normalisation et contrôls de la qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques, laboratoires et entreprises.	ACTIM 64 rue Pierre Chartron Paris 8 ^e , France	Avril 7 semaines	Ingenieurs chargés des services de contrôle de qualité, fabrication, achats, essais, etc. Français	Octobre	Fr.F.3,000
Normalisation et contrôle qualité	Etude des méthodes du contrôle de la qualité et de leur mise en oeuvre dans les centres techniques et les entreprises. Etude des services chargés de l'application des normes dans les instituts de normalisation et les entreprises. Les notions de calcul statistique auxquelles font appel ces méthodes de contrôle seront seulement évoquées de façon rapide.	ACTIM, 64 rue Pierre Chartron, 75008 Paris et AFNOR, Tour Europe Cedex 7, 92080 Paris La Défense, France	A arranger 6 semaines	Ingenieur responsable du contrôle de la qualité, d'un service après-vente, d'un service achat ou d'essais de laboratoire. Français	-	A arranger
Pratique de la régulation	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	A arranger 4-6 semaines	Français	-	FF.5,900 & 8,400
Technique de la régulation	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	Janvier, février, avril, octobre et novembre 1977 3 semaines	Français	-	FF.5,000
Metrology	All questions relating to Legal Metrology (Lectures and laboratory work)	TESCO Organization for International Technical and Scientific co-operation, and ONH National Office of Measures H-1054 Budapest PF.101 H-1531 Budapest PF.19 Hungary	Autumn 3 weeks	Professional qualification. English	March	To be arranged
Standardization for developing countries	Principles and methodology of standardization; ISI constitution and organizational structure; implementation of standards; quality certification; promotional activities.	Indian Standards Institution, 9 Bahadur Shah Zafar Marg, New Delhi-110001, India	Second week of November each year 15 weeks	Graduates in science, engineering or technology, and must have been engaged in standardization actively to be able to make practical use of the training on return. English	15 September	To be arranged

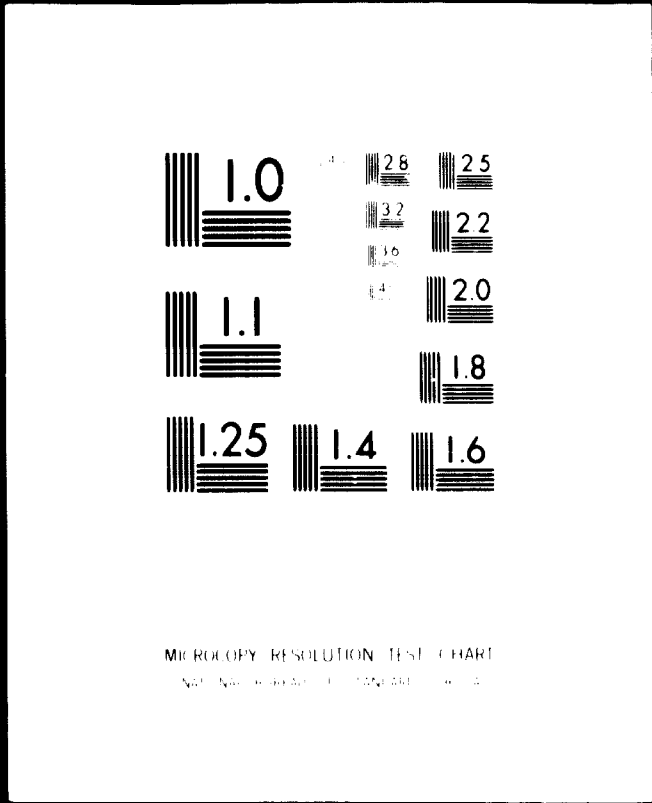
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QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Section	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Statistical quality control	Detailed training in the principles and application of statistical quality control with emphasis on its application to standardization and certification marking.	Indian Standards Institution, 9 Bahadur Shah Zafar Marg, New Delhi-110001, India	7 October 7 weeks	A degree in any branch of science, engineering or technology with at least 2 to 3 years experience in the respective fields. Preference to those who are connected with any facet of industrial production such as design, manufacturing quality control, standardization, distribution, etc. English	31 August	To be arranged
Standardization	Standardization: establishment of standard specifications for industrial products, follow-up and testing in chemical, mechanical and electrical fields. Programme consists of lectures, laboratory demonstrations and visits to factories.	Institute of Standards and Industrial Research of Iran, Tehran, Iran	To be arranged 2 to 4 weeks	Graduate engineers English or Farsi	-	None
Industrial application of radiation sources and nuclear equipment	Neutron generators in applied research; radioisotope sources; inspection and analysis of radiation; shield design.	University of Rome, Rome, Italy	To be arranged Variable ad hoc courses	University degree. English or French	-	To be arranged
Nuclear analysis and control methods in applied research	Nuclear physics; measurement techniques; dosimetry and radiation protection; non-destructive test methods; radioisotopes.	University of Rome, Rome, Italy	To be arranged Variable ad hoc courses	University degree. English or French	-	To be arranged
Industrial quality control	Introduction; human and economic aspects of quality control; statistical methods in quality control; quality control in production; integrated quality control; principles of reliability and operations research; theory of probability and sampling; design of experiments; planning and programming a course in quality control; standardization; practical study; transmission of knowledge; evaluation and closing.	Asian Productivity Organization (in collaboration with the Netherlands Government and Bouwcentrum International Education, Rotterdam) Aoyama Dai-ichi Mansions, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (Netherlands)	Late 1977 18 weeks	Trainers and consultants of national productivity organizations or similar institutions and engaged in work directly related to quality control in APO member countries. English	-	-
Industrial standardization and quality control	Essentials of standardization; fundamental industrial standardization; administration of national standardization in Japan; standards for agricultural, forestry products and food stuff; standardization at international level; technical standards in regulations (legal metrology, consumer goods, anti-pollution, export inspection, etc.) JIS marking system; presentation of product standards; company standardization; quality control; sampling methods; sampling inspection; other aspects (mainly in-plant practical training and study tours).	Japan International Co-operation Agency (JICA), Agency of Industrial Science and Technology (AIST), MITI, and Japanese Standards Association (JSA) 4-1-24 Akasaka, Minato-ku, Tokyo 107, Japan	January 3 months approx.	Standard engineers in national standards bodies and engaged in their extension service, should be nominated by their Governments. English	-	-

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrial quality control	Theoretical part: statistical methods, statistical quality control during the production process, acceptance, sampling and inspection, process analysis, improving the production process, quality and cost, quality organization, quality information, operations research, reliability, the philosophy of integrated quality control, planning and preparation of basic design, standardization, ergonomics decisions on programming, designing, production, distribution and service. Practical part: mainly conducted in factories, offices or institutes concerned with the following aspects: market analysis and production development, standardization, process analysis, organization for quality control, metrology, problems of optimization and design of experiments.	Bowcentrum International Education P.O. Box 299, Rotterdam, the Netherlands, in co-operation with NUFFIC	January August 5 months	Bachelor's degree from a recognized university or similar institute, engaged in work directly related to the field of the course concerned. English	-	Quilders 9,500 (subject to change)
Control e inspección de materiales	Técnicas de inspección de materiales.	Centro Nacional de Investigaciones Metalúrgicas (CENTIM) Ciudad Universitaria Madrid 3, España	Mes y medio variable	Técnicos con experiencia o estudiantes universitarios. Español	-	A convezair
Certification to standards	Study of different methods of certification; role of test houses and inspectorates; objectives, systems, costs and benefits.	British Standards Institution, 2 Park Street, London W1A 2BS, United Kingdom	October 1977 or March 1978 6 weeks	Responsibility for the application of standards; graduate qualification in technology or appropriate field of administration. English	15 July or 15 December 1977	£850
Organization of national standards work	Preparation and presentation of standards; committee procedure; work of a committee secretary; international standardization; metrication; standards and legislation; standards and research; standards and quality assurance; organization of library and technical information services; consumer activities; standardization in specific technical areas; public relations.	British Standards Institution, 2 Park Street, London W1A 2BS, United Kingdom	19 July 1976 4 weeks	Senior employees of standard organizations with: (i) degree or equivalent; (ii) minimum of 2 years experience in post; (iii) working knowledge of English	April 1976	£550
Standardization	Organization of national standards work; preparation and presentation of standards; committee procedure; work of a committee secretary; International standardization; standards and legislation; standards and research; standards and quality assurance; organization of library and technical information services; consumer activities; standardization in specific technical areas; public relations.	British Standards Institution, 2 Park Street, London W1A 2BS, United Kingdom	13 July 1977 and 14 July 1978 4 weeks	Senior employees of standard organizations with: (i) degree or equivalent; (ii) minimum of 2 years experience in post. English	30 April 1977 and 1978	£850
Quality control systems design and management	Topics include: quality systems design, statistical methods, quality standards, and quality systems management.	Economic Development Laboratory, Engineering Experiment Station, Georgia Institute of Technology, Atlanta, Georgia 30332, United States of America	10 September 1977 12 weeks	Graduate in engineering or science. English	15 June 1977	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Gestion industrielle et financière des petites et moyennes entreprises	Le cycle a pour but d'assurer une formation complémentaire à des cadres d'organismes de promotion de la petite et moyenne entreprise industrielle. Le perfectionnement est axé sur la gestion financière, le calcul de prix de revient et la comparaison inter-entreprises. Il se compose de cours théoriques et de stages dans des bureaux d'ingénieurs-conseils et entreprises industrielles.	Institut économique et social des classes moyennes à Bruxelles, c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5, Bruxelles, Belgique	15 Avril 3 mois	Etudes universitaires à orientation commerciale ou économique ou formation pratique équivalente acquise par une fonction de cadre dans une entreprise, Français ou néerlandais	15 février	A déterminer selon les cas
Petites et moyennes entreprises (formation de conseillers d'entreprises)	I. Introduction - l'économie belge. II. Gestion financière: Le bilan, témoin de la structure financière; le compte de pertes et profits, témoin de la rentabilité globale; le compte d'exploitation, témoin de la rentabilité propre; les techniques utilisées pour évaluer la structure financière et la rentabilité; les sources de financement. B. D'exploitation: direct costing; rentabilité des investissements. C. Administrative et comptable: la comptabilité dans les PME; les systèmes administratifs; le traitement de l'information. D. Industrielle: planning de l'approvisionnement; problèmes de communications; le concept "marketing"; les particuliers; les exportations. Le programme des cours est adapté en fonction de l'intérêt des étudiants pour tenir compte notamment des besoins particuliers des pays en voie de développement.	Institut économique et social des classes moyennes à Bruxelles, c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5, Bruxelles, Belgique	A arranger 5 mois	Etre en possession d'un diplôme universitaire légal ou scientifique, de préférence de licencié en sciences économiques ou d'administration des entreprises, ou d'un diplôme d'ingénieur commercial ou équivalent. Age: maximum 30 ans. Français	-	A discuter
Petites et moyennes entreprises industrielles orientation marketing	1. Séminaires d'études de cas (3 mois et demi) sur: l'économie; la communication et la créativité; la gestion financière; le marketing; l'organisation de l'entreprise. 2. Visites d'organismes (2 semaines) (zonings industriels, organisations professionnelles, etc.). 3. Stages (1 mois). (Ces cours sont sanctionnés par un examen oral et écrit. But du cycle: former des conseillers en gestion pour la petite et moyenne entreprise industrielle).	Institut économique et social des classes moyennes à Bruxelles, c/o Administration Générale de la coopération au développement, Place du Champs de Mars 5, Bruxelles, Belgique	15 mai et 15 octobre 5 mois	1. Avoir un diplôme (baccalauréat ou licence) en sciences économiques ou commerciales ou une licence en administration des entreprises; 2. Avoir une expérience professionnelle de 2 à 5 années; 3. Posséder les aptitudes à remplir un rôle de conseiller (contact humain, persuasion); 4. Etre âgé de 25 à 40 ans. Français (connaissances de base suffisantes) ou néerlandais.	3 mois au moins avant le début du stage	A déterminer
Entrenamiento en consultoría a pequeñas y medianas industrias	Consultoría en las áreas de producción, mercadeo, finanzas y contabilidad, organización.	FICIDEC (Fundación para el fomento de la investigación científica y tecnológica), Cra 11A 69-75, Bogotá, Aptdo aéreo 27872, Colombia	Cualquier fecha del año 6 meses	Grado universitario, un año de experiencia industrial. Espanol	-	US\$1,000
Gestion d'une petite ou moyenne entreprise ou d'une unité décentralisée	La gestion du personnel; les actions possibles sur les résultats financiers; l'organisation administrative et la gestion de l'entreprise; les délégués juridiques et les précautions à prendre; comment créer des liens efficaces entre l'entreprise et ses publics.	CMOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Novembre 12 jours (étalés sur 3 mois)	Formation professionnelle. Français	-	FF.5,200

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Promotion of small and medium industry	Case studies of measures to promote transfer of suitable technologies for developing countries.	German Foundation for International Development (DSE) Seminar Centre for Economic and Social Development, I Berlin 27 Reiherwerder Villa Borsig F.R. Germany	To be arranged 2 months	High level personnel from planning industrial and agricultural ministries and development banks from English and French-speaking African countries. English or French	-	-
Small-scale rural industry	Promotion of development through development banks and self-help arrangements to assist structural improvement of least developed countries in Near and Middle East. Emphasis on advising small rural industries.	German Foundation for International Development (DSE) Seminar Centre Villa Borsig Reiherwerder I Berlin 27 F.R. Germany	To be arranged 3 weeks	Specialists from national development associations, mutual loan associations and agricultural development banks from developing countries. English	-	-
Management development in smaller industries	Entrepreneurial training; manager development; achievement motivation; factors for success in small-scale industries.	Irish Management Institute, Sandyford Road, Dublin 14, Ireland	November 1977 3 weeks	University graduates promoting small-scale industries and providing consulting and training services in management and technology. English	-	£750
Small-scale industry development	Financial incentives for small industry; management development; technology transfer; building industrial estates; tax-free zones; training craft workers; export marketing. This programme assembles the expertise of the development agencies in Ireland to allow participants to study a working model for economic development. In-plant training.	Irish Management Institute, Sandyford Road, Dublin 14, Ireland	January 1978 12 weeks	Responsibility for planning, promoting and initiating small enterprises. English	-	£2,000
Introduction to industrial design for small industries entrepreneurs	Design consideration of small scale industries; small production runs; design as tool for innovation; design as tool for material substitution; design as tool for production economy.	National Institute of Design, Faldi, Ahmedabad 7, India	November 1 month	Candidates interested in entrepreneurship for secondary manufacturing units. English	To be announced later	Rs.150.00
Entrepreneurial motivation development	Entrepreneurship; understanding individual behaviour; achievement motivation; risk-taking; aspiration; values; goal-setting; entrepreneurial decision-making; economic factors; feasibility studies; organization; identification of entrepreneurs; long-range strategies.	SIET (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	Late October 6 weeks	Persons actively engaged in training, planning or administering (industrial) entrepreneurship development programmes. University degree desirable; age under 50. English	-	US\$800

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Small industry financing	(a) The concepts and functions of development financing with reference to developing economies, role of development banks in stimulating economic growth, service selling - a promotional aspect of development banking, role of small scale industries in developing economies, concept of lead bank and area approach, preparation of industry profiles through regional surveys; formulation of policies and procedures with a view to developing appropriate financial infrastructure, motivating small industries to avail of bank assistance. (b) Techniques and analytical tools for planning and control of financial resources (helping borrowers in their decision-making; assessing business opportunities; managerial ability and technical competence of operating industries; planning financial needs and checking profit performance of small enterprises, and financing of new enterprises and appraisal of their project reports. (c) Follow-up system and advisory services to ensure the adoption of financial discipline and socially desirable business policies by small scale industries, development of a follow-up system to diagnose problems of small industries, and supervision of fund utilization through bank accounts.	SIFT (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	Late October 6 weeks	University degree and at least 2 years experience in banks or other financial institutions or development corporations. Sponsorship by employer. English	-	US\$800
Small industry management consultancy	Management concepts and techniques: the economic environment and the role of management development therein; business policy, investment appraisal and techniques for planning and control of management; marketing and sales; management accounting and sales; production and industrial engineering; organization and labour. Consultancy skills and practice: application of techniques for analysis and diagnosis; consultancy practices. Organizing management consultancy services.	SIFT (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	September 12 weeks	University graduates with at least 2 years experience in institutions or agencies concerned with assistance, advice or training for small industry. English	July	US\$1,300
Small industry promotion in developing economies	Economic growth; industrialization process; role of small industries; small industry development programme in India; organizational network for small industry - promotion - government, quasi-government and non-government organizations for promoting small industries in India; economic investigation and analysis; organizing and working for small industry; visits to small industry promotion agencies and organizations as well as concentrations of small industries.	SIFT (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	September 10 weeks	Considerable experience in policy-making or programme implementation in ministries, agencies or development organizations concerned with promotion, servicing and assisting of small-scale industry, including traditional and cottage industries and existing and prospective entrepreneurs. Participants should be in age group 24-40 years. English	July	US\$1,100
Small-scale industries	Courses in marketing management, production planning, financial management, cost accountability and cost control.	Small Industries Service Institute, Ministry of Industry and Civil Supplies, Saki Naka, Bombay-72, India	To be arranged	Engineers. English	-	To be arranged
Management for small plants	Organization and management of the small plant; marketing; financial management; personnel management and human relations; production management and organization.	Israel Institute of Productivity, Henriette Scold Str. 4, Tel Aviv, Israel	October 4 weeks	Professional qualification. English	15 July	To be arranged
Promotion and marketing of handicrafts for home industries and small-scale enterprises	The economics of cottage and small scale industries and their social aspects; technology of crafts; administration; production; promotion and marketing. Observation visits will be made to craft centres, workshops, small scale industries, organizations involved in production, promotion and marketing, and to museums. Practical work.	Mount Carmel International Training Centre for Community Services (MOTC) 12 David Pinsky Street, Haifa, Israel	March 10 weeks	Trained and experienced personnel in handicraft skills, and currently employed in administration or promotion of handicraft projects, cottage industries or small-scale enterprises.	-	\$650 per month

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Petites industries et esprit d'entreprise	Gestion industrielle, financière et commerciale, promotion et développement des petites et moyennes entreprises. Séminaires de durées variables sur les différents thèmes, l'ensemble des thèmes constituant un cycle complet, comportant également un suivi (follow-up) en entreprise.	Institut National de Promotion-Formation, Tananarive, République Malgache	Variable	Directeurs et cadres en exercice des petites et moyennes entreprises. Français-malgache	-	A discuter
Cottage industries	Mechanics, electric studies, carpentry, blacksmithy, sheet metal work, handloom and weaving for women.	Ministry of Commerce and Industries, Azimio Cottage Industries Training Centre F.O. Box 431, Tabora, United Republic of Tanzania	4 March 1 year	Class seven and above. Swahili	To be arranged	-
Entrepreneurship	Selection and training of entrepreneurs.	East-West Technology and Development Institute Pawi, United States of America	October 4 weeks	Trainers and instructors concerned with the training of entrepreneurs in a university or related training institution and small business entrepreneurs. English	-	To be arranged
Small and medium industry consultancy	Topics include basic accounting and cost control, production planning and control, business planning, methods analysis, plant layout and material handling and quality control.	Economic Development Laboratory, Engineering Experiment Station, Georgia Institute of Technology, Atlanta, Georgia 30332, United States of America	20 June 1977 10 weeks	Persons who provide technical and managerial assistance to small and medium firms. English	1 May 1977	To be arranged
Trainer development	Training needs; developing training objectives and planning training strategy; designing a training programme; the training group and the climate; training methods; individual and group assignments; communication in training; study tour of training institutes in Hyderabad and other cities in India	SLET (Small Industry Extension Training Institute, Yousufguda, Hyderabad 45 (A.P.) India	October 7 weeks	Persons actively engaged in training in institutes offering training in management, administration, development, etc. Participants should be less than 45 years of age. English	August	US\$600.00
Management (training managers)	Designed to develop the ability to manage the training function in companies, to relate training to the present and future needs of the company and to measure its effectiveness. In-plant training.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	From October 1977 to March 1978 7 weeks (three modules)	University degree plus 4 years management experience. English	-	£1,200
Trainer development	Research methodology in management development. Research theory; research design; testing causal hypotheses; problems in design and measurement; data collection and analysis; the research report.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	June 1978 3 weeks	University graduates undertaking research in management. English	-	£1,000
Trainer development	Workshop deals with trainers' personal skills of assessing training needs, design of programmes, influence and communications strategies, and course evaluation. In-plant training.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	May 1978 3 weeks	University graduates engaged in management and administration training. English	-	£1,000

TRAINER DEVELOPMENT

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Audio-visual aids technology	The nature of communication; the audio-visual media in instructional technology; the audio-visual methods; audio-visual mass-media for learning; the audio-visual service; maintaining audio-visual hardware; preparing audio-visual software; the specialized uses of audio-visual media.	International Centre for Advanced Technical and Vocational Training, 201 Via Ventimiglia, 10127 Turin, Italy	20 January 1977 12 weeks	At least 3 years experience in this field or in allied fields. Practical teaching or communication would be a decided asset; between 25-40 years of age. English	To be arranged	To be arranged
Trainer development	This three-week course has been designed specially to meet the requirements of potential as well as experienced training men who are responsible for organizing and conducting in-company training. It deals with training philosophy, management and application of the effective training techniques.	Pakistan Institute of Management, PIOC, Shahrak Iran, Clifton, Karachi-6, Pakistan	Twice yearly 3 weeks	Training managers. English	-	Pak. Rs. 500
Training officer	The course content includes training needs analysis; job analysis; training standards evaluation; learning; training methods; course design; communications; training records; selection for training; induction; safety; training costs.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 8QA, United Kingdom	Throughout year 4 weeks followed by a 2 week in-company project supervised by the course tutor	Position in management, management trainees. English	2 weeks before start of each course.	£330
Training officers' group tutorial	Designed for those who hold senior positions in the training function, such as advising top management on training policy, administration and methods of managing a training establishment. To equip training specialists to design and carry through effective policies and programmes for the training of manpower at all levels in their organization.	The Industrial Society, P.O. Box 184, Robert Hyde House, 48 Bryanston Square, London W1H 1BQ, United Kingdom	18 April 1977 12 weeks	Practical experience in training. English	-	£650-725+VAT

OTHER TRAINING OPPORTUNITIES AND SHORT COURSES
 AUTRES POSSIBILITES DE FORMATION ET SESSIONS D'ETUDE DE BREVE DUREE
 OTRAS OPORTUNIDADES DE CAPACITACION Y CURSOS CORTOS

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Group dynamics for industrial and design management	Process of human relationship in decision-making groups, and leadership in managing people. Role of design management and its contribution in industrial production.	Hernstein Management Center and International Council of Societies of Industrial Design (ICSID), Berggasse 16, A-1091, Vienna, Austria (Hernstein Castle, Berndorf)	25 April 1977 6 days	Professional designers, industrialists and managers (executives in charge of design department). English	-	AS10,000
Management and motivation	Development of motivation theories and their application in the field of management in the past, present and future.	Hernstein Management Center, Berggasse 16, A-1091 Vienna, Austria (Hernstein Castle, Berndorf)	31 January 2 May and 3 October 1977 2 days	Line staff manager with leadership responsibilities. English or German	-	AS5,000
Managerial grid	Improvement of own leadership style through various exercises in groups; improvement of teamwork and developing teams.	Hernstein Management Center, Berggasse 16, A-1091, Vienna, Austria (Hernstein Castle, Berndorf)	To be arranged 6 days	Line staff manager with leadership responsibilities. English	-	AS9,500
Managing motivation for performance improvement (Seminar)	Improvement for achievement. Participants gain insight into their motivation structure through pre-work tests and exercises during the seminar. Four factors fit together and reinforce each other in productivity and job satisfaction: individual motives and skills, motive requirements of job, leadership style, and organizational climate for work.	Hernstein Management Center, Berggasse 16, A-1091 Vienna, Austria (Hernstein Castle, Berndorf)	18 April 1977 6 days	Line staff manager with leadership responsibility. English	March 1977	AS9,500
Documentation	Documentation dans l'entreprise.	CNOF-CEM et Bureau Marcel van Dijk, 57 rue Sainte-Anne, 75002 Paris, France et Avenue Louise 409, 1050 Bruxelles, Belgique	A convenir 2-3 jours	Documentalistes. Français	-	A fixer
Informatiques	Les systèmes d'information, les fonctions, les langues, le logiciel, etc.	SINERO et Bureau Marcel van Dijk, 57 rue Sainte-Anne, 75002 Paris, France et Avenue Louise 409, 1050 Bruxelles, Belgique	A convenir 2-3 jours	Cadres responsables. Français	-	A fixer
Politique des investissements	1. Informations générales relatives à la situation, l'évolution, la politique et les perspectives de la Société nationale d'investissement. 2. Initiation aux méthodes d'évaluation des projets ainsi qu'à l'étude de lieux, perspectives de rentabilité, comportant deux aspects. (a) l'analyse financière et comptable de l'entreprise, l'étude de la physiologie générale de l'entreprise (b) l'étude du secteur général	Société nationale d'investissement (SNI) Bruxelles, Belgique	à arranger une à deux semaines	Formation professionnelle Française, Néerlandaise, Anglaise	-	à arranger

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Training in industry	The Bulgarian authorities are prepared to organize individual or group training programmes in: alkaloids; automation of programming; fats-analysis; hydraulic equipment.	Ministry of Foreign Affairs Sofia, Bulgaria	Variable	University degree English, French or Russian	-	-
Formation dans l'industrie	Les autorités bulgares sont disposées à organiser des programmes de formation individuels ou en groupe dans les domaines suivants: alcaloïdes; automatisation de la programmation; analyse des corps gras; équipement hydraulique.	Ministère des affaires étrangères, Sofia, Bulgarie	Variable	Diplôme universitaire Anglais, français ou russe.	-	-
Ingeniería de Petróleos	El tema específico lo da el conferencista	Universidad Industrial de Santander Apartado Aéreo 678 Bucaramanga, Colombia	15 días se celebrará durante un mes de verano	Se requiere que el participante sea profesional o esté cursando último año de estudios universitarios. Español	-	US\$275
Ingeniería, química, física, metalúrgica	Termodinámica, cinética, fenómenos de transporte, separación de multicomponentes, física del estado sólido, física de la plasma, electromagnetismo, metalurgia física, metalurgia mecánica, corrosión.	Universidad Industrial de Santander, Apartado aéreo 678, Bucaramanga, Colombia	febrero 18 meses	Ingeniero o licenciado. Español	-	A convenir
Evaluación de proyectos	Por determinar.	Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril y octubre de cada año 10 días	Graduado universitario. Español	Enero y julio	A discutir
Financial management	Aims of financial management; standard and direct costs; financial analysis; marketing and preparing the sales plan; planning of cash needs; problems of the application of uniform accounting system; top managerial reports; analysis of cost results.	Ministry of Industry, 3 Ismael Abou El Foutouh Street, Dokky, Cairo, Egypt	To be arranged 2 weeks	Heads of financial sections. Arabic	-	16 £E
Specifications of textile products	This course is designed to acquaint the student with the technical specifications and standards used of textile products: specifications; specifications and standards of yarns and knitted products; packing of textile products; contracts; local and international standards; specifications of fibres; specifications and standards of woven fabrics and ready made garments; standard testing procedures; visits to testing laboratories.	Textile Consolidation Fund, Quality Control Centre, Camilla Buhried Street, El Siouf, Alexandria, A.R. Egypt	September 1977 1 week	High school plus 2 years experience in the field of testing; and Q.C. Arabic - courses may be given in English	-	\$150
Textile testing (fabrics)	This course is designed to acquaint the student with the testing methods used for textile fabrics: construction; yarn number; crimp and contraction; air permeability; stiffness; ends and picks; weight; wrinkle recovery; thickness; width; strength; abrasion; defects; length; bow and skewness; pilling; practical training.	Textile Consolidation Fund, Quality Control Centre, Camilla Buhried Street, El Siouf, Alexandria, A.R. Egypt	June 1977 2 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150

Course or Seminar	General description	Organizer, Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Textile testing (knitted products)	This course is designed to acquaint the student with the testing methods used for knitted products: construction; wales and courses; defects: burst strength; circular; stitch length; pilling; flat; yarn number; drape coefficient; warp; weight; snag resistance; practical training.	Textile Consolidation Fund, Quality Control Centre, Camilla Puhreid Street, El Siouf, Alexandria, A.R. Egypt	July 1977 2 weeks	High school plus 2 years experience in the field of testing and Q.C. Arabic - courses may be given in English	-	\$150
Stages dans l'industrie	Sessions d'études sous forme de stages groupés, dont les programmes comportent généralement une partie d'enseignement théorique et une partie d'application pratique, dans les secteurs suivants: Stage Durée Date de début Béton précontraint 4 mois Avril Industrie chimique et engrais 10 se- Septembre Maintenance, implantation, stockage 3 mois Septembre Constructions métalliques Périodicité variable Administration d'entreprise " " Contrôle de la qualité " " Energie électrique " " Techniques frigorifiques " " Corrosion " "	Agence pour la coopération technique industrielle et économique (ACTIM), 84 rue Pierre Charron, Paris 9 ^e , France (En diverses régions de France).	Variable De 3 à 5 mois	Personnes occupant déjà ou qui sont appelées à occuper des postes de responsabilité dans les entreprises, les services publics ou la vie économique de leur pays. Français	-	A discuter
Analyse de la valeur	L'analyse de la valeur: principes et méthodes, mise en oeuvre, exploitation, résultats, études de cas. Analyse de systèmes, études de cas. Les tables de décision, la créativité, profil de qualité, normalisation et conception des produits	AFNOR, Tour Europe Cedex 7, 92080 Paris La Défense, France	2 sessions en 1977 et 1978 5 jours	Chefs d'entreprises, ingénieurs et cadres des services de normalisation, études, méthodes, qualité, provisionnement, entretien, chargés de la solution des nombreux problèmes soulevés par la conception et l'élaboration des produits. Français	-	A arranger
Gestion qualité dans l'entreprise	Etude de la fonction qualité dans l'entreprise, du rôle des services contrôle de qualité, des méthodes de contrôle, du coût de la qualité, des méthodes d'évaluation des systèmes qualité, de la recherche d'un optimum coût-qualité. Etude de l'adaptation des normes du contrôle à l'évolution du niveau de qualité, marques de conformité aux normes. Etude d'un programme d'amélioration de la qualité dans une entreprise à multiples activités.	AFNOR, Tour Europe Cedex 7, 92080 Paris La Défense, France	3 sessions en 1977 et 1978 5 jours	Ce stage s'adresse à tous ceux qui, dans l'entreprise, sont confrontés aux problèmes de la qualité: directions, services conception, production, contrôle, qualité, vente, après-vente. Français	-	A arranger
Nomenclatures et codifications	Etude des bases et principes de codification; élaboration d'un système de codification, codes d'opération, identifications, codification de matières et biens d'équipement, système OTAN, les classifications internationales.	AFNOR, Tour Europe Cedex 7, 92080 Paris La Défense, France	2 sessions en 1977 et 1978 5 jours	Personnes qui dans l'entreprise ont la charge de l'élaboration ou de l'utilisation de la codification. Français	-	A arranger

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
La normalisation et l'entreprise gestion de la normalisation dans l'entreprise	Etude de la normalisation française et internationale: objet, rôle, fonctions et organes, programme et gestion, méthodes et résultats de la normalisation dans l'entreprise, relations du service normalisation avec les autres services de l'entreprise et les organismes extérieurs.	AFWOR, Tour Europe Cedex 7, 92080 Paris La Défense, France	2 sessions en 1977 et 1978 5 jours	Ingénieurs et techniciens responsables des services études, méthodes, qualité, approvisionnements, entretien. Français	-	A arranger
Marketing	Comprendre le marketing; la vente de produits industriels et de services; plan de marketing des produits industriels.	CNOF-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Fin septembre 10 jours (échelonnés sur 1 an)	Formation professionnelle. Français	-	A arranger
Développement industrie.	Promouvoir une information objective sur les grands problèmes économiques internationaux et favoriser une meilleure compréhension des données économiques et techniques qui s'imposent aux entreprises participant au développement industriel des pays du tiers monde. Il s'agit de placer les étudiants devant des problèmes concrets dont ils auront à analyser les données en tant que futurs responsables de l'Administration ou de l'économie de leur pays. Les sessions d'études reposent sur une série d'exposés animés par des cadres d'entreprises, de grands services publics, souvent membres de CEDINOM, de représentants d'organismes internationaux souvent choisis en raison de leur expérience des problèmes du développement.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDINOM) 12 rue de Berri, 75008 Paris, France	Cycle annuel de 5 sessions d'études de 2 jours	Etudiants du tiers monde, niveau 2 ^o année de scolarité Grandes Ecoles ou 3 ^o cycle d'études supérieures. Français	15 jours avant déroulement du cycle	-
Gestion industrielle	Voyage d'études consacré à des visites d'entreprises et à la présentation des réalisations industrielles les plus caractéristiques d'une grande région industrielle; étude des problèmes posés par la reconversion des activités économiques; étude des équilibres des diverses activités dans le cadre des Plans de développement économique régional (échange de vues avec des responsables d'entreprises et les responsables des instances régionales).	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDINOM) 12 rue de Berri, 75008 Paris, France	En juillet 1 semaine	Etudiant des Territoires Français d'Outre-Mer; 2 ^o cycle d'études supérieures. Français	2 mois avant le début du voyage	-
Etude des essais non destructive	Le stage a pour objectif d'informer les cadres techniques des entreprises des possibilités de contrôle et d'investigation offertes par les diverses méthodes d'essais non destructifs. Principaux points du programme: éléments de base théorique et technologique; vitesse de propagation du son; méthodes de résonance et de rebondissement; géophysique; examen de divers procédés: sismique, électrique; gravimétrie...; la reconnaissance des sols et la géophysique; méthodes optiques d'analyse des matériaux et des structures; contrôle des pieux; contrôle routier et curvamètre; contrôle par magnétoscopie et ressuage; contrôle par radiographie; contrôle par ultrasons.	Centre Expérimental de Recherches et d'Etudes du Bâtiment et des Travaux Publics (C.E.B.T.F.) 12, rue Brancion, 75737 Paris Cedex 15, France (Saint-Rémy-lès-Chevreuse)	Avril 1977 5 jours	Ingénieur. Français	15 mai 1977	FF. 1,500

Cours et Seminars	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Etude des matériaux de construction	Le stage a pour objectif d'informer les cadres des entreprises des conditions d'emploi et de comportement des matériaux traditionnels et des nouveaux matériaux qui apparaissent sur le marché. Principaux points du programme: les granulats; les liants hydrauliques; les mortiers; les bétons; les liants hydrocarbonés; notions sur les lois de comportement des matériaux; les pierres naturelles; le plâtre; les matériaux manufacturés; l'acier et les métaux usuels; le bois; les matières plastiques; le verre; la peinture.	C.E.B.T.P. 12, rue Brancion, 75737 Paris Cedex 15, France (Saint-Rémy-lès-Chevreuse)	Novembre 1977 2 fois 5 jours	Technicien supérieur ou ingénieur d'entreprise. Français	15 octobre 1977	FF.3,000
Etude de la pathologie des constructions	Le stage a pour objectif d'informer les cadres des entreprises des moyens de prévenir et de traiter les maladies des constructions. Principaux points du programme: retrait et fluage des matériaux; pathologie des maçonneries; corrosion des métaux; milieu corrosifs, protection; dégradation du béton due aux effets chimiques et physico-chimiques; corrosion du béton armé; gros oeuvre: erreurs de conception et d'exécution; entretien, diagnostic et réparation d'ouvrages; désordres dus aux fondations, aux murs de soutènement (examen de cas réels); désordres affectant les façades; pathologie des toitures-terrasses et de l'étanchéité; sollicitations d'origine thermique; examen de cas réels de sinistres et prévention (béton armé, charpentes métalliques...).	C.E.B.T.P. 12, rue Brancion, 75737 Paris Cedex 15, France (Saint-Rémy-lès-Chevreuse)	Mai 1977 5 jours	Technicien supérieur ou ingénieur d'entreprise. Français	15 avril 1977	FF.1,500
Etude de la résistance des matériaux	Le stage a pour objectif d'initier à la résistance des matériaux des techniciens supérieurs d'entreprise ou des ingénieurs qui ne seraient pas spécialisés dans ce domaine. Principaux points du programme: théorie de l'élasticité; comportement général des matériaux; contraintes: relations fondamentales; cercle de Mohr; déformations: relations fondamentales; relations entre contraintes et déformations; élasticité plane; équations d'équilibre et de compatibilité; diverses applications. <u>Eléments de résistance des matériaux:</u> quelques définitions géométriques (centre de gravité, moment d'inertie,...); hypothèse de base; comportement d'une section travaillant à M,N,T; torsion d'une poutre; structures isostatiques et hyperstatiques; équations intrinsèques; examen de diverses méthodes de résolution des structures; flambement des poutres droites; applications diverses.	C.E.B.T.P. 12, rue Brancion, 75737 Paris Cedex 15, France	Octobre 1977 15 demi-journées	Technicien supérieur d'entreprise. Français	30 septembre 1977	FF.2,100
Initiation à la mécanique des sols	Le stage a pour objectif d'initier à la mécanique des sols des techniciens supérieurs d'entreprise, pour leur permettre de résoudre personnellement des problèmes simples, ou de formuler des problèmes plus complexes qui sont traités par des spécialistes. Principaux points du programme: éléments de géologie; identification et classification des sols; tassement des sols; propriétés hydrauliques des sols; reconnaissance des sols; examen général de l'équation limite des sols; fondations superficielles, peu profondes et profondes; calcul des fondations; interaction sol-structures; digues et barrages en terre; problèmes de pathologie en mécanique des sols; études routières.	C.E.B.T.P. 12, rue Brancion, 75737 Paris Cedex 15, France	Février 1977 12 demi-journées réparties sur 2 mois	Technicien supérieur d'entreprise. Français	Fin janvier 1977	FF.1,

Cours or Seminars	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Dessin et technologie	Stage élémentaire de dessin et de technologie industriels.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	19 septembre 1977 2 semaines	Français	-	Fr.F.4,500
Fiabilité	Etude avancée de la fiabilité en électronique; étude avancée de la fiabilité en mécanique.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	26 septembre 1977 3 semaines non consécutives (fractionnables)	Ingénieurs. Français	-	Fr.F.6,000
Matériaux métalliques nouveaux	-	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	14 novembre 1977 2 semaines	Français	-	Fr.F.4,500
Mécanique	Méthodes modernes de contrôle appliqué à la mécanique.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	janvier 1977 2 semaines	Français	-	Fr.F.
Mise en forme et assemblage des métaux	Stage sur les procédés modernes d'usinage, de mise en forme et d'assemblage des métaux.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Saint-Etienne) France	4 arranger 3 jours	Ingénieurs et techniciens supérieurs. Français	-	Fr.F.1,400
Nuisances acoustiques (stage d'étude)	Acoustique physique et physiologique; lutte contre le bruit dans l'industrie et l'habitation; travaux pratiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	juin 1977 13 jours	Ingénieurs et assimilés. Français	-	Fr.F.5,700
Nuisances acoustiques (stage pratique)	Acoustique physique et physiologique; lutte contre le bruit dans l'industrie et le bâtiment; travaux pratiques.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	juin 1977 13 jours	Techniciens. Français	-	Fr.F.5,700
Pollution atmosphérique	Principaux polluants atmosphériques; dosage et effets de la pollution atmosphérique; lutte contre la pollution atmosphérique.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	17 janvier 1977 3 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	Fr.F.6,000
Problèmes de l'eau	Problèmes généraux : caractéristiques; législation de l'eau; sources de pollution des eaux; traitement et épuration.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	29 mars 1977 5 semaines non consécutives (fractionnables)	Ingénieurs et assimilés. Français	-	Fr.F.9,000

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
European industrial relations	To explore new approaches to industrial relations, through study of current and emerging challenges and examination of how they are being met in various countries and companies. The discussions will be organized around the following "frontiers": 1. Communication and disclosure of information. 2. Workers' participation in management. 3. Working conditions and job content. 4. Company social responsibility.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	19 June 1977 1 week	Participants involved in European industrial relations. English	May 1977	Fr. 4,300
Finance for non-accountants	This programme aims to give a basic understanding of accounting and budgetary practice, and gives the businessman with no previous experience knowledge of: basic accounting language and concepts; balance sheets and income statements; basic financial ratios. The second part considers the role budgets play in the over-all management planning and control system, and their impact on managerial performance.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	11 March 1977 (English course) 23 November 1977 (course repeated in French) 5 days	Managers in every function (marketing, production, personnel, computers, etc.) and businessmen with no previous financial knowledge. English or French.	February 1977 (English) November 1977 (French)	FF. 2,600
Forecasting for managers	The course will tell executives what they need to know about forecasting, as managers, using the interactive forecasting package developed by Professor Marisakris of INSEAD and Dr. Wheelwright of the Harvard Business School. It enables non-technical managers to talk directly to the computer and receive an actual forecast which the computer programme has chosen from a wide range of sophisticated forecasting techniques.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	1 May 1977 1 week	Practising managers with little or no mathematical background, also: marketing, sales, financial and production executives, general managers and long-range planners. English	April 1977	FF. 2,600
International finance	To explore the challenges in international finance through the study of the principal problems and opportunities faced by business in a world of fluctuating currencies, and different legal, legal and financial systems. The central theme of the programme will be understanding and managing foreign exchange exposure.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	20 March 1977 1 week	Senior businessmen and bankers, central bank and government officials whose responsibilities require them to have an understanding of multi-currency financial operations. English	February 1977	FF. 4,300
Management development	Helps specialists to achieve maximum utilization of managerial resources by means of training, education and development.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	To be announced 1 week	English	-	FF. 3,600
Managerial skills for international business	To help managers to develop the attitudes and skills required for effective performance in foreign environment, or for managing people who are operating abroad. This programme centres on the specific components of international managerial expertise and the process whereby they can be developed.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	21 August 1977 2 weeks	Managers in various positions abroad; corporate executives responsible for establishing international activities of their firms. English	July 1977	FF. 2,600

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
New developments in marketing science	To present to marketing and marketing research managers the newer concepts and techniques for more effective marketing.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	10 February 1977 1 week	University degree plus sound conceptual knowledge of marketing. No specific mathematical knowledge is required. English	January 1977	FF.4,500
Strategy skills and concepts	To provide general managers at corporate and divisional levels with a conceptual framework for the design of strategy and for the use of planning systems in the context of rapidly changing business environment.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	12 June 1977 1 week	General managers in charge of corporate or divisional strategy formulation, and executives who contribute in different capacities to the development of strategic plans for their organizations. English	May 1977	FF.4,500
Analyseurs industriels	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	Mars, mai, juin, sept, octobre et décembre 1977 2 semaines	- Français	-	FF.4,500
Climatisation et conditionnement de l'air	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	27 juin 1977 5 jours	- Français	-	FF.4,500
Contrôle	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	14 février, 31 mai et 10 octobre 1977 2 semaines	Techniciens supérieurs et ingénieurs. Français	-	FF.4,500
Fabrication	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	Février, mai et octobre 1977 2 semaines	Techniciens supérieurs et ingénieurs. Français	-	FF.4,500
Régulation cellulose papeterie	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	10 avril 1977 2 semaines	- Français	-	FF.4,500
Régulation numérique	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	16 mai et 6 décembre 1977 2 semaines	- Français	-	FF.4,500
Technique de la mesure industrielle	-	Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	2 mai et 5 décembre 1977 2 semaines	- Français	-	FF.4,500

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Technique de la régulation		Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	Janvier, mars et septembre 1977 2-3 semaines	Français	-	FF. 4,500 - FF. 5,000
Vannes de contrôle		Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	7 novembre 1977 5 jours	Français	-	FF. 3,000
Standardization	Training of standards engineers: 1. Basic course: training within plants in standardization. 2. Advanced course in planning: directing standardization in enterprises. 3. Direction of standardization in enterprises.	DIN Deutsches Institut für Normung e.V., 1000 Berlin 30 (West), Burggrafenstrasse 4-7 Federal Republic of Germany	To be arranged 5 days	Engineering degree. German.	-	DM620 to DM1,150
Re-cycling raw materials	Technical, scientific, economic and educational task of public author ties concerning re-cycling of raw materials.	German Foundation for International Development Seminar Centre, Villa Borsig, Reihewerder, I Berlin 27 Federal Republic of Germany	To be arranged 1 week	Officials from Ministries of Economy from developing countries. English, French, Spanish or German	-	-
Conflicts of small and medium size industry promotion programmes	Seminar to analyse and discuss some 720 inter-views in Africa between 1969 and 1974 in order to obtain information about conflicts of actual small and medium size industry promotion programmes, as far as traditional economy, traditional saving, traditional training and production are concerned, and as far as promotional approaches in Chad, Niger, Cameroon, Gabon, Equatorial Guinea, Congo, Zaïre and Central African Republic are not adequately adapted to prevailing socio-historic, traditional and renovating conditions; to study better bi-lateral and multilateral promotional methods and schemes favouring local African businessmen; to classify priority groups of local small and medium size industries for promotional efforts; to develop the organization of local businessmen; to apply adapted technology to small and medium size industries.	Volker von Sengbusch, Consulting Economists for Foreign Trade and Industrial Co-operation, Kleiberweg 7, D 6950 Mosbach-Waldstadt, Federal Republic of Germany	March 1977 10 days	Experience in promotion of local small and medium size entrepreneurs; officers from development banks and other specific institutions for small and middle size industries; officers from development programmes. English or French	-	US\$1,000
Producción industrial	Mantenimiento de talleres y plantas industriales; control de calidad.	Centro Cooperativo Técnico Industrial Tegucigalpa, D.C., Honduras	2 semanas	Ingenieros Espanol	1 Julio	A discutir
Management	General management; production management; marketing management; office management; smaller business management, etc.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	To be arranged 2 1/2 to 5 days	Programmes offered at 3 levels: top/ senior management; senior/middle management; smaller business/ supervisory management. English, Chinese	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Management	(a) For SENIOR Managers: Management development and organization change; strategic planning and management control; thinking process and decision making; managerial leadership; executive motivation; management communication; the manager's job; managerial effectiveness and future challenge. (b) For MIDDLE Managers: the importance of management; authority, responsibility and delegation; methods and control; managerial qualifications.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	4 times per year 4 full days per course	Managers and executives in commerce and industry. English	-	HK\$1,250 HK\$ 900
Production management	(A) Quality control; production control; work study. (B) Plant layout; materials handling; preventive maintenance.	The Hong Kong Management Association, Management House, 26, Canal Road West, Hong Kong	3 times a year (A) 4 full days (B) 2 full days	Middle level managers, executives and engineers. Chinese (Cantonese)	-	(A) HK\$650 (B) HK\$430
Industrial water management and environment protection	Industrial water acquisition, water management, waste water treatment and environment protection.	TESCO (Organization for International Technical and Scientific Co-operation) and Hydraulic Documentation and Information Centre, H-1054, Budapest, P.O. Box 101, Hungary	October 1977 2 months	University degree in hydraulics and/or sanitary engineering and practical experience exceeding 5 years. English	March 1977	To be arranged
Productivity management	Socio-economic environment and trends, management concepts and skills, financial management, management of materials, plant and equipment, human resources, industrial relations and marketing.	National Productivity Council, 5-6 Institutional Area, Lodi Road, New Delhi - 11003, India. Srinagar	September 15 days	Senior management personnel. English	-	US\$350
Management	Courses in management by objective, leadership, authority and its delegation.	National Centre for Consultancy and Management Development, Baghdad, Iraq	One week	Directors General of Companies. Arabic	-	ID.10/-
Management	IMI offers more than 200 short courses covering the application of techniques in management, marketing, production, finance and personnel.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	Variable 2-10 days	Practising managers. English	-	To be arranged
Management accounting	The role of the accountant in designing and updating management accounting systems. Programme includes the following topics: planning and controlling day-to-day operations; formulation of accounting policies; evaluation of capital projects; communications; management accounting in an inflationary situation. In-plant training	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	From October 1977 to March 1978 sessions of 7 days	University degree plus 4 years management experience. English	-	£350
Management (financial controllers)	An advanced course in financial management designed to equip each participant with the knowledge and skill required to fill the post of financial controller of a major company or group of companies. Emphasis will be on corporate financial planning, liquidity and performance management, the Irish economic environment, practical project appraisal, etc.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland	From October 1977 to March 1978 24 days (eight 3-day sessions)	University degree plus 4 years management experience. English	-	\$1,200

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Marketing management	Developing the manager's knowledge and skills in the principles and practice of effective marketing; developing personal decision-making skills necessary for the professional marketing manager; gearing the programme to meet the marketing and profitability needs of each participant's organization. Involvement of each participant in an action-learning project designed to increase his own managerial effectiveness. In-plant training.	Irish Management Institute, Sandford Road, Dublin 14, Ireland	From October 1977 to March 1978 15 days (5 sessions of 3 days)	University degree plus 4 years management experience. English	-	£750
Production management	Comprehensive examination of all aspects of production management, including recruitment and motivation of people, production planning and control, materials handling, etc. Personal development of participant's management and human relation skills, as well as an in-depth treatment of production techniques. In-plant training.	Irish Management Institute, Sandford Road, Dublin 14, Ireland	From October 1977 to March 1978 sessions of 15 days	University degree plus 4 years management experience. English	-	£750
Evaluation of free zone projects	Identifying zone requirements; criteria for selection; financial appraisal of investors existing operation; financial appraisal of new proposal; marketing appraisal; technical and management aspects.	Shannon Free Airport Development Co. Ltd. (in conjunction with UNIDO), Shannon Town Centre, Shannon, Co. Clare, Ireland (Shannon with possibility of holding course in suitable developing countries)	To be arranged 2 weeks	Executives of free zones concerned with evaluation of projects. English	-	US\$500(1977) US\$650(1978)
Export free zone promotion	Determining the free zone product; market research; designing a free zone promotion programme; general promotion techniques; direct promotion techniques; meeting and dealing with investors.	Shannon Free Airport Development Co. Ltd. (in conjunction with UNIDO), Shannon Town Centre, Shannon, Co. Clare, Ireland (Shannon with possibility of holding course in suitable developing countries)	September 1977 and 1978 2 weeks	Free zone executives concerned with the promotion function. English	6 weeks before start of course	US\$500(1977) US\$650(1978)
EDP (users)	Economic and strategic value of data; automatic data processing; objectives and areas of application; resources, costs and efficiency parameters; standards and activity planning; planning, use and appraisal of the "data product"; computers and data processing centres; hardware and software; data banks; languages; operational systems; operational modes; functions and applications of computers in business; case studies; use of packages and external service centres.	Centro di Formazione Professionale "G. Agnelli" Corso Dante 103, Turin, Italy	January 2 weeks	University degree. Italian or English	-	-
Technology of cooked meat products	Foodstuff microbiology; hygiene of factory and machinery; technology of cooked products: machines and equipment, mortadella, cooked ham, meat; pre-serving treatment; packing: tinsplate, glass, canning, plastic and cellulose; water cleansing of industrial waste from canning factories.	Stazione Sperimentale per l'Industria delle Conserve Alimentari, Viale Tanara 33, Parma, Italy	February 10 days	High school certificate, experience in canning industry. Italian	-	-

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of application	Fee
Tinned can food container control	<p>Flapplate; lacquers; seals; seaming; welding. Notions on the features of the main canned food-stuffs and the technology of preparation</p>	<p>Stazione Sperimentale per l'Industria delle Conserve Alimentari, Viale Tanara 23, Parma, Italy</p>	<p>March 15 days</p>	<p>High school certificate Italian</p>	-	-
Worker motivation (Seminar)	<p>(a) Framework of industrial relations activities in Japan; (b) Socio-cultural background and attitudes of management and labour in industrial relations; (c) Practices and measures for workers' motives; employment security, wage system and incentives; working environment in production site, workers' welfare measures (fringe benefits, etc.), training and skill advancement within enterprise, encouragement and incentives for creative suggestions, etc., and policies towards labour unions, participation of workers in management; (d) Reactions to changes in: production/work methods, management organization, external business environment.</p>	<p>Arlian Productivity Organization, Aoyama Dai-ichi Manshon, 4-11 Akasaka 3-chome, Minato-ku, Tokyo 107, Japan</p>	<p>To be announced 2 weeks during 1977</p>	<p>Executives and managers of industrial enterprises, as well as higher level management consultants of national productivity organizations and similar institutions, in APEC member countries. English</p>	-	To be arranged
Industrial documentation	<p>Introduction to documentation; acquisition and organization of information materials; information handling; information storage and retrieval; bibliography; standardization of documentation; literature searching; utilization of information services; organization and operation of documentation department in industry.</p>	<p>Korea Scientific and Technological Centre, 200-9, Chunggye-dong 2-ga, Dongdaemun-ku, Seoul, Republic of Korea</p>	<p>May 1977 2 weeks</p>	<p>English</p>	-	US\$1,000
Industrial water	<p>Industrial water analysis and treatment</p>	<p>National Industrial Standards Research Institute, 199, Ina, Seong Dong, Chongno-Ku, Seoul, Republic of Korea</p>	<p>To be arranged</p>	<p>K. Ch. Ahn, M.S.C.</p>	-	To be arranged
Investment development	<p>Lectures 20 per cent; observation 20 per cent; seminar 60 per cent.</p>	<p>Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Korea Development Bank, Seoul)</p>	<p>April or September 2 weeks</p>	<p>University graduates, some experience. English</p>	-	To be arranged
Trade promotion	<p>Lectures 20 per cent; observation 70 per cent; seminar 10 per cent.</p>	<p>Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Korea Trade Promotion Corporation, Seoul)</p>	<p>Throughout year 2 weeks</p>	<p>University graduates, some experience. English</p>	-	To be arranged
Management	<p>Basic management programme (BMP) for the newcomer to management, dealing with management concepts, management principles, staffing and direction, performance appraisal, motivation, leadership, effective communication, and the tools of management, statistics, critical path method, forecasting, decision tree, managerial accounting and finance, budgeting and management by objective.</p>	<p>Malaysian Institute of Management, Fitzpatrick's Building, 86 Jalan Raja Chulan, Kuala Lumpur, Malaysia</p>	<p>February 1977 2 weeks</p>	<p>1-2 years managerial experience. English</p>	-	US\$1,000

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management development	Short courses in: industrial engineering; light industry; management accounting; sales and marketing; management development; industrial relations; plantation management.	National Productivity Centre, Petit Surat 64, Petaling Jaya, Selangor, Malaysia	Jan.-June July-Dec. 3-5 days	English	-	To be arranged
Industrial transport systems	The importance of modern transport and distribution systems. Their financial implications. Choice between different kinds of transport systems. Matters of current interest and relevant development trends into the "80".	CEO - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingel 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Managerial responsibility. English	-	To be arranged
Manpower management	The organization of management systems involves the co-ordination by objectives of individuals and groups of persons in a firm as well as the integration and co-ordination with market factors and with technological and other means of production placed at their disposal. The increasing significance of systems organization is influenced vitally by market changes and by social, economic and technological developments in modern industry. These factors also pose a new challenge which must be anticipated and met by the personnel managers of tomorrow.	CEO - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingel 58, Rotterdam, the Netherlands	Spring and autumn 1 week	General management and personnel officers. Senior staff engaged in organizational matters in various types of enterprises and in particular of firms engaged in industrial, transportation, distributive and financial operations. English	-	To be arranged
Plant expansion and modernization	In the capital goods structure of the industrial enterprise, its intrinsic capability, technologically as well as economically, must be fostered systematically. Productivity improvement, increase of sales-volume, technological change, environmental factors and diverging therefrom, the gradual obsolescence of fixed assets, necessitates periodic renewal of equipment and, over a span of time, a stepped expansion of plant facilities.	CEO - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingel 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Senior management staff. English	-	To be arranged
Reliability engineering	The methodology and applications of reliability engineering. Project- (or mission) reliability and industrial reliability engineering. The reliability of components and systems, reliability determination and prediction, reliability testing as well as factors such as operational effectiveness, design adequacy, availability, maintainability and safety. Case studies.	CEO - Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolisingel 58, Rotterdam, the Netherlands	Spring and autumn 1 week	Professional qualification, senior responsibility. English	-	To be arranged
Training within industry	All T.W.I. programmes of job instruction, job relations, job methods, job safety and programme development.	Industrial Training Service, Department of Labour, Private Bag, Wellington, New Zealand.	To be arranged	Supervisory portion concerned with training. English	-	To be arranged
Administration	Administrative theory and practice.	N.Z. Railways, Railways Private Bag, Wellington, New Zealand	From March to November 1-2 weeks	Organizational background. English	-	\$200 (1 week) \$400 (2 weeks)
Management	Administrative and management theory and practice.	N.Z. Railways, Railways Private Bag, Wellington, New Zealand	From March to November 1 week	Organizational background. English	-	\$200
Marketing	Courses are given in various branches of marketing and export promotion.	Nigerian Institute of Management, P.O. Box 2557, Lagos, Nigeria	Variable 1 week	-	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Quality control	-	Nigerian Institute of Management, P.O. Box 2557, Lagos, Nigeria	Variable 1 week	- English	-	To be arranged
Finance and accounting for non-financial managers	Seminar on financial statement presentation and analysis; funds flow and cash forecasting; cost behaviour and cost accounting systems; profit planning and budgeting; management control and reporting systems; current asset management; long term financing and capital structure; corporate investment decisions; valuation and impact of inflation.	North European Management Institute (NEMI), Holmenkollen Kongeveien 26 Oslo 3, Norway	November 5 days	Experienced managers in fields other than finance. English	-	N. Kr. 3,350
Human resources planning	Details of seminar to be announced.	North European Management Institute (NEMI), Kongeveien 26, Oslo 3, Norway	January 1977 5 days	No formal educational requirements. English	-	N. Kr. 3,900
Marketing management	Seminar on market and demand analysis; marketing planning and control; market segmentation; product and service strategies; distribution strategies; promotion strategies; pricing strategies; comprehensive marketing strategies; marketing in an international context.	North European Management Institute (NEMI), Kongeveien 26, Oslo 3, Norway	22 February 1977 5 days	Experienced managers in the fields of marketing and sales. English	8 February 1977	N. Kr. 3,900
Management	The nature of a manager's work; manager's responsibility in setting objectives and achieving results; planning, organizing, directing, coordinating and controlling; skills in communication; decision-making, managing change, completed staff work; role of perception and assumptions in managing; human behaviour and inter-personal relationships; motivation, discussion of members' own real problems in managing (behavioural science concepts will be discussed throughout the course as related to its contents).	Pakistan Burmah Shell Ltd., P.O. Box 4712, Karachi-2, Pakistan	19 September 1977 2 weeks	At least a year's experience in a junior or middle level managerial and professional training position. English	2 months before commencement date	US\$1,000
Managerial grid	Grid theories as developed by Dr. Robert R. Blake and Dr. Jane S. Mouton are studied as aid to obtaining greater and clearer awareness of one's own style in managing and in improving its effectiveness. Participants are encouraged to think through various possibilities of self-improvement through the study of importance of values, communication skills, creativity, openness and teamwork.	Pakistan Burmah Shell Ltd., P.O. Box 4712, Karachi-2, Pakistan (Karachi and Lahore)	5 March and 13 March 1977 6 days	A manager/executive with at least a year's experience in a supervisory position. English	-	US\$750
Corporate finance	The programme has two objectives, the first is to give the participant an understanding of all the important elements in financial management process. The second is to teach him how to analyse and systematize these elements to produce sound financial decisions that yield maximum benefits and are consistent with company goals.	Pakistan Institute of Management, PIDC, Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 1 week	Senior and middle level executives. English	-	Pak. Rs. 500

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Executive decision-making and operations research	The profitability and even the solvency of a company depends on the quality of business decisions made by its executives. Operations research is the newer tool available to the executive to improve the quality of his decisions. Contrary to the common belief that to understand and use operations research techniques one has to be a mathematician, this course trains executives in operations research techniques without requiring any knowledge of advanced mathematics.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level executives. English	-	Pak.Rs.500
Finance and accounting for non-financial executives	The course is designed to give non-financial executives an understanding of the basic principles of finance and accounts and to show them how to use certain financial tools for evaluation of alternative courses of action.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 1 week	Senior and middle level executives. English	-	Pak.Rs.500
Financial analysis for marketing	The purpose of the programme is to impart "core" knowledge of financial analysis, and to demonstrate the application of financial analysis to marketing decisions, plans and budgets. Participants will discuss case problems dealing with cash flow, DCF techniques, cost-profit-volume decisions, pricing problems, balance sheet and income statement analysis, and profit contribution analysis.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level executives. English	-	Pak.Rs.400
Financial evaluation of industrial projects	This course aims at developing (i) understanding of principles of market evaluation, technical feasibility appraisal, and (ii) expertise in developing financial projections, financial appraisals and in determining means of financing for projects.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 2 weeks	Senior and middle level executives. English	-	Pak.Rs.600
Inventory management	The aim of a production activity is the timely manufacture of the desired product of specified quality in proper quantities at least possible cost. To achieve this, stable operations, provision of adequate service to customers and investment in stocks at reasonable levels have to be maintained. Techniques for the solution of problems such as: method for giving manufacturing runs or purchase quantities, setting safety stocks and order forms, etc.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 3 days	Senior and middle level promotion executives. English	-	Pak.Rs.400
Maintenance management	This course discusses the principles, practices and modern techniques of proper maintenance. Establishment of plant performance rating system, trouble shooting and defect, analysis procedures, and evaluation of the economics of effective maintenance.	Pakistan Institute of Management, P.I.D.C. Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly. 1 week	Senior and middle level promotion maintenance engineers. English	-	Pak.Rs.400
Management	Management by objectives deals with the setting of specific objectives in the key result areas: (a) for the company as a whole; (b) for each unit of the company; and (c) for each individual manager and planning the achievement of these objectives. The MEC programme has been designed to provide a practical step approach as to how this concept can be adopted.	Pakistan Institute of Management (P.I.D.C.), Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice each year 1 week	Open to managing directors, departmental and functional heads, and other senior executives. English	-	Pak.Rs.500

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Management development	Course reviews in considerable depth selected phases of management to develop an analytical approach to the practical problems of management, to stimulate and provide direction for the self-development of managers and to encourage continual improvement in the competence, efficiency and effectiveness of management personnel.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Middle level managers. English	-	Pak. Rs. 500
Market and sales forecasting techniques	The objective is to impart quantitative and qualitative skills relevant to sales forecasting problems for industrial companies in Pakistan. Participants will discuss and work on practical case problems demonstrating the use of short-term and long-term forecasting techniques.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level executives. English	-	Pak. Rs. 500
Marketing	The purpose of this programme is to impart modern marketing knowledge, to discuss marketing decision-making skills, and to analyse marketing problems. The course will deal with the theory and analysis of problems in the following areas: advertising and sales promotion, physical distribution, field selling and sales management pricing, marketing organization and planning.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level marketing executives. English	-	Pak. Rs. 400
Marketing new products	The course objective is to find methods for dealing with the planning, marketing and introduction of new products in consumer and industrial fields. The programme will cover issues such as market analysis, demand potential, financial feasibility, advertising and sales promotion and the application of modern decision-making techniques in formulating marketing strategies and plans.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Senior and middle level marketing executives. English	-	Pak. Rs. 400
Office organization and methods	Over-all efficiency of industrial and business enterprises is closely linked with office efficiency. It is, therefore, necessary that while we emphasize on improving operational efficiency of the industrial plants, efficiency in the offices must be improved.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	3 times yearly 1 week	Office managers and administrators of industrial plants. English	-	Pak. Rs. 400
Production management	Production management aims at making optimum utilization of the production resources with a view to reducing cost of production while maintaining quality standards. This course provides an opportunity for technical personnel to discuss ways and means to make better utilization of such resources as men, materials and machines.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	Twice yearly 1 week	Production executives. English	-	Pak. Rs. 400
Supervisory development	A supervisor plays a vital role in making management policies practical and productive. The course content includes basic principles of management, human relations, and the improvement of managerial performance.	Pakistan Institute of Management (PIDC), Shahrāh Iran, Clifton, Karachi-6, Pakistan	To be arranged 2 weeks	Supervisory personnel. English	-	Pak. Rs. 500
Behavioural skills	Development phases of organization; development of leadership; development phases of man; communication process and skills; development of work teams; motivation and change; leadership in small groups; development of self-knowledge; development of human potential and consultancy skills.	Pakistan Society for the Advancement of Training in Collaboration with the Netherlands Pedagogisch Instituut, P.O. Box 4712, Karachi-2, Pakistan	31 January 1977 1 week	Chief executives, deputy chief executives, potential deputy chief executives and management consultants. English	-	US\$650

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Metallurgia	Metallurgia extractiva Siderurgia o fundición Refinación	Programa académico de Ciencias e Ingeniería Sección Ingeniería de Minas Fundo Pando Lima, Perú	Septiembre 1978 1-2 semanas	Ejercer la ingeniería en alguna rama de la industria minera Español o inglés	-	S/ 10,000 - 15,000
Formation technique dans l'industrie	Les autorités polonaises offrent des cours à l'intention des techniciens de diverses industries: fabrication de matériel et d'instruments électriques (5 à 10 mois); méthodes de fonderie (3 à 8 mois); alimentation en électricité pour l'industrie métallurgique (6 à 10 mois); fabrication de la fonte (6 à 10 mois); réparation et entretien du matériel de fonderie (6 à 10 mois); construction de machines utilisées dans l'industrie du bâtiment (3 à 8 mois); industrie des constructions navales (6 à 10 mois); industrie chimique	Gouvernement polonais (comité pour la coopération économique avec les pays étrangers, Conseil des ministres) Varsovie, Pologne	Variable	Enseignement technique supérieur. Spécialisation et expérience dans l'industrie choisie. Anglais, Français ou allemand	-	A convenir
Industrie	En coopération avec les centres universitaires et divers instituts d'enseignement supérieur de Roumanie des cours peuvent être organisés dans les branches suivantes: cybernétique, calcul économique, statistiques (Académie des études économiques); génie civil (instituts polytechniques); construction (Institut des constructions); pétrole et gaz naturel (Institut polytechnique de Galatz); machines et outillage de construction.	Divers établissements d'enseignement Roumanie	1 mois au moins	Formation supérieure Anglais, Français ou Italien	-	-
Formation des chefs d'entreprise	Gestion administrative, comptable, commerciale et financière. Les stages de formation sont organisés à la demande des entreprises, avec un programme annuel.	Association pour la Formation au Sénégal (AFORS) 13 Bl. Pinet Laprade, B.P. 3322, Dakar, Sénégal	Séminaires de 4-6 jours ou cours de plusieurs mois, à raison d'une ou plusieurs demi-journées par semaine. A fixer	Présentation des candidats par une entreprise, ou un organisme de promotion. Français	-	Variables suivant les enseignements
Mecanización de la información	Conceptos básicos; necesidades de la empresa; disponibilidades actuales; análisis de las posibles soluciones; problemas humanos y de organización; aspectos económicos; toma de la decisión.	Bedaux Española, S.A., Avda Generalísimo 30, Madrid, España (Madrid, Barcelona, Bilbao, Valencia)	Enero y mayo 1977 5 días	- Español	-	5,500 ptas
Planeamiento y control de la gestión empresarial	Ideas generales sobre organización; el control de gestión en la empresa; la medida de los resultados; la gestión financiera; el control presupuestario; la contabilidad de beneficios y de rentabilidad; información a responsables.	Bedaux Española, S.A., Avda Generalísimo 30, Madrid, España (Madrid, Barcelona, Bilbao, Valencia)	Enero, junio y septiembre 1977 5 días	- Español	-	10,000 ptas
Planificación y control de la producción	Planificación y control de la producción; organización interna de la programación; situación de la programación dentro de la empresa; sistemas fundamentales de ordenación y lanzamiento; el problema del montaje en la programación; medios de información y control; economía de la producción.	Bedaux Española, S.A., Avda Generalísimo 30, Madrid, España (Madrid, Barcelona, Bilbao, Valencia)	Enero, febrero, mayo y junio 1977 5 días	- Español	-	10,000 ptas

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Planificación y desarrollo de sistemas administrativos	Introducción: la toma de datos; estudio del sistema actual; el estudio de nuevos sistemas; la implantación.	Bedaux Española, S.A., Avda Generalísimo 30, Madrid, España (Madrid, Barcelona, Bilbao, Valencia)	Febrero y mayo 1977 5 días	Español	-	8,000 ptas
International development	Strategic planning (strategy formulation and implementation); the influence of the environment on the planning process; corporate strategy in Spain and Europe; technological innovation and social change; the multinational firm and strategy formulation; the political problem of the firm.	ESADE, Avda de la Victoria 60-62, Barcelona 17, España	2 May 1977 2 weeks (residential)	President: of companies, general managers, high staff position. English, Spanish	20 April 1977	US\$2,000
Programas de alta dirección	Diversidad de temas referentes tanto a política de empresa, áreas funcionales y técnicas de dirección, como a otros aspectos coyunturales de especial interés a nivel directivo.	ESADE, Avda de la Victoria 60-62, Barcelona 17, España	Periodicamente Entre 5 y 45 horas	Directores generales, gerentes, miembros de consejo de administración, staff de dirección, directores de departamento, profesionales con experiencia. Español	-	A debatir
Dirección de contratos industriales (project management)	Elementos de estrategia empresarial; análisis financiero; selección de inversiones; la oferta, la adjudicación y el contrato; programación de proyectos; control de gestión del proyecto.	Escuela de Organización Industrial en colaboración con profesores de la Universidad de Stanford, E.O.I., Avda de la Moncloa, s/n, Madrid-3, España	Febrero 1977 15 días	Directivos y técnicos que ocupen puestos de coordinación y dirección de proyectos. Español/inglés (traducción simultánea)	-	150,000 ptas
Marketing para alta dirección	Nuevo concepto de marketing; el plan de marketing; análisis financiero en marketing; análisis de la cartera de productos; estrategia competitiva.	Escuela de Organización Industrial en colaboración con la Universidad de Columbia (New York), E.O.I., Avda de la Moncloa, s/n, Madrid-3, España	Enero 1977 7 días	Experiencia como directivo en el área de marketing. Español/inglés (traducción simultánea)	-	150,000 ptas
Control de ruido industrial	Audición; medidas de ruido; instrumentación; protección de ruido industrial; control de vibraciones.	Instituto de Acústica, del Patronato de Investigación Científica y Técnica "Juan de la Cierva" (C.S.I.C.), Serrano 144, Madrid-6, España	Por decidir 1-2 semanas	Título de grado medio. Español	-	-
Envase, embalaje y su grafismo	Cómo se proyecta un envase; adhesivos; papel y cartón; películas de embalaje; cartón ondulado; procesos de impresión; estuches plegables, montaje; envases de vidrio y sus cierres; sacos de papel; láminas (metálicas); aerosoles; tubos de metal y plástico; envases de papel; maquinaria de embalaje; embalaje industrial; envases metálicos; espumas; plásticos; precintos; grafismo y comunicación.	Instituto Espárci del Envase y Embalaje, Eretón de los Herreros, 57, Madrid-3, España	Estos cursos se repetirán cada mes, con la excepción de los meses de julio, agosto y diciembre. 1 día, cada tema (approx.) 20 a 25 días en total	Adultos titulados superiores o formación de grado. Español	-	3,000 ptas. persona/y título de cada seminario. Para los 20 seminarios 60,000 ptas.

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Análisis instrumental	Técnicas cromatográficas: cromatografía gaseosa, pirocromatografía y cromatografía de difusión-exclusión.	Instituto Nacional del Carbón y sus Derivados, Plaza B. Parafiso 1, Zaragoza, España	Enero 1 semana	Título superior Español	-	20,000 ptas
Formación de especialistas en normalización	La normalización en la empresa; planificación y gestión de la normalización; nomenclatura y codificación; análisis del valor; gestión de calidad.	Instituto Nacional de Racionalización y Normalización, Serrano 150, Madrid, España	A discutir 18 horas	Nivel de post-graduados. Español	-	7,500 ptas
Computers for management	Introduction to the workings of computers; application of computers for decision-making; high level languages; simulation.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	Second week of March 2 weeks	Senior and middle level managers with a knowledge of mathematics at least up to G.C.E. "A" level. English	-	Rs. 350
Financial and cost information for business management	Financial management; financial reports; cost accounting; profit planning; product profitability; budgeting; inventory control; investment decisions; taxation.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	Second week of February 2 weeks	Persons holding senior and middle management positions (non accountants). English	-	Rs. 350
Materials management	Materials management function; purchasing procedures and policies; inventory management; classification and coding of materials; import procedures; value analysis; storage and handling of materials; financial control, audit and verification of stocks; practical exercises.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	Second week of January and June 1 week	Practising executives and supervisory officers handling supply management functions. English	-	Rs. 175
Production supervisors' training programme	Work of a first line manager; role of the production department; work organization and control techniques; motivation and leadership; discipline; communications and record systems; objective setting; techniques of cost control, training; safety.	National Institute of Management, P.O. Box 1754, Colombo 3, Sri Lanka	March 1 week	Supervisors engaged in production activities. Sinhala	-	Rs. 125
Quantitative techniques for management	Statistics; costing; linear programming; network analysis; queuing and simulation; scheduling; inventory control techniques; sequencing; computers; forecasting techniques.	National Institute of Management, P.O. Box 1754, Colombo, Sri Lanka	Mid-March 2 weeks	A knowledge of elementary mathematics/statistics up to G.C.E. "O" level. English	-	Rs. 350
Bridging manager development and organization development	To enhance knowledge of management development and organization development concepts and techniques for identifying management and organizational needs and for implementing development programmes. To explore links between strategic planning and personnel systems. To improve the participant's effectiveness as a consultant in this sphere.	Centre d'Etudes Industrielles, 4 Chemin de Conches, 1231 Genève, Switzerland	January 1977 2 weeks	Responsible for, or with an interest in, the following areas: design and/or implementation of the firm's management development and/or organization development programmes (for managers rather than technical or non-managerial personnel). English	-	S. Frs. 5,000
Financial management in a changing environment	To provide insight into the changing environment's impact on financial decision. To analyse some of the pressing issues in financial management in the multinational firm. To explain concepts and techniques taken from research and practice in financial management. To exchange experiences in successful financial making and counselling.	Centre d'Etudes Industrielles, 4 Chemin de Conches, 1231 Genève, Switzerland	28 March 1977 2 weeks	Decision makers and advisors in finance encouraged in international operations. English	-	S. Frs. 5,000

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Industrial marketing management	To relate marketing management to the over-all management process, especially through integration with corporate planning. Major marketing subjects, particularly in the context of industrial marketing. Issues specific to multinational corporations.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	Twice annually, 14 February and 2 May 1977 2 weeks	Marketing managers, sales directors, managers of marketing services or complementary positions; expert managers, product or market managers; procurement officers or purchasing managers. English	-	S.Frs. 5,000
International petroleum economics (seminar)	Economic problems of the oil industry as a whole (exploration, production, transport, refining, petro-chemicals and marketing).	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	5 September 1977 2 weeks	For oil men: a substantial degree of experience in any sector of the oil industry. For others: (e.g. Government, finance, etc.) exposure in depth to problems of contemporary industry. English	-	S.Frs. 5,000
Management of research and development	To expose the manager to the latest thinking in the management of R and D. To provide him with a better understanding of the interaction between the firm's innovating function and the international environment.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	20 June 1977 2 weeks	Significant responsibilities in research and development. English	-	S.Frs. 5,000
Managing the government/environment/industry interface	To present the current "state of the art" in environmental management, including legislation, environmental pressures and environmental assessment methodologies. To provide an opportunity for discussion and experience sharing between participants from governments and industry.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	17 January 1977 2 weeks	Environmental coordinators and others with managerial environmental responsibilities such as project managers, planners, national and international civil servants. English	-	S.Frs. 5,500
Multinational corporate planning	To strengthen the manager's beliefs concerning the potential impact of planning on the organization. To identify factors which enhance successful planning. To provide the manager with a user's view of planning methodology. To identify and assess the environmental inputs to the process of strategy formulation.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	20 June 1977 2 weeks	Line or staff executives with responsibility for corporate planning. English	-	S.Frs. 5,000
Opportunities for innovation	To help senior executives respond more effectively to the evolving challenges of multinational business. To examine crucial factors influencing corporate strategy and structure such as monetary and trade issues, inflation, social problems, technological change and government restraints. To suggest options for innovative strategic and structural responses on an international level.	Centre d'Etudes Industrielles, 4 Chemin de Conches, Conches, 1231 Genève, Switzerland	Twice annually, January and June 1977 1 week	Executives at highest policy-making levels in industry, governments and international bodies. English	-	S.Frs. 5,500

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Acquisitions and mergers	This seminar is designed for top management personnel who are concerned with using acquisitions and mergers as a meaningful part of their company's programme for growth and development. The seminar purposes are: to examine approaches which insure that mergers are fit'ed to the company's goals and business strategy; to provide exposure to the skills and techniques typically necessary to consummate a merger; to explore the strategic and organizational issues which are likely to arise following mergers.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	May 5 days	The seminar will be limited to senior executives who are, or expect to be, personally involved in merger and acquisition decisions for their companies. English	-	S. Frs. 3,000
Advanced financial management	The focus of the seminar is on the broad policy and strategic issues in the current financial situation. Topics covered will include: mergers and acquisitions, raising capital in today's markets, foreign exchange, inflation, and the general economics of our time.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Second half of June 5 days	Financial management experience. English	-	S. Frs. 2,500
Financial management for the non-financial executive	The major objectives are to enable people working outside the finance area to: review recommendations, studies and analyses prepared by the financial staff; understand the financial implications of requests or recommendations coming from their own area; appreciate the importance of their own inputs to financial analysis.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	November 5 days	Company sponsorship. English	-	S. Frs. 2,500
Marketing management	Rapidly changing environmental forces have generated new pressures on the management of the marketing function. These pressures heighten the need for more sensitive, rigorous analysis and planning than ever before. The aim of the seminar is to: give better focus to the concepts and techniques that managers will need to capitalize on the opportunities emerging from market changes; to improve the managers' skills for better decision-making and handling of the human aspects of the implementation of new programmes.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Late March 2 weeks	Experience in the field of marketing. English	-	S. Frs. 3,500
Production and operations management	The seminar will deal with (1) some of the major and newer concepts of production and operations management; (2) The role of management science and the computer; (3) the importance of financial data in the planning and control of operations; (4) the development of human resources; and (5) the relationship between manufacturing policy and corporate strategy.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	Early May 2 weeks	Managers with experience in production and operations management. English	-	S. Frs. 3,500
Sales force management	This seminar will deal with two major failings in sales management today: the gap between marketing strategy and sound sales management system design, and the gap between a sound sales management system and enlightened implementation through the application of behavioural insight and understanding. The seminar will cover: the appropriate role for the salesman and line sales managers in their firm's marketing strategy; appropriate ways of recruiting, selecting, compensating, controlling and influencing salesmen; and the role of policies, organizational climate, and managerial style in the management of salesmen.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Switzerland	November 5 days	First and second level managers having direct responsibilities for their firm's selling efforts. English	-	S. Frs. 2,500

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Stratégie et planification face à l'incertain	L'objectif du séminaire est de réfléchir sur les méthodes globales et spécifiques de gestion qui permettent à la fois d'explorer les potentiels de développement dans un avenir lointain, tout en maintenant une grande flexibilité d'adaptation dans le court terme.	IMEDE Management Development Institute, P.O. Box 1059, 1001 Lausanne, Suisse	Avril 5 jours	Dirigeants d'entreprises. Français	-	S.Frs. 3,000
The functions of the manager	Planning; organizing; directing; control.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	February 1977 10 days	Middle management levels in industrial enterprises. Arabic	-	-
Linear programming	Linear programming applications in production management: the graphical method; the simplex method; the transportation method; application of linear programming in production planning and control.	Industrial Engineering Department, Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	June 1977 2 weeks	Production managers, production engineers and planning managers. Arabic	-	-
Management of maintenance	Maintenance organization; preventive maintenance planning and control; work measurement in maintenance.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	March 1977 2 weeks	Maintenance engineers, professional qualification with a minimum of 5 years experience. Arabic	-	-
Management by objectives	Introducing this new technique to the high management and discussing the practical ways of applying it locally.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	January 1977 6 days	Senior management in industrial enterprises. Arabic	-	-
Network planning	Detailed study of critical path methods with general introduction to P.E.R.T and P.E.R.T. Cost.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	April 10 days	Middle management with B.Sc. degree. Arabic	-	-
Work measurement and incentive schemes	The procedure of work measurement; the analysis; time; rating; basic time; allowances; the standard time; the use of work measurement; incentive schemes.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	November 1977 2 weeks	Professional qualification with a minimum of 5 years experience. Arabic	-	-
Management development	General management, finance, marketing, personnel, and production	Thailand Management Association, 305 Siam Rd., Bangkok 5, Thailand	To be arranged 1-3 days	Managers and non-managers. Thai and English	To be arranged	To be arranged
Spinning technology (Seminar)	Spinning machines in general; problems in spinning; bobbles and draft systems; variable spinning systems; ring and traveller; open-end spinning; latest developments, etc.	Sümerbank Textile Research and Training Centre, Bursa, Turkey	March 1977 1 week	Engineers, chief and technicians. English and Turkish	January 1978	-
Weaving technology (Seminar)	Identification of different weaving machines; various weaving systems; drawing-in systems; latest developments in the weaving technology.	Sümerbank Textile Research and Training Centre, Bursa, Turkey	September 1977 1 week	Engineers, chiefs and technicians. English and Turkish	July 1977	-

Course or Seminar	General description	Organiser; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Information for industry	Information needs of industry; characteristics of industrial information; status and structure of information unit in industrial organisations; functions of industrial information unit; sources of industrial information; and organization and dissemination of industrial information.	TUNOK, Ataturk Bulvari 225, Esenludere, Ankara, Turkey	November/December 2 weeks	University graduates preferably with knowledge of English	-	To be arranged
International marketing	The various factors that affect marketing decisions taken on a global scale. In particular: comparative market research; market segmentation in world markets; market profile analysis; standardization and differentiation policies; promotional decisions; international distribution; pricing problems; organization for international marketing; international communications.	Ashridge Management College, May and Berkhamssted, Hertfordshire, September HP4 1NS, United Kingdom	1 week	Marketing and sales executives of international and multi-national companies. English	-	£265-300
General management	The job of a senior executive; how he spends his time, how he recognises problems, and the opportunities for change; aspects of over-all corporate planning and performance in marketing, finance, man management and logistics; short and long-term objectives.	British Institute of Management, Management House, Parker Street, London WC2B 5PT, United Kingdom (in association with the Oxford Centre for Management Studies). (Oxford)	November 1 week	Senior management responsibility. English	6 weeks before start of course	£240-300
General management	Management principles and practice; specialist management subjects (1) marketing, (2) management and (3) management accounting.	British Institute of Management, Management House, Parker Street, London WC2B 5PT, United Kingdom. (Oxford)	To be arranged 2 weeks	Middle management experience. English	-	£340 approx.
Communication	Intensive course at improving communication in a work environment. The individual improves his communication; knowledge by establishing performance standards in every aspect; skills by practising how to present information, gain co-operation and stimulate action; attitude by gaining in self-confidence and developing a more positive approach; behaviour by developing an in-built understanding of the communication process which influences all his interpersonal activities.	Cargill Attwood International, 11/12 The Green, London W5 5EA, United Kingdom	To be announced 5 days	Managerial responsibility. English	-	To be arranged
Management	Insight into the techniques in, and concepts of professional management. Covers: planning for results, organizing, motivating people, controlling performance, communicating for understanding, operating effectively and leading to achieve task, group and individual needs.	Cargill Attwood International, 11/12 The Green, London W5 5EA, United Kingdom	To be announced 1 week	Managerial responsibility. English	-	To be arranged
Concrete technology and concrete construction	Structural design and detailing; formwork and falsework; concrete construction; materials technology; testing of concrete; pre-cast concrete; ready mixed concrete.	Cement and Concrete Association, Training Centre, Fulmer Grange, Fulmer, Slough SL2 4QS, United Kingdom	- 5 days	Graduate engineers. English	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Interactive skills	The range of problems affecting oral communication efficiency; the oral behaviour categories, learning the behaviour analysis technique; the skills of effective reception, including listening, valuing information quality and applying the clarification behaviours; the skills of planning oral communication, including deciding on volume, sequencing and potential associations with receiver experience applied to case material; the skills of effective transmission, including receiver acceptance of potentially emotive information, persuading others of the benefits of a case; individual performance measured objectively throughout from individual and group interactive situations.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester, M20 8QA, United Kingdom	Throughout the year 1 to 6 days	Position in middle management. English	-	From £25 to £150
Management accounting	Standard costing and cost control; management accounting for professional students; marginal costing; linear programming; capital investment appraisal; accountability in business studies and for management development use of business ratios and interfirm financial comparisons.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 8QA, United Kingdom	Throughout the year 2 weeks	Training officer, manager or senior staff member. English	-	£220
Management development advisers	Behaviour analysis; organization structure; industrial psychology; nature of management skills; management training techniques; management job descriptions; performance appraisal; succession planning; setting objectives for management training; establishing training needs; training and development programme design; evaluation of training.	The Industrial Society, P.O. Box 150, Robert Hyde House, 48 Bryanston Square, London W1H 1BQ, United Kingdom	21 March, 18 July and 5 December 1977 2 weeks	Practical experience in supervision of staff. English	-	£100-125 +VAT
Responsible management	Designed to introduce newly appointed managers, technical staff and supervisors to their management responsibilities. To provide an insight into these responsibilities and lay foundations for the skills of leadership, communication, delegation and training.	Industrial Trainers Ltd., 11-12 The Green, London W5 5EA, United Kingdom	To be arranged 5 days	All who are concerned with training and developing personnel. English	-	£120
Trainer development	The participant works out how best to develop people on and off the job. In this practical workshop, participants learn how to prepare, implement and evaluate training programmes. The workshop covers modern instructional techniques and how to conduct group development sessions.	Loughborough University of Technology, Loughborough Leicestershire LE11 3TU, United Kingdom	End April 1977 10 weeks	Graduate engineers or scientists with experience in developing countries. English	End February 1977	£600 approx.
Technology and management for environmental health engineering in hot climates and developing countries	Tropical medicine and hygiene; hydrology; water pollution; water sources, abstraction, treatment and supply; waste water collection, treatment and disposal; rural water supply management and sanitation; pumping of water and sewage; management of solid waste; air pollution; economic and project management.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	7 February 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Appraisal of O and M. (organization and method)	Information collection; information analysis; information handling; information presentation; management of O and M.					

Course or Seminar	General description	Organiser, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Art of management	Communication; problem analysis; decision-making; leadership and motivation; managing the principal functions of the business: financial, marketing, production, personnel.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	14 March, 23 May and 4 July 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Cost reduction and resource management	Self-management of ones own time; people: planning and development, industrial relations, utilization; plant: procurement, utilization, maintenance, re-placement; energy: utilization, conservation; inventory: procurement, optimization; money: planning, control and conservation.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	7 March and 6 June 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Design management	The engineering industry environment worldwide; organizing and managing the design function; identifying product objectives and interfaces with the market requirements; collection, analysis and interpretation of product information; product definition, evaluation and selection; designing for production; time and cost planning and control; progress measurement and reporting procedures; reliability and feed back from service use; value analysis and cost reduction exercises; variety reduction and standardization, including group technology.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 March 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Finance and accounts for non-financial managers	Principles of financial accounting; interim and year end accounts; cash flows and liquidity/illiquidity; inflation accounting; company tax; budgetary control and standard costing; costs for decision-making; performance appraisal; sources of company funds; mergers and take-overs; financial modelling; evaluation of strategies.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 March, 9 May and 4 July 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Leadership in management	The needs of people at work; what people seek from their work, what they enjoy and what they avoid; delegation; understanding the behaviour of groups; building better work groups and getting more out of meetings; management communication; persuasion; handling competition and conflict; leadership styles; negotiation.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 February and 13 June 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Marketing management	The marketing concept; product planning; marketing research; market and sales forecasting; sales management; exporting; the computer in marketing; profit planning; pricing; marketing controls; promotional activities; business economics.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	14 February 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Planning and control of production	Programming: establishment of sales and production programmes, production timetables and capacity; ordering: scheduling requirements, ordering and batch stock control, forecasting, buffer stocks and batch quantities; control during manufacture: shop loading, progress control; general aspects: inventory control, use of simulation in production control, use of computers in production control, organization.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	14 March 1977 1 week	English	-	£180 plus accommodation approx. £75 per week

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Problem analysis and decision-making	Problem identification; collecting information; identifying problems and remedial actions; selecting courses of action; implementing action.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	7 February and 20 June 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Production engineering	Production engineering objectives, staffing and organization; design for manufacture; process and method planning; work study and standard data; estimating techniques; production control; shop services and labour control; quality and reliability; cost reduction development; group technology; capital project evaluation.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 March 1977 2 weeks	English	-	£360 plus accommodation approx. £75 per week
Production management	Management of people: motivation, incentives, industrial relations; management of self: management of time, communication skills; production planning and control; production planning, stock control, control of manufacture; production engineering: method of study, work measurement, value analysis; quality control; maintenance management.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	7 March, 9 May and 4 July 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Project management	Specifying project objectives; collection, analysis and interpretation of information; identification and evaluation of alternative solutions; the use of simulation; types of project organization structure; planning project implementation and contractual arrangements; time and cost planning and control techniques; project reporting procedures.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	14 February and 13 June 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Quality management	The identification and control of quality costs; the principles and objectives for a quality information system; the function of quality control; quality control techniques; quality problem solving.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 February and 16 May 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Sales management and sales training	The role of sales management within the marketing function; the sales manager's job; planning, organizing and controlling a sales force; recruitment, advertising and interviewing; job profiles; related assessment appraisal; training: initial and ongoing; motivation of the sales force; communication: meetings and effective speech; self-management; sales forecasting; telephone selling; leadership.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	25 April 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Self-management	Self-management; goal setting, management by objectives; personal information systems; memory techniques; delegation.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	21 March, 16 May and 27 June 1977 1 week	English	-	£180 plus accommodation approx. £75 per week
Statistical quality control	Quality costing; process control by measured variables; process control by attributes; construction of sampling plans; reliability analysis; variation analysis.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	28 February and 4 July 1977 1 week	English	-	£180 plus accommodation approx. £75 per week

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Decision-making	Decision-making as a process of choosing between a number of alternative courses of action to achieve objectives.	Scottish Industries' Training and Management Services, Sandyford Road, Paisley PA3 4HW, United Kingdom	To be arranged 2 days	Personnel whose job involves making decisions. English	-	£50
Leadership in management	The techniques and processes involved in the management of people. Input covers topics such as the various theories of, and approaches to leadership, motivation, leadership styles, etc. The works of Herzberg, Likert, Maslow, McGregor and Patterson are discussed and related to day-to-day situations.	Scottish Industries' Training and Management Services, Sandyford Road, Paisley PA3 4HW, United Kingdom	To be arranged 3 days	Managers and personnel being developed for managerial appointments. English	-	£75
Negotiating skills	The process of planning for effective and efficient negotiation of change. The course also concentrates on the interpersonal skills required to carry out the plan.	Scottish Industries' Training and Management Services, Sandyford Road, Paisley PA3 4HW, United Kingdom	To be arranged 2 days	Personnel whose job involves negotiation in situations of change e.g. industrial relations, contracts, purchasing, etc. English	-	£50
Textiles	Ninth Shirley International Seminar on Polyester Textiles.	Shirley Institute, Didsbury, Manchester M20 8RX, United Kingdom	10 May 1977 3 days	Technical management experience. English	-	£75
Textiles	Third International Sizing Symposium.	Shirley Institute, Didsbury, Manchester M20 8RX, United Kingdom	12 September 1977 4 days	Technical management experience. English, French, German	-	£75
Textiles	Natural Fibres Symposium.	Shirley Institute, Didsbury, Manchester M20 8RX, United Kingdom	9 November 1977 3 days	Technical management experience. English	-	£75
Timber drying	Timber drying procedures including kiln operation; moisture content determination and sampling, air drying, shrinkage and movement, humidity, hygrometry. Kiln types, operation controls and fittings, schedules, degrade, care and safety.	Timber Research and Development Association, Stocking Lane, Hughenden Valley, High Wycombe, Bucks. HP14 4ND, United Kingdom	February and May 1977 5 days	English	-	£150.12 incl. VAT
Timber research and development	Courses throughout year on: markets for wood products, operational management for timberyard and sawmill managers, visual stressgrading, and timber drying.	Timber Research and Development Association, Stocking Lane, Hughenden Valley, High Wycombe, Bucks. HP14 4ND, United Kingdom	Variable; 5 days	Technical qualification English	-	£150-£354
Management	Actual problems faced by managers. Acquisition and improvement of skills in problem-solving, managerial leadership and work planning.	U Group Training Ltd., 11/12 The Green, London W5 5EA, United Kingdom	To be arranged 5 days	Managerial responsibility. English	-	To be arranged

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Applied stochastic processes	Random signal analysis; process identification with step, sine, pseudo-random binary test signals; spectral analysis; sampling, windowing; least squares, generalized least squares and maximum likelihood parameter estimation; model matching; practical applications of modelling and identification in the power, steel, mining and chemical industries.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	January 2 weeks	University degree or college diploma in mathematics, science or technology. English		£50
Digital and analogue computing	Digital computing systems, peripheral devices, remote terminals; levels of programming languages; Fortran programming using ICL 1907 and CONPAC 4020 computers; analogue computing elements, mode control, peripheral devices; solution of linear differential equations; transfer function simulation; non-linear elements; logic control, iterative solutions; practical work and demonstrations using VIDAC and ADA computers; numerical methods; simultaneous non-linear algebraic equations, Newton-Raphson method; solution of partial differential equations; predictor corrector; solution of partial differential equations.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	October 2 weeks	University degree or college diploma in mathematics, science or technology. English		£50
Optimal control and estimation	Application of the minimum principle and dynamic programming to processes with constraints and specified terminal conditions; computer solution of the two-point boundary value problem; optimal control of systems subject to deterministic and stochastic disturbances; estimation theory; applications.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	February 2 weeks	University degree or college diploma in mathematics, science or technology. English		£50
Chemical engineering	Courses are given in "continuing education" in a large number of branches of chemical engineering.	American Institute of Chemical Engineers, 345 East 47th St., New York, N.Y. Huston, New York, Chicago and other cities in the USA	1-5 days	Chemical engineers. English		\$60-\$300
Applied statistics for the quality practitioner	Supplies extensive exposure to statistical tools which can minimize the risk of wrong management decisions and increase profitability.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America	2 May 1977 5 days	English		\$350
Management of the inspection function	Organization, implementation, training, supervision, control, appraisal and reporting on the field of industrial activity normally called inspection and/or testing. The role of the inspection department in providing information for corrective action. Inspection managers will also develop an awareness of their economic responsibilities to their company with emphasis on calculating and controlling departmental costs.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America	June 3 days	Professional qualification. English		\$250
Managing for quality	Provides to both quality and non-quality middle managers and executives the principles and techniques of approaching quality and reliability assurance problems.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America (Southwestern U.S. for March course and Milwaukee, Wis. for June course)	28 March and 6 June 1977 5 days	English		\$575

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Management of quality costs	Develops an acute awareness of the impact of poor quality on sales and stresses managing for best return on quality assurance dollar.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America	4 April 1977 3 days	English	-	\$250
Quality audit-development and administration	Stresses the essentials of a valid quality audit as a modern management tool with emphasis on reliable feedback for corrective action.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America (Clear Water Beach, Florida)	7 March 1977 3 days	English	-	\$225
Quality engineering	Encompasses planning, evaluation, control and reporting of quality with emphasis on interface with other departments.	American Society for Quality Control, 161 W. Wisconsin Ave., Milwaukee, Wisconsin 53203, United States of America	18 April 1977 5 days	English	-	\$350
Metalcasting	All phases of metalcasting technology.	Cast Metals Institute, Golf and Wolf Roads, Des Plaines, Il. 60016, United States of America. Courses are conducted throughout the year in the United States, Canada and Mexico.	2-3 days	Engineering degree. English	-	To be arranged
Industrial technology	Short courses given by experts and specialists on: microencapsulation; industrial and applied microbiology; solvent extraction technology; sterile products technology; industrial drying technology; industrial moisture measurement and control; applied cost engineering; pneumatic conveying for bulk solids; refractories - their properties and applications; mini-computer and preparing clinical protocols and managing clinical abatement; preparing drug control regulations; pharmaceutical and allied industries; drug disposition and metabolism.	The Centre for Professional Advancement, P. O. Box H, East Brunswick, NJ 08816, United States of America	February 1977 2-5 days	English	-	\$250-\$225
Project feasibility analysis	Training in the preparation of project feasibility studies. Topics include venture idea generation, market analysis, technical analysis, financial analysis, social profitability analysis, proposal preparation.	Economic Development Laboratory, Engineering Experiment Station, Georgia Institute of Technology, Atlanta, Georgia 30332, United States of America	20 June 1977 2 weeks	Professional qualification and interest in small industry development. English	1 May 1977	\$450
Trainer development	Curriculum design and development; a mixture of classroom instruction, individual materials development, and group discussion and critiques. Each participant studies analysis as a process, using a special multi-media kit, produces a job analysis-human activity analysis (JA-HAA), plans a course, develops a course outline to the teaching point level (COPP) and has these materials evaluated.	Education and Training Consultants Company, Box 49899, Los Angeles, California 90049, United States of America	To be arranged 5 days	Professional qualification. English	-	US\$375

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Trainer development	Designing education and training systems; covers analysis, synthesis, modeling and simulation of problems in the education and training fields. Each participant selects a problem and models the solution, and follows with a simulation.	Education and Training Consultants Company, Box 49999, Los Angeles, California 90049, United States of America	To be arranged 6 days	Professional qualification. English	-	US\$450
Commercial and industrial lighting	Design, calculation, layout and evaluation of commercial and industrial lighting.	General Electric Lighting Institute, Nela Park, Cleveland, Ohio, United States of America	7 February 1977 (also five times each year) 5 days	English	17 January 1977	US\$110
Basic industrial development	Development concepts; regional economics; basic factors in development; techniques of industrial development.	Department of Continuing Education, Georgia Institute of Technology, Atlanta, Georgia 30332, United States of America	April 5 days	University degree. English	31 March	US\$200
Material handling	Various functions and activities comprising the above - with an emphasis on "how to..."	Industrial Management Center, Inc. 2551 River Oak Drive, Decatur, Georgia 30033, United States of America (Lake Placid, New York)	June 1977 and 1978 1 week	Adequate professional background. English	-	US\$575
Storage, warehousing, physical distribution	Various functions and activities comprising the above - with an emphasis on "how to..."	Industrial Management Center, Inc. 2551 River Oak Drive, Decatur, Georgia 30033 United States of America (Lake Placid, New York)	June 1977 and 1978 1 week	Adequate professional background. English	-	US\$575
Forecasting socio-political impacts on technology	Methods of forecasting technical change and societal interactions. Dynamic models, trend extrapolation, Delphi, cross impact analysis. Scenarios, monitoring, structural analysis (relevance trees, morphological analysis, etc.). Methods of predicting social change.	The Industrial Management Centre, Inc., 411 West Ave., Austin, Texas 78701, United States of America	Mid-January and mid-June 1 week	Two years government or industry work. Ability to understand English	-	\$625
Noise control	Noise measurement and control in industrial production.	Institute on Noise Control Inc., P.O. Box 3164, Bethlehem, Penn., United States of America	June 2-5 days	Engineering degree. English	-	\$90-\$100
Chemicals and Paper	Programme designed to provide an improved understanding of the basic factors controlling the present and potential uses of chemicals in the pulp and paper industry.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	July 5 days	No formal requirements. English	None, but enrollment limited	US\$600.00
Colloid Chemistry of Papermaking Materials	A course on the relation of modern colloid and surface chemistry to practical problems of behaviour of cellulosic and noncellulosic materials in the paper industry.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$500.00
Fibre Microscopy	A combined lecture and laboratory course covering the use of the microscope for the qualitative and quantitative identification of the source and treatment of the fibres used in manufacture of pulp, paper and paperboard.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	July 12 days	No formal requirements. English	None, but enrollment limited	US\$600.00

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Paper chemistry	Seminar to assist document examiners to understand the nature of paper and the selection and interpretation of modern analytical techniques as applied to paper.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	August 3 days	No formal requirements. English	None, but enrollment limited	US\$300.00
Paper chemistry	Workshop on practical analysis of specks and deposits related to pulp and paper manufacture. Emphasis will be placed on the use of the microscope and of chemical techniques available in mill laboratories, but there will also be an introduction to the use of instrumental methods for identification.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	August 3 days	No formal requirements. English	None, but enrollment limited	US\$300.00
Paper Conference for Printers	Programme covering those aspects of paper manufacturing and the properties of paper most important to a printer. Emphasis will be placed on the interrelationship of the various properties and the necessity for proper specifications.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	October 4 days	No formal requirements. English	None, but enrollment limited	US\$400.00
Paper Evaluation	Course dealing with the physical and optical properties of paper with emphasis on the principles and techniques of their measurement.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	April 5 days	No formal requirements. English	None, but enrollment limited	US\$500.00
Paper and Fibre Physics	The structure and physical properties of fibres and fibre mats are discussed with emphasis on the applicable theory. The course is designed for individuals concerned with research in the development and applications of paper products.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$500.00
Recovery of Pulping Chemicals	A course covering the basic principles and operating problems of chemical recovery systems associated with the various pulping processes, with major emphasis on kraft recovery. The interrelationship of recovery systems to environmental problems will be highlighted.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	November 5 days	No formal requirements. English	None, but enrollment limited	US\$500.00
Surface Chemistry in the Paper Industry	Course covering those principles of surface chemistry most important in the paper industry. Emphasis will be placed both on a sound understanding of the principles and on their applications to such practical problems as interfibre bonding, wettability, sizing, drainage, retention, adhesion, foam and pitch.	The Institute of Paper Chemistry, P.O. Box 1048, Appleton, Wisconsin, 54911, United States of America	September 5 days	No formal requirements. English	None, but enrollment limited	US\$500.00
Measurement systems engineering	Presentation of the new unified approach to the engineering of measuring systems. Specifically the course covers electrical measurements of mechanical and thermal quantities: temperature, flow, pressure, vibration, force, strain, etc. Emphasis is on the unifying principles behind all measurements.	Instrument Society of America, Central Arizona Section, 5602 East Monte Rosa, Phoenix, AZ 85018, United States of America	14 March 1977 5 1/2 days	Engineering degree. English	-	US\$450.00
How to work in Washington (for non-U.S. government officials and business-financial institutions; role of business in the U.S. economic system.	Structure of the U.S. Government; its decision-making process; key departments and agencies; legislative process; formal and informal power structures; lines of influence; international financial institutions; role of business in the U.S. economic system.	International Management and Development Institute, Suite 905, 3600 Virginia Ave. N.W., Washington D.C. 20037, United States of America	March 1977 3 days	English	1 week before conference	\$100

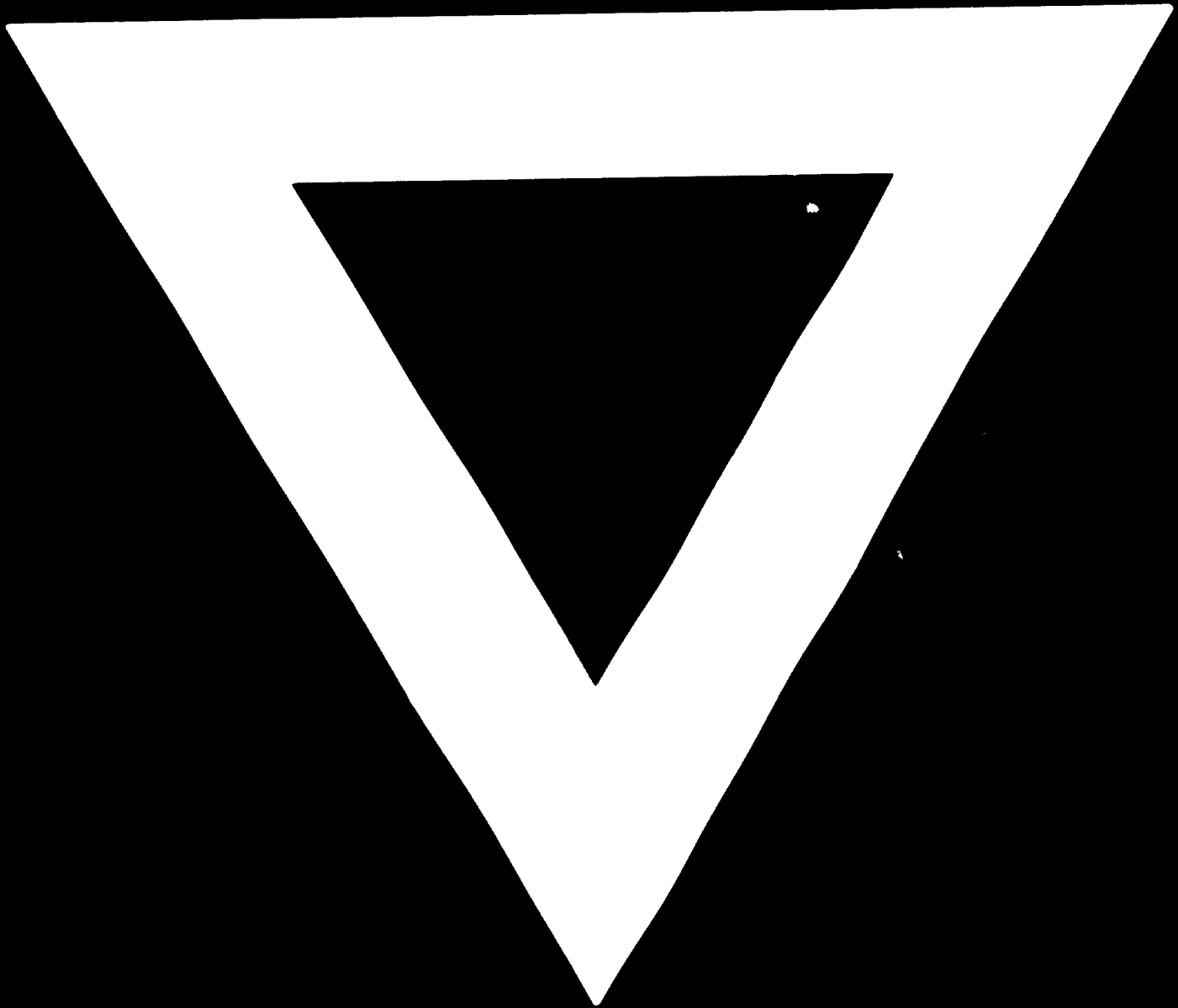
Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Welding and design	Latest production welding techniques. Design seminars on welding and structural applications.	The Lincoln Electric Company, 22801 St. Clair Avenue, Cleveland, Ohio 44117, United States of America	5 days repeated every month	Training in design, engineering and production. English	2 weeks before each seminar	US\$75.00
Industrial engineering and management training	Courses in multi-media training; methods time measurement; time study; methods engineering; management development; universal maintenance management.	H. B. Maynard and Co. Inc., 2040 Ardmore Blvd., Pittsburgh, Penn. 15221, United States of America	Variable 5 days	Management experience. English	-	US\$625
Metals technology	Casting, coating, corrosion, forging, high temperature alloys, machining, powder metallurgy, soldering and brazing, stainless steels, testing and inspection, tool steels, welding.	New York University, Division of Business and Management, 600 Third Avenue, New York, N.Y. 10016, United States of America	3 days throughout academic year	Technical, sales, production or management experience in metals. English	-	To be arranged
Packaging	Design, production and marketing problems.	New York University, Division of Business and Management, 600 Third Avenue, New York, N.Y. 10016, United States of America	3 days, throughout academic year	Technical, sales, production or management experience in industry. English	-	To be arranged
Plastics technology	Production, design and marketing problems in plastics field.	New York University, Division of Business and Management, 600 Third Avenue, New York, N.Y. 10016, United States of America	5 days, throughout academic year	Technical, sales, production or management experience in plastics industry. English	-	To be arranged
Housekeeping management and supervision	Cleaning of industrial and other buildings.	Service Engineering Associates, Inc. 3960 Peachtree Road, N.E. Atlanta, Georgia 30319, United States of America (Atlanta and other cities in USA and Canada)	December 5 day course Spring and Autumn 3 day course	Management or supervision in the field. English	-	US\$345 (5 day course) US\$160 (3 day course)
Metalworking industries	Basic manufacturing (40 hours). Study of machine tool requirements; use of machine tools; jigs and fixtures for constant reproduction of units; quality assurance; basic technologies in machine shop, forge and press, foundry and assembly; including plant visitations to medium-sized manufacturing industries. <u>Materials selection and control (15 hours).</u> <u>Manufacturing management (15 hours).</u>	Society of Manufacturing Engineers, 20501 Ford Rd., Dearborn, Michigan 48128, United States of America	Variable 2 weeks	Five years of industrial manufacturing experience and sponsored by government. English	3 months in advance	US\$500
Management	Planning, supervising, controlling.	Stanford Graduate School of Business Administration, Palo Alto Consulting Group, P.O. Box 1277, Palo Alto, California 94301, United States of America	To be arranged 30 hours in 1 or 2 week periods	Executive, managerial or supervisory levels of responsibility. English	-	US\$350 plus expenses

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Food microbiology	This course provides training in the microbiological examination of foods. Considerable time is spent in laboratory work. The current techniques for the Aerobic plate count, Coliform group MPN, E. coli MPN, coagulase-positive staphylococci, Enumeration of C. perfringens and detection of C. botulinum and its toxin are undertaken in the laboratory. Each laboratory is supplemented with a lecture to provide a comprehensive background. Lectures on sampling and sample preparation standards, and food surveillance sampling are also included. A food surveillance programme or to analyse a suspect food implicated in a food poisoning outbreak.	United States: Food and Drug Administration 1090 Tusculum Av. Cincinnati, Ohio 45226 United States of America	March 11 days	Qualified microbiologists. Immunization for botulism. English	December	-
Pilares fundamentales de marketing	Presentación del curso e introducción general, conceptos básicos de marketing e investigación de mercados, planificación de productos, fijación de precios, sistema de distribución, promoción y publicidad, administración de ventas, caso práctico, síntesis de la estrategia de marketing y conclusión.	Centro Nacional de Tecnología y Productividad Industrial, Sarandi 690 N, Montevideo, Uruguay	Marzo, Julio, Octubre 9 sesiones de 2 horas cada una	Jefes de ventas y otros ejecutivos de las empresas, interesados en los problemas de comercialización Español	-	US\$46
Técnicas de camino crítico - PERT	Introducción, la lista de tareas, el diagrama de flechas, primeras y últimas fechas, márgenes y camino crítico, la asignación de recursos, el replanteo de alternativas, campo de aplicación, requerimientos para su aplicación.	Centro Nacional de Tecnología y Productividad Industrial, Sarandi 690 N, Montevideo, Uruguay	Enero, Abril, Julio, Noviembre 3 sesiones de 3 horas cada una	Gerentes, jefes de departamento y de sección, adjuntos a gerencia. Español	-	A debatir
Management and industrial administration	Training of prospective management consultants. General management including production, marketing and financial management; corporate planning; organization development; development of managers; company appraisal; recruitment and selection of personnel; motivation and dealing with people; management information systems; worker participation in developing countries.	Jugoslavenski Centar za Organizaciju i Razvoj (JUCOR) Department for Research and Consultancy, Milana Rakica 35, Belgrade, Yugoslavia	To be arranged 2 weeks	University degree or equivalent qualification plus several years practical experience in industry or commerce. English or a Slav language	-	To be arranged
Management and industrial administration	Training of managers of industrial and commercial enterprises. General management; production; marketing and financial management; management accounting and product costing; profit management; domestic and export marketing; industrial engineering; production scheduling and control; management information systems. Corporate planning; organization development; product development and long range planning. Motivation and dealing with people. Worker participation in developing countries.	Jugoslavenski Centar za Organizaciju i Razvoj (JUCOR) Department for Research and Consultancy, Milana Rakica 35, Belgrade, Yugoslavia	To be arranged 1-3 weeks	Top or middle level of management in industrial and commercial enterprises. English or a Slav language	-	To be arranged
Training in industry	The Yugoslav authorities are prepared to organize individual or group programmes in management training, and in various processing industries.	Yugoslav Government, Belgrade, Yugoslavia	Variable	University graduates. English or French.	-	To be arranged
Formation dans l'industrie	Les autorités yougoslaves sont disposées à organiser un enseignement individuel ou par groupes pour la formation à la gestion et dans le domaine de diverses industries de transformation.	Le Gouvernement Yougoslave, Belgrade, Yougoslavie	Variable	Diplômés de l'université. Français	-	A convenir

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fees
Sélection du personnel industriel	Place au recrutement dans la gestion du personnel. Techniques de pré-sélection. L'emploi des tests d'aptitudes. Examen de la personnalité. Engagement et accueil. Follow-up et appréciation.	Chanimetal Integration B.P. 6512 Kinshasa Zaire	Octobre 3 jours	Directeur du personnel Français	31 août 1977	120.00 Zaires



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