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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

07804



Distr. GENERAL
PI/88
31 August 1977
Original:
ENGLISH/FRENCH/SPANISH

Guide to Training Opportunities for Industrial Development

Sixth issue

Aperçu des moyens de formation pour le développement industriel

Sixième édition

Repertorio de Oportunidades de Capacitación para el Desarrollo Industrial

Sexta edición

Training Section - Industrial Operations Division

UNIDO

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



(with 07804)



Distr. GENERAL

PI/59/Corr.1
3 March 1978

Original: English

United Nations Industrial Development Organization

GUIDE TO TRAINING OPPORTUNITIES FOR INDUSTRIAL DEVELOPMENT

Sixth issue

Corrigendum

Page 28, third column, fifth entry should read

Institut für Zuckerindustrie
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West Berlin 65

Page 67, third column, fifth entry should read

German Foundation for International Development (DSE)
Seminar Centre
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West Berlin 27
(Abidjan, Côte d'Ivoire)

Page 88, third column, sixth entry should read

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Page 95, third column, first entry should read

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Seminar Centre for Economic and Social Development
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Page 95, third column, second entry should read

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Page 106, third column, second, third and fourth entries should read

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Page 106, third column, fifth entry should read

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PREFACE

This compilation of industrial training opportunities for personnel from developing countries is the revised and enlarged sixth edition of a UNIDO publication that first appeared in the autumn of 1972. It contains about 800 entries. These entries are based on replies to a questionnaire sent to Governments, organizations and other bodies concerned with industrial training.

An earlier edition noted that the number and variety of training facilities offered 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. It is further evidence of the growing importance of technical co-operation among developing countries.

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, nor is information provided on ad hoc training in industry or elsewhere.

Section (1) follows the chronological order, while the training opportunities in sections (2) and (3) are listed 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), the International Centre for Advanced Technical and Vocational Training in Turin, Italy, 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 seventh edition, which should appear in late 1978 and will cover opportunities available in 1979 and, to the extent possible, in 1980. 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 sixième 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 800 rubriques environ, 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 d'une 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. C'est là une preuve supplémentaire de l'importance croissante de la coopération technique entre pays en développement.

Ce 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 industrielles, 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. Il en est de même pour les renseignements concernant des programmes spéciaux de formation organisés notamment dans l'industrie.

Pour la section 1), on a adopté le classement dans l'ordre chronologique, tandis que les possibilités de formation énumérées dans les sections 2) et 3) sont classées dans l'ordre alphabétique anglais des pays hôtes.

Pour obtenir de plus amples renseignements sur les stages autres que ceux organisés par l'OMUDI elle-même, il convient de se mettre en rapport directement avec les institutions intéressées. Leurs adresses figurent dans les rubriques consacrées aux stages qu'elles organisent.

Les moyens de formation indiqués ne sont pas réservés aux titulaires de bourses des Nations Unies. A condition de présenter les qualifications requises, tout ressortissant 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 Unies, les demandes ou les candidatures peuvent être présentées directement à l'organisateur du stage considéré. Les candidats à des bourses des Nations Unies doivent être désignés par leurs gouvernements et leurs dossiers doivent être soumis, par l'intermédiaire du Programme des Nations Unies pour le développement (PNUD), aux organismes des Nations Unies qui organisent les stages. Pour tous renseignements complémentaires sur les activités de formation de l'OMUDI, les intéressés sont priés de s'adresser au Programme de formation industrielle de l'OMUDI.

Des renseignements sur les possibilités de formation en de nombreux domaines peuvent être obtenus auprès des secrétaires 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 Unies à Genève, de l'Organisation internationale du Travail (OIT), du Centre international de perfectionnement professionnel et technique à Turin (Italie), et de l'Organisation des Nations Unies pour l'éducation, la science et la culture (UNESCO).

L'OMUDI espère pouvoir fournir des renseignements de plus en plus complets à tous ceux qui, dans les pays en développement, ont besoin d'une formation industrielle. Elle prévoit actuellement un nouveau questionnaire en vue de la publication de la septième édition de ce répertoire, prévue pour la fin de 1972. Cette édition indiquera les possibilités de formation pour l'année 1973 et, dans la mesure du possible, pour l'année 1974. Pour l'établir, l'OMUDI compte sur la coopération de tous les organismes en mesure de lui fournir des informations.

PREFACIO

La présente compilation de oportunidades de capacitación industrial para personal de países en desarrollo constituye la sexta edición, revisada y ampliada, de una publicación de la OMUDI que apareció por vez primera en el otoño de 1972. Contiene unas 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 una edición anterior se señalaba que seguía aumentando, sobre todo en países en desarrollo, el número y variedad de los servicios de capacitación ofrecidos. Este aumento prosigue, y parece confirmar el atractivo y la ventaja de unas condiciones no muy diferentes de las del propio país del pers. al 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 cada vez mayores que entraña la organización de cursos de capacitación adecuados en los países industrializados, cuyos servicios están ya excesivamente recargados. Esto es una demostración más de la creciente importancia que reviste la cooperación técnica entre países en desarrollo.

La compilación está dividida en tres secciones: 1) oportunidades de capacitación organizadas y ofrecidas por la propia OMUDI; 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, como tampoco la información respecto a programas especiales de capacitación en la industria u otros medios.

En la sección 1) se sigue el orden cronológico, mientras que, en las secciones 2) y 3), las oportunidades de capacitación se presentan en el orden alfabético inglés de los países en que se ofrecen.

A la OMUDI 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. Cualquiera persona calificada de un país en desarrollo, que no haya solicitado u obtenido una beca de las Naciones Unidas, puede 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 OMUDI se pueden obtener del Programa de Ofertas de Capacitación Industrial, de la OMUDI.

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 (CESAP), la Oficina de las Naciones Unidas en Ginebra, la Organización Internacional del Trabajo (OIT), el Centro Internacional de Perfeccionamiento Profesional y Técnico, de Turin (Italia) y la Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura (UNESCO).

Se espera que esta publicación de la OMUDI 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 séptima edición, cuya publicación está prevista para finales de 1973, que comprenderá las oportunidades disponibles en 1974 y, en la medida de lo posible, en 1975. 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 organises 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.

Formal applications for participation should be submitted to UNIDO through appropriate Government channels and the UNDP resident representatives 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
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	2½ months	January	English
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
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

Field of study	General description	Venue	Duration	Commencing	Language
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.	VIMI TI All Union Institute for Scientific and Technical Information Moscow Union of Soviet Socialist Republics	2 months	March	English French Spanish
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 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	4 months 4 months	March August	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
Grain milling and storage	Technology and equipment of elevators processing of grain, production of loose and granulated mixed feeders, quality control of grain, flour and mixed feeders, etc. Practical studies in laboratories and in-plant training in selected enterprises.	Institute for Advanced Training of Managers and Specialists of the Ministry of State Purchases, Moscow Union of Soviet Socialist Republics	3 months	March	English
Metalworking industry	Planning, executing and supervising of the manufacturing processes of machine parts; design of jigs and mixtures, 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
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, sulphate, 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 Skogsindustrier forband (SSEF), Marbaryd Sweden	3 months	March	English
Organization of standardization systems in manufacturing industries	Basic principles of standardization, metrology, quality theory, economics 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

Field of study	General description	Venue	Duration	Commencing	Language
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	3 months	April	English
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 Arbetsgäresföreningen SAP, All-BATI Lidingö, Sweden	3 months	April	English
Modern Foundry Technologies	Theoretical and practical training at the Foundry, Research Institute, Academy of Mining and Mechanization and specialized practical training in selected foundries in Poland in the fields of foundry materials, melting and casting technologies, pattern making practices, moulding materials, and moulding technology, mechanization and automation, quality control and repair of castings, design of castings and environmental protection.	Foundry Research Institute, Krakow, Poland	2 months	May	English
Methods and Techniques of Pesticide Production and Formulation	Development of pesticide chemicals, plant design, environmental considerations, equipment used in pesticide formulation, testing of products, formulation of granular and wettable powders, dusts, aerosols, baits and emulsifiable compositions, packaging, quality control, distribution. Study tours to major pesticide industries.	Karl Marx University, Leipzig, German Democratic Republic	2 months	May	English
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 hand-blown glassware industry.	Polish Central Union of Workers' Productive Co-operatives Warsaw, Poland	2 months	July	English or Spanish
Organization of 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-BATI Lidingö, Sweden Svenska Arbetsgäresföreningen (SAP)	2 months	August	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

Field of study	General description	Venue	Duration	Commencing	Language
Maintenance of 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 Internationaux de Bruxelles, Belgium	2½ months	September	French
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	2½ months	September	French
Mould Design and making in Plastics Industry	Mould design and mould making, use and selection of new raw materials and equipment, introduction of modern processing and production methods and techno-economic aspects of mould design and mould making.	Technisch-Industriehöherer Österreichische Kunststoffwerke G.m.b.H., Vienna, Austria	1½ months	September	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 IRI IRO/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.	Laboratorium für Kunststofftechnik, Vienna, Austria	2 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 Młokna i Chemicznej Obróbki Młokna Lodz, Poland	3 months	September	English
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	French
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	October	English

PROMENAVITES DE FORMATION OFFERTES PAR L'OMUDI

STAGES DE FORMATION EN COURS DANS L'ENTREPRISE ORGANISES PAR L'OMUDI

L'OMUDI 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 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 des 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'OMUDI par l'intermédiaire des services officiels compétents et du Représentant résident d. 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'OMUDI 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 industrielle
 Division des opérations industrielles
 Organisation des Nations Unies pour le développement industriel
 Boite postale 707
 A-1011 Vienne (Autriche)

Objet d'étude	Description générale	Lieu	Date	Date d'ouverture	Langue
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	Janvier	Anglais
Industrie sidérurgique	Formation théorique : technologie, équipements, planification économique, gestion, entretien. Formation pratique : hauts fourneaux, installations d'agglomération, fours Martin, laminage, entretien des réfractaires.	Usine sidérurgique de Zaporozjé, Zaporozjé, RSS d'Ukraine	5 mois 3 mois	Février Septembre	Anglais Anglais

Objet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
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
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.	VINITI Institut d'information scientifique et technique de l'URSS, Moscou, URSS	2 mois	Mars	Anglais/français/espagnol
Soudure électrique	Technologie et outillage utilisés pour la soudure électrique par fusion et pour la soudure par résistance; procédés de soudage; sources 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, etc. Formation pratique dans des entreprises d'outillage de soudure électrique, dans des usines de transformation des métaux et dans des laboratoires.	Institut E.O. Paton de soudure électrique, Kiev, RSS d'Ukraine	4 mois 4 mois	Mars Août	Anglais Anglais
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 du point de vue économique. Travaux de recherche sur la fabrication des engrais et formation pratique dans des usines d'engrais azotés ou phosphatés.	Ministère de l'industrie chimique, Moscou, URSS	3 mois	Mars	Anglais
Humidité et stockage des céréales	Techniques et équipement pour élévateurs, transformation des céréales, production de fourrage, en vrac, et sous forme de pellets, contrôle de la qualité des céréales, farine, mélanges fourragers, etc. Démonstration en laboratoires et formation pratique dans certaines entreprises.	Institut d'administration des affaires et de formation des spécialistes du Ministère des achats, Moscou, URSS	3 mois	Mars	Anglais
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.	Université Lomonosov, Moscou, URSS	4 mois	Mars	Anglais

Sujet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
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 bisulfite, 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 Skogaindustriernas Förbund (SSIF), Martaryd, Suède	3 mois	Mars	Anglais
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
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	3 mois	Avril	Anglais
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'organisation 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, SAF, ALI-BMTI, Lidingsö, Suède	3 mois	Avril	Anglais
Stage de formation sur les techniques modernes de fonderie	Formation théorique et pratique dispensée à l'Institut de recherche sur la fonderie, de l'Académie des Mines et de la mécanisation, formation pratique spécialisée assurée par certaines entreprises polonaises dans les domaines suivants : matériaux, techniques de fusion et de coulée, fabrication des modèles, matériaux pour le moulage, techniques de moulage, mécanisation et automatisation, contrôle de la qualité et réparation des moules de coulée, mise au point de moules de coulée et protection de l'environnement.	Institut de recherche de la fonderie, Cracovie, Pologne	2 mois	Mai	Anglais

Subject of course	Description générale	Langue	Date d'ouverture	Durée	Lieu
Méthodes et technique pour la formulation et la production de pesticides	Mise au point des produits chimiques nécessaires à la fabrication des pesticides, plan des installations de l'usine, incidence sur le milieu, équipement utilisé pour la formulation des pesticides, essais des produits, formulation de granulés et de poudres mouillables, poudres fines, aérosols, appâts, compositions émulsifiables, conditionnement, contrôle de la qualité, distribution, visite des principales usines de pesticides.	Anglais	Mai	2 mois	Université Karl Marx Leipzig République démocratique allemande
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.	Anglais ou espagnol	Juillet	2 mois	Union centrale polonaise des coopératives ouvrières de production, Varsovie, Pologne
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.	Anglais	Août	4 mois	Institut de normalisation de Moscou, URSS
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.	Anglais	Août	2 mois	ALI-RATI Lidingö, Suède Svenska Arbetsgivare-föreningen (SAF)
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 (VTS), Prague, République socialiste tchécoslovaque
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 fabrications de pièces détachées et de rechange.	Français	Septembre	2 mois ½	Société nationale des Chemins de fer belges Société des transports intercommunaux de Bruxelles, Belgique

Objet d'étude	Description générale	Lieu	Durée	Date d'ouverture	Langue
Entretien du matériel des chemins de fer	Principes généraux d'entretien préventif, organisation des ateliers, formation pratique dans des 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 $\frac{1}{2}$	Septembre	Français
Conception et fabrication de moules dans l'industrie des matières plastiques	Conception et fabrication de moules, emploi et sélection de nouvelles matières premières et de nouveaux équipements, adoption de méthodes modernes perfectionnées de traitement et de production, aspects technico-économiques de la conception et de la fabrication des moules.	Deinrich Schindler AG, Gatterbachstrasse, Kunststoffwerke G.m.b.H., Vienne, Autriche	1 mois $\frac{1}{2}$	Septembre	Anglais
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.	Centre commun OMUDI/Roumanie, Bucarest, Roumanie	2 mois $\frac{1}{2}$	Septembre	Anglais
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.	Laboratorium für Kunststofftechnik, Vienne, Autriche	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 Piyki Wlokn i Chemicznej Obróbki Wlokn, Łódź, Pologne	3 mois	Septembre	Anglais
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	Français
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. Études 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.	Association des bourses d'études techniques pour étrangers, Tokyo, Japon	2 mois $\frac{1}{2}$	Octobre	Anglais

OPORTUNIDADES DE CAPACITACIONES OFERTADAS POR LA OMUDI

PROGRAMAS DE CAPACITACIONES COLECTIVA EN EL TALLADO ORGANIZADOS POR LA OMUDI

La OMUDI, 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 técnicos. Los programas son supervisados por expertos y, en general, constan de cuatro elementos: una introducción teórica; los estudios; la capacitación misma en el trabajo; 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 OMUDI. Algunos se reali an 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 OMUDI a través de los conductos gubernamentales apropiados o por medio del Representante Residente del Programa de las Naciones Unidas para el Desarrollo, pero sólo después de recibida la invitación oficial en la que se pide la designación de candidatos. No obstante, se ruega a los gobiernos que notifiquen a la OMUDI, lo antes posible, su interés por determinados programas.

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, DOI
 Organización de las Naciones Unidas para el Desarrollo Industrial
 P.O. Box 707, A-1011 Viena (Austria)

Motivo de estudio	Designación general	Lugar	Duración	A comienzos	Meses
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	Enero	Inglés
Industria siderúrgica	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

Matrícula de estudio	Descripción general	Lugar	Duración	A comenzar	Idioma
Mejoramiento de la calidad de productos industriales	Novedades 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, Tokio, Japón	7 semanas	Febrero	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.	VIIHTI Instituto Soviético de Información Científica y Técnica, Moscú, URSS	2 meses	Marzo	Español/ Francés/ Inglés
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, 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	4 meses 4 meses	Marzo Agosto	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
Molienda y almacenamiento de cereales	Tecnología y equipo de silos para elaboración de cereales, producción de forrajes miltos a granel o granulados, control de la calidad de cereales, harina y forrajes miltos, etc. Estudios prácticos en laboratorios y capacitación en el trabajo en empresas seleccionadas.	Instituto de Altos Estudios para Gerentes y Especialistas del Ministerio de Compras del Estado, Moscú, URSS	3 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 Lomumba, Moscú, URSS	4 meses	Marzo	Inglés

Materia de estudio	Descripción general	Lugar	Duración	A comienzos	Idioma
Celulosa y papel	<p>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 e. trabajo en materia de mantenimiento 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.</p>	<p>Sveriges Skogsindustrieförbund (SSIF), Martaryd, Suecia</p>	3 meses	Marzo	Inglés
Organización de sistemas de normalización en industrias manufactureras	<p>Principios básicos de normalización, metrología, teoría de la calidad, economía de 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.</p>	<p>Coostandart UNSS Moscú, UNSS</p>	4 meses	Marzo	Inglés
Diseño en la ingeniería y en la industria	<p>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.</p>	<p>Centro de Desarrollo de la Proyección en la Ingeniería y en la Industria, El Cairo, República Árabe de Egipto</p>	3 meses	Abril	Inglés
Organización y gestión de sistemas de mantenimiento	<p>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.</p>	<p>Svenska Arbetsgivareföreningen, SAF, ALL-RAT Lidköping, Suecia</p>	3 meses	Abril	Inglés
Técnicas modernas de fundición	<p>Capacitación teórica y práctica en el Instituto de Investigaciones de la Fundición de la Academia de Minería y Mecanización, y estudios prácticos especializados, en fundiciones escogidas de Polonia, en las esferas de la fundición de materiales, tecnologías de fundición y moldeo, prácticas de grabado, materiales de moldeo, tecnología, mecanización y automatización del moldeo, control de calidad y reparación de moldes, diseño de moldes y protección del medio ambiente.</p>	<p>Instituto de Investigaciones de la Fundición, Cracovia, Polonia</p>	2 meses	Mayo	Inglés

Materia de estudio	Descripción general	Lugar	Duración	A comenzar	Idioma
Métodos y técnicas de producción y formulación de plaguicidas	Desarrollo de plaguicidas químicos, diseño de plantas, consideraciones relativas al medio ambiente, equipo utilizado en la formulación de plaguicidas, ensayo de productos, formulación de polvos granulados, humectantes y espolvoreables, aerosoles, ceros y concentrados emulsionables, envasado, control de calidad, distribución. Visitas de estudio a grandes fábricas de plaguicidas.	Universidad Karl Marx, Leipzig República Democrática Alemana	2 meses	Mayo	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	2 meses	Julio	Español o 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.	Cosstandard URSS Moscú, URSS	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-MATTI Svenska Arbetsgivarförbundet (SAP), Lidingö, Suecia	2 meses	Agosto	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
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. Visitas de estudio a fábricas de componentes y piezas de recambio.	Société Nationale de Chemins de Fer Belges Société des Transports Intercommunaux de Bruxelles, Bélgica	2½ meses	Septiembre	Francés

Materia de estudio	Descripción general	Lugar	Duración	A comienzo	Idioma
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 belges, Bruselas, Bélgica	2½ meses	Septiembre	Francés
Diseño y fabricación de moldes en la industria de los materiales plásticos	Diseño y fabricación de moldes, utilización y selección de nuevas materias primas y equipo, introducción de procesos y métodos de producción modernos, y aspectos técnico-económicos del diseño y la fabricación de moldes.	Chemical Research Corp., Chemischische Industrie, B.V., Rotterdam, Holanda	1½ meses	Septiembre	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 OMUDI/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.	Laboratorium für Kunststofftechnik, Viena, Austria	2 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 Młokna i Chemicznej Obróbki Młokna Łódz, Polonia	3 meses	Septiembre	Inglés
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	Oct bre	Francés
Gestión de la producción en industrias mecánicas	Tendencias modernas de la gestión de la producción; fabricación de maquinaria, hierro y acero y equipo. Estudios de casos concretos sobre planificación y control de la producción, control de calidad, innovación de procesos, introducción de nuevo equipo, etc. Capacitación práctica en plantas de industrias mecánicas, de ingeniería eléctrica y de transformación de metales.	Association for Overseas Technical Scholarship, Tokio, Japón	2½ meses	Octubre	Inglés

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

BUILDING MATERIALS INDUSTRIES		Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Course or Seminar	General description					
Methods of testing for ceramics, refractories, glass and building materials products	Methods of testing based on international specifications; comparison between different specifications to establish the necessary modifications to make them suitable for different countries.	National Research Centre of Cairo, Training Section, Sh. El Nahrir, Dokki, Cairo, Egypt	27 May 1978 3 weeks	University degree (B.Sc.) or technicians working in this field. English	31 January 1978	\$150
Cement industry	Short courses in concrete technology, energy conservation in cement plants, refractory practice in cement industry and related subjects.	Cement Research Institute of India, W 10 South Extension Part II, New Delhi 110049 India, Bombay, Madras and Ballabgash	January 1978 5 days	Engineering graduates. English	-	US 100 for non-Indian participants
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	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)	16 January 1978 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 2 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 Soong 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	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Ceramic raw materials	Lectures 40 per cent; on-the-job training 40 per cent; observation 20 per cent.	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
Tecnología de los procesos cerámicos	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; propiedades de los productos cerámicos; ensayos; propiedades de los vidriados, ensayos; defectos de fabricación; clasificación de los productos cerámicos. Trabajos prácticos: Moldeo por colado, extrusión y prensado; secado y brochado de piezas cerámicas; preparación y aplicación de vidriados; preparación y realización de un programa de cocción; 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.	Instituto de Cerámica y Vidrio, Carretera de Valencia, Km. 24, 300 Arganda del Rey (Madrid) España	febrero 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Español	1 febrero	10.000 ptas.
Teoría de los procesos cerámicos	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 sorción 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.	Instituto de Cerámica y Vidrio, Carretera de Valencia, Km. 24, 300 Arganda del Rey (Madrid) España	enero 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Español	1 enero	10.000 ptas.
Ceramics technology	This course is designed to give general knowledge in fields of: raw materials, testing and research, body and glaze preparation, equipment and instrument, kiln design and operation, refractories, quality control, ceramic design, chemical and physical analysis, and mineralogy analysis.	Industrial Service Institute, Tung Hotel Road, P.O. Box 82, Chiang Mai, Thailand	To be arranged 1 week	University graduate or appropriate experience in ceramics. Thai	-	-
Ceramics - heavy clays and refractory technology	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.	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	January	£250

CHEMICAL INDUSTRIES

Course or Seminars	General description	Organizer, Venue	Commencing date	Qualifications, Language requirements	Last date for receipt of applications	Fees
<p>Technología de elastómeros</p> <p>Principio de elaboración de elastómeros; teoría y técnicas; principales materias primas a utilizar; máquinas y motores para caucho; fuentes de calor; interpretación de planos y matrices; composición; optimización de compuestos mediante simulación matemática; reología; principales aparatos utilizados en la analítica del caucho; análisis preventivo de materia prima; elastómeros especiales.</p>	<p>Centro de Investigación Tecnológica de la Industria del Caucho (CITIC), Libertad 1235, 1012 Buenos Aires, Argentina</p>	<p>Abril 7 meses</p>	<p>Español</p>	-	<p>\$2,000 inscr. \$3,000 mens.</p>	
<p>Plastics technology - Plastics testing</p> <p>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.</p>	<p>Chemisches Forschungsinstitut der Wirtschaft Österreichs Untere Viaduktgasse 55 1030 Vienna, Austria</p>	<p>To be arranged From 3 days to 4 weeks</p>	<p>Degree in chemical engineering or managerial experience in plastics industry. English, German or French.</p>	-	<p>To be arranged</p>	
<p>Plastics technology</p> <p>Applied R & D, 100 applied research projects in procedure engineering and control engineering (injection moulding, extrusion, foaming, compounding, forming, casting); plastics application (mechanical engineering, electrical engineering, agriculture, ecology, marine technology, transformation and storage of energy, bio-medical application); testing (quality control methods); polymer physics (X-ray diffraction, electron microscopy, NMR); polymer chemistry (analysis); environmental technology (recycling, reuse of waste and litter, combustion, protection); training technology.</p>	<p>Laboratorium für Kunststofftechnik, LKT-100 Vienna, Sebringgasse 9, A-1090 Vienna, Austria</p>	<p>January, April July 12 weeks</p>	<p>M.Sc., Ph.D. in science and 2 years research experience. English or German.</p>	-	<p>To be arranged</p>	
<p>Industries chimiques</p> <p>Essais et analyses chimiques dans les domaines suivants: produits pétroliers; séaux; haut polymères (peintures et matières plastiques); cosmétiques; analyse minérale classique.</p>	<p>C.E.R.I.A. (Station d'Essais et d'Analyses) 1 Avenue Emile Gryson, 1070-Bruxelles, Belgique</p>	<p>Toute l'année sauf vacances de Noël et Pâques et juillet et août Variable (selon les cas)</p>	<p>Diplôme universitaire ou équivalent. Français</p>	-	<p>FB.15,000 à 20,000 par mois</p>	
<p>Application of modern research methods in pharmaceutical industries</p> <p>Medicinal and aromatic plants; modern techniques in isolation and separation of biological active compounds; spectroscopic methods in elucidation of structure; technology transfer in pharmaceutical industry; drug formulation including drug delivery systems and bioavailability testing; pharmaceutical packaging with emphasis on oral liquid preparations; modern methods in drug synthesis.</p>	<p>National Research Centre of Cairo, Training Section, Sh. El Tahri, Dokki, Cairo, Egypt</p>	<p>1 April 1978 12 weeks</p>	<p>University degree (B.Sc.) in pharmacy. English</p>	<p>31 January 1978</p>	<p>\$750</p>	
<p>Column, paper, thin layer and gas liquid chromatography</p> <p>Theoretical and practical training in different types of chromatography; theories; interpretation of data; application and solvents.</p>	<p>National Research Centre of Cairo, Training Section, Sh. El Tahri, Dokki, Cairo, Egypt</p>	<p>25 March 1978 4 weeks</p>	<p>High School graduates or technicians. English</p>	<p>31 January 1978</p>	<p>\$250</p>	

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Electron microscope and its uses in industry	Nature of waves; reflection and refraction motion of electrons in electromagnetic field; theory of lenses employed in electron microscopy; design of lenses and their defects; electron microscope column; adjustment and operation of electron microscopy; techniques of specimen preparation; preparation of different substrates; theory of electron diffraction; structure analysis by electron diffraction for simple structure; developing and printing processes of electron microscope films and plates and interpretation of micrographs; indexing of electron diffraction patterns.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	4 March 1978 3 weeks	University degree (B.Sc.) or technicians. English	31 January 1978	\$100
Electrophoresis	Theory of electrophoresis; free boundary electrophoresis; zonal electrophoresis; paper electrophoresis; starch gel electrophoresis; polyacrylamide gel electrophoresis; continuous paper electrophoresis; electrophoresis of isoxanes; SDS gel electrophoresis and determination of molecular weight of proteins; isoelectric focusing; immuno electrophoresis.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	20 May 1978 3 weeks	University degree or technicians. (B.Sc.) English	31 March 1978	\$200
Elemental and functional groups microanalysis	Microanalysis; different techniques for carbon and hydrogen determination; nitrogen; fluorine; halogen; sulphur; boron determination; functional group analysis; instrumentation and automation.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	11 March 1978 3 weeks	University graduates. (B.Sc.) English	31 January 1978	\$200
Emission spectroscopic analysis for determination of trace elements in soils, plants, alloys and ores	Fundamentals of emission spectroscopy; origin of spectra; sources of excitation; excitation and ionization potentials of elements; ionization potentials and arc temperature; selective reutilization; different types of spectrographs; qualitative and semi-quantitative analysis; application of emission spectroscopy in different fields of science and industry.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	25 February 1978 4 weeks	University degree (B.Sc.) English	31 January 1978	\$250
Evaluation of phosphate ores for fertilizer production	Basic information on the beneficiation of different Arabic phosphate ores with relation to types of gangue minerals with detailed description of different steps; the chemical processing of phospho-concentrates for wet process phosphoric acid; triple superphosphate and double fertilizer production.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	11 February 1978 3 weeks	University degree. (B.Sc.) English	31 January 1978	\$150
Infrared and X-ray diffraction and fluorescence analysis	Crystal lattices and symmetry elements of crystals; nature and production of X-rays; X-ray wave lengths; refraction and absorption; diffraction of X-rays by crystalline matter; determination of lattice constants and space group from single crystal photographs; methods of taking powder photographs; interpretation of powder photographs; interpretation of powder diffraction patterns; intensity of X-ray diffraction patterns; determination of crystalline size and micro strain from line broadening and peak profile analysis; X-ray spectrometers and their different types; qualitative and quantitative analysis by X-ray fluorescence.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	11 March 1978 5 weeks	University degree (B.Sc.) English	31 January 1978	\$250

CHEMICAL INDUSTRIES (Cont'd)

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Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications: Language requirements	Last date for receipt of applications	Fee
Infrared spectroscopic analysis	Basic concepts of infra-red absorption by organic and inorganic molecules; instruments and different methods of sampling preparation; the procedure for qualitative interpretation of infra-red spectra and application of infra-red spectroscopy to polymers, minerals, oils, etc.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	18 March 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Paints and plastics	Principles of paints and plastics industry; coating resins including natural and synthetic resins; testing of paint; paint film defects; the effect of antifouling and anti-corrosive paint.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	1 April 1978 4 weeks	University degree (B.Sc.) or technicians with experience in this field. English	31 January 1978	\$250
Quantitative spectroscopic analysis	General consideration on quantitative analysis; emission calibration curve; preparation of standards and internal standard; working curve; specific examples on quantitative determination of elements in different samples.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	22 April 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Recovery of mineral salts and marine chemicals from the effluent brines from desalination plants	The objective of this course is to provide detailed information on the processes adopted for sea water desalination; different methods utilized for desalination; scaling of desalination plants; recovery of mineral salts and marine chemicals from concentrated brines.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	17 June 1978 2 weeks	University degree English	31 March 1978	\$100
Rubber technology	Modern principles of rubber technology; studies of composite materials; kinetics; preparation, and properties.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	6 May 1978 4 weeks	University degree (B.Sc.) or technicians graduated from high schools. English	31 January 1978	\$250
Ultra-violet and visible spectrometric analysis of minerals, silicates and metals	Nature of the chemical bond; origin of electronic spectra; instrumentation and techniques of measurements; quantitative study of organic and inorganic compounds using their absorption spectra; application of Beer's law for quantitative analysis.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	13 May 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Manufacture of soaps and detergents	Technology; quality control; choice of raw material and its upkeep.	National Soap Corporation, Addis Ababa, Ethiopia	Early 1978 4 weeks	Diploma in chemistry or chemical technology. English	-	To be arranged
Chemistry and plastics	Chemistry including e.g. processing of basic materials and dyes, production of chemical fertilizers, pharmaceutical and cosmetic industry, manufacture of rubber products; plastics processing.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Technical and management personnel who have completed professional training and have practical professional experience. German	-	To be arranged
Chemical engineering and physical chemistry	The aim of the international seminar is: after training in the German language, to provide for individual participation in qualified experimental research work in one of the various fields of chemical engineering or physical chemistry; to acquaint the participants with the organization of research and education at German research institutions and the Karlsruhe University.	University of Karlsruhe in co-operation with the German Academic Exchange Service, International Seminar, Universität, Karlstrasse 42-44, 75 Karlsruhe, Federal Republic of Germany	2 May 1978 14½ months including 4 months language course	Scientist from developing country, minimum qualification Masters degree, maximum of 40 years of age; must be engaged in research and teaching in home country. German	-	-

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Lab Rat Plástica Industrial	Química General; Laboratorio I: propiedades físicas; Matemáticas aplicadas (3 partes); Elementos y práctica de dibujo industrial aplicado; Química orgánica elemental; Laboratorio II: estructura química de la materia; Procesos industriales; Química orgánica elemental; Central estadística de calidad; Elaboración de la fracción orgánica; Laboratorio de procesos industriales; Inglés técnico-industrial.	Instituto Técnico de Capacitación y Productividad, INTECAP, Avenida 12 Calle 4-17, Zona 1, Guatemala, Guatemala.	Febrero 9 meses	Ufuio de bachiller en ciencias y letras similar con 2 años de experiencia en industria. Español	Enero	A debatir
Modern rapid methods of silicate analysis	Theoretical lectures and practical training on rapid methods of silicate analysis including instrumental methods i.e. flame photometry, spectrophotometry, polarography, atomic absorption spectrophotometry, etc. for evaluation, characterization and quality control of minerals and mineral products such as glass, enamels, refractories, clays, cements, etc.	Central Glass and Ceramic Research Institute, Raja S.C. Mallick Road, P.O. Jadavpur University, Calcutta-700 032, India	1 April and 1 November each year 12 weeks	Degree in chemistry or engineering (ceramic or glass technology). English	-	To be arranged
Plastics mould design	Mould manufacturing processes; utilization of tool room equipment; properties and applications of plastics materials; materials of mould construction, design of two plate, three plate and side cored moulds; runners and gates; mould cooling; methods of ejection; injection moulds; compression and transfer moulds; blow moulds; basics of extrusion.	Central Institute of Plastics Engineering and Tools (CIPEET), Guindy, Madras-600 032, India	Early January and July 1 year	Engineering graduates. English	-	Rs. 3,700
Plastics mould making	Mould making; layout; marking and manufacture of guide pins; bushes; ejector pins; push back pins; knock out rods; sprue bushing; locating rings; mould bolsters; back plates; retainer plates; ejector plates; cores and cavities using lather; drilling machines; grinding machines; milling, engraving, copy milling and die sinking machines; cutter grinders, profile grinders, hobbing and spark erosion machines.	Central Institute of Plastics Engineering and Tools (CIPEET), Guindy, Madras-600 032, India	Early January and July 2 years	Diploma in engineering. English	-	Rs. 3,700 per year
Plastics processing	Identification of plastics; manufacture; properties and application of thermoplastics and thermosets; injection moulding; compression and transfer moulding; blow moulding; rotational casting, vacuum forming; extrusion of pipes; profiles and films; decorating and finishing.	Central Institute of Plastics Engineering and Tools (CIPEET), Guindy, Madras-600 032, India	January, April, July and October 10 weeks	Science graduates. English	-	Rs. 500
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	-	-

CHEMICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date	Qualifications	Last date for receipt of applications	Fee
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 industry and economic policy of hydrocarbons and power; 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 S. D. nato Milanese 20097 Milano, Italy	October 9 months	University degree - Italian or English	31 August	To be arranged
Chemistry and chemical engineering	Course for university graduates who teach or research in developing countries; laboratory work and research lectures on instrument analysis and their practical applications; study visits and scientific excursions.	Tokyo Institute of Technology, and the Japanese National Commission for UNESCO, 12 Ookayama 2-chome, Meguro-ku, Tokyo, Japan.	October 12 months	University graduates English	-	-
Fertiliser 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
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 INDUSTRIES (Cont'd)

Course or Subject	General description	Organizer, Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Industrie pétrolière	Techniques concernant les gisements pétroliers; procédés d'extraction et de récupération secondaire; 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
Petroleum technology	Course for young chemical engineers and chemists, mainly from developing countries, wishing to acquire up-to-date specialization in petroleum refining and petrochemical fields, specially in teaching, research, design, processing and management.	Institut du Pétrole, Gaz et Géologie, Bulevardul Bucuresti, ur. 1, Ploiesti, Romania, in co-operation with UNESCO	November 1 year	Applicants should be university graduates in chemical engineering or chemistry. English	-	-
Análisis instrumental	Análisis de metales por absorción atómica.	Instituto de Carboquímica, Apartado 589, Plaza de B. Parafso 1, Zaragoza 1, España	30 enero 1978 6 días	Titulados superiores. Español	-	1.000 ptas.
Combustibles sólidos	Petrografía de carbonos; mezclas para coque.	Instituto Nacional del Carbón, del Patronato de Investigación 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	-	-
Caucho	Química macromolecular; química de elastómeros; físico-química de altos polímeros; físico-química de caucho y tecnología de caucho. El curso va dirigido tanto a titulados superiores como a titulados de grado medio (ingenieros técnicos especializados o similares).	Instituto de Plásticos y Caucho (Escuela de Plásticos y Caucho), c/o Juan de la Cierva 3, Madrid-6, España	Octubre 9 meses	Título superior (universitario o escuela técnica superior) o título de grado medio (ingeniero técnico especializado o similar). Español	-	8.000 ptas.
Materiales plásticos transformación	Química macromolecular; química de plásticos; físico-química de altos polímeros; tecnología de plásticos; maquinaria y estudio y proyecto de moldes.	Instituto de Plásticos y Caucho (Escuela de Plásticos y Caucho), c/o Juan de la Cierva 3, Madrid-6, España	Octubre 9 meses	Título de ingeniero técnico especializado o título similar. Español	-	8.000 ptas.
Polímeros y materiales plásticos; producción	Química macromolecular; físico-química de altos polímeros; caracterización de polímeros; ingeniería química de polímeros y tecnología de plásticos. El curso implica una fuerte base teórica y unas prácticas muy amplias de forma que los alumnos se acostumbren a relacionar los conocimientos adquiridos con los problemas que presenta su aplicación. Existe la posibilidad de realizar un trabajo de iniciación a la investigación.	Instituto de Plásticos y Caucho (Escuela de Plásticos y Caucho), c/o Juan de la Cierva 3, Madrid-6, España	Octubre 9 meses	Título universitario o de escuela técnica superior. Español	-	8.000 ptas.

ELECTRICAL AND ELECTRONIC INDUSTRIES

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language	Last date for receipt of applications	Fee
Industrial electronics	Basic principles for electromechanical components; power semiconductor devices; electronic systems.	National Research Centre of Cairo, Training Section, Sh. El Makrir, Dokki, Cairo, Egypt	29 April 1978 4 weeks	Engineers English	31 January 1978	\$250
Electrical engineering and energy supply	Construction of electric machines and transformers; construction of electric equipment; projecting and designing, construction and commissioning as well as maintenance, overhaul and inspection of electric installations incl. equipment for energy generation and distribution; operation of energy generation and distribution equipment; electrical resp. electronic regulation and control in all fields of application.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months	Executives with completed training and practical experience. German	-	To be arranged
Técnico electricista industrial	Matemáticas básicas; matemáticas aplicadas; corriente directa-laboratorio; corriente alterna-laboratorio; mantenimiento industrial; instrumentación eléctrica-laboratorio; instalaciones eléctricas y electrónicas-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 2 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
Electrónica	Radiob Electrónica, telefonía, equipo eléctrico.	Istituto Elettr Tecnico Nazionale G. Ferrari Turin, Italia	Enero 6 meses	Titulo universitario en Ingeniería Física. Italiano, español y francés	Enero	De 30.000 a 60.000 liras
Electronique	Radioblectronique; telephone; équipement électrique	Istituto Elettrotecnico Nazionale G. Ferrari Turin, Italia	Janvier 6 mois	Diplôme universitaire d'ingénieur en physique. 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, transformer, 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)	16 January 1978 5 months	Advanced technical education or university degree and 3 years experience. Italian, French, English, Spanish	-	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; EDP 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)	16 January 1978 5 months	Advanced technical education or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged

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: maintenances spéciales, commercialisation, assurances, etc.	Association belge du froid Rue de Bréderode 29 1000 Bruxelles, Belgique	En juillet et août 2-4 semaines	Ingenieur civil ou licencié en chimie agricole ou diplôme équivalent. Français, néerlandais, anglais	-	A discuter
Industries alimentaires	Méthodes d'analyses des aliments; industrie bio-chimique; contrôles et essais chimiques et bio-chimiques des industries alimentaires et biochimiques, y compris la microbiologie.	C.E.R.I.A. (Station d'Essais et d'Analyses) 1 Avenue Emile Gryson, 1070-Bruxelles, Belgique	Toute l'année sauf vacances de Noël et Pâques et juillet et août Variable (selon les cas)	Diplôme universitaire ou équivalent. Français	-	FR.15,000 à 20,000 par mois
Industrie sucrière de la betterave	Au cours de la campagne sucrière, stage de formation technique orienté vers les aspects chimiques, technologiques et mécaniques de la fabrication du sucre; centre de documentation technique de l'industrie sucrière; laboratoire d'analyses de contrôle de la fabrication du sucre; laboratoire de la recherche à différents stades de la fabrication en sucrerie et raffinerie.	S.A. Société Sucrière d'Etudes et de Conseils, Asandorenstraat 1, 3400-Tienen (Tirlemont), Belgique	1er octobre au 15 décembre (cette période correspond à la campagne sucrière) Variable (selon les cas)	Licencié en sciences chimiques ou diplômé équivalent. Français	-	A arranger
Matières grasses végétales	Etude des méthodes standardisées d'analyse des matières premières et de la qualité des huiles végétales; pratique des techniques standard d'analyses et interprétation des résultats; méthodes analytiques avancées; chromatographie en phase gazeuse et sur colonne à haute pression; méthodes globales d'analyse et de contrôle des matières premières et de la qualité des huiles végétales; étude pratique des techniques d'analyse des contrôles des produits du marché; étude des possibilités pratiques de fabrication industrielle des produits à base de matières grasses végétales.	Université Libre de Bruxelles, Campus de l'U.L.B., c/o Plaine des Manoeuvres, Bâtiment 8, 1050-Bruxelles, Belgique	Toute l'année sauf juillet et août Variable (selon les cas)	Licencié en sciences chimiques ou diplômé équivalent. Français	-	FR.15,000 à 25,000 par mois
Tecnología de azucarar	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)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Cheese technology and ripening	Fundamentals of cheese processing; chemical and physical changes during cheese ripening; cheese flavour; additives; determination of fat, salt, moisture content; ripening index; total volatiles; rennet activity.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	25 March 1978 3 weeks	University degree (B.Sc.) or technicians with experience in this industry. English	31 January 1978	\$150
Production of single cell protein	Scientific principles involved in protein production from micro-organisms; utilization of wastes; industrial and agricultural by-products for the production of single cell protein.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	25 February 1978 6 weeks	University degree (B.Sc.). English	31 January 1978	\$250
Lyophilisation	Principes élémentaires; technique du vide; production du froid et de la chaleur; installations de lyophilisation; technologie.	Centre de Perfectionnement Technique, 9 avenue Alexandre-Maistrasse, 92500 Reuil-Malmaison, (Paris) France	November 1978	Agents techniques. Français	-	Fr.F. 2 200
Food and beverages	Manufacturing and processing, including the preservation and packaging of foodstuffs like: cereal grains and cereal products, meat, fish, fruits, vegetables, sugar, milk and dairy products, beverages including beer, alcoholic beverages and other luxury items; foodstuff inspection and research in the above-mentioned areas.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstauffenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Technical and management personnel who have completed professional training and have practical professional experience. German	-	To be arranged
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, sucrose 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 Zuckerindustrie, 32 Ammer Str., Berlin 65, Federal Republic of Germany	January 6 months	Degree in chemistry, engineering or agriculture. German or English	November	-
Refrigeration appliquée aux produits alimentaires	Cours d'initiation à l'utilisation du froid comme technique de conservation; construction d'entrepôts frigorifiques; produits réfrigérés et produits surgelés; transports et conditionnement de ces produits; aspects économiques.	la FAO en collaboration avec l'Institut International du Froid, Rome, Italie. (Ouagadougou, Haute-Volta)	Janvier 1978 12 jours	Candidatures présentées par les gouvernements francophones d'Afrique. Français	-	A arranger
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 Rontaglia, 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
Prévention et contrôle de l'aflatoxine dans les denrées alimentaires	Techniques de prévention, détection, contrôle, analyses et détoxification des mycotoxines et en particulier de l'aflatoxine dans les denrées. Une part importante est réservée aux travaux pratiques.	Organisation des Nations Unies pour l'Alimentation et l'Agriculture (FAO), Rome, Italie (Tunis, Annaba, ou Dakar, Sénégal)	1978 (à fixer) 3 semaines	Agents des Ministres de l'Agriculture et des laboratoires de contrôle des pays francophones d'Afrique. Français	-	A arranger

FOOD PROCESSING INDUSTRIES (Cont'd)

Course or Subject	General description	Organizer, Venue	Comments: Date: Duration	Qualification: Language Requirements	Last date for receipt of applications	Fee
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	-	-
Sterilization 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	-	-
Technology of sugar and alcohol production	Cultivation of sugar beet; process and quality control; beet sugar technology.	University of Ferrara, Fondazione Serafino Cerasco, Via Luigi Borsari 46, 44100 Ferrara, Italy	February 3 months	University degree in engineering, chemistry or agriculture. Italian	-	To be arranged
Sugar technology	Courses in all branches of sugar production and technology.	University of Mauritius, Port Louis, Mauritius	September Variable	University degree. 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 TNO, 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	-	per month (first month)
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 TNO, 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	-	per month (first month)
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 (INPAA) Jalan Ilm, 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
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 Vardo, Norway	August 10 months	Professional qualification and practical experience in fishing industry. English	-	To be arranged

FOOD PROCESSING INDUSTRIES (Cont'd)

Course or Semina	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
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.	Instituto de Agroquímica y Tecnología de Alimentos Jaime Roig 11 Valencia, España	Octubre 9 meses	Título superior expedido por una Universidad o Escuela técnica superior. Español	Julio	20.000 ptas. para extranjeros
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.	Instituto de la Grasa y sus Derivados, Avda P. García Tejero 4, Sevilla-12, España	Noviembre 4 meses	Poser la formación básica que supone haber cursado estudios de escuelas técnicas de grado medio. Español	Octubre	40.000 ptas.
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.	Instituto de la Grasa y sus Derivados, Avda. P. García Tejero 4, Sevilla-12, España	Noviembre 4 meses	Estar en posesión de un título de facultad universitaria o de escuela técnica superior. Español	Octubre	40.000 ptas.
Meat industry technology and management	Slaughterhouse, cutting, packing plant, sausage factory, canning, central kitchen, transportation; engineering and technology; administration and management.	Kristianstad-Blekinge Slakteriföreming Box 568 S 291 23 Kristianstad Sweden	To be arranged	Basic education in engineering, technology, biochemistry and/or microbiology. Practice in meat plant operations. English or German	-	SKr. 3,500 per month
Food milling	Theory and practical work in different laboratories and in the school's pilot mill; milling technology: flow sheet technique, machine technique, plant technique, practical milling; natural sciences: general chemistry, nutrition, cereal biology, baking technology, microbiology and hygiene with practical training; practical training in cereal chemistry, dough testing, baking laboratory; mathematics, physics; general mathematics, electrotechnics, mechanics, strength of materials, pneumatics, technological laboratory.	International Swiss School of Milling, Tellstrasse 2, CH-9000 St. Gallen, Switzerland	Early September 10 months	Graduation from secondary school or equivalent with at least 6 months practical training in a mill. German or English	April	SwFr. 1,500
Sugar beet technology	Any and all subjects relating to sugar beet technology.	Sugar Research Institute Etimesgut, Ankara, Turkey	As convenient To be arranged	Chemists, or agricultural and mechanical engineers. English, French, German or Turkish	-	-
Food engineering	Programme leading to M.Sc. degree.	Procter Department of Food and Leather Science, University of Leeds, Leeds LS2 9JT, Yorkshire, United Kingdom	October 12 months	1st or 2nd class Honours degree in an engineering subject. English	-	To be arranged
Food science	Programme leading to M.Sc. degree.	Procter Department of Food and Leather Science, University of Leeds, Leeds LS2 9JT, Yorkshire, United Kingdom	October 12 months	1st or 2nd class Honours degree in a science subject. English	-	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
Food technology	Research on topics related to preservation and storage of food and food processing leading to Ph.D. degrees.	Procter Department of Food and Leather Science, University of Leeds, Leeds LS2 9JT, Yorkshire United Kingdom	To be arranged 2-3 years	1st or 2nd class Honours degree in a science subject with a strong element of chemistry. English	-	To be arranged

GLASS AND OPTICAL INDUSTRIES

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.	Ecole supérieure de verre Charlieri Belgique	15 octobre 3 mois	Ingénieurs, docteurs ou licenciés en sciences en fonction dans l'industrie du verre ou qui s'y destinent. Français et accessoirement anglais	1er octobre	3,000 francs belges
Glass technology	Structure of glass; raw materials in glass industry; furnaces; melting and refining of glass; feeding and forming of glass; annealing of glass; its physical properties; controlled crystallization; manufacture and properties of glass ceramics; coloured glasses.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	3 June 1978 3 weeks	University degree (B.Sc.) or experience in glass industry. English	31 January 1978	\$150
Ophthalmic lens grinding, fitting and glazing	Theoretical and practical lens grinding; prism, dioptry, 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. Farsi or English	3 months in advance	A. \$50
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	Texas: Historia del vidrio; al estado vítreo, definición de vidrio; cristaloquímica 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 refractarios para la industria del vidrio; procesos de devitrificación; defectos de los vidrios; coloración de los vidrios; opacificación del vidrio; el enfriamiento del vidrio; análisis químico de vidrios. Trabajos prácticos: Fusión, collage y recocido de un vidrio; estudio de las tensiones internas de un vidrio; determinación del coeficiente de dilatación térmica y del punto de transformación; punt. 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 Carretera de Valencia Km.24.300, Arganda del Rey Madrid, Espana	abril 4 semanas	Ser titulado de grado medio, de grado superior o equivalentes. Espanol	1 abril	10.000 ptas.

LEATHER AND LEATHER PRODUCTS INDUSTRIES

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
<p>Technologie del cuero</p> <p>Technologie del cuero</p>	<p>Colágeno; procesos de pelambre, nutrición y terminación; efluentes de curtiembre, propiedades del cuero.</p> <p>Piel animal; aspectos biológicos; bioquímicos y fisicoquímicos; colágeno; defectos de la piel; operaciones y procesos de precurtición, curtiembre, post-curtición, teñido y terminación; efluentes de curtiembre; evaluación de materias primas, productos elaborados y semi-elaborados; muestreo, análisis y ensayos; control de calidad.</p>	<p>Centro de Investigación de Tecnología del Cuero (CITEC), Av. 52 entre 121 y 122, 1900 La Plata, Argentina</p> <p>Centro de Investigación de Tecnología del Cuero (CITEC), Av. 52 entre 121 y 122, 1900 La Plata, Argentina</p>	<p>1 abril 6-8 meses</p> <p>1 mayo 1 mes</p>	<p>Egresados de facultades de ciencias exactas. Español</p> <p>Egresados de escuelas técnicas o institutos de química. Español</p>	<p>1 febrero</p> <p>-</p>	<p>A consultar</p> <p>A consultar</p>
<p>Technologie de tannerie</p>	<p>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 chamais 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.</p>	<p>L'Institut communal d'enseignement technique de chimie et de tannerie de la ville de Liège, Liège, Belgique</p>	<p>Septembre 5 mois ou durée variable (selon l'expérience en fonction du niveau de formation des candidats.)</p>	<p>Ce programme prévoit une formation essentielle - le début du stage - de durée variable pour des stagiaires de niveau moyen. 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</p>	<p>3 mois avant le début du stage</p>	<p>A consulter</p>
<p>Leather tanning</p>	<p>Anatomical structure of animal skin; chemistry of leather material and mechanism of tanning; bases of tanning and beam house operations; chrome and vegetable tanning; greasing; fatliquoring; dyeing and finishing of tanned leather; chemical analysis of leather; physical testing; evaluation of some local vegetable materials used in tanning and fatliquoring.</p>	<p>National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt</p>	<p>22 April 1978 6 weeks</p>	<p>University degree (B.Sc.) or technicians with experience in this industry. English</p>	<p>31 January 1979</p>	<p>\$ 00</p>
<p>Prévention et traitement de la pollution dans les industries du cuir</p>	<p>Techniques analytiques sur eaux résiduaires et déchets de tannerie-mégisserie; prévention de la pollution (recyclage des produits chimiques, récupération des protéines); techniques de traitement et de valorisation des déchets non tannés et tannés; techniques d'épuration adaptées à la tannerie mégisserie; maintenance des stations d'épuration; législation dans les pays francophones et incidence technico-économique de la dépollution. 3 Journées de visites: une tannerie, une station d'épuration sur effluents de tannerie, une station d'épuration sur effluents urbains, une agence financière de bassin, une plateforme de traitement de déchets industriels.</p>	<p>Centre Technique du Cuir, B.P. N° 1, 181, 20 Avenue Jean Jaurès, 69342 Lyon CEDEX 2 FRANCE</p>	<p>29 août 1978 10 jours</p>	<p>Cadre supérieur, spécialisation chimie. Français</p>	<p>1er mars 1978</p>	<p>FF. 4,000</p>
<p>Leather technology</p>	<p>Training in the manufacture of variety of leathers; training in maintenance of tanning machinery; training of foreign personnel in the production of leathers/leather technology; refresher courses on leather and allied subjects; seminars on problems relating to leather and allied industries.</p>	<p>Central Leather Research Institute (CLRI), Adyar, Madras 600 020, India</p>	<p>To be arranged 3-12 months</p>	<p>Qualified personnel in leather technology. English</p>	<p>-</p>	<p>FF. 000</p>

LEATHER AND LEATHER PRODUCTS INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language	Last date for receipt of applications	Fee
Curso acelerado sobre curtición al vegetal	Principios y práctica de la curtición al vegetal del cuero pesado y liviano. Técnica del semi-acabado. Control de la calidad. Nociones prácticas de dirección de una tenería.	Escuela Sindical Superior de Tenería de Igalanda, España	1er lunes de enero; 8 semanas	Experto en técnica de tenería; conocimientos prácticos de dirección; hablar español	31 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	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 tanner; technical lists of candidates with University or technical qualifications. English	January	Arranged

MECHANICAL AND METALWORKING INDUSTRIES

Corrosion technology	Corrosion electrochimique; 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.	Western Australian Institute of Technology, Hayman Road, South Bentley 6102, Western Australia	February 1 semester	Engineering graduates. English	-	-
Corrosion et lutte contre la corrosion	Corrosion electrochimique; 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 CHEBELCOR, Avenue Paul Héger, Grille 2, B-1050 Bruxelles, Belgique	2 semaines ou 3 mois A convenir	Diplôme de l'enseignement universitaire ou technique supérieur. Français, anglais	-	A ARRANGED
Mechanical production	Machine tool design; special problems in machine dynamics; dimensional metrology; group technology; grinding.	Lath. 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) Past course in Dutch language required for those who do not know Dutch	1 May	-
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 7200 8 Illienseko Chaussée P.O. Box 873, Sofia Bulgaria	To be arranged 20 days	Degree in engineering with practical experience in production. English	-	To be arranged

MECHANICAL AND METALWORKING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language: Prerequisites	Last date for receipt of applications	Fee
Soldadura, construcción soldada	Soldadura eléctrica; electrodo revestido básico, avanzado; mig; tlf; arco sumergido; alambre tubular; soldadura oxiacetilénica, corte; inspección y ensayo.	Centro Latinoamericano de Soldadura, Avenida Eldorado, Carrera 66A, Centro Don Bosco, Bogotá, Colombia	Cada lunes del año. 1-11 semanas	Español	-	\$ 1.000
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 (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 assembling; 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 zvarčárský, ul. Petrárdovo výtazstva 71, 894 23 Bratislava, Czechoslovakia	October 1978 2 weeks	Engineering degree. English (discussions in English, Russian or French)	June 1978	Sv.F. 2,700
Welding (12th International Course)	Industrial use of modern welding methods; survey of modern welding methods; selection of welding methods from technical and economical aspects; requirements as to design, parent and filler metals as well as welded joints quality; application of modern welding costs; welding equipment, mechanization and automation of welding processes; education of welders and operators.	Welding Research Institute Bratislava, sponsored by Federal Ministry of Metallurgy and Heavy Engineering, Výskumný ústav zvarčárský, ul. Petrárdovo výtazstva 71, 894 23 Bratislava, Czechoslovakia (The High Tatras, Bratislava)	October 1979 2 weeks	Bachelor's degree or equivalent engineering education. Lectures in English, Russian or French	June 1979	Sv.F. 2,200
Corrosion of metals: measurements and protection	Principles of corrosion; its types and forms; corrosion testing procedures and diagnosis; corrosion control and its prevention; corrosion of pipe line, desalination plants, power plants, and reinforcing steel.	National Research Centre of Cairo, Training Section Sh. El Tahrir, Dokki, Cairo, Egypt	1 April 1978 2 weeks	University degree (P.Sc.) or technicians. English	31 January 1978	\$150
Surface coating of metals: galvanising and electroplating	Metallurgical principles for metal coating, degreasing, pickling, polishing alloy plating and hot-dip coating; electroplating of specific metals; chemical and immersion plating; chemical conversion coatings; testing of metallic coatings; continuous line coating.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	11 March 1978 3 weeks	University degree (B.Sc.) or technicians. English	31 January 1978	\$150
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, 7 avenue Alexandre-Maitre, 92400 Neuilly-Malmaison, (Paris) France	1 semaine avec conférences tous les jours (fractionnables)	Ingénieur et assimilés. Français	-	FR. F. 2,000 par semaine

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
Pratique de la régulation		Institut de Régulation et Automation, Chemin des Moines, 13644 Arles, France	A arranger 4-6 semaines	Français	-	FF. 5,900 a 9,400
Automotive engineering	Subject-related practical advanced training in the maintenance and up-keep of passenger cars, lorries and commercial vehicles, petrol and diesel engines, incl. injection organs, axles, gear units, steering, brake systems, exchange of body elements, information about electric installations of motor vehicles as well as about the organization of the towing system.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 17 months incl. 5 months introductory seminar and general language course, 12 months practical advanced training	Completed training in motor mechanics and at least 2 years practical experience. German	-	To be arranged
Construction and repair of vehicles	Maintenance and repair of passenger cars, lorries and utility vehicles (petrol and diesel engines incl. injection members, gear, steering and braking systems, car body, electric equipment).	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Executives with completed training and practical experience. German	-	To be arranged
Metal working and processing	General mechanical engineering; general tool manufacture; precision mechanics; small precision engineering; process technology; works fitter's shop; production control in the field of general mechanical engineering; production planning; quality control.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months	Specialists and executives with completed training and practical professional experience. German	-	To be arranged
Product finishing	Basic science for electroplaters; metal plating; plating on plastic; anodising and colour of aluminium (including practical demonstration).	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central, Hong Kong	July 1978 6 months (part-time)	High-school certificate with chemistry. Chinese (Cantonese)	June 1978	\$ 1,000
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
Computer aided part programming for NC machines	Basic principles of working of NC machine tools; types of formats; codes; vocabulary; preparation of programme manuscript; manual part programming; APT part programming; processing of programmes on computer; editing, plotting, de-bugging and tooling up of NC machines for dry run and first-part machining.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	8 May and 6 November 1978 2 weeks	Degree in science or engineering. English	-	\$ 3,000
Design of numerically controlled machine tools	Introduction and outline of NC machine tools; machine tool and control system elements; matching and interfacing of systems to machine tools; considerations at design stage for reduction in lead-time in manufacture; design considerations of optimal attachments such as tool changer, pallet changers, transfer stations; considerations for NC, CNC and DNC.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	7 August 1978 and early August 1979 4 weeks	Engineering degree. English	-	\$ 3,100

MECHANICAL AND METALWORKING INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language, Experience	Last date for receipt of applications	Fee
Machine tool design	Modern machine tool concepts; design practices and trends in machine tool development; a design project.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	Early January 1979 3 weeks	Mechanical engineers. English	-	\$ 100
Machine tool inspection and testing	Mechanical measurement and inspection; instruments used, methods of measurements etc.; standards and test charts for machine tools; machine tool testing.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	11 June 1979 2 weeks	Mechanical engineers with 2 to 3 years experience in machine tool testing and inspection. English	-	\$ 100
Machining technology	Conventional machining; EM and ECM; MC machining processes; group technology; machinability data and machining economics; cutting tools; tooling and production aids for increasing the versatility of machine tools; pre-set tooling; precision measurements and heat treatment, etc.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	14 May 1979 2 weeks	Graduate mechanical engineers engaged in production/manufacturing, with 3 to 5 years experience. English	-	\$ 100
Maintenance of numerically controlled machine tools	Operation of MC machines; basic principles of MC systems; identification and understanding of functional elements; procedures for routine and periodical maintenance; diagnosing of faulty areas and components; calibration and test procedures, etc.	Central Machine Tool Institute, Tumkur Road, Bangalore-560 022, India	3 April and 9 October 1978 and early April 1979 2 weeks	Qualified electrical and electronics engineers. English	-	\$ 100
Machine tool technology in practice	Course and integrated plant study in the subjects: production technology; quality management; R and D management; manpower management; corporate planning; appropriate technology selection; project management.	Hindustan Machine Tools (International) Ltd., 36 Cunningham Road, Bangalore 560 052, India	August 1978 and 1979 1 month	Engineering graduates. English	-	\$200 per month
Machine tool technology in practice	Course and integrated plant study in the subjects: standards; production planning; materials engineering; production management; inspection and quality control; maintenance; foundry and allied areas.	Hindustan Machine Tools (International) Ltd., 36 Cunningham Road, Bangalore 560 052, India	September 1978 and 1979 2 months	Engineering graduates. English	-	\$200 per month
Welding	Welding processes; welding metallurgy; EMT and quality control; manufacturing codes; weld design economy and productivity; applications; safety; practical training in welding; project work.	Welding Research Institute, Tiruchirappalli 620014, India	February and August 1978 and 1979 10 weeks	Graduate engineers. English	-	\$800
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. Jaccob" 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
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)	16 January 1979 5 months	Advanced technical education or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged

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
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)	14 January 1975 5 months	Advanced technical education or university degree and 4 years experience. Italian, French, English, Spanish	-	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)	14 January 1975 5 months	Advanced technical education or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged
Tool engineering	Recent developments in tooling (covering both metal cutting and press); die casting technology; casting die design and manufacture; press die and forging die design and manufacture; cutting tool design and manufacture; key points in designing jigs and fixtures; plastic mould die design; metrology and gauging; practice of tool management; maintenance and repair techniques.	Asian Productivity Organisation, Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	To be decided 6 weeks	Tool engineers and trainers/consultants engaged in the field of tool engineering, of APO member countries. English	-	To be arranged
Para machinery design	Lectures 50 per cent; on-the-job training 20 per cent; observation 30 per cent.	Technical Cooperation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Institute of Agricultural Engineering, Suwon)	April 3 months	University graduates. English	-	To be arranged
Curso superior de soldadura	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.	Centro Nacional de Investigaciones Metalúrgicas (CIIM), Avda de la Moncloa S/N, Madrid 3, España	Variabile 3-4 meses	Título superior universitario y arquitectos e ingenieros técnicos. Español	-	A debatir

METALLURGICAL INDUSTRIES

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language; Requirements	Last date for receipt of applications	Fee
Heat treatment of metals and alloys	Heat treatment of steel, alloys, grey and malleable cast iron, non ferrous alloys; fundamentals of heat treatment of metals and alloys; design of heat treatment furnaces.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	10 June 1978 3 weeks	University degree. (B.Sc.)	31 March 1978	\$150
Iron ores - their amenability to beneficiation for sponge iron production or blast furnace	This course evaluates iron ores in Arab countries and their amenability to beneficiation for sponge iron production or blast furnaces; principles of petrographic analysis ores; determination of the liberation size; classification by screening; gravity separation concentration; wet magnetic separation and high intensity magnetic separation; magnetic roasting and separation; flotation concentration.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	31 March 1978 3 weeks	Engineers. English	31 January 1978	\$150
Iron and steel making	New methods in iron and steel making; open-hearth furnaces; converters; electric-arc furnaces; induction furnaces.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	20 May 1978 3 weeks	University degree (B.Sc.) English	31 March 1978	\$150
Ore beneficiation	Methods of crushing and grinding mineral ores; sizing and classification; gravity separation; concentration by flotation; magnetic and electrostatic separation.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	22 April 1978 4 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Sponge iron	Various aspects of production of sponge iron; emphasis on the well-developed, direct processes; specifications of iron ore required for its production; fuel and reducing gases; physical-chemical aspects of direct reduction; the costs of installation; production in direct reduction plants; strategy of Arab countries with respect to sponge iron production.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	25 March 1978 2 weeks	Engineers. English	31 January 1978	\$150
Sponge iron as a source of metallics in steel industry	Principles of the use of sponge iron in electric arc furnaces either by partial or complete substitution of scrap in arc furnaces and continuous charging of sponge iron process; the use of sponge iron in the basic converters.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	8 April 1978 2 weeks	University degree (B.Sc.) or technicians with experience in this field. English	31 January 1978	\$150
Sidérurgie	Elaboration du métal liquide; transformation du métal solide; services généraux.	Centre d'Etudes de la Sidérurgie, B.P. 56, 57210 Malzières-lès-Metz, France	A arranger	Ingénieurs. Français	-	A arranger
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 59, Rome, Italy (Rome and other towns in Italy)	16 January 1978 5 months	Advanced technical education or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged
Sidérurgie	Processus de la préparation du fer, les alliages, les aciers spéciaux, les machines auxiliaires.	AHRED-Luxembourg, Administration Centrale, 19 Avenue de la Liberté, Luxembourg	A arranger	Pour instructeurs. Français	-	A arranger

METALLURGICAL INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Course Dates	Qualifications: Language requirements	Last date for receipt of applications	Fee
Metallurgical engineering	Courses in engineering metrology and inspection, heat treatment, tool and die design, sand preparation, moulding and core-making, foundry melting, foundry quality control, analysis of metals, ores and gases, metallurgy, pyrometry, non-destructive and mechanical testing, corrosion testing, surface treatment.	Metals Industry Research and Development Center, Ecutan, Taguig, Metro Manila, the Philippines	Throughout year 10 days to 2 months	Engineering graduates. English	-	To be arranged
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 Girona 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

Graphics and printing	Preparation of reproduction; reproduction photography (black-and-white/colour); reproduction relief (lithography); relief and surface printing applied in the production of printing blocks; relief and surface printing applied in printing; composition (typography); graphical drawing, design of printed products, letter-writing, letter-drawing, sketching, sketch-layout, typography of the prospectus; industrial bookbinding; intaglio printing (only very limited possibilities of practical work).	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Executives with completed training and practical experience. German	-	To be arranged
Progettazione grafica	Formazione di progettisti per l'industria artistica di specializzazione grafica. Il piano di studi predisposto dal Comitato scientifico-didattico fissato dal decreto istitutivo, prevede lo studio di discipline culturali, scienze umane, discipline economiche, tecnologiche, discipline professionali ed operative.	Istituto Superiore per le Industrie Artistiche, via S., Chiara 36, Urbino, (PS) Italia	Novembre 4 anni	Possesso di titolo di scuola media superiore di 2°. Italiano	-	3,000 Lire

PULP AND PAPER INDUSTRIES

Course or Studies	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
Technology of pulp production, paper making, rayon and industrial wood	Conventional and new pulping and bleaching processes used for producing paper and rayon grades of pulps and their properties; beating of pulps; beater additives; sheet making; finishing of paper and its physical and mechanical properties; reactions; preparation and properties of viscose and acetate rayons; preparation and properties of particle and hard board as well as cellulose - polymer composite.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	16 September 1978 4 weeks	University degree (B.Sc.) or technicians with experience in this industry. English	30 June 1978	\$250
Pulp and paper technology	Theoretical background for pulp and paper production; laboratory work related to lectures given in 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.	University of Trondheim, Norwegian Institute of Technology (NTN), Laboratory of Cellulose Technology, sponsored by the Norwegian Agency for International Development (NORAD), E-7034 Trondheim-NTN, Norway	August 1978 and 1979 10 months	B.Sc. or equivalent; some practical experience in pulp and paper industries. English	-	-

TEXTILE INDUSTRIES

Course or Studies	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
Textile	Métrologie des caractéristiques des fibres, fils et tissus; 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 accéléérée aux connaissances générales textiles pour non-spécialistes.	Centerbal à Bruxelles 24 rue Montoyer Bruxelles 4 Belgique	A fixer	Au moins diplôme d'assistanat technique supérieur 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
Dyeing of textiles	Classification of dyestuffs; new trends in application of dyestuffs; new principles and techniques and technology of dyeing; dyeing of cotton; dyeing of wool; synthetic fibres and blends.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	15 April 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Preparation of textile fibres for dyeing and finishing	Sizing agents; principles and methods of sizing; new trends and technology in desizing; new trends and technology in scouring; bleaching agents and their application with different textile fibres; mercerization; and liquid ammonia treatment.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	25 March 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Spinning and weaving	Theoretical and practical training in open-end spinning; its principles; preparation of suitable sliver from open-end spinning; properties of yarns and fabrics produced from open-end spinning; techniques of open-end spinning and its economics; conventional spinning and weaving, including carding; factors affecting sliver quality; drafting and winding as a basis for spinning principles; false twisted yarns; waste control in weaving; industrial organization and productivity control.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	18 March 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200

TEXTILE INDUSTRIES (Cont'd)

Course or Session	General description	Organizer, Venue	Course Dates	Qualifications: Language	Last date for receipt of applications	Fee
Textile chemistry	Classification of textile fibres; effect of molecular and submicroscopic structure of fibre forming polymers on chemical and physical characteristics of yarns and fabrics; cellulosic fibres; protein fibres; synthetic fibres; fibre blends; chemical modification of textile fibres with the aim of improving their properties.	National Research Centre of Cairo, Training Section, Sh. El Tabrir, Dokki, Cairo, Egypt	4 March 1978 3 weeks	University degree (B.Sc.) English	31 January 1978	\$200
Advanced statistical textile quality control	Course designed to acquaint students with the application of advanced statistical processing to quality control systems; sampling (single-double-multiple); control charts (no standard given - standard given); regression; analysis of variance; significance of means and variabilities. Course covers all specifications, standards and required laboratory equipment.	Technical Consolidation Fund, Quality Control Centre, Kamla Bahried Street, El Shouf, Alexandria, Egypt	February 1978 2 weeks	Technical high school plus 5 year experience or B.Sc. in textiles. Arabic (course can be held in English)	-	£ 0
Textiles, clothing, leather	Processing of basic textile materials like wool, cotton and synthetic fibres in the areas of spinning, weaving, finishing and knitting; clothing industry; leather manufacturing (no tanning, only finishing and refining); leather processing (clothing, shoes).	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufening 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Technical and management personnel who have completed professional training and have practical professional experience.	-	To be arranged
Cotton textiles	Short courses in textile technology including spinning; weaving; wet processing; engineering and management.	Ahmedabad Textile Industry's Research Association, Ahmedabad-380 015, India	Throughout year 1-3 days	Textile engineers. English	-	Rs.170 - Rs.500
Dyeing and finishing of wool	The Post-Graduate Certificate programme in dyeing and finishing of wool aims to provide adequate training pertaining to dyeing and finishing of wool textiles.	The Silk and Art Silk Mills' Research Association SASMIRA, Sasmira Marg, Worli, Bombay 400 025, India	2nd week of June 1 year (2 semesters)	Science degree. English	-	Rs.350 per semester
Management and marketing of man-made textiles	The diploma programme in management and marketing aims to provide adequate knowledge and experience to enable candidates to take up administrative responsibilities in textile and allied industries.	The Silk and Art Silk Mills' Research Association SASMIRA, Sasmira Marg, Worli, Bombay 400 025, India	Early July 1 year (2 semesters)	University degree. English	-	Rs.34 per semester
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 Dong Chongno-Ku, Seoul Republic of Korea	To be arranged	B.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

TEXTILES INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Course Duration	Qualifications: Language, Experience	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 Gate Group in collaboration with the Textile 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 Girona Salgado s/n, Barcelona, España	Febrero 3 meses	Mivel 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, Pardosse 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 Klusay 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 8SD, United Kingdom (Bolton Technical College)	April and October 1978 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	February and August 1978	£300 - £400
Easy-care finishing of cotton textiles	Basic philosophy; fabric preparation; mercerizing; easy-care finishes; chemicals and equipment required; processing techniques; evaluation of end-product; manufacture of garments from easy-care fabrics; miscellaneous finishes; recent developments.	International Institute for Cotton, Kingston Road, Didsbury, Manchester M20 8SD, United Kingdom	August 1978 4 weeks	Education preferably up to university entrance level, some practical experience in the wet processing of textiles is essential, technical qualifications, preferably up to Ordinary National Diploma (or equivalent) level in one or more of the following: (a) textile chemistry; (b) chemical engineering; (c) textile technology. English	30 June 1978	£200 - £240

TEXTILES INDUSTRIES (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications Language Requirements	Last date for receipt of applications	Fee
Textile technology	Fibre preparation; spinning of yarn by woollen, worsted or semi-worsted weaves; 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 - Ichonomaia; 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 \$1,500
Technologie des textiles	Traitement préliminaire des fibres, filature de laine cardée, peignée ou semi-peignée, préparation des filés destinés à la fabrication d'étoffes, tissage, tricotage sur métier, chaîne et tricotage à mailles cueillies, fabrication d'étoffes non tissées. Finissage des étoffes. Confection. Fabrication de tapis.	Secrétariat international de la laine Carlton Gardens Londres SW1, Royaume-Uni Royaume-Uni - Ilkley; France - Roubaix; Pays-Bas - Delft; Italie - Biella; Japon - Ichonomaia; 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 exclues). Anglais, français, allemand, néerlandais, italien ou japonais	-	Dépendront du nombre de stagiaires. Coût par stagiaire pour 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 8RX, United Kingdom	Throughout year 1 day to 6 months	Vary according to course. English	-	\$25 - 100 per day depending on course

WOOD PROCESSING AND WOOD PRODUCTS INDUSTRIES

Forestry and forest industries	Training courses, seminars and workshops are being organized primarily to support Finnish international development co-operation projects in forestry and forest industries.	National Board of Vocational Education in co-operation with FIMMIA, Hakaniemenkatu 2, 00530 Helsinki 53, Finland (Finland and other countries)	To be arranged Training courses: 6-18 months Seminars and workshops: 3-4 weeks	According to programme arranged. English	-	-
Technologie du bois	Stages de courte durée dans les domaines suivants: les panneaux de fibres; le bois dans la décoration; les panneaux de particules; les contreplaqués; l'usinage mécanique du bois et de ses dérivés; l'exploitation forestière - scierie; les techniques de finition, vernissage et peinture; la technologie du bois et de ses dérivés.	Institut National du Bois, 6 Avenue de Saint-Mandé, 75012 Paris, France (Paris et Dax)	A convenir	Français	-	A convenir

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	Fees
Wood working and processing	Wood working (sawmills, veneering and plywood factories, wood fibre and wood fibre board factories); wood processing (industrial production of wood furniture, cabinet making, building joinery, incl. wooden construction elements).	Carl Duisberg-Gesellschaft Hochschule für Angewandte Wissenschaften Arbeitsamt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Executives with completed training and practical experience. Incl. language German	-	To be arranged	
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. Dynamics, marketing, transport economics, industrial economics, administration and personnel management, accounts.	University of Science and Technology, Kwasasi and Forest Products Research Institute (CSIR) Kwasasi, Ghana	October 2 years	University degree. English	-	£4,000 to £7,500	
Wood products industries	Courses in wood identification, timber engineering and design, wood packaging techniques, charcoal production and briquetting, wood bending and lamination, sawmilling.	Research Institute for Research and Industries Development Commission, Manila, the Philippines	Throughout year 10 days to 2 months	University graduates. English	-	To be arranged	
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 Higher 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	
Timber 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 1978 12 months	University degree, or suitable equivalent experience, in civil engineering, mechanical engineering, architectural engineering, architecture, timber technology or forestry. English	1 May 1979	£910	

WOOD PROCESSING AND WOOD PRODUCTS INDUSTRIES (Cont'd)

Course or Studies	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
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
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'UNION POUR DES FONCTIONS DANS L'INDUSTRIE
 OPORTUNIDADES DE CAPACITACION OFRECIDAS POR INSTITUCIONES DISTINTAS DE LA ONU: POR FUNCIONES INDUSTRIALES

AUTOMATION AND DATA PROCESSING

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Fee
Microprocessors		Western Australian Institute of Technology, Hayman Road, South Bentley, 6102 Western Australia	July 10 weeks	Engineering graduates. English	\$A 13
Informatique	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	Centre d'informatique générale Rue des Colonnes 35 Bruxelles, Belgique	2 à 10 mois suivant la nature des objectifs poursuivis	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	A discuter
EDP systems analysis	Introduction to systems analysis; feasibility and applicability studies; documentation and analysis of existing systems; business functions and their information needs; business planning and control techniques; analysis techniques and new systems design techniques.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	17 July 1978 6 weeks	Good general knowledge of EDP and programming and a minimum of 3 years experience in a computer environment. English	To be arranged
Basic systems analysis	Methods of processing data for accounting, statistical and managerial purposes; systems analysis and design. (Training Package on Basic Systems Analysis developed by the British National Computing Centre (BCC)).	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central, Hong Kong	April and November 1978 4 weeks	A knowledge of typical business procedures and management. English	\$HK 1,000
Computer programming and information processing	Course intended for computer personnel who will normally be employed in computer installations and who intend to start their careers as computer programmers. It improves a study of the basic techniques of programming, coding and operation, together with an appreciation of the relevant mathematics and statistics and an introduction to information processing.	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central, Hong Kong	September 1978 7 months	Secondary school graduates with English and mathematics. English	\$HK 1,000
Data processing for computer users	Intended for those requiring a formal computer education going beyond an "appreciation" course, even though not practising programmers or systems analysts. Such personnel will normally be working closely in conjunction with a computer, at the intermediate level of management.	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central, Hong Kong	September 1978 5 months	Students must have 1 year commercial experience and completed general certificate of education at Ordinary level. English	\$HK 1,000
Management information systems	Systems approach and cybernetics; management and organization; organizational objectives and strategies; role of information in decision making for planning and control; role of managers in MIS; role of computers; computer hardware and software; data base concepts; MIS feasibility study; functional analysis; MIS master plan; MIS design and development; MIS implementation; MIS project management.	National Institute for Training in Industrial Engineering NITIE P.O., Vihar Lake, Bombay-400 087, India	20 November 1978 2 weeks	Senior and middle level line and staff executives. English	Rs.1,200

AUTOMATION AND DATA PROCESSING (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Information storage and retrieval systems	An intensive, post-experience training programme for information scientists in industrial development organizations, extension agencies, R and D institutions, and industrial research associations. The course is practice oriented and deals with: (i) sources of scientific, technical and industrial information; (ii) subject analysis, abstracting and indexing techniques for information handling; (iii) vocabularies for information indexing; (iv) organization of information files; (v) dissemination of information, organization of technical enquiry services; information analysis and reporting; and (vi) planning for and management of documentation systems.	Small Industry Extension Training (SIET) Institute, Yusufguda, Hyderabad-500 045, India	Mid-September 8 weeks	Professional qualification. English	-	\$US 1,000
Sistema analítico para el procesamiento de datos por medios electrónicos (S.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
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
Basic software	Designing and maintenance basic software; organization task and context analysis; language theory; techniques of data handling; structure of languages and supervisory; management of resources; resource use accounting techniques; organizing data and banks; programming exercises in assembly language, designing basic software; professional standards.	Centro di Formazioni Professionali "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 systems: data and databank organization; working documents, standards.	Centro di Formazioni Professionali "G. Agnelli" Corso Dante 103, Turin, Italy	January 8-12 weeks	High school certificate, knowledge of basic EDP. Italian or English	-	-

AUTOMATION AND DATA PROCESSING (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications: Language requirements	Last date for receipt of applications	Fee
Informatics and mathematics for research	This course is largely designed for participants from developing countries to give them a deeper knowledge of informatics dealing with electronic computing systems, computer programming, required mathematical knowledge, such as: numerical analysis, probability theory and mathematical statistics, basic operations research, mathematical modelling.	University of Bucharest, Computing Centre, Faculty of Mathematics, Academy Str.14, Sector 1, Bucharest, Romania, sponsored by UNESCO	October 1 year	Applicants must possess a graduate degree in an appropriate field and a thorough basic knowledge of mathematics. English	September	\$US 2,000
Informatics	Estructura de los ordenadores; sistemas operativos; estructura de la programación; lenguaje de programación Cobol; estructura informática de la empresa; metodología; estudio de casos prácticos; métodos matemáticos.	Escuela de Administración de Empresas, Urgel 187, Barcelona-11, España	Octubre 8 meses	Titulo universitario o acreditar un alto cargo en la empresa. Español	-	70,000ptas.
Computer management studies	Principles of computer systems; programming and information processing; management control techniques; management of information systems; technical visits.	Birkbeck College, University of London, Malet Street, London WC1E 7HX, United Kingdom, with the assistance of UNESCO, the U.K. Ministry of Overseas Development and the British Council.	October 10 months approx.	University degree with background knowledge of applied mathematics and professional experience. English	-	£1,100
Control engineering	Courses in applied stochastic processes and process modelling; optimal control; optimization methods and their applications; computer control and hybrid computing; analysis and design of control systems; digital computing and numerical methods; multivariable control systems design.	Department of Control Engineering, University of Sheffield, Mappin Street, Sheffield S1 3JD, United Kingdom	Various 1-3 weeks	University degree or diploma in mathematics, science or technology. English	-	£80 - £180 approx.
Training computer professionals	Training courses include basic and advanced areas of programming and systems analysis, supervisory and management courses, and short courses on specific techniques such as decision tables.	National Computer Centre (NCC), Oxford Road, Manchester M1 7ED, United Kingdom	Throughout year	Professional qualification. English	-	To be arranged
Nuclear power project construction and operation management	This course is designed to prepare developing countries to face the problems of construction and operation of nuclear power plants. Subjects include engineering and design review, inspection and non-destructive testing, quality assurance, licensing, commissioning and start-up, radiation protection, safety and security, etc.	International Atomic Energy Agency, 11-13 Mikrotner Ring, P.O. Box 590, A-1011 Vienna, Austria (Karlsruhe, F.R. Germany or Argonne, Ill., USA)	September 1978 and 1979 3-3½ months	Candidates must be nominated by the Atomic Energy Commission of their Government, must be experienced technical or managerial staff of electric power authority or governmental regulatory agency. English	-	Participants from developing countries receive stipend

INDUSTRIAL DESIGN

INDUSTRIAL DESIGN (Cont'd)

Course or Subject	General description	Organizer/Venue	Commencing date/Duration	Qualification/ 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'Industrial Design. Champs d'activité (documentation, librairie, travaux d'enquête); examen des programmes de 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'Industrial Design, Bruxelles, Belgique	Indifférent (sauf juillet-aout) 1 mois	Cadres 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 I'ambé São Paulo, SP, Brazil	March 3 years minimum	University entrance. Portuguese	-	About \$25 per year
Process design and development	Design project procedure; material and energy balances; equipment design including fluid handling; heat transfer equipments; mass transfer equipment; design of packed towers, plate towers, and cooling towers.	National Research Centre of C.A.R.O., Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	29 April 1978 4 weeks	Engineers. English	31 January 1978	\$25 (U)
Product design and packaging	Mature 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	HK\$ 650
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, Balasagar, Hyderabad-500 037 A.P., India	January 1978 11 weeks	Degree in mechanical engineering with one year's experience. English	-	Rs. 3,000
Tool, die and mould design	Course for design draughtsmen covers: design practice, metrology, material specifications, 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, Balasagar, Hyderabad-500 037 A.P., India	October 1 year	Diploma in mechanical engineering. English	August	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, Balasagar, Hyderabad-500 037 A.P., India	October 2 years	Degree in mechanical engineering. English	August	Rs. 10,000
Instrument designing	Various courses for design engineers and technicians.	Institute for Design of Electrical Measuring Instruments, Chusabhatti, P.O. Kuria, Bombay-70, India	To be arranged	Engineers English	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencement date	Qualification Level	Last date for applications	Fee
Design for export	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, Paldi, Ahmedabad, India	November 1 month	Candidates from the managerial marketing cadre interested in export manufacturing. English	To be announced later	Rs. 1,000
Industrial design visual communication	Textile, ceramic and graphic design. Film, photography, printing, typography.	National Institute of Design, Paldi, Ahmedabad, India	June and November	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 design	To be arranged	Istituto Superiore Industrie Artistiche, Piazzale di Porta Romana 8, Florence, Italy	1 November 8-10 months	High school certificate. Italian	-	-
Industrial design	Short courses and conferences on various aspects of design; for example, conferences for managers on the role of design in industry; post experience courses for practising designers and engineers; and courses for retailers on merchandise selection.	Design Council, Haymarket House 28 Haymarket London SW1Y 4SU, United Kingdom	To be arranged. 1-5 days	Managers and practising designers and engineers. English	-	To be arranged
Metodología para el uso de los elementos informativos	Manejo de la información en el campo de la tecnología.	Centro de Investigación Documentaria, Casilla de Correo 1359, Buenos Aires, Argentina	A discutir 4 meses	Nivel universitario. Experiencia en documentación. Español	-	A discutir
Information et documentation scientifiques	Introduction dans les systèmes, procédés et matériels modernes de l'information.	Bureau National d'Information Scientifique et Technique et la Commission française pour l'UNESCO, 21bis rue Lapérouse, Paris 16 ^e , France (Paris, Grenoble)	Octobre 1978 10 mois	Diplôme de fin d'études de 2 ^e cycle ou expérience professionnelle équivalente. Français	-	FF. 1 000 approx.

INDUSTRIAL INFORMATION AND DOCUMENTATION

INDUSTRIAL PLANNING AND PROGRAMMING

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
Nuclear power project planning and implementation	This course is designed to assist developing countries considering nuclear power plants as possible alternatives to conventional thermal plants as sources of electric power. Subjects include economics of nuclear power, site evaluation and selection, contract preparation, bid evaluation, reactor types, fuel cycle services, safety, manpower planning, regulatory functions, safety analysis reports, project organization, etc.	International Atomic Energy Agency, 11-13 Kärntner Ring, P.O. Box 590, A 1011 Vienna, Austria. (Argonne, Ill., USA or Karlsruhe, F.R. Germany)	January 1978 and 1979 3-3½ months	Candidates must be nominated by the Atomic Energy Commission of their government, must be experienced technical or managerial staff of electric power authority or governmental regulatory agency. English	-	Participants from developing countries receive stipend
Planification industrielle	Planification; prévisions et réalisations en matière de développement; relations entre la micro et la macro-économie; l'appareil conceptuel de la prévision économique et de la planification; les comptes et statistiques; le calcul de la rentabilité interne des projets; l'analyse critique des postes du bilan; les prix de revient, méthodes de calcul; analyse des coûts et avantages des projets industriels; les méthodes d'évaluation des projets; l'infrastructure administrative de la planification.	Société Coopérative MISIFA, 67 rue Tenbosch, 1050-Bruxelles, Belgique	Toute l'année sauf juillet et août Variable (selon les cas)	Diplôme de licencié en sciences économiques ou en Gestion des entreprises. Français	-	Fr. 15 000 40 000 par mois
Planificación regional del desarrollo	Curso de planificación regional del desarrollo.	Instituto Latinoamericano de Planificación Económica y Social. Casilla 1567, Santiago, Chile	Variable 7 meses	Ser funcionario de la administración pública, tener buenos antecedentes, y ser presentado oficialmente por el gobierno de su país. Español	-	-
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	November 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)	16 January 1978 5 months	Advanced technical education or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged
Project feasibility	The development economies; sectoral preferences and project identification; needs, objectives and arrangements for feasibility study; marketing; technical and financial feasibility; management analysis; project implementation schedule and project monitoring; economic analysis; project case study sessions and discussions.	Asian Productivity Organization, 4-14, Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (in association with the Asian Development Bank). (Philippines stage I, Japan stage II)	To be decided 7 weeks in Jan./Feb. 1978	Qualified personnel from APO member countries. English	-	To be arranged

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
Industrial project evaluation	This international summer course will consist of a number of lectures related to the theory and practice of industrial development with special emphasis on the agro-based industry. Attention is given to subjects like food production, introduction to high yielding varieties, processing, crop production, better use of agricultural tools, equipment and machinery, improved management, the development of adequate storage and processing facilities, application of appropriate technology, investment, co-operatives, etc.	The Arab Planning Institute, P.O. Box 5834, 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 1978	-
Industrialization		Netherlands Universities Foundation for International Co-operation (NUFFIC), 27 Molenvstraat, The Hague, the Netherlands	July 6 weeks	University degree with some years of practical experience in industrial development. English	1 June	f. 4,500
Regional industrial development for executives	Dissemination of knowledge and skills pertaining to stimulation and execution of regional industrial development. Introduction to: socio-economic development, regional concepts, agricultural techniques; industrial development; surveying regional development; economic and social aspects of industrial promotion; industrial development; marketing; project evaluation; social evaluation of projects; fieldwork.	Research Institute for Management Science (RIMS), Nijhousplein 11, P.O. Box 143, Delft, the Netherlands	January and July 1978 22 weeks	Bachelor's degree or equivalent and 5 years practical experience. English	2 months before start of course	f. 7,000 tuition only
Planning and appraisal of industrial projects	Determination of optimal scale and timing; break-even and sensitivity analysis; project cost estimates and financing; demand forecasts; project scheduling and analysis. This course is being organized in co-operation with the Economic Development Institute of the World Bank.	Pakistan Institute of Management, Shahrah Iran, Clifton, Karachi-6, Pakistan	To be arranged 5 weeks	Senior and middle level executives. English	-	Rs 1,500
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 1978 3 meses	Título superior. Español	-	A debatir
Proyectos multinacionales industriales	Sistemización de la información sobre proyectos conjuntos, criterios que definen los proyectos de integración, los proyectos conjuntos como instrumento de integración y desarrollo, la función de los proyectos conjuntos para los países y la región, apoyo financiero a los proyectos conjuntos, función de los bancos de fomento en relación a dichos proyectos. Asimismo, el becario deberá elaborar una monografía sobre la participación de la banca de desarrollo en el financiamiento de proyectos multinacionales industriales.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto para la Integración de América Latina, Buenos Aires, Argentina.)	Abril 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-

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
Regional industrial development	Introductory economic analysis, development of an area, problems solving, regional development, statistics, development of industrial enterprises, industry studies, economic survey exercise, field-work.	Institute for Small-Scale Industries, University of the Philippines, Virata Hall, Diliman, Quezon City, Philippines	4 May 1978 3 months	Bachelor's or Master's degree. English	3 months before starting date	\$ 3 00
National economic planning	Methods and techniques of planning; development theory of the socialist economy; development theory of the less advanced economies; socio-economic aspects of development; selected topics on planning in various branches of economy; optional specialization seminars: (a) investment planning; (b) social planning, (c) regional planning; (d) econometrics.	Research Institute for Developing Countries, Central School of Planning and Statistics, ul. Rakowicka 24, 02-521 Warsaw, Poland	1 October (English version). 5 January (French version) 6 months	University diploma in economics. English or French	-	-
Industrial estates planning	Infrastructures in general; management requirements.	Ministry of Industry and Electricity, Industrial Affairs Agency, P.O. Box 5729, Riyadh, Saudi Arabia. (Athens)	April 1978 50-60 days	Degree in engineering or technology. English	-	-
Industrial projects evaluation	Means of protecting local industry; the effect of custom duties on local industry; export subsidy to protect certain industries; operating and training subsidy; how to promote co-operation between local industries.	Ministry of Industry and Electricity, Industrial Affairs Agency, P.O. Box 5729, Riyadh, Saudi Arabia. (U.S.A. or a European country)	15 January 1978 2 months	B.A. in economics. English	-	-
Project planning and appraisal	Project identification and preparation; feasibility studies, methods of forecasting and the need for accurate forecasts; systems analysis; financial planning and analysis; and case studies.	United Nations Asian Development Institute, Sri Ayudhya Rd., P.O. Box 2-136, Bangkok, Thailand (Throughout ESCAP region)	To be arranged 4-6 weeks	Civil servants concerned with project planning and appraisal, preferably with economics, engineering, business administration, or accountancy background. English	-	\$ 10 000
The planning and appraisal of agro-industrial projects	Relevant methodologies and approaches to the planning of agro-industrial projects. The course covers all aspects of the planning process from project identification to implementation; methods of preparing, appraising, financing and monitoring development projects; financial and national point of view; the principles and practice of project identification and appraisal, from both the private and public sector viewpoints; the problems involved in co-ordinating the parallel developments of the agricultural and industrial aspects of projects; examining the problems involved in obtaining farm credit, factory finance, management technology, and market opportunities; particular problems of product marketing and distribution; establishment of organizations and procedures for the implementation and management of projects.	University of Bradford, Project Planning Centre for Developing Countries, Bradford, West Yorkshire, BD7 1DP, United Kingdom	23 January and 18 September 1978; 8 January 1979 12 weeks	University degree and several years experience of development planning and/or project work. English	-	£1,000 (probably)

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
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 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	-	-
Public sector financial management	Techniques of financial management applicable to public sector decision-making; courses include forecasting, linear programming, cost-benefit analysis, programme and zero-base budgeting, etc.	S.A. Institute of Technology, North Terrace, Adelaide, South Australia	July 1 1/2 years	Senior and middle managers in public service. English	-	-
Crédit à l'Industrie	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 arrangeur 3 semaines	Niveau universitaire Français, néerlandais	-	A arrangeur
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	-	-
Feasibility training	Project planning and evaluation; cost benefit analysis; shadow pricing; marketing analysis; technical analysis and sensitivity analysis; one week project.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	16 July 1979 4 weeks	Project evaluation managers and those engaged in conducting and appraising feasibility studies. English	-	To be arranged

INVESTMENT PROMOTION AND INDUSTRIAL FINANCING

INTERNATIONAL 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	Fee
Applied finance	Diploma course in financial management designed to equip a trained accountant or commercial graduate with the skills and knowledge required to operate as a senior financial executive; emphasis on corporate financial planning; liquidity and performance management; the Irish economic environment; practical project appraisal, etc.	Irish Management Institute, Sandycroft Road, Dublin 14, Ireland.	October 1978 24 days	Accounting qualification or university degree. English	-	To be arranged
Industrial investment promotion	Establishment and operation of overseas promotional offices, evaluation of investment applications.	Industrial Development Authority, House, Lansdowne, Dublin 4, Ireland	To be arranged	English	-	To be arranged
Advanced course in banking	Evaluation of short-term loans; evaluation of medium and long-term projects; the economics and mobilization of savings; foreign operations	FINAFRICA, via San Vigilio 10, Milan, Italy	January 1978 3 months	High school, some years of experience in banks or in financial and economic ministries as a senior official. English	-	To be arranged
Cours supérieur d'économie bancaire	Evaluation des prêts à court terme; évaluation des projets à moyen et long termes; économie et mobilisation de l'épargne; opérations avec l'étranger.	FINAFRICA, via San Vigilio 10, Milan, Italie	Avril 1978 3 mois	Etudes secondaires, plusieurs années d'expérience en qualité de cadre supérieur auprès de banques ou de ministères des finances ou de l'économie. Français	-	A arranger
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 1½ months	2 years experience in a government industry or in an investment bank or correlate. English	-	To be arranged
Les financements de la BEI	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 BEI 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	Préciser dans chaque cas particulier. Français et anglais	-	-
Financial analysis for decision making	To give an insight into the fundamental principles of financial analysis (e.g. break-even analysis, contribution approach and return on investment) and their practical application as tools for arriving at better management decisions. Although primary emphasis will be on marketing decisions, other types will be covered, as well. In addition to presenting and discussing fundamental principles of financial analysis, and illustrating their use with specific examples, this workshop will give participants ample opportunity to apply these basic concepts and techniques in "exercises" and decision-making cases. These are designed to give them confidence in their ability to understand and successfully use the tools of financial analysis, not only at the workshop itself, but in their own work on the job.	EURE, Nederlandse Vereniging voor Management, Van Alkemadeplein 700, The Hague, the Netherlands	To be arranged	Professional qualification. English	-	To be arranged

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	Fee
Administración general	Básicos: 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. (Organizado por el Banco do Brasil, Brasilia D.F., Brasil)	Febrero, mayo, agosto y octubre 1978 52 días	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Crédito de capacitación industrial y artesanal	Adiestramiento teórico-práctico, cubrirá las siguientes materias: leyes de fomento y resultados obtenidos en su administración; programas actuales de financiamiento del banco en los sectores industrial y artesanal; crédito y asistencia técnica; evaluación teórico-económica y factibilidad de proyectos para pequeña y mediana industria. Además, incluye visitas a sucursales del banco y práctica en las mismas en la tramitación y procesamiento de solicitudes de créditos para el sector industrial artesanal, visitas a empresas industriales y artesanales y a otras instituciones relacionadas con el sector.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Nacional de Fomento, Quito, Ecuador.)	Agosto 1978 2 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Crédito industrial	Adiestramiento teórico-práctico destinado a perfeccionar al becario en financiamiento de la pequeña y mediana industria y, considerar diversos aspectos operativos de la corporación, los programas específicos que desarrolla y las políticas generales que impulsan su acción. Los becarios llevarán a cabo una serie de lecturas guiadas que les permitirán conocer los planes globales de desarrollo del país y el papel que en ellos desempeña la corporación. Asimismo, el programa cubre entrevistas con ejecutivos y personal directivo de la institución, así como visitas a sucursales con el objeto de estudiar sobre el terreno la ejecución de los programas de desarrollo de la pequeña y mediana industria que esta entidad lleva a cabo.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Corporación Financiera Popular, Bogotá, Colombia.)	Septiembre 1978 1 mes	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
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 1978 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	Entrenamiento teórico-práctico en diversos aspectos del crédito industrial y en cualquiera de las siguientes modalidades: visita general a las distintas dependencias del banco para apreciar sus variadas operaciones; o programas de adiestramiento en servicio en las actividades siguientes: análisis y procesamiento de solicitudes de crédito, preparación de literatura sobre temas de especial interés para pequeños empresarios, préstamos a mediano y largo plazo para pequeñas y medianas empresas, asistencia técnica para la gestión empresarial de pequeñas y medianas empresas y preparación de reuniones y seminarios sobre crédito industrial.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Federal Business Development Bank, Montreal, Canadá.)	Mayo y Septiembre 1978 1 mes	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Inglés o francés	-	-

INVESTMENT PROMOTIONS AND INDUSTRIAL FINANCING (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencement date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
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 1978 2 meses	Ser funcionario de una institución financiera de fomento latino-americana 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.)	Marzo 1978 4 meses	Ser funcionario de una institución financiera de fomento latino-americana 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. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Empresas conjuntas latinoamericanas	Estudio de aspectos concretos a través de encuestas e investigaciones, relevamiento de la información sobre empresas conjuntas existentes; instrumentos y mecanismos de identificación y captación de capitales; asistencia técnica, así como el papel del IIRIAL en la promoción de empresas conjuntas. Asimismo, el becario elaborará una monografía sobre la participación de la banca de desarrollo en el financiamiento de empresas conjuntas latinoamericanas.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Instituto para la Integración de América Latina, Buenos Aires, Argentina.)	Abril 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Estadísticas en banca de desarrollo y evaluación de proyectos	Programa teórico-práctico que se distribuirá de la siguiente manera: 30% aproximadamente en instrucción teórica, en tópicos, tales como: operaciones de la banca de desarrollo y estadísticas, y el 70% restante a la formación práctica, la que incluirá elaboración de trabajos específicos, presentación de informes y visitas a empresas.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Comisión de Valores, Corporación Financiera Nacional, Quito, Ecuador.)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-

INVESTMENT PROMOTION AND INDUSTRIAL PROMOTION (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Evaluación de proyectos industriales	Análisis de la estructura funcional del banco y de los procedimientos seguidos en la tramitación de créditos destinados a los sectores industrial y minero. Adiestramiento en servicio, al cual se dedica alrededor de diez semanas, durante el cual el becario participa como contra-parte del técnico del departamento de estudios de proyectos, en el estudio, elaboración y evaluación de proyectos específicos. Análisis de los trámites y práctica en la labor de procesamiento de préstamos. Durante el período del adiestramiento, los becarios participan en reuniones destinadas a evaluar distintos proyectos y en visitas a centros industriales de interés, tanto en Buenos Aires como en el interior del país.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco Nacional de Desarrollo, Buenos Aires, Argentina.)	Abril 1978 4 meses	Ser funcionario de una institución financiera de fomento latino-americana miembro de ALIDE, poseer título universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
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.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Banco de Fomento Nacional, Lisboa, Portugal.)	Abril y septiembre 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Evaluación de proyectos industriales y evaluación social de proyectos	Programa teórico-práctico que se distribuirá de la siguiente manera: 30% aproximadamente en instrucción teórica, en tópicos tales como: evaluación de proyectos industriales, evaluación social de proyectos, evaluación privada y el 70% restante a la formación práctica, la que incluirá elaboración de trabajos específicos, presentación de informes y visitas a empresas.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Comisión de Valores, Corporación Financiera Nacional, Quito, Ecuador.)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Evaluación y seguimiento de proyectos	El becario seguirá un adiestramiento programado y estará vinculado a la división de operaciones y a la división técnica de COFIDE. Asimismo, la entidad proponente beneficiada deberá elaborar un programa sobre los aspectos específicos materia del adiestramiento que interese sean tratados especialmente y con mayor profundidad por el becario.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Corporación Financiera de Desarrollo, Lima, Perú.)	Mayo 1978 2 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado 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 3 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 crédito oficial en especial. Un programa especial de 10 días de duración, de visitas a empresas financiadas por el crédito oficial español. Un período de adiestramiento en servicio de 8 semanas, en el Banco de Crédito de la Construcción para conocer en la práctica el funcionamiento del crédito a la construcción y el equipamiento de astilleros.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España.)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-

INVESTMENT PROMOTION AND INDUSTRIAL FINANCING

Course or Seminar	General description	Organizer; Venue	Commencement date; Duration	Qualifications; Language; Requirements	Less data for receipt of applications	Fee
Financiamiento de la construcción de buques	Programa teórico-práctico que comprende tres fases: un curso de 3 semanas de duración ofrecido por el 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 10 días de duración, de visitas a empresas financiadas por el crédito oficial español. Un período de adiestramiento en servicio de 8 semanas en el Banco de Crédito a la Construcción, para conocer en la práctica el funcionamiento del crédito a la construcción de buques (referido a la experiencia del crédito social pesquero en el caso de la financiación de pequeños barcos de pesca).	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto de Crédito Oficial, Madrid, España)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
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. (Organizado por la Corporación Venezolana de Fomento, Caracas, Venezuela)	Noviembre 1978 5 semanas	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Financiamiento y promoción industrial	El adiestramiento comprende básicamente los siguientes aspectos: metodología observada en materia de promoción industrial, con especial énfasis en la pequeña y mediana industria; programas de crédito para el establecimiento de nuevas empresas y/o la ampliación de las existentes; experiencias prácticas en materia de participación temporal minoritaria en capital de riesgo y criterios seguidos en materia de descentralización industrial.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por Nacional Financiera S.A., México D.F., México)	Febrero y Julio 1978 2 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Promoción de inversiones industriales y evaluación de proyectos	Programa teórico-práctico que se distribuirá de la siguiente manera: 30% aproximadamente a instrucción teórica, en tópicos tales como: promoción de inversiones industriales, evaluación de proyectos y sistemas de promoción y difusión; y el 70% restante a la formación práctica, la que incluirá elaboración de trabajos específicos, presentación de informes y visitas a empresas.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por la Comisión de Valores, Corporación Financiera Nacional, Quito, Ecuador)	Marzo 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español	-	-
Industrial statistics	Mathematical statistics; use of computers in industrial analysis; sampling.	Ministry of Industry and Electricity, Industrial Affairs Agency, P.O. Box 579, Riyadh, Saudi Arabia, (Cairo)	1 July 1978 2 months	Degree in accounting and business administration. Arabic, English	-	-
Comercio exterior	El comercio y la organización económica internacional; gestión administrativa de las importaciones; tramitación de las exportaciones; comercio exterior; transporte y seguro; financiación del comercio exterior; marketing internacional; el departamento de tráfico exterior.	Escuela de Organización Industrial, Avd. de la Moncloa, s/n. (Ciudad Universitaria) Madrid 3, España	Febrero 1978 4 meses Octubre 1978 3 meses	Profesionales con experiencia empresarial. Español	Enero y septiembre	40,000 ptas.

INVESTMENT PROMOTION AND INDUSTRIAL TRAINING

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Gestión financiera de la empresa	La función financiera; estados financieros; entorno macroeconómico; cambios financieros; inversiones; financiación de empresas; fuentes de financiación; gestión del activo circulante; juego de empresas; control presupuestario; la bolsa; fiscalidad; estrategia financiera.	Escuela de Organización Industrial, Avd. de la Moncloa, s/n. (Ciudad Universitaria) Madrid 3, España	Octubre 6 meses	Título superior, y 3 años de experiencia profesional. Español	Septiembre	50,000 ptas.
Organisation comptable	L'accent est particulièrement mis sur l'utilisation de la comptabilité en tant qu'outil de gestion, de recueil et de traitement d'information économique-financière, nécessaire au développement. Dans un premier temps les matières ne portent que sur la comptabilité d'entreprise (générale, financière et analytique). L'étude de cas et l'orientation pratique est la caractéristique du type de formation dispensé.	Centre de Formation Comptable (Centre FORCO) du Conseil Permanent de la Comptabilité au Zaïre, B.P. 308, Kinshasa I, Zaïre	Janvier et septembre 2-10 mois	Cadres comptables ou financiers des entreprises privées et des administrations. Français	-	A arranger
Maintenance - implantation - distribution	Les techniques d'analyse et de mesure du travail en maintenance; la conception des implantations industrielles; mécanisation et automatisme dans les maintenances d'organisation de stockages industriels et de distribution; gestion des maintenances 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 (IPTIM) 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
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, Hakaniemienkatu 2, 00530 Helsinki 53, Finland	To be arranged 6 weeks	Professional experience. English	-	-
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, INTESCAP, 12 Calle 4-17, Zona 1, Guatemala, Guatemala	Febrero 9 meses	Bachiller industrial con 3 años de experiencia en empresas. Español	Enero	-
Systematic plant maintenance	Characteristics and objectives of maintenance; organization for maintenance; systems approach for maintenance; planning and scheduling maintenance; mechanics of planned maintenance system; preventive maintenance; maintenance planning and co-ordination by PERT/CPM; supporting staff and technical services for maintenance; breakdown analysis; downtime analysis; indicators for maintenance control; maintenance cost control; maintenance information systems; design and implementation of integrated maintenance system; maintenance management.	National Institute for Training in Industrial Engineering MITIE P.O., Vihar Lake, Bombay-400 087 India	20 February and 21 August 1978 3 weeks	Senior and middle level executives in maintenance and production function. English	-	Rs.1,000

MAINTENANCE AND REPAIR

MAINTENANCE AND REPAIR (Cont'd)

Course or Training	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
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, Savon)	Throughout year 1 month	University graduates. English	-	To be arranged
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	-	3Rs.1,125

MANAGEMENT AND INDUSTRIAL ADMINISTRATION

Perfeccionamiento de ejecutivos (Curso intensivo - CIPE)	Análisis de problemas económicos; comercialización; comportamiento organizativo; contabilidad gerencial; evaluación de proyectos y finanzas de empresa; 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 1978 9 semanas	10 años de experiencia, graduado universitario, ocupar posición gerencial. Español	-	A debatir
Programa de administración de empresas (PAIE)	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 1978 4 semanas	5 años de experiencia en empresas, graduado universitario. Español	-	A debatir
Management development	The enterprise and its people; the enterprise and its environment; management information; constructive administration.	Australian Administrative Staff College, Mount Eliza, Victoria, Australia	March and June 1978 12 weeks	Demonstrated administrative capacity. English	-	-
Management	General marketing, finance, production and personnel management.	Australian Institute of Management, 45 Queens Road, Melbourne 3004 Australia	Variable	Executive experience in industry. English	-	From \$A 50 to \$A 547 according to course
Articulate engineer course	Oral and written communication; conducting a meeting.	Footscray Institute of Technology, Civil Engineering Department, Ballarat Road, Footscray, Victoria 3011, Australia	July each year 5 weeks	Engineers. English	-	\$A 35
Operations research	Linear programming; critical path method; P.E.R.T.; computer packages; decision analysis.	Footscray Institute of Technology, Civil Engineering Department, Ballarat Road, Footscray, Victoria 3011, Australia	August 1978 12 weeks	Degree or diploma in civil engineering. English	-	\$A 50
Operations research	-	Western Australian Institute of Technology, Hayman Road, South Perth WA 6102, Western Australia	Mid-year 10 weeks	Engineering graduates. English	-	\$A 42

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language; Prerequisites	Last date for receipt of applications	Fee
<p>Gestion des entreprises</p>	<p>Séminaire comprenant des exposés donnés par des ingénieurs du Bureau Gobert 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: secteur général: 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.</p>	<p>Bureau d'ingénieurs-conseils GOMBERT Chaussée de Charleroi, 123A B-1060 Bruxelles Belgique</p>	<p>Avril et septembre de chaque année 6 semaines</p>	<p>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.</p>	<p>3 mois avant le début de la session choisie</p>	<p>A arranger</p>
<p>Organisation et gestion des entreprises</p>	<p>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 Gobert; 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.</p>	<p>Bureau d'ingénieurs-conseils G. Gobert, Chaussée de Charleroi, 123A B-1060 Bruxelles Belgique</p>	<p>A fixer suivant la formation demandée</p>	<p>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. Français</p>	<p>2 mois avant la date souhaitée pour le début du stage</p>	<p>A fixer</p>
<p>Programme multidimensionnel de formation à la gestion scientifique des entreprises</p>	<p>Introduction; relations internes; gestion budgétaire; techniques de base du management; informatique; recherche opérationnelle; marketing; gestion financière.</p>	<p>European Institute of Management Avenue de Tervueren, 212 Bruxelles, Belgique</p>	<p>1er avril au 15 mai 6 semaines</p>	<p>Posséder au moins 5 ans d'expérience dans une fonction de cadre. Français</p>	<p>-</p>	<p>A discuter</p>
<p>Gestion</p>	<p>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.</p>	<p>Fonds Léon A. Bezaert, rue Brédérode 2, Boite 3, 1000 Bruxelles, Belgique (Belgique et autres pays d'Europe)</p>	<p>Janvier 3 mois</p>	<p>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</p>	<p>-</p>	<p>-</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
Gestion des entreprises	Situation des entreprises dans les pays en voie de développement; principes généraux d'organisation et de gestion des entreprises; fonction commerciale et analyse du marché; organisation de la comptabilité générale des entreprises; éléments d'analyse financière des entreprises; rentabilité des entreprises; approvisionnement et stocks; gestion des stocks; fonction administrative des entreprises; information de gestion; les entreprises et les problèmes du personnel; politique et stratégie de développement des entreprises.	Société Coopérative MISIFA, 67 rue Tenbosch, 1050-Bruxelles, Belgique	Toute l'année sauf juillet et août Variable (selon les cas)	Diplôme universitaire Français	-	FB. 15 000 à 40 000 par mois
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 commerciale. 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'Economie 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
Planificación y política económica	Curso básico de planificación y política económica.	Instituto Latinoamericano de Planificación Económica y Social, Casilla 1567, Santiago, Chile	Variable 6 meses	Ser funcionario de la administración pública, tener buenos antecedentes, y ser presentado oficialmente por el gobierno de su país.	-	-
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
Capacitación empresarial	Cursos especializados en las áreas de gerencia; gestión financiera; producción; administración de personal; métodos y sistemas.	IPRCSO, Instituto de Promoción Organizacional Colombo-Saizo, Cra. 19 No. 66-21, Apdo aéreo 21311, Bogotá, Colombia	Febrero 2 semestres	Experiencia profesional. Español	-	\$5,000

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Course Dates	Qualification: Language	Last date for receipt of applications	Fee
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 Sogotá, Colombia	Octubre 1 año	Posición ejecutiva de la academia. Experiencia ejecutiva mínima de 5 años. Español	10 Septiembre	
Management	The syllabus covers all functional areas of management as well as inter-disciplinary subjects necessary as background for effective management.	The Mediterranean Institute of Management (M.I.M.), P.O.F. 4010, Nicosia, Cyprus	September 10 months	University degree. English	-	
Administración industrial	Por determinar.	Instituto Tecnológico de Santo Domingo (INTEC) Santo Domingo, R.D.	Abril 1 año	Graduado universitario. Español	Enero	A industrial
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, Dokki, Cairo, Egypt (and Alexandria)	Up to 2 weeks	Top and middle management. Arabic	-	-
Management accounting	Duties and responsibilities of cost accounts; cost 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, Dokki, Cairo, Egypt	To be arranged 7 weeks	Two years professional experience. Arabic	-	-
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, Dokki, Cairo, Egypt	To be arranged 7 weeks	Two years experience for university graduates. Arabic	-	-
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, Dokki, Cairo, Egypt	To be arranged 10 weeks	University degree. Arabic	-	-
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, Dokki, Cairo, Egypt	To be arranged 7 weeks	University degree. Arabic	-	-

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Courses or Seminars	General description	Organizer, Venue	Comments on Date	Qualifications, Language requirements	Last date for receipt of applications	Fee
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 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 Institutes of Public Administration. 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	-	-
Gestion de l'entreprise	Nouvelles techniques modernes de gestion des services publics et para-publics.	Centre d'Etudes Supérieures du Management Public (CESMAP), 67 avenue Lépine, 94112 Arcueil, France	A arranger Variable	Niveau hauts fonctionnaires Français	-	A arranger
Assistant technique de gestion	Organisation de l'entreprise; gestion du personnel; gestion commerciale; gestion financière; techniques d'expression orale et écrite; entraînement à la communication; études de cas; statistiques; informatique.	CNOR-Collège des Sciences Sociales et Economiques, 14 rue Monsieur le Prince, 75006 Paris, France	Janvier 1978 17 semaines + 4 semaines d'application en entreprise	Formation professionnelle. Français	-	-
Direction et management	Savoir adapter l'entreprise; la stratégie de développement; savoir maîtriser l'entreprise; contrôle de l'action et tableau de bord; le bilan social; enrichissement des fonctions et organisation par groupes autonomes; diagnostic et valeur d'entreprise; responsabilité civile et pénale des dirigeants d'entreprise.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Mi-novembre 17 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	Octobre 14 jours (échelonnés sur 4 mois)	Formation professionnelle. Français	-	PP. 1000
Gestion industrielle	Méthodes actuelles de gestion de la production; gestion des stocks; ordonnancement et planning - comment établir un plan de production optimal; maintenance et stockage; enrichissement des fonctions et organisation par groupes autonomes; gestion des stocks à l'ère de l'informatique; introduction à l'analyse de valeur; analyse de valeur des procédés; analyse de valeur administrative; analyse de valeur et conception des produits; brevets et licences; les marques.	CNOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Mi-octobre 33 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	Qualification: Language: Requirements	Last date for receipt of applications	Fee
Management	Gestion financière; gestion du personnel; marketing les éléments de la prise de décision - management; entraînement à la communication et au travail en groupe - méthode des cas - relations humaines en entreprise.	CNRS-Collège des Sciences Sociales et Économiques, 14 rue Monsieur le Prince, 75006 Paris, France	Février 1978 14 semaines 4-5 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.	CNRS-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 14 jours (échelonnés sur 1 mois)	Formation professionnelle. Français	-	FF. 5 800
Outils scientifiques de gestion	Comprendre la statistique; comprendre les mathématiques modernes et leurs applications à la gestion; informatique 1: ce que tout cadre ne peut plus ignorer; informatique 2: méthode d'informatisation d'un service ou d'une entreprise; techniques de prévision; techniques quantitatives.	CNRS-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Début octobre 25 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.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	2 July 1978 4 weeks	Senior executives with a minimum of 10 years business experience. English	June 1978	FF. 18 500
Executive training	To prepare executives whose activity has been mainly in functional areas for positions of increasing responsibility in divisional or general management.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	9 April 1978 7 weeks	For executives between 30 and 45 years old with at least 7 years business experience. English	March 1978	FF. 24 000
Gestion générale	Préparer les cadres supérieurs qui ont essentiellement exercé des responsabilités fonctionnelles à des postes de plus haute responsabilité au niveau de département, de division ou de direction générale.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	1 octobre 1978 7 semaines	Pour des cadres supérieurs à haut potentiel, de 30 à 45 ans, possédant au moins 7 ans d'expérience. Français	-	FF. 24 000
Relations commerciales avec l'étranger	L'approche des marchés; mise en place d'une politique commerciale d'exportation; mise en oeuvre de la politique commerciale d'exportation; le cadre français à l'étranger; perfectionnement en langues (anglais, allemand, espagnol).	I.F.C.E./S.I.P.O.P., B.P. 70, Avenue de la Gironde, 59640 Dunkerque, avec le concours de la Chambre de Commerce et d'Industrie et la Ville de Dunkerque, France	Octobre 8 mois	Trois années de pratique professionnelle dans le commerce ou le marketing international et l'exportation en général. Français	-	FF. 20 800
Gestion et comptabilité	Organisation de l'entreprise; gestion de l'entreprise; l'enregistrement comptable; les comptes de résultat et le bilan; le marketing et les techniques de vente; évaluation des projets; notion de valeur actualisée.	PRONOCALON, B.P. 172, Libreville, Gabon	Janvier 1978 et 1979 6 mois	Niveau baccalauréat économique 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	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.	Carl Duisberg-Gesellschaft e.V., Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	March and November 1 year	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	-	To be arranged
Production management	Introduction to production management; structural and flow organization; network technique; production control; work study; production engineering; quality control; investment and profitability calculation; plant data recording; cost accounting; value analysis; personnel management; preventive maintenance; preparation and execution of a complete plant for a certain product of an enterprise; comprehensive business game; (there is a follow-up seminar about 9 months after participants return to home countries).	Carl Duisberg-Gesellschaft e.V., Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	April and July about 9 weeks	Engineering degree and at least 5 years practical experience in responsible position in production management. English	-	To be arranged
Management of maintenance of industrial equipment	Principles of management; principles of maintenance; management of maintenance; cost effectiveness of maintenance; economy of maintenance; maintenance systems in industrialized countries; maintenance systems in less industrialized countries; examples of maintenance; case studies; recording, statistics and research of wear and heavy wear; field work; inspection of a factory.	Carl Duisberg-Gesellschaft e.V., Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany (Cairo, Egypt)	February 1978 2 weeks	Engineering degree and at least 3 years industrial experience at executive or managerial level. English	-	To be arranged
Works management at the executive level	Specialized practical, individual further training in business administration at the management level.	Carl Duisberg-Gesellschaft and Zentralstelle für Arbeitsvermittlung der Bundesanstalt für Arbeit, Hohenstaufenring 30-32, D-5000 Köln 1, Federal Republic of Germany	To be arranged 12-18 months incl. language training	Technical and management personnel who have completed professional training and have practical professional experience. German	-	To be arranged
Management	Teacher training in case study approach to management. Development of original case study material to be used by African Institutes of Management.	German Foundation for International Development (DSE), Seminar Centre, Villa Borsig, Reihewerder 1 Berlin 27, FR Germany. (Abidjan, Côte d'Ivoire)	To be arranged 4 weeks	French	-	-
Management	Various management courses and in-plant management seminars.	Rationalisierungskuratorium der Deutschen Wirtschaft e.V., Outleitstrasse 163-167, 6000 Frankfurt a/Main, Federal Republic of Germany	Throughout year 1 day to 4 weeks	German	-	20,000 1,500

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Course or Seminar	General description	Organizer, Venue	Commencement Date:	Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Basic industrial engineering	General management appreciation, method study, work measurement and other techniques such as production management, maintenance management, network analysis, cost analysis and a practical project in industry.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	10 July 1978	10 weeks	Good general education and industrial experience in a supervisory or managerial position. English	3 January 1978	-
Consultancy practices	The six week consultancy practices training course is designed for practising and would-be consultants in the West African Sub-Region. Practice of management consultancy, selling consultancy services; surveying; information collection; estimating and quoting; preparing and making presentations; report writing; consultancy organization and management; problem analysis and solution; planning; doing and controlling; marketing aspects of consultancy; financial analysis; systems development and managing time.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	10 July 1979	4-6 weeks	Practising and would-be practising consultants. English	-	To be arranged
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 prácticas 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	9 meses	Bachiller en ciencias y letras, contador o similar con 2 años de experiencia en empresas. Español	Enero	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	9 meses	Bachiller en ciencias y letras o similar con 3 años de experiencia en empresas. Español	Enero	A convenir
Production management techniques	Production planning and control; inventory control and storekeeping; work study and wage incentives; quality control; plant management; project work for participants.	The Hong Kong Productivity Centre, Sincere Building, 173 Des Voeux Road, Central, Hong Kong	February 1978	10 months	High-school leaver; 2 years experience in production management. Chinese (Cantonese)	January 1978	\$ 100
General management for senior executives	Economic analysis and socio-political environment; management science and information systems; financial management; marketing management; materials management; operations management; organization structures and processes; human behaviour; business policy discussions and corporate strategies; contemporary problems and issues.	Administrative Staff College of India, Management Development Division, Bella Vista, Hyderabad-500 475, India	9 January 1978	8 weeks	Senior executives in mid-career. English	-	Rs.7,000. To be arranged for board and lodging and reading material etc.
Management	Wide range of management subjects including computer-based information systems, marketing, product policy, materials management, executive stress, agro-industry management, management for medium and small enterprises.	Indian Institute of Management, Vastrapur, Ahmedabad-380 015, India	Throughout year	3 days to 6 months	Medium level to senior position in enterprise. English	-	To be arranged

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications, Language requirements	Last date for receipt of applications	Fee
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	-	Pro. Rs. 1000 Ex. Rs. 1000
Bank management	Functional and management skills in all aspects of bank management; innovative functions in banks; study and solution of all types of banking and bank management problems. To equip the participants with professional expertise in banking to become effective line managers at higher levels of management.	National Institute of Bank Management, 85 Nepean Sea Road, Bombay 400 006, India	1 August 36 weeks	University graduates employed for at least seven years as commercial bank officers. English	-	Rs. 1000
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), Churhigate, Bombay 400020, India	June 5 weeks (residential)	Trainers and executives. English	-	Rs. 7,000
Materials management	Role, scope and objectives, cost parameters, forecasting, make/buy decisions, materials planning; budgets and budgetary controls; purchasing, economic and professional aspects; value analysis and rationalization; stores management and stock control; inventory models and use of operations research; computerized systems; management reporting.	National Institute for Training in Industrial Engineering NITIE P.O., Vihar Lake, Bombay-400 087, India	3 April and 9 October 1978 3 weeks	Executive responsibility. English	-	Rs. 1,000
Production management	Organization objectives and systems approach to objectives; production, marketing co-ordination and aggregate planning; productivity techniques, maintenance consideration and value analysis; planning and control, capacity utilization, budgetary control, quality control and inventory control; production scheduling; shop relations, training incentives, industrial relations; communication and motivation, developing juniors; management information systems, computer assistance, utilization of operations research.	National Institute for Training in Industrial Engineering NITIE P.O., Vihar Lake, Bombay-400 087, India	3 July and 27 November 1978 3 weeks	Production executives. English	-	Rs. 1,000
Production planning and control	Role, scope, and objectives, cost parameters; market forecasts and aggregate planning; make/buy decisions, capacity utilization; work standards, planning and scheduling techniques; inventory control; use of networks; budgetary control; quality control; value analysis and rationalization; computerized systems and use of operations research; management reporting.	National Institute for Training in Industrial Engineering NITIE P.O., Vihar Lake, Bombay-400 087, India	3 April and 31 July 1978 3 weeks	Executive responsibility. English	-	Rs. 1,000

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
Project management	Need identification; project formulation and design; organizational design; cost engineering; economic analysis; social cost benefit analysis; project appraisal; project financing, cost of capital, feasibility reports; project planning and scheduling; network techniques and application of linear programming; resource limitations; time-cost trade offs; project budget, network based approach and its integration with conventional approach; project execution; materials planning; contract planning and control; project monitoring and control, reporting systems, project rescheduling, use of computers, project audit and documentation.	National Institute for Training in Industrial Engineering H I E P.O., Vihar Labs, Bombay-400 007, India	26 August 1976 4 weeks	Executive responsibility. English	-	Rs.2,400
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, Lodi Road, New Delhi-110003 India. Madras	January 2 years including 1 year attachment to industry	Engineering degree. English	October	885 700
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 Bahate Jomahid Av., Tehran, Iran	April 3 months	9 years secondary school. Iranian	-	6,000 Rials
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.	December and June	To be arranged
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	October 1976 18 days	University degree plus 4 years management experience. English	-	£900

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Course or Seminar	General description	Organizer, Venue	Commencing date	Qualification, Language requirements	Last date for receipt of applications	Fee
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, Sandyford Road, Dublin 14, Ireland	October 1978 7 weeks	4 years management experience. English	-	£1,200
Systems development	The aim of the programme is to provide a thorough academic grounding in planning techniques plus practical experience in one of the INVOO agencies. Each fellow has a curriculum individually designed to meet his needs and works on a project specifically related to a problem defined in conjunction with his employing organization in his country of origin.	Trinity College, Dublin, Ireland	April and October 1978 1 academic year	University graduates with responsibility in management and development areas. English	-	£4,000
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	15 October	£65 600 per month.
Systems analysis	Informatics; ERP 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 bank programming; notions of TD, TP, TR, process controls; packaging; professional standards.	Centro di Formazioni Professionale "G. Agnelli" Corso Dante 103, Turin, Italy	January 8-12 weeks	Degree, knowledge of symbolic language programming. Italian or English	-	-
Administration commerciale	Contrôle commercial et financement; méthodes de production; distribution; statistiques et politiques commerciales; travail en groupe et recherche.	CIOA - Centre universitaire d'administration commerciale, Padoue, Italie	Décembre 6 ou 12 mois	Diplômes de l'université Italien, espagnol et français	20 novembre	200 000 liras
Gestión comercial	Control y financiación comerciales, procesos de producción, distribución, estadística y política comerciales e investigación y trabajo en grupo.	CIOA - Centro Universitario de Gestión Comercial Padua, Italia	Diciembre 6 ó 12 meses	Título universitario Italiano, español y francés	20 de noviembre	200.000 liras
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 control; metrological and measurement problems; electromagnetic compatibility of systems.	Istituto Elettrotecnico Nazionale Galileo Ferraris, Corso Massimo d'Azeglio 42, Turin, Italy	January 1 year	University degree. Italian	-	-

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Course or Section	General description	Organizer; Venue	Commencing date; Duration	Qualifications; 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'IRP 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 Adesamento 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
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 Ricerca Industriale (IRI), via Vittorio Veneto 59, Rome, Italy (Rome and other towns in Italy)	16 January 1978 5 months	Advanced technical education, or university degree and 5 years experience. Italian, French, English, Spanish	-	To be arranged
Section des entreprises	Marketing, contrôle de gestion, gestion du personnel, environnement, informatique de gestion, audit, organisation administrative, économique, droit des affaires, affaires internationales, production, gestion financière, psychologie des organisations. La formation est organisée en trois cycles: (a) Cycle de préparation: objet: acquisition d'un langage économique de gestion; méthode: cours par correspondance, durée 8 mois. (b) Cycle d'études: objet: formation à la prise de décision en gestion; méthodes pédagogiques actives: études de cas débats; durée 6 mois, résidentiel Abidjan. (c) Cycle d'application: objet: approfondissement concret des enseignements reçus; méthodes: études et recherches en entreprise; durée 6 mois.	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	P.CFA 200 000
Energy management	Energy sources; macro- and micro-overview; design of production systems for energy economy; operation measures for fuel efficiency; transport and storage of fuels; study of energy management in selected industries; energy and the environment; energy management problems in member countries.	Asian Productivity Organization, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (India)	To be decided 6 weeks during 1977	Engineers and trainers from APO member countries. English	-	To be arranged
Industrial and systems engineering training course	A systematic approach to problem solving; computer application and information systems; practical operations research; business accounting and economy analysis; business game; management's view on IS.	Asian Productivity Organization, 4-14 Akasaka 8-chome Minato-ku, Tokyo 107, Japan	To be decided 12 weeks during 1978	Systems/industrial engineers, systems/industrial engineering trainers or consultants of 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
Industrial management and consultancy (advanced course)	Refresher training in management; modern management concepts and techniques; principles and practice of management consultancy; industries study; business management.	Asian Productivity Organization, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan, and Research Institute for Management Science (RIMS), Delft, the Netherlands	September 1978 12 weeks	Management consultants or trainers at the National Productivity Organizations or similar institutions of APO member countries. English	-	To be arranged
Management consultancy	Introduction and country papers; selected principles of management (with emphasis on production); in-plant practice in production management; integrated management consulting methodology; case studies in consultancy; integrated consultancy practice; final discussions, special lectures and evaluation.	Asian Productivity Organization, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan	To be decided 12 weeks during 1979	Management consultants to small and medium industries, from APO member countries. English	-	To be arranged
Production management	General plant management; organization and human behaviour; production planning and control; work study; productive maintenance; plant layout and materials handling; statistical quality control; computerization; economic analysis for management decisions.	Asian Productivity Organization, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (Japan and Korea)	To be decided 12 weeks during 1978	Senior manager in relatively large industrial plants or consultants at National Productivity Organizations or similar institutions, of APO member countries. English	-	To be arranged
Project management training course	Project identification and definition; project formulation, preparation and feasibility analysis; project design and appraisal; project selection, negotiation and approval; project activation and organization; project implementation, operation, supervision, monitoring and control; project completion and commissioning; project evaluation and follow-up; plant visits and discussions.	Asian Productivity Organization, 4-14 Akasaka 8-chome, Minato-ku, Tokyo 107, Japan (India, subject to confirmation by Indian Government)	To be decided 10 weeks during 1978	Government officials, consultants or others concerned with handling the project management, of APO member countries. English	-	To be arranged
Cours Espoir-Frege	Analyse de problèmes; de décisions, de problèmes potentiels.	AREMO-Luxembourg, Administration Centrale, 19 avenue de la Liberté, Luxembourg	A arranger	Niveau d'ingénieur et niveau d'instructeur. Français	-	A arranger
Comptabilis pour débutants et initiés	-	Chambre de Commerce, 7 rue Alcide de Gaspari, Boite postale 1503, Luxembourg	1 octobre 2 fois 6 mois au cours de 2 ans	Français	-	150 ML/mois
Gestion et administration des entreprises	Organisation et gestion des différentes fonctions des entreprises publiques et privées. Séminaires interentreprises de durée variables (un semaine à trois mois) pour le perfectionnement de cadres de tous niveaux (moines, 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 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
<p>Management des entreprises</p> <p>Management and industrial development</p>	<p>Management Comptabilité et Finances Gestion économique Marketing Environnement Socio-Economique Environnement juridique Relations humaines Organisation, Administration Organisation de la production Mathématiques et statistiques</p> <p>Courses can be arranged in various branches of management.</p> <p>Management and industrial administration; marketing and export trade development; plant design; product design; quality assurance; maintenance and repair; light industries; industrial planning and programming. CEO-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.</p>	<p>Institut de Productivité et de Gestion B.P. 1300 Brazzaville Congo</p>	<p>15 novembre 15 mois</p>	<p>Diplôme d'études écoles supérieures.</p>	-	-
<p>Management</p>	<p>Basic functions of management such as: organization; cost accounting; financing; marketing, etc. Choice of specialization in: general management; marketing management; production management; financial management; industrial extension officers training; (fieldwork studies in industries).</p>	<p>Jurisdama y Asociados, S.C., Jaseco de la Palmas 731-1103, Mexico 10, D.F. Mexico</p>	<p>To be arranged</p>	<p>Professional qualification. English or Spanish</p>	-	To be arranged
<p>Advanced Training on industrial management (ATIM)</p>	<p>Management and industrial administration; marketing and export trade development; plant design; product design; quality assurance; maintenance and repair; light industries; industrial planning and programming. CEO-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.</p>	<p>CEO-Centre for Management and Industrial Development, P.O. Box 30042, Exchange Building, Coolingsiel 58, Rotterdam, the Netherlands</p>	<p>To be arranged 2-8 months</p>	<p>University graduates in engineering, economics or business administration preferably with several years of experience in industry. English, French, German, Indonesian or Dutch</p>	-	To be arranged
<p>Executive management</p>	<p>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.</p>	<p>Research Institute for Management Science (R.V.B.) Eijndhovenplein 11, Delft, the Netherlands</p>	<p>January and July 22 weeks</p>	<p>Bachelor's degree or equivalent and 5 years practical experience in the field. English</p>	-	f. 8,000 excl. board, lodging and course special
<p>Administración de empresas</p>	<p>Administración agroindustrial, banca y finanzas de desarrollo, administración de programas de planificación familiar, gestión pública, programas de alta gerencia.</p>	<p>The New Zealand Administrative Staff College Incorporated, P.O. Box 12-059, Wellington North, New Zealand</p>	<p>February, May, July and September 4 weeks</p>	<p>Senior executives and administrators. Preferred age is 35-45. English</p>	-	US\$ 1,100 approx.
<p>Administración de empresas</p>	<p>Administración agroindustrial, banca y finanzas de desarrollo, administración de programas de planificación familiar, gestión pública, programas de alta gerencia.</p>	<p>Instituto Centroamericano de Administración de Empresas (INCAE), Apartado postal 2485, Managua, Nicaragua</p>	<p>Septiembre 2 años</p>	<p>Título de facultad universitaria o escuela técnica superior. Español</p>	<p>Agosto</p>	<p>US\$ 4,000 ano académico</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
Advanced management	Four-week residential programme concentrating on modern administrative techniques and their application to business and industrial problems. The course is patterned on the Harvard case method of instruction.	Pakistan Institute of Management, Shahrab Iran, Clifton, Karachi-6, Pakistan. (Murree)	To be arranged 4 weeks	Senior executives. English	-	PRs. 1,000
Management for junior executives	An intensive four-week residential course covering in depth the process of management and the functions of administration; modern concepts and practices; the functional areas of management.	Pakistan Institute of Management, Shahrab Iran, Clifton, Karachi-6, Pakistan	To be arranged twice every year 4 weeks	Junior executives with limited managerial experience. English	-	PRs. 1,500
Production engineering	Production engineering, design and development, standards.	State Heavy Engineering and Machine Tool Corporation Ltd., P.I.D.C. House, Dr. Ziauddin Ahmad Road, Karachi-4, Pakistan	January 3 to 12 months	Degree in mechanical engineering. English	1 November	-
Sistema de producción	Este curso tiene como propósito resaltar aquellas fases de la administración empresarial, comprendidas en la dirección ejecutiva, en la aplicación de métodos eficientes, y en el control de la producción, desde el punto de vista de las funciones y necesidades de adiestramiento de los ejecutivos de nivel medio, reponibles por la realización de tales fases.	Servicio Nacional de Promoción Profesional (SNPP), Casilla de correo 1773, Asunción, Paraguay	27 marzo y 4 septiembre 1978 5 semanas	Supervisor general, jefe de planta, superintendente, jefe de producción o gerente de operaciones. Español	-	-
Ciclo básico capacitación administrativa	Administración general; contabilidad general I; revisión de matemáticas; relaciones laborales; legislación del trabajo; teoría económica; desarrollo de la personalidad y oratoria; ortografía y redacción; documentación comercial; clasificación y archivo.	Escuela de Capacitación Administrativa del Instituto Peruano de Empresas, José Pardo 610, Miraflores, Lima, Perú	10 ciclos anuales, con frecuencia mensual de febrero a diciembre 1978 y 1979 14 semanas	Educación secundaria completa. Español	-	\$23 100
Ciclo medio de capacitación administrativa	Proceso administrativo; contabilidad general II; matemática comercial; administración de personal; legislación comercial; microeconomía; dinámica de grupos; mercadotecnia; psicología industrial; estadística y estadística.	Escuela de Capacitación Administrativa del Instituto Peruano de Empresas, José Pardo 610, Miraflores, Lima, Perú	6 ciclos anuales, con frecuencia de febrero a noviembre 1978 y 1979 14 semanas	Haber aprobado el ciclo básico o acreditar estudios equivalentes. Español	-	\$63 115
Ciclo avanzado de capacitación administrativa	Estructura de la empresa; contabilidad de costos; matemática financiera; comunicaciones; legislación tributaria; microeconomía; disposición de planta; estudio de mercado (pre-factibilidad); sociología administrativa; administración de materiales.	Escuela de Capacitación Administrativa del Instituto Peruano de Empresas, José Pardo 610, Miraflores, Lima, Perú	4 ciclos anuales frecuencia trimestral febrero, mayo, agosto y noviembre 1978 y 1979 14 semanas	Haber aprobado el ciclo medio o acreditar estudios equivalentes. Español	-	\$83 140
Ciclo superior de capacitación administrativa	Organización y métodos; presupuesto; administración financiera; relaciones públicas; legislación industrial; desarrollo económico-social; mercado andino; proyecto de factibilidad; supervisión técnica de personal; planeamiento y control de producción.	Escuela de Capacitación Administrativa del Instituto Peruano de Empresas, José Pardo 610, Miraflores, Lima, Perú	3 ciclos anuales cada 4 meses febrero, junio octubre 1978 y 1979 14 semanas	Haber aprobado el ciclo avanzado o acreditar estudios equivalentes. Español	-	\$83 140

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Studies	General description	Organizer, Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Técnico en supervisión industrial	Técnicas de racionalización y productividad principios de supervisión y relaciones humanas estadísticas 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	-	(1978) \$10,000
Low-cost automation and production management	Applications of low-cost automation as a tool for upgrading production techniques; demonstration projects in the low-cost automation laboratory and actual in-plant assignments in various industries; how and where low-cost factory automation can help; how automation can be achieved without computerizing or adapting "high-charge" electronic devices; how to install suitable "low-cost" automation equipment; use and adaptation of easily obtainable and inexpensive standard electro-mechanical and other mechanical devices; production management subjects with emphasis on quantitative approaches to solving production management problems and on the economic aspects of adaptive technology like low-cost automation for improving production or factory operation.	Institute for Small-Scale Industries, University of the Philippines, Virata Hall, Diliman, Quezon City, the Philippines	21 March and 15 August 1978 3½ months	Holders of Bachelor's degree in mechanical, electrical, chemical and industrial engineering or their equivalents. English	3 months before starting date	\$US 300
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, Virata Hall, Diliman, Quezon City, the Philippines	4 May 1979 6½ months	The course is open to holders of Bachelor's or Master's degrees or their equivalent from recognised 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	3 months before start of course	\$US 800
Industrial protection studies	Criteria for making feasibility studies; evaluation of feasibility studies; supply and demand estimation; economic and social evaluation of industrial projects.	Ministry of Industry and Electricity, Industrial Affairs Agency, Riyadh, Saudi Arabia, (USA or a European country)	1 July 1978 2 months	Economics degree. English	-	-
Management studies diploma	A two-year, evening, part-time, post-experience management education consisting of 12 courses covering all fields of management.	Singapore Institute of Management, P.O. Box 3040, Thong Tek Building, 15 Scotts Road, Singapore 9	January and July 2 years	Higher school certificate. English	-	\$3 1,000 per year
Administración y gestión financiera	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 ptas.

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Study	General description	Organizer, Venue	Commencing Date	Qualifications: Language requirements	Last date for receipt of applications	Fees
Alta dirección contable de la empresa	Planificación, normalización y control contable de la empresa; estudios superiores de contabilidad societaria; técnicas contables de financiación de la empresa; análisis de balances y toma de decisiones; control de gestión; política económica de la producción, 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 ptas.
Alta dirección económica de la empresa	Política decisional en la empresa; medios e 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 ptas.
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 ptas.
Recorrido 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 ptas.
Gestión gerencial	Ensayo 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 ptas.
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 ptas.
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 ptas.

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Course or Studies	General description	Organizer, Venue	Commencing date	Qualification Language requirements	Last date for receipt of applications	Fee
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 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 ptas.
Dirección de producción	Dirección de producción; diseño del sistema productivo; estudio del trabajo; valoración y retribución 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 ptas.
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 organizaciones 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 calificaciones. No se requiere experiencia. Español	Septiembre	175,000 ptas.
Alta dirección empresarial (CASE)	El CASE, de un año de duración, está dirigido a directivos que necesitan una puesta al día en las modernas técnicas de gestión en las siguientes áreas: política empresarial; estrategia corporativa; gestión financiera; métodos cuantitativos; control de gestión; estrategias y decisiones de marketing; gestión humana; entorno empresarial.	Escuela Superior de Técnica Empresarial (ESTE), Paseo del Drumeo, Madrid-2, San Sebastián, España	Segunda semana de noviembre 25 lunes (tarde) y martes (mañana) consecutivos	El curso está dirigido a altos directivos de empresa con plena responsabilidad y autoridad sobre toda la empresa, o sobre partes fundamentales de la misma. Español	-	230,000 ptas.

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Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fees
Business administration	Aunque el programa master de la ESTE está especializado en los aspectos cuantitativos y financieros de la gestión empresarial, no por ello se olvidan otros puntos de vista y otros temas necesarios para completar la imagen de la empresa. Así el plan de estudios comprende tres conjuntos de disciplinas claramente diferenciados: introducción a la empresa; dirección financiera; métodos cuantitativos.	Escuela Superior de Técnica Empresarial (ESTE), Pasco del Urumea, Mundakiz, San Sebastian, España	1 octubre 4 cuatrimestres	Título universitario (aconsejable tener experiencia en la empresa). Español	3 Agosto	100,000 ptas.
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 (I.E.S.E.), Universidad de Navarra, Avda Pearson 21, Barcelona 17, Pedralbes, España	Septiembre 21 meses	Grado universitario o de escuela técnica superior. Español	Febrero	125,000 ptas.
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
International management development programme	The programme is divided into two modules: Module I focuses on fundamental and universally valid professional know-how in management, including the various quantitative and resource optimization techniques taught in discipline oriented subjects. Module II focuses entirely on the international aspects of management such as political, economic and social value determinants of managerial effectiveness. This module aims at providing the understanding of the need for compatibility between environment and behaviour and at broadening the repertoire of modes of behaviour to enable managers to function effectively in different cultures, to manage cross-border operations and to deal effectively with interface problems between private firms, nation states and international bodies.	Centre d'Etudes Industrielles (CEI), 4 chemin de Conches, CH-1231 Geneva, Switzerland	Module I 4 September - 15 December 1978 Module II 2 January - 18 May 1979 Approx. 9 months	Managers between 25-40 with a minimum of 3 years managerial experience and a university degree. English	-	Sfr. 22,000
International advanced management programme	The IAMP is an education programme of intensive study, for executives who are in or who soon will move into upper management or corporate staff positions and who need to acquire an awareness of strategy formulation and implementation in an international context.	Centre d'Etudes Industrielles (CEI), 4 chemin de Conches, CH-1231 Geneva, Switzerland	24 April 1978 8 weeks	High level managerial responsibility. English	-	Sfr. 12,000
International executive programme	The academic content focuses upon the environmental issues affecting the decisions of the senior international manager and the impact of these decisions upon management. Purpose to increase the manager's sensitivity to the environmental forces acting on his organization and improve skills in assessing relevance of environmental factors and applying these skills in planning and other managerial functions.	Centre d'Etudes Industrielles (CEI), 4 chemin de Conches, CH-1231 Geneva, Switzerland	27 February 1978 4 weeks	Executives in upper management and executive positions particularly in international operations. English	-	Sfr. 8,200

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Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language requirements	Last date for receipt of applications	Fee
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; national; recherche de marketing; distribution et vente; données réelles.	Ecole de Cadres de Lausanne, Chemin de Morèx 38, CH-1003 Lausanne, Suisse	Mi-octobre 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; national; recherche de marketing; distribution et vente; données réelles. Travaux de synthèse de niveau professionnel.	Ecole de Cadres de Lausanne, Chemin de Morèx 38, CH-1003 Lausanne, Suisse	Mi-octobre 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
Formation de cadres d'entreprise	Elaboration et réalisation de programmes de formation complète dans le pays même. A organiser sur demande.	Ecole Polytechnique Fédérale de Zurich (EPFZ), Institut d'Economie d'Entreprise, Zürichbergstrasse 18, Boîte postale, CH-8028 Zurich, Suisse	A fixer	Cadres d'entreprise des pays en développement. A fixer	-	A fixer
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 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.	INMEDI Management Development Institute, 23 chemin de Bellerive, 1007 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	-	SwF. 15,300
Executive development	The programme for executive development has been designed to expose participants to the full range of functions of a business enterprise. By adding a new level of awareness to their specialized competence, 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.	INMEDI Institut pour l'Etude des Méthodes de Direction de l'Entreprise, 23 chemin de Bellerive, CH-1007 Lausanne, Switzerland	January and August 19 weeks	Managers between 28 and 40 year-old with approximately 10 years of experience. English	-	SwF. 18,300

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
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 sensitise 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.	IMEE Management Development Institute, 1007 Lausanne, Switzerland	Second half of May 3 weeks	Men and women at or about to enter the highest levels of management. English		Swf. 0,000
Management accounting	Cost accounting; standard costing; budgeting control and reporting.	Management Development and Productivity Centre, Pello Bldg., MobaJerine, Damascus, Syrian Arab Republic	September 1978 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 RG9 3AU, United Kingdom	1-94 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	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, Berkhamsted, Hertfordshire HP4 1NS, United Kingdom	June 6 weeks	Managers with at least 5 years management experience. English		£1,50 + VAT
Management development	Individual and group behaviour in organisations 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 organisation 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 AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Studies	General description	Organizer, Venue	Commencing date	Qualification Level and requirements	Last date for receipt of applications	Fee
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.	Asbridge Management College, Berkhamsted, Hertfordshire, HP4 1RS United Kingdom	January to November 3 weeks	Senior managers with 15 to 20 years business experience. English	-	£665+VAT
Management	Accounting and finance, marketing, operations management, personnel and employment relations, international business.	Granfield School of Management, Granfield, Bedford, United Kingdom	30 September 12 months	University degree, at least 4 years experience in business. English	31 March	About £100
Organization and methods	Analysis of procedures; organization; office equipment; clerical work measurement; computers; business statistics; network analysis.	Granfield School of Management, Granfield, 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)
Work study	Introduction; method study; work measurement; payment structures and methods; associated subjects (including network analysis, planned maintenance, costing, materials handling, computers, etc.).	Granfield School of Management, Granfield, 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	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.	Fielden House Productivity Centre Ltd., Mersey Road, West Didsbury, Manchester M20 9QA United Kingdom	Throughout year from 4 weeks to 10 weeks	Prospective work study practitioners, management trainees. English	-	From £200 to £450
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 To be arranged	Education to British A-level standard. English	2 July	£298 per week (residential)
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, 44 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 (1963-64)

Course or Seminar	General description	Organiser, Venue	Commencement date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
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, Wood Street, 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 £120 to £1,500
Cost control and financial accounting for production	Principles of financial accounting, interpretation and appraisal of accounts, budgetary control and standard 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, Wood Street, 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 £120 to £1,500
Materials management	The purchasing function, requirements scheduling, inventory and stock control, re-ordering, criteria, control reporting, progress control, information flow, stores management, organisation 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, Wood Street, 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 £120 to £1,500
Production management	Production planning and documentation, work study, materials and stock control, communications, organization and management, boardroom procedure, understanding the company balance sheet, statistics and operational research, critical path analysis, computers and systems analysis, group technology, industrial relations, costing and budgetary control.	Institute of Production Control, Wood Street, 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 £120 to £1,500
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 manufacturers, 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, Wood Street, 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 £120 to £1,500

MANAGEMENT AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Subject	General description	Organizer, Venue	Commencement date: Duration	Qualification: Language: Requirements	Fee
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 communication, recording, reproduction and computation, dictation 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, 23 Wood Street, Stratford-upon-Avon, Warwickshire, 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 £1.20 to £1,500
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, 23 Wood Street, Stratford-upon-Avon, Warwickshire, 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 £1.20 to £1,500
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, 23 Wood Street, Stratford-upon-Avon, Warwickshire, 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 £1.20 to £1,500
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, 23 Wood Street, Stratford-upon-Avon, Warwickshire, 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 £1.20 to £1,500
Production planning and stock control	Production planning and materials procurement, ordering and stock control, requirements scheduling, materials handling, use of 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, 23 Wood Street, Stratford-upon-Avon, Warwickshire, 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 £1.20 to £1,500

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
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, 31 Good Street, 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 £1.00 to £1,500
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
Introduction to management	Short course for overseas students introducing them to a wide range of managerial concepts and techniques and familiarizing them with managerial vocabulary.	North Staffordshire Polytechnic, Department of Management Studies, College Road, Stoke-on-Trent ST4 2DE, United Kingdom	Early September 4 weeks	University degree. English	-	£220 (approx.)
Management	Business administration; communications; financial control; human aspects of management; managerial economics; quantitative methods; business control; personnel administration; industrial relations; organization theory and behaviour; marketing; decision-making and control systems. Options: manufacturing policy; marketing planning.	North Staffordshire Polytechnic, Department of Management Studies, College Road, Stoke-on-Trent ST4 2DE, United Kingdom	October 31 weeks	University degree and 4 years professional experience. English	-	£850
Senior manager's development programme	Corporate strategy; finance; government-industry relations; industrial relations; managerial economics; management information; marketing; organizational behaviour; quantitative methods; politics in management; cybernetics; international finance; MNC marketing; technology transfer; transactional analysis.	Oxford Centre for Management Studies, Kennington, Oxford OX1 5ST, United Kingdom	January 1978 9 weeks	Senior managers. English	-	£3,500 incl. board and residence
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	30 January and 10 April 1978 4 weeks	English	-	£40 + VAT (non-residential)
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 AND INDUSTRIAL ADMINISTRATION (Cont'd)

Course or Study	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fees
Administration for development	For public officials of senior rank concerned with development policy who will gain from practical exposure to administrative problems and project management skills and to attitudes that can improve administrative effectiveness in developing countries.	Royal Institute of Public Administration, Overseas Services Unit, Hamilton House, Mableton Place, London WC1, United Kingdom	15 May 1978 3 months	Graduates preferably accepted in groups of 2-4 to reinforce tuition and provide a realistic basis for action on return. English	14 March 1978	£900
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, 35 Marylebone Road, London NW1 5LS, United Kingdom	Last week of April and last week of September 12 weeks	Degree or equivalent and 1 month before start of course or concern with management education/training. English	1 month before start of course	£420
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 (full residential)	£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
Agribusiness management development	Designed primarily for developing nations to train administrators and managers with emphasis on agribusiness and agri-industry; economic analysis; financial management; communications; zero-based budgeting; cost accounting; growth linkages; market analysis; international economic administration; money and banking; principles of management; industrial organization and dynamics; management by objectives; models for management; industrial incentives; case studies in business management; administrative problems and practices; decision-making; automatic data processing; statistics for management and credit analysis.	Graduate School, U.S. Department of Agriculture, International Programs, National Press Building, 529-14th Street NW, Washington D.C. 20045, United States of America	1 September 1978 11 months	Undergraduate degree. English	1 July 1978	\$6,900

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
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
American management programs	International communication; intensive English, intercultural communication, culture of America; international management; computer and management science; research and field study on the U.S. mainland. (Designed for Japanese nationals and nationals of other countries interested in concentrating on American business methods. Intensive English language is offered. Legal and cultural aspects of U.S. management practices and application of management science tools to decision-making in American business).	Japan-America Institute of Management Science, 6660 Hawaii Kai Drive, Honolulu, Hawaii 96825	April and October 1978 5 months	Recent college graduates and junior executives of firms doing business or expecting to do business in the United States. English	February and July 1978	\$1,670
Japan management programs	International communication; intensive Japanese, intercultural communication, culture of Japan; international management with focus on Japan; computer and management science; research and internship in Japanese corporations. (Provides opportunity for American nationals and English speaking students of other countries to learn Japanese business methods; intensive Japanese language study; number of courses concentrating on cultural and social differences between the Asian and Western worlds as they relate to business management).	Japan-America Institute of Management Science, 6660 Hawaii Kai Drive, Honolulu, Hawaii 96825 (5 months in Honolulu and 4 months in Japan)	28 September 1978 9 months	Recent college graduates and junior executives of firms doing business or expecting to do business in Asia. English	1 July 1978	\$1,800
Marketing	Exports and the national economy; subsidizing 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 Imseel Abou El Pontouh Street, Dobki, Cairo, Egypt	To be arranged 3 weeks	University graduates with 3 years experience. Arabic	-	To be arranged
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 Imseel Abou El Pontouh Street, Dobki, Cairo, Egypt	To be arranged 7 weeks	University degree, five years experience. Arabic	-	LE 60
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 Imseel Abou El Pontouh Street, Dobki, Cairo, Egypt	To be arranged 3 weeks	Head of sales or export departments. Arabic	-	LE 26

SEMINARS AND EXPERT RESEARCH

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
Import management	International trade; commodity and trade agreements, etc. Economic policies; development priorities on production, exportation and consumption, import systems and export incentives, trade credit, bank methods, import organizations, etc. Procurement and supply management; planning and management, information sources, methods and procedures, financing, prices and contract terms, etc.	PRODEC, the Development Cooperation Project of the Helsinki School of Economics, Ruusberginkatu 22-24, SF-00100 Helsinki 10, Finland	7 November 1978 4 weeks	Civil servants or executives from English speaking African developing countries, responsible for planning, implementing or adapting national import policies, for allocating of foreign currency, for trade or purchase agreements or for customs treatments, etc. English	-	-
Trade promotion and export marketing	International trade, concepts of trade promotion and export marketing at government and business enterprise level; market research project. To be arranged in two parts and two venues with extensive supply and demand studies between the two sections of the course.	PRODEC, the Development Cooperation Project of the Helsinki School of Economics, Ruusberginkatu 22-24, SF-00100 Helsinki 10, Finland (East Africa and Finland)	6 February and 8 May 1978 5 weeks in Africa 5 weeks in Finland	High and middle level executives with trade promotion and export marketing responsibilities; English speaking African developing countries. English	-	-
Exportation	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 Francais à l'étranger.	CMOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 32 jours (Échelonnés sur 1 an)	Formation professionnelle. Français	-	A arranger
European marketing	To help senior marketing executives to apply an analytical approach to problems of international marketing, with particular reference to the European market.	IFSEAD, Bld. de Constance, 77305 Fontainebleau, France	20 August 1978 3 weeks	Senior marketing executives. English	-	FF. 12,000
Export promotion	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.	April and October 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
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 Raachstrasse 22, 1 Berlin 30, F.R. Germany	To be arranged 4 weeks	Directors of Customs Administrations in Asian countries. English	-	-
Vendedor profesional	Entendidos comerciales; ventas de mostrador; publicidad; técnicas generales de ventas; venta de intangibles; técnicas de comportamiento humano aplicado a ventas I; técnicas de comportamiento humano aplicado a ventas II; mercadotecnia; técnica; estrategia y dinámica de ventas; investigación de mercado; administración de empresas; seminario de casos.	Instituto Técnico de Capacitación y Productividad, INTESCAP, 12 calle 4-17, zona 1 Guatemala, Guatemala	Febrero 9 meses	Bachiller en ciencias y letras, contador o similar con experiencia en ventas. } prevoacional con 2 años de experiencia en ventas. Diploma de 6º año de primaria con 5 años de experiencia en ventas. Español	-	-

MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date	Qualification: 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, B-24 Green Park Extn., New Delhi, India	January 1979 and every alternate year	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, B-24 Green Park Extn., New Delhi, India	January 1979 and every alternate year	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
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 Treachtala/ Irish Export Board, Merrion Hall, Strand Road, Sandymount, Dublin 4, Ireland	To be arranged	Depends on content. English	-	To be arranged
Industrial free zones	Workshop training programme covering: reasons for promotion; market research; determining the free zone product; techniques of promotion; client negotiations; organization and management of the promotion function.	Shannon Free Airport Development Company Ltd., Shannon, County Clare, Ireland	January 1978 and 1979	Executives with a future responsibility for industrial promotion in free zones. English	-	\$750
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 promotion	Practical specialization in modern foreign trading methods, with particular emphasis on export promotion.	Istituto per la Ricostruzione Industriale (IRI), Via Torino 96, Rome, Italy, in co-operation with the International Trade Centre (ITC) UNCTAD/EMT. (Rome and other towns in Italy)	16 January 1978	University degree and three years experience. Italian, French, English, Spanish	-	To be arranged
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	-	-

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 business	Studies in business with a certain emphasis on European subjects, particularly on the European Committee and organizations; courses 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; short-term seminar with a field-trip to Berlin; intensive field-trips and cultural excursions; the study of a foreign language and a sports-programme.	Netherlands School of Business, Heterode, Eindhoven, the Netherlands	September 10 months	Unmarried students, male or female, who have completed their sophomore year at a university. English	June	f. 12,925
Mexico en comercialización	Investigación de mercados estadística de empresa promoción y publicidad dirección comercial micro-economía.	Universidad Particular San Martín de Porres, Dirección Universitaria de Promoción Social e Investigación, Av. Tacna 211-7º piso Lima, Perú	Junio 16 semanas	Gerentes de ventas, gerentes de comercialización empresarios, gerentes de promoción y publicidad. Español	-	(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
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
International marketing	Four basic foundation subjects: economics, business finance, statistics and behavioural science; international marketing and languages; fieldwork including a major marketing project for a British company.	North Staffordshire Polytechnic, Department of Management Studies, College Road, Stoke-on-Trent ST4 2DE, United Kingdom	October 9 months	University degree and knowledge of one or two European languages. English	June	£850 (approx.)
Marketing	Foundation areas of managerial economics, behavioural science, managerial accountancy and statistics, as well as marketing theory; strategic aspects of marketing; case studies.	North Staffordshire Polytechnic, Department of Management Studies, College Road, Stoke-on-Trent ST4 2DE, United Kingdom	October 34 weeks	University degree. English	June	£850 (approx.)

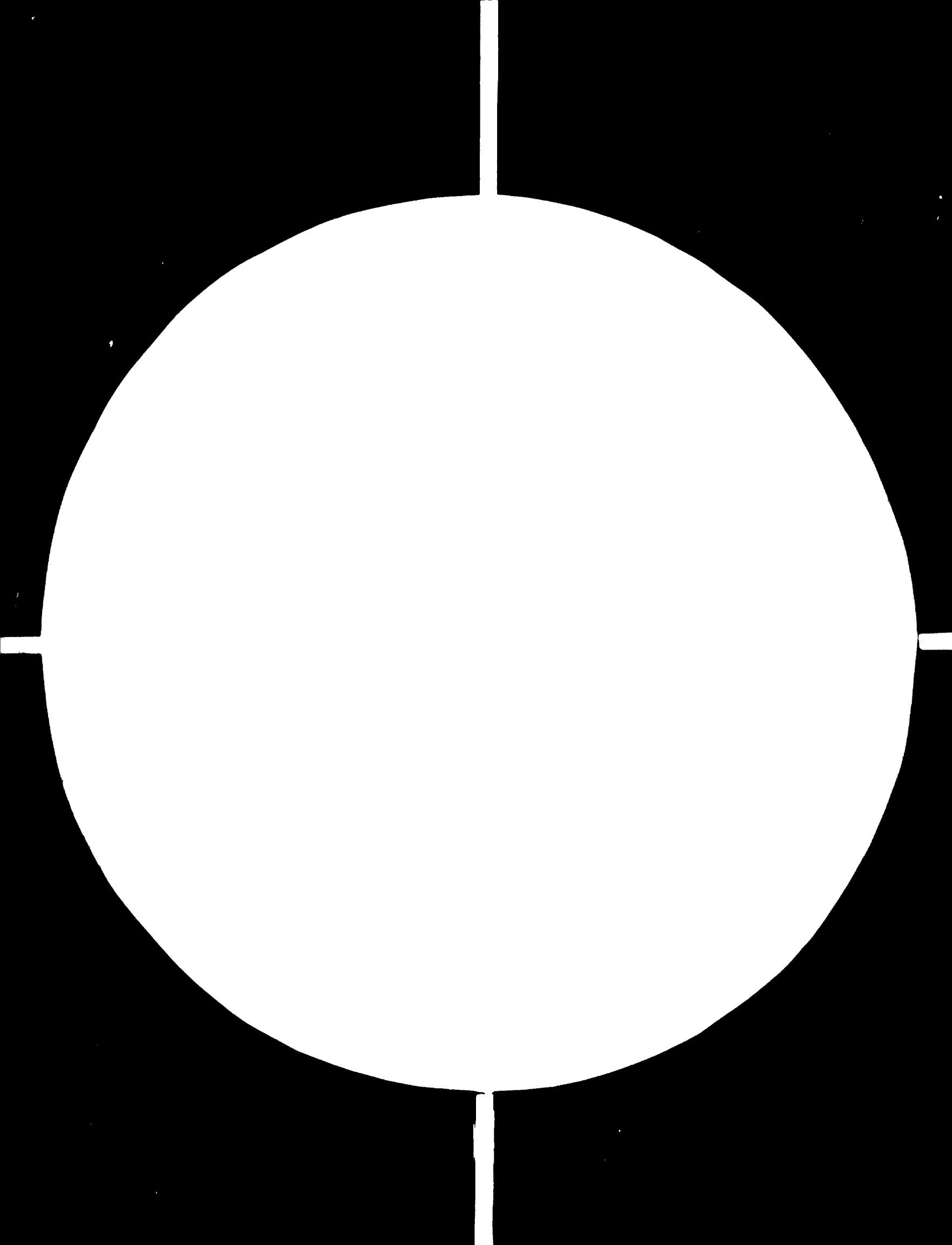
MARKETING AND EXPORT PROMOTION (Cont'd)

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
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 operations; 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 1978 and 1979 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)
Application des matières plastiques dans l'emballage et le conditionnement (y compris les tegaux)	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. Travaux 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	Ingenieur 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	To be arranged
Packaging technology	Packaging information; documentation and other packaging data (standards, specifications, statistics, industries, industrial literature).	Instituto Español del Envase y Embalaje S.A., Breton de los Herreros 57, Madrid 3, España	To be arranged	- Español	-	-

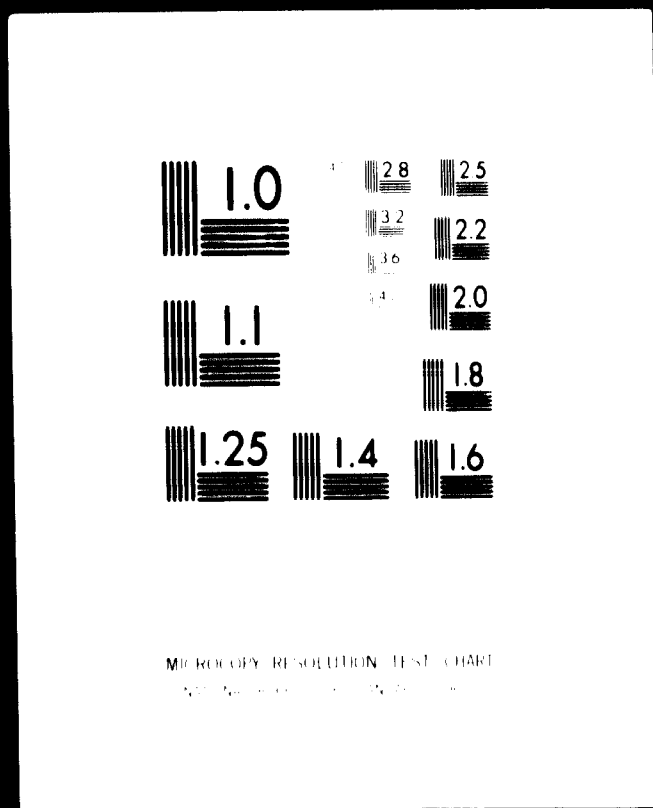
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QUALITY CONTROL AND STANDARDIZATION

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualification, Language, requirements	Last date for receipt of applications	Fee
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 appliquée à la normalisation; documentation et bibliographie.	Comité belge de la normalisation d'entreprise. 29 Avenue de la Brabançonne, 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	-	\$US 350 per month
Control de calidad y metrología	For determinar.	Instituto Nacional de Normalización, Santiago, Chile	Variable	Calificaciones profesionales. Español	-	A convenir
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) Greases 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 Remise St., Cairo, Arab Republic of Egypt	January, April and October 2 months	University graduates. Arabic or English	-	50 LS
Standardization and quality control	Standards; national standardization; international standardization; standardization laboratories; standardization and economics; quality control and related topics; documentation and standardization; quality control certificates.	Arab Organization for Standardization and Metrology (ASMO), 25 Ibraq Street, P.O. Box 27, Dokki, Cairo, Egypt	May 1978 4 weeks	University degree and experience in field of standardization. Arabic	February 1978	-
Industrial quality control, engineering dimensional metrology, standardization	Lectures, case studies, practical exercises in the following subjects: basic of statistics; control charts; sampling inspection; economic of quality; organization of quality control; basics of inter-changeability; automatic control of dimensions; electrical measurements of non-electrical parameters; metrology standards; general idea about other fields of basic measurements; theoretical basis of standardization; national standard specification; international and regional standards; company standards; general ideas about metrology and quality control.	Egyptian Organization for Standardization, 2 Latin America St., Garden City, Cairo, Egypt	To be arranged 1 month	University graduates. Arabic	-	To be arranged

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Normalisation et contrôle de la qualité	Tâches et portés de la normalisation et du contrôle de la qualité dans le domaine de l'industrie, l'agriculture et l'économie alimentaire. La normalisation en tant que moyen d'établir les rapports techniques et économiques. Le rôle de la normalisation dans le commerce extérieur.	Office Hongrois de Normalisation par mandats de MSZO, Üllői-ut 25, H-1091 Budapest, Hongrie	Novembre 30 jours	Pratique professionnelle dans l'industrie de l'agriculture ou l'économie alimentaire. Français	-	-
Analysis, standardization and quality control in food processing industries	Training course on general methods of analysis and quality control of food, instrumental methods, chromatography, microbiological methods, additives and packaging with elective subjects such as fruits and vegetables, cereals and oilseeds, animal products; practicals are included.	FAO/Government of India, (Central Food Technological Research Institute, CYPR, Mysore 57001), India	1978 8 weeks	Degree in science, food technology or chemical engineering, from countries of Asia. English	-	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
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. Programs 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 Parsi	-	-
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 standardization and quality control	Essentials of standardization, fundamentals in industrial standardization, administration of national level, technical standards in regulation, JIS marking system, presentation of product standards, company standardization, value engineering and standardization, standardization in distribution of goods, standardization in information processing, preservation and implementation of standards, quality control, reliability and quality assurance systems, sampling methods and sampling inspection, etc. (Tentative subjects) including: orientation, technical visits, observation tour, and evaluation. (1978 course mainly concerns mining and manufacturing industry).	Japan International Cooperation Agency (JICA), Agency of Industrial Science and Technology (AIST) P.O. Box 216, Shinjuku, Mitsui Bldg., No.1-2 Chome, 1-1 Shinjuku, Shinjuku-ku, Tokyo 160, Japan	January 1978 and 1979 approx. 3 months	University graduates presently engaged in standards engineering works at National Standards Bodies (NSB). English	-	To be arranged

QUALITY CONTROL AND STANDARDIZATION (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fees
Control e inspección de materiales	Técnicas de inspección de materiales.	Centro Nacional de Investigaciones Metalúrgicas (CEMIM) Ciudad Universitaria Madrid 3, España	Mes y medio variable	Técnicos con experiencia o estudiantes universitarios. Español	-	A convenir
Organisation of 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, London W1A 2BS, United Kingdom	July 1978 and 1979 4-6 weeks	Senior employees of standard organizations with: (i) degree or equivalent; (ii) minimum of 2 years experience in post; (iii) working knowledge of English	-	£850
Quality assurance	The certification work of BSI, and its relation to the whole work of BSI and to the UK scene; description and evaluation of essential definitions; quality assurance, quality control, legal metrology and certification; benefits of quality assurance to production, consumption and trade; detailed studies of systems in Britain and elsewhere, the reasons for differences, and effects; work for the future CEN/ISO, ISO, BSC, BCF, CEN, CEN/CEC, CEN/CC, etc.; standards making; the process in Britain.	British Standards Institution, 2 Park Street, London W1A 2BS, United Kingdom (SSI Hemel Hempstead Centre, Hertfordshire)	April 1978 and 1979 4 weeks	Well qualified in general field of quality assurance, certification and metrology. English	-	£850 (subject to adjustment)

SMALL SCALE INDUSTRIES AND ENTREPRENEURSHIP

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
Entrenamiento en consultoría a pequeñas y medianas industrias	Consultoría en las áreas de producción, mercadeo, finanzas y contabilidad, organización.	FICI INC (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. Español	-	US\$ 1,000
La gestion d'une petite ou moyenne entreprise ou d'une unité décentralisée	La gestion du personnel, mise en place d'une politique, problèmes de gestion; les actions possibles sur les résultats financiers; comment définir une dimension de l'organisation administrative qui soit compatible avec la dimension de l'entreprise; les défis juridiques et les précautions à prendre; comment créer des liens efficaces entre l'entreprise et ses publics.	INOR-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 12 jours (étalés sur 4 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, 1 Berlin 27 Reiterwerder Villa Borsig P.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 Reiterwerder 1 Berlin 27 P.R. Germany	To be arranged 3 weeks	Specialists from national development associations, mutual loan associations and agricultural development banks from developing countries. English	-	-
Introduction to industrial design for small industry 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, Palai, Ahmedabad, India	November 1 month	Candidates interested in entrepreneurship for secondary manufacturing units. English	To be announced later	Rs.150.00
Small industries	Tailor-made training programme in small industries to suit specific requirements of developing countries.	Prototype Development and Training Centre, the National Small Industries Corporation Limited, Industrial Estate Okhla, New Delhi-110 020, India	To be arranged 12 months	Engineers. English	-	To be arranged
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.	SIET (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	Mid-October 8 weeks	University degree and at least 2 years experience in banks or other financial institutions or development corporations. Sponsorship by employer. English	-	\$US 1,000
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.	SIET (Small Industry Extension Training Institute) Yousufguda, Hyderabad 500045, India	September 10 weeks	Considerable experience in policy-making or programme implementation in industries, 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 1,500

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-scale industries	Courses in marketing management, production planning, financial management, cost accountancy 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 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	To be arranged 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 1979 12 weeks	Responsibility for planning, promoting and initiating small enterprises. English	-	£2,000
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 Stold 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 (MCTC) 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
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
Entrepreneurship development	Integrated approach towards providing training on motivation, management and enterprise development to individuals possessing entrepreneurial potentials.	Institute for Small-Scale Industries, University of the Philippines, Virata Hall, Diliman, Quezon City, Philippines	To be arranged 3 months	Individuals desirous of engaging in business or expanding their enterprises, or staff of agencies involved in promoting industrial development. English	-	To be arranged
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 P.O. Box 481, Tabora, United Republic of Tanzania	4 March 1 year	Class seven and above. Swahili	To be arranged	-

SMALL-SCALE INDUSTRIES AND ENTREPRENEURSHIP (Cont'd)

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Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualifications; Language; Requirements	Last date for receipt of applications	Fee
Promotion of small enterprises in developing countries	Consideration of government policies; techniques for surveying and diagnosing sectoral and enterprise needs; provision of loans and finances; training and extension methodologies; promotion of co-operatives, industrial estates and appropriate technology; field visits.	Cranfield School of Management, Cranfield, Bedfordshire MK43 0AL, United Kingdom (Cranfield with field trips)	11 September 1978 and 10 September 1979 8 weeks	Present and proposed future responsibility for any aspect of small enterprise development in a developing country.	1 month before start of course	1978: £1,800 and 1979: £2,000 (including all accommodation)
Entrepreneurship	Selection and training of entrepreneurs.	East-West Technology and Development Institute Hawaii, 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
TRAINER DEVELOPMENT						
Training of trainers	Learning process; organization theory; communication; nature and scope of training and approaches to training; diagnosis and identification of training needs; job analysis; motivation theory and its application; training methods; programme design; and evaluation of training.	Management Development and Productivity Institute, P.O. Box 297, Accra, Ghana	9 July 1979 6 weeks	Training and development managers, personally responsible for training. English	-	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.	SIET (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	\$15,000
Advanced trainers' workshop	Theory and techniques of teaching adults; personal skills for the trainer; preparation of course materials; training within the organization.	Irish Management Institute, Sandyford Road, Dublin 14, Ireland	May 1979 6 weeks	University graduates or equivalent engaged in management and administration training. English	-	To be arranged
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, Sandyford Road, Dublin 14, Ireland	June 1978 3 weeks	University graduates undertaking research in management. English	-	£1,200
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, PIDC, Shahrah Iran, Clifton, Karachi-6, Pakistan	Twice yearly 3 weeks	Training managers. English	-	PR. 1,000
Organización para el adiestramiento en la empresa (OPALE)	Este curso está destinado a capacitar a los "coordinadores de adiestramiento" de las empresas en el planeamiento y organización del adiestramiento de sus trabajadores, con el propósito de ayudar en la solución de algunos de los problemas (desperdicio de materiales, desperdicio de horas/hombre, malas relaciones, etc.) que estén afectando la productividad de los mismos.	Servicio Nacional de Promoción Profesional (SNPP), Casilla de Correo 1773, Asunción, Paraguay	27 marzo y 4 septiembre 1978 5 semanas	Ocupar cargo en la empresa equivalente a jefe de ingeniería industrial, jefe de producción o jefe de relaciones laborales. Español	-	A discutir

TRAINER DEVELOPMENT (Cont'd)

Course or Seminar	General description	Organizer, Venue	Commencing Date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
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. (Organizado por Financiera Peruana S.A., Lima, Perú)	Septiembre 1978 3 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español.	-	-
Formación profesional	Durante su estadía en Roma, el becario seguirá un programa que le permitirá mantenerse al día sobre aspectos organizativos, programáticos y metodológicos relativos a la gestión de actividades de formación profesional para administradores de unidades de instrucción.	ALIDE, Apartado 1230, Lima, Perú. (Organizado por el Instituto per la Ricostruzione Industriale, Roma, Italia)	Enero 1978 5 meses	Ser funcionario de una institución financiera de fomento miembro de ALIDE, poseer grado universitario y un año de experiencia como mínimo en el área del adiestramiento. Español.	-	-
Training for results	The course for training specialists is founded on the principles of learning by doing and of helping course members to build on their existing experience in training and in other fields. Use is made throughout of methods which make for maximum involvement such as case studies, with few formal lectures.	Industrial Training Service, 73/75 Mortimer Street, London W1N 8HX, United Kingdom	To be arranged 4 residential study weeks with 3 intervening periods each of 2 weeks to enable course members to begin to apply what they have learnt within their own organizations.	Experience as training specialist. English	-	To be arranged
Training development	The objective is to help overseas personnel and training specialists to develop a detailed understanding of systematic training and its application in all fields of work activity, incorporating the contribution which it can make to the development of human resources.	Industrial Training Service and Institute of Personnel Management, Central House, Upper Woburn Place, London WC1H 0HX, United Kingdom	16 January 1978 13 weeks with possibility of 7 weeks for advanced training	Trainers from overseas companies; training development staff from national training organizations. English	-	To be arranged
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 2QA, 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.	£350
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)	June To be arranged	Education to British A-level standard. English	March	£298 per week (-residential)

OTHER TRAINING OPPORTUNITIES AND SHORT COURSES
 AUTRES POSSIBILITES DE FORMATION ET SESSIONS D'ETUDE DE BREVIE 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
Generación de frío	-	Centro de Investigación y Tecnología de Carnes del Sistema de Centros del Instituto Nacional de Tecnología Industrial, L.M. Alem 1067, Buenos-Aires, Argentina	Marzo 3 días	Personal afectado a la operación y mantenimiento de instalaciones de suministro de refrigeración. Español	-	\$US 40
Tecnología de la elaboración de carnes	-	Centro de Investigación y Tecnología de Carnes del Sistema de Centros del Instituto Nacional de Tecnología Industrial, L.M. Alem 1067, Buenos-Aires, Argentina	Septiembre 10 días	Nivel profesional técnico. Inglés, español	-	\$US 125
Industrial plant maintenance	Practical plant maintenance.	Department of Mechanical Engineering, Footscray Institute of Technology, Ballarat Rd., Footscray, Victoria 3011, Australia	June 1978 2 days	English	-	\$A 100
Coastal engineering	Intensive instruction programme on various topics in coastal engineering such as: wave theory; model studies; coastal planning, protection and management; port planning and design; materials handling; construction of port facilities.	School of Engineering, Ballarat College of Advanced Education, Gear Avenue, Mt. Helen, Victoria 3350, Australia	Early December 1978 2 weeks	Graduate engineers. English	October 1978	\$A 350 approx.
Industrial technology	Short courses in acoustics, induction motor drives, microprocessor applications, public lighting, systems engineering.	Swinburne College of Technology, P.O. Box 219, Hawthorn 3122, Victoria, Australia	Throughout year 3-4 days	Engineering graduates and undergraduates. English	-	To be arranged
Finance for non-specialists	Non-specialists of all fields learn in this highly intensive seminar (active group learning method) through use of programme instructions, case studies, tests and audiovisual presentation basic facts about finance: balance sheet, profit and loss statement as well as their relationship to each other, and all functions of an organizational business.	Hernstein Management Center To be Berggasse 16, A-1091 Vienna, arranged Austria (Hernstein Castle Berndorf)	To be arranged 2 1/2 days	Managers in all fields. German or English	-	AS 4,800
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)	13 May 1978 2 days	Line staff manager with leadership responsibilities. English	-	AS 5,900

Course or Seminar	General description	Organizer, Venue	Commencing Date, Duration	Qualification, Language, Requirements	Last date for receipt of applications	Fee
Managerial Grid	Improvement of own leadership style through various exercises in groups; improvement of teamwork and developing teams.	Herrstein Management Center, Berggasse 16, A-1091, Vienna, Austria (Herrstein Castle, Berndorf)	29 January and 28 May 1978 5 days	Line staff manager with leadership responsibilities. English	-	AS 9,500
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.	Herrstein Management Center, Berggasse 16, A-1091, Vienna, Austria (Herrstein Castle, Berndorf)	13 March 1978 6 days	Line staff manager with leadership responsibility. English	March 1978	To be arranged
Documentation	Documentation dans l'entreprise.	CROP-CEN 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 fonctionn., les langages, le logiciel, etc.	SINCSO 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, (b) l'étude de la physiologie générale de l'entreprise	Société nationale d'investissement (SNI) Bruxelles, Belgique	à arranger une à deux semaines	Formation professionnelle Français, Néerlandais, Anglais	-	à arranger
Informatica	Sistemas de información por computadoras.	Centro de Estudios Empresariales "CEMES", Avenida Mariscal Santa Cruz, Edificio Esperanza (Edificio Presencia), La Paz, Bolivia	Septiembre > dias	Ejecutivos, jefes y analistas de organización o métodos, asesores, consultores. Español	-	\$US 50
Formation dans l'industrie	Les autorités bulgares sont disposées à organiser des programmes de formation individuels ou en groupe dans les domaines suivants: alcooldes; automatization de la programmation; analyse des corps gras; équipement hydraulique.	Ministère des affaires étrangères, Sofia, Bulgarie	Variable	Diplôme universitaire Anglais, français ou russe.	-	-
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	-	-

Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Packaging	Training courses in all aspects of packaging research and development.	Packaging Media Scientific Research and Experimental Institute, Centre NIERA, Bulgarsovetska druzhba 37, Sofia, Bulgaria	To be arranged	English, French German, Russian	-	-
Ingeniería, química, física, metalurgia	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
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	-	\$MS 275
Standardisation and modular co-ordination in the building industry	A roving seminar designed for decision-makers and technicians in developing countries. During the seminar some 900 slides and 4 films are shown about rationalized traditional building methods and about industrialization of building.	Government of Denmark, Danish Building Research Institute, P.O. Box 119, DK-2970 Hørsholm, Denmark	To be arranged 3-5 days	English (French possible)	-	-
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 systems; top managerial reports; analysis of cost results.	Ministry of Industry, 3 Ismael Abou, El Poutouh Street, Dokki, Cairo, Egypt	To be arranged 2 weeks	Heads of financial sections. Arabic	-	LE 11
Air pollution in industry	Fundamentals of air pollution; pollution from fuel work and combustion process; air pollutants from industrial sources; air quality and its criteria; instrumentation and analysis of air pollutants; air pollution control and industrial hygiene.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	11 February 1978 9 months	University degree. English	31 January 1978	\$1,800
Textile finishing	Basic aspects of easy care cotton finishing; special finishes for textile fibres to impart certain properties such as water repellency, flame proofing and soil release; new trends dealing with dyeing and finishing in one step process.	National Research Centre of Cairo, Training Section, Sh. El Tahrir, Dokki, Cairo, Egypt	15 April 1978 1 week	University degree (B.Sc.) English	31 January 1978	\$100
Textile quality control (cotton spinning)	Course to acquaint students with quality control systems for cotton spinning: raw material; carding; defects and grading; drawing; combing; opening; roving; picking; spinning.	Textile Consolidation Fund, Quality Control Centre, Samila Bahried Street, El Siouf, Alexandria, Egypt	April 1978 2 weeks	Technical high school plus 5 years experience or B.Sc. in textiles. Arabic (course can be held in English)	-	\$250

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
Textile quality control (irregularity in spinning products)	Course designed to acquaint students with quality control systems applicable to irregularities in spinning: general features of the drafting systems; shapes of regularity traces; effect of doubling on yarn irregularity; regularity testers; analysis of irregularity from sliver to yarn; amount of irregularity; causes of yarn irregularity.	Textile Consolidation Fund, Quality Control Centre, Camilla Bahried Street, El Siouf, Alexandria, Egypt	June 1978 2 weeks	Technical high school plus 5 years experience or B.Sc. in textiles. Arabic (course can be held in English)	-	\$250
Textile quality control (knitting)	Course designed to acquaint students with quality control systems applied to knitting: raw material; final product; knitting; packing; gutting; fabric defects and grading; finishing.	Textile Consolidation Fund, Quality Control Centre, Camilla Bahried Street, El Siouf, Alexandria, Egypt	October 1978 2 weeks	Technical high school plus 5 years experience or B.Sc. in textiles. Arabic (course can be held in English)	-	\$250
Textile quality control (weaving)	Course designed to acquaint students with quality control systems relating to weaving: yarn; fabric defects and grading; winding; warping; sizing; weaving.	Textile Consolidation Fund, Quality Control Centre, Camilla Bahried Street, El Siouf, Alexandria, Egypt	August 1978 2 weeks	Technical high school plus 5 years experience or B.Sc. in textiles. Arabic (course can be held in English)	-	\$250
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 4 mois Avril Industrie chimique et engrais 10 semaines Septembre Manutention, implantation, stockage 3 mois Septembre Constructions métalliques 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 8, France (En diverses régions de France)	Variable De 3 à 5 mois	Personnes occupant déjà ou qui sont appelées à occuper des postes de responsabilités 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.	AFMOR, Tour Europe, Cedex 7, 92080 Paris, La Défense, France	2 sessions en 1978 5 jours	Chefs d'entreprises, ingénieurs et cadres des services de normalisation, études, méthodes, qualité, approvisionnement, entretien, chargés de la solution des nombreux problèmes soulevés par la conception et l'élaboration des produits. Français	-	A arranger

Cours et Seminars	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fees
Gestion qualité de 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 de 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.	AFMOR, Tour Europe Cedex 7, 92030 Paris L. Défense France	3 sessions en 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
Normes et codifications	Etude des bases et principes de codification; élaboration d'un système de codification, codes d'opération, identifications, codification de matériels et biens d'équipement, système OTAN, les classifications internationales.	AFMOR, Tour Europe Cedex 7, 92080 Paris La Défense France	2 sessions en 1978 5 jours	Personnes qui dans l'entreprise ont la charge de l'élaboration ou de l'utilisation de la codification. Français	-	A arranger
La normalisation et 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.	AFMOR, Tour Europe Cedex 7, 92080 Paris La Défense France	2 sessions en 1978 5 jours	Ingenieurs et techniciens responsables des services études, méthodes, qualité, approvisionnements, entretien. Français	-	A arranger
La gestion financière, ses mécanismes, son utilisation	La comptabilité générale; la gestion financière à court terme; la gestion financière à moyen et long terme.	CNOF-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 12 jours (échelonnés sur 4 mois)	Formation professionnelle. Français	-	FF. 5,200
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 13 jours (échelonnés sur 1 an)	Formation professionnelle. Français	-	A arranger
La pratique de l'analyse financière	Recherche permanente de l'équilibre financier et des conditions de cet équilibre; hypothèses d'investissement et calculs de rentabilité; étude des différents moyens de financement.	CNOF-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 12 jours (échelonnés sur 4 mois)	Formation professionnelle. Français	-	FF. 5,200
La pratique du contrôle de gestion	Place du contrôleur de gestion dans la structure de l'entreprise; domaines d'intervention du contrôleur de gestion; procédures de fixation des objectifs; procédure d'exploitation des résultats.	CNOF-Centre d'Enseignement du Management, 3 rue Cassette, 75006 Paris, France	Octobre 12 jours (échelonnés sur 4 mois)	Formation professionnelle. Français	-	FF. 5,200
Développement industriel	Procéder à 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 internationales choisies en raison de leur expérience des problèmes du développement.	Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEDIMOM) 12 rue de Berri, 75008, Paris, France	Cycle annuel de 5 sessions d'études de 2 jours	Etudiants du tiers monde, niveau 2 ^e année de scolarité Grandes Ecoles ou 3 ^e cycle d'études supérieures Français	15 jours avant déroulement du cycle	-

Personnes qui dans l'entreprise ont la charge de l'élaboration ou de l'utilisation de la codification. Français

Ingenieurs et techniciens responsables des services études, méthodes, qualité, approvisionnements, entretien. Français

Formation professionnelle. Français

Formation professionnelle. Français

Formation professionnelle. Français

Etudiants du tiers monde, niveau 2^e année de scolarité Grandes Ecoles ou 3^e cycle d'études supérieures Français

Personnes qui dans l'entreprise ont la charge de l'élaboration ou de l'utilisation de la codification. Français

Ingenieurs et techniciens responsables des services études, méthodes, qualité, approvisionnements, entretien. Français

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language, Requirements	Last date for receipt of applications	Fee
<p>Gestion industrielle</p>	<p>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).</p>	<p>Centre Européen pour le Développement Industriel et la mise en valeur de l'Outre-Mer (CEIDOM) 12 rue de Berri, 75008 Paris, France</p>	<p>En juillet 1 semaine</p>	<p>Etudiant des Territoires Français d'Outre-Mer; 2^e cycle d'études supérieures. Français</p>	<p>2 mois avant le début du voyage</p>	-
<p>Généie chimique</p>	-	<p>Centre de Perfectionnement des Industries Chimiques rue Henri Deglin, 54042 Nancy, France</p>	<p>A arranger 5 jours</p>	<p>Cadres supérieurs. Français</p>	-	A arranger
<p>Technologie industrielle</p>	<p>Le C.P.T. organise durant toute l'année des stages de courte durée, certains étant fractionnables, dans les domaines industriels suivants: problèmes de l'eau; la corrosion; lutte contre les bruits; pollution atmosphérique; dessin industriel; technolgis industrielle; chimie générale, minérale et organique; formation générale en physique; techniques de fiabilité à la mécanique; l'énergie, toxicologie industrielle; techniques de la lyophilisation; matériaux métalliques: qualités et performances.</p>	<p>Centre de Perfectionnement Technique (C.P.T.) 9 Avenue Alexandre Maistrasse, 92500 Neuilly-Malmaison, France</p>	<p>Toute l'année 2-35 jours</p>	<p>Ingenieurs et assimilés. Français</p>	-	A arranger
<p>Energie solaire</p>	<p>Cours de l'énergie solaire de haut niveau.</p>	<p>Centre Universitaire de Perpignan, Avenue de Villeneuve, 6600 Perpignan, France, avec les concours de la Commission Nationale française pour l'UNESCO et l'UNESCO</p>	<p>Décembre 7 mois</p>	<p>Professeurs, enseignants et chercheurs des pays en voie de développement désirant approfondir leurs connaissances dans ce domaine. Français</p>	-	-
<p>Pragmatation</p>	<p>Séminaire: questions théorétiques et pratiques.</p>	<p>Collège International des Sciences de la Construction - 1978 UVI, Domaine de Saint-Paul, B.P.1, 78470 St-Rémy-lès-Chevreuse, France</p>	<p>12 décembre 4 jours</p>	<p>Ingenieurs et cadres des entreprises, organismes de recherches, administrations. Français et anglais</p>	-	FF.1,000
<p>Sémines</p>	<p>Séminaire: généralités sur les séismes; répartition statistique des séismes; forme des spectres sismiques; sols; structures.</p>	<p>Collège International des Sciences de la Construction - 4 jours UVI, Domaine de Saint-Paul, B.P.1, 78470 St-Rémy-lès-Chevreuse, France</p>	<p>23 mai 1978</p>	<p>Ingenieurs et cadres des entreprises, organismes de recherches, administrations. Français et anglais</p>	-	FF.1,000
<p>Finance for non-accountants</p>	<p>To give a basic understanding of accounting and budgetary practice.</p>	<p>INSEAD, Bld. de Constance, 77305 Fontainebleau, France</p>	<p>24 February and 24 November 1978 5 days</p>	<p>For the businessman with no previous financial experience. English and French</p>	-	FF.2,800

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualification: Language: Prerequisites	Last date for receipt of applications	Fee
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 Madrikakis 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	23 April 1978 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 1978	FF.4,000
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 and financial systems. The central theme of the programme will be understanding and managing foreign exchange exposure.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	11 June 1978 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 1978	FF.4,800
Management of people	To provide a flexible, modular programme with its focus on the management of human resources; that is, how the manager handles himself and others in his work environment and how his human skills contribute to the development and growth of the organization. The manager can choose any number of the four modules: positive power and influence; conflict resolution and negotiation skills; transactional analysis and management; change strategies: from theory to practice.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	16 April 1978 Four 3-day modules	For managers dealing with human resources. English	-	FF.2,500 - 3,000
Managerial skills for international business	To broaden the skills and capacities of the manager to be able to cope effectively with the challenges and problems of operating in a rapidly changing international, social and economic environment.	INSEAD, Bld. de Constance, 77305 Fontainebleau, France	20 August 1978 2 weeks	For the executive who is interested in a high professional and personal return on his investment in a general management course of shorter duration. English	-	FF.9,000
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	4 June 1978 1 week	University degree plus sound conceptual knowledge of marketing. No specific mathematical knowledge is required. English	-	FF.4,800
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	11 June 1978 1 week	General managers at corporate and divisional levels. English	May 1978	FF.4,800

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
Technologie du bois	Technologie du bois et de ses dérivés; techniques d'affûtage; techniques d'entretien; techniques d'usinage; mécanique du bois; sécurité dans les industries du bois.	Institut National du Bois, 6 Av. de Saint-Mandé, 75012 Paris, France	A arranger 2-5 jours	Français	-	A arranger
Basic means of company standardization	Principles and organization of standardization; DIN-standardization; legal considerations with regard to standardization; international standardization; standardization science; standardization techniques; company standardization; the standards engineer as a partner of the management; exercises.	DIN Deutsches Institut für Normung e.V., Burggrafenstr. 4-7, 1000 Berlin 30, Federal Republic of Germany	February and September 5 days	Basic knowledge of standardization. German	-	DM. 935
Management knowledge in company standardization	Co-operation and management in the modern society; how to run a department; conference and talk techniques; managerial hierarchy in the company; industrial management; management in the company; applied methodology for company standardization; standardization and labour legislation.	DIN Deutsches Institut für Normung e.V., Burggrafenstr. 4-7, 1000 Berlin 30, Federal Republic of Germany	February and September 5 days	Professional experience of some years of standardization or attendance of the former DIN-courses. German	-	DM. 1,430
Standardization	Planning, control and operations research; standardization aspects; tendencies of international standardization; law on technical equipment; network planning; how to plan and to organize a standards department; placement of the standards department within the company structure and planning of standards operations; numbering systems as the administrative basis for the control of product plants; unitized construction; an efficient conception of products; electronic data processing (EDP); introduction of the standardization; value analysis.	DIN Deutsches Institut für Normung e.V., Burggrafenstr. 4-7, 1000 Berlin 30, Federal Republic of Germany	February and September 5 days	Basic knowledge of standardization. German	-	DM. 935
Re-cycling raw materials	Technical, scientific, economic and educational task of public authorities concerning re-cycling of raw materials.	German Foundation for International Development Seminar Centre, Villa Borsig, Reihewerder, 1 Berlin 27, Federal Republic of Germany	To be arranged 1 week	Officials from Ministries of Economy from developing countries. English, French, Spanish or German	-	-
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	Short courses organized throughout the year on general management; EFP, finance; marketing; personnel; production; small business; insurance; supply management; management and organization development; supervisory industrial management.	The Hong Kong Management Association, Management House, 26 Canal Road West, Hong Kong	3-4 times a year 1-2 days	Manager, executive, superior. English, Chinese	-	To be arranged
Data base design workshop	The new role of data in the design and implementation of large information systems; data models; data analysis and documentation; case study for data modelling; general characteristics of data base management systems; review of data base management systems IDS, IL/1, TOTAL, SAMAN; selection problems; summary of evaluation and implementation considerations.	CSO International Computer Education and Information Centre (SEAMIC), Szakits Arpad ut 68, Budapest XI, Hungary	15 May and 27 November 1978 5 days	Senior systems analysts. English	15 March and 27 Sept. 1978	\$450

Course or Seminar	General description	Organizer, Venue	Commencing date: Duration	Qualifications: Language requirements	Last day for receipt of applications	Fee
Data base management for managers	Review of the traditional ways of data processing; difficulties in developing integrated information systems; demands and requirements on data base management; data base management, as managers view it; organizational problems; the role of managers in applications; case studies.	CSO International Computer Education and Information Centre (SZAMOK), Szakasits Arpad ut 68, Budapest XI, Hungary	10 May 1978 3 days	Medium and high-level managers of companies and institutions. English	10 March 1978	\$250
Operating systems workshop (OS/VS 1)	New characteristics in the architecture of the EC-1055 computer family MFT, block multiplexor, etc.; review of OS/MFT; basic concepts of OS/VS 1; components of the operating systems; job handling; job control; master scheduler; page technique; task handling; priority; data management; I/O supervisor; new local and teleprocessing access methods VSAM, VMAM; new features in the applications programmes; software support; conversion conditions; exercise.	CSO International Computer Education and Information Centre (SZAMOK), Szakasits Arpad ut 68, Budapest XI, Hungary	17 April 1978 12 days	Applications programmers and system programmers who use or intend to use the OS/VS 1 operating system. English	17 February 1978	\$1,000
Real-time applications (R-10)	The general nature of real-time systems; process control requirements to be met by a computer system; architectural characteristics of the R-10 computer; real-time features and services of the RTM and PCM monitors; requirements of real-time computer systems to be met by the system designer; organization of the work; major phases in design and implementation; the problems of on-line testing; case studies.	CSO International Computer Education and Information Centre (SZAMOK), Szakasits Arpad ut 68, Budapest XI, Hungary	2 May 1978 4 days	Computer professionals who are to use the R-10 computer for process control in industry. English	7 March 1978	\$350
Security and auditing of ERP systems	Problems of audit and security of computer based information systems; how to design reliable systems; design of reliable software; security requirements in computer systems; computer auditing techniques; computer abuse, typical cases; prevention; security problems of computer systems; data, file program security; legal regulations.	CSO International Computer Education and Information Centre (SZAMOK), Szakasits Arpad ut 68, Budapest XI, Hungary	20 November 1978 5 days	Managers, systems analysts and auditors. English	20 Sept. 1978	\$450
Training methods of computer applications	The process of instruction; adult training in small and large groups; instruction in software, selection of the software and instruction methods; course organization; curriculum; evaluation; use of teaching aids; micro - teaching - evaluation using closed-circuit TV system; programmer's training, interactive computer usage; TV and computer in the instruction; production of TV programs.	CSO International Computer Education and Information Centre (SZAMOK), Szakasits Arpad ut 68, Budapest XI, Hungary	4 December 1978 5 days	Computing instructors, professionals involved in computing training. English	4 Oct. 1978	\$450
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 (Organisation 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

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualification	Last date for receipt of applications	Fee
Corporate planning	Setting corporate objectives; environmental scanning; organizational analysis; techniques of planning; strategic long-range plans; periodic operating plans; functional plans; organizational structure and development; control and reporting systems for planning; organising the planning function within the corporation.	Administrative Staff College of India, Management Development Division, Balla Vista, Hyderabad-500 475, India	June 1978 1 week	Chairmen, managing directors, general managers, functional directors, heads of departments, and corporations. English	-	Rs.2,000 incl. board and lodging and reading materials etc.
Finance for non-financial executives	Analyzing balance sheet and profit and loss account; sources of funds and employment in business; efficient management of working capital; principles of cost analysis for managerial decisions; marginal cost and break-even; use of budgets and standard costs; discounted cash flow analysis; corporate financial policies; tax planning.	Administrative Staff College of India, Management Development Division, Balla Vista, Hyderabad-500 475, India	April 1978 1 week	Senior non-financial executives. English	-	Rs.2,000 incl. board and lodging and course material
Issues in organization behaviour	Issues arising out of restructuring organization; re-seeing objectives and goals; renegotiating roles; improving performance evaluation; monitoring and control systems; union management interface.	Administrative Staff College of India, Management Development Division, Balla Vista, Hyderabad-500 475, India	June 3 days	Chairmen, managing directors, chief executives, functional directors, secretaries and directors of government departments. English	-	Rs.1,250 incl. board and lodging
Leadership and organization development	Leadership and team-work; understanding group process and inter-personal effectiveness; role clarity and role negotiation; approaches to decision making; organization diagnosis; OR technologies; use of internal and external consultants; performance evaluation; problems and issues in Indian experience.	Administrative Staff College of India, Management Development Division, Balla Vista, Hyderabad-500 475, India	April 1978 1 week	Organizational leaders with responsibility for a unit, division or corporate view. English	-	Rs.2,000 incl. board and lodging and course material
Management by objectives	Choice of objectives at different levels; achievement of objectives through action planning; review of performance and control for further improvement of performance.	Administrative Staff College of India, Management Development Division, Balla Vista, Hyderabad-500 475, India	6 Feb. 1978 1 week	Chairmen, managing directors, chief executives, functional directors, secretaries and directors and heads of departments. English	-	Rs.2,000 incl. board and lodging and course material
Management	Courses in advanced management; corporate performance appraisal; management information and monitoring systems; financial management for non-financial executives.	All India Management Association, 51-53 "Deepak", 13 Nehru Place, New Delhi 110024, India	To be arranged 3-21 days	Senior and middle level executives. English	-	To be arranged
Economic justification of MC machines	Seminar	Central Machine Tool Institute, Tumkur Rd., Bangalore-560 022, India	25 Sept. 1978 1 week	University degree and 2 or 3 years shop/floor experience. English	-	\$US 500
Hydraulic systems for machine tools	Hydraulic elements such as pumps, motors, cylinders, valves, filters, accumulators, pressure switches, connecting and sealing elements; application of hydraulics in machine tools such as general drive and control systems, hydro-mechanical copying systems, electro-hydraulic drives, hydraulic speed (spindle) drives, clamping devices and other hydraulic circuits.	Central Machine Tool Institute, Tumkur Rd., Bangalore-560 022, India	12 June 1978 1 week	Mechanical engineers with 2 to 3 years experience. English	-	\$US 250

Course or Seminar	General description	Organiser, Venue	Commencing date; Duration	Qualifications; Language; Requirements	Last date for receipt of applications	Fee
EC:CE:EC	Seminar	Central Machine Tool Institute, Tumbur Rd., Bangalore-560 022, India	4 Dec. 1978 and 1979 1 week	Top industrial executives. English	-	\$US 500
EC tooling and production technology	Job selection for EC machining; process planning and tool layout; programming and tape preparation; requirements of EC tools and toolings present and qualified tools, job holding and modular fixtures; standardisation; coding tool changers.	Central Machine Tool Institute, Tumbur Rd., Bangalore-560 022, India	Early July 1978 and 1979 1 week	Degree in mechanical engineering. English	-	\$US 250
Production supervising of EC machines	Seminar	Central Machine Tool Institute, Tumbur Rd., Bangalore-560 022, India	4 Sept. 1978 1 week	Engineering degree. English	-	\$US 250
Management	Wide range of management courses.	Jammalal Bajaj Institute of Management Studies, India	Variable 5-18 weeks	Engineers. English	-	To be arranged
Management and marketing	Courses on financial management; market analysis; development banking; managing managers; general management; participative management; corporate tax planning; advanced management; marketing of industrial products; management information systems.	Management Development Institute, A-21 Palam Marg, Khasrat Vihar, New Delhi-110051, India	Throughout 1978 4 days - 3 weeks	Responsible position in management. English	-	\$200 - \$500
Management by objectives	Present managerial practices in Indian industry; what is MBO; environment analysis; organization analysis; SMDT identification; definition of business; corporate key result areas; divisional/departamental EMAs/objectives; organization planning; individual manager's EMAs/objectives; MIS for feedback on performance; performance appraisal; management development need identification; management development strategies.	National Institute for Training in Industrial Engineering IITIE P.O., Vihar Lake, Bombay-400 087, India	2 January and 28 August 1978 1 week	Executive responsibility. English	-	Rs. 600
Organisation and techniques of training	Training for results; role and functions of training department; identification of training needs; programme structuring; evaluation of training; psychology of learning; techniques of training; lecture, audio-visual aids, case study, incidence process, role play, inbasket exercise, business game, programme instruction, self-awareness programmes.	National Institute for Training in Industrial Engineering IITIE P.O., Vihar Lake, Bombay-400 087, India	17 July and 4 Dec. 1978 2 weeks	Training officers and management development personnel. English	-	Rs. 1,200
PMT/CPM	Principles of network development; critical path analysis; probability aspects in PMT; resource allocation and levelling; multi-project scheduling; concept of crashing; project cost control; introduction to computers and PMT packages; processes networks; line of balance; decision trees.	National Institute for Training in Industrial Engineering IITIE P.O., Vihar Lake, Bombay-400 087, India	13 March, 19 June and 9 Oct. 1978 2 weeks	Project management executives. English	-	Rs. 1,200
Value engineering	Concept of value; value and productivity; objectives and principles; MBSI method; criteria for application; functional analysis; creativity and brain storming; decision matrix; ergonomics; evaluation of costs; investment analysis; organising for value engineering; case studies and projects.	National Institute for Training in Industrial Engineering IITIE P.O., Vihar Lake, Bombay-400 087, India	3 April and 4 Sept. 1978 2 weeks	Value engineering specialists. English	-	Rs. 1,200

Course or Seminar	General description	Organizer, Venue	Comments Date:	Qualification Language Requirements	Last date for receipt of applications	Fee
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, Lodhi Road, New Delhi -11003, India Srinagar	September 15 days	Senior management personnel. English	-	US\$ 150
Heat and mass transfer	An in-depth analysis of the heat and mass transfer problems in applied areas; mathematical methods and computer applications; relevant problems in coal gasification and liquefaction; heat and mass transfer problems in food processing and preservation, in new sources of energy, and, in thermal design of buildings.	Regional Centre for Energy, Heat and Mass Transfer for Asia and the Pacific and UNESCO, UNESCO House, 408 Lodhi Estate, New Delhi 3, India (Madras)	16 January 1978 3 weeks	English	-	-
Welding	Refresher and short courses on welding technology.	Welding Research Institute, Tiruchirappalli, 620014 India	To be arranged 1 week	Graduate engineers. English	-	\$150 (including board and lodging)
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 up-dating 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 1978 to April 1979 sessions of 7 days	University degree plus 4 years management experience. English	-	£350
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, Sandycroft Road, Dublin 14, Ireland	October 1978 15 days (5 sessions of 3 days)	University degree plus 4 years management experience. English	-	£900
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\$ 650 (1978)

Course or Seminar	General description	Organizer, Venue	Commencing date	Qualification: Language	Last date for receipt of applications	Fee
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 1978 2 weeks	Free zone executives concerned with the promotion function. English	6 weeks before start of course	\$US 650 (1978)
ERP (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	-	-
Tinned can food container control	Tinplate; lacquers; seals; seaming; welding. Motions on the features of the main canned foodstuffs and the technology of preparation.	Stazione Sperimentale per l'Industria delle Conserve Alimentari, Viale Tanara 33, Parma, Italy	March 15 days	High school certificate. Italian	-	-
Gestion des entreprises	Comptabilité; finance; contrôle et marketing; gestion de la production; gestion du personnel et des ressources humaines.	Centre Ivoirien de Gestion des Entreprises (CIGE), B.P. 7322, Abidjan, Côte d'Ivoire	A arranger Variable	Participants de formation supérieure administrative ou technique présentés par leurs entreprises. Français	-	A arranger
Industrial documentation	Introduction to documentation; acquisition and organization of information materials; information handling; information storage and retrieval; reprography; standardization of documentation; literature searching; utilization of information services; organization and operation of documentation department in industry.	Korea Scientific and Technological Centre, 206-9, Cheongryangridong, Dongdaemun-ku, Seoul, Republic of Korea	May 5 days	English	-	\$US 10
Industrial water	Industrial water analysis and treatment.	National Industrial Standards Research Institute, 199, Dong Soong Dong, Chongno-ku, Seoul, Republic of Korea	To be arranged	B.Sc. English	-	To be arranged
Investment development	Lectures 20 per cent; observation 20 per cent; seminar 60 per cent.	Technical Co-operation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Korea Development Bank, Seoul)	April or September 2 weeks	University graduates, some experience. English	-	To be arranged

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
Trade promotion	Lectures 20 per cent; observation 70 per cent; seminar 10 per cent.	Technical Co-operation Bureau, Ministry of Science and Technology, Seoul, Republic of Korea (Korea Trade Promotion Corporation, Seoul)	Throughout year 2 weeks	University graduates, some experience. English	-	To be arranged
Assessment and development techniques	Assessment and development techniques for management ("in-service" basis for large organizations and government institutions); includes management assessment criteria and dimensions; the ethical considerations of assessment (psychological testing); assessment centre concepts and methods; simulation exercises; group discussion; management games; multiple assessment techniques.	The International Society for Organization Development (I.S.O.D.), P.O. Box 941, Kuala Lumpur, Malaysia, or 12K Dabash Marg, Bombay, India (in most capital cities of S.E. Asia)	Every month 3-5 days (5 days in-plant)	Personnel and human resource development specialists with social science, psychology or behavioural science studies or basic understanding of theory. English	-	\$US 150
Consulting methodology and techniques	A practical forum/workshop in management, business, and organizational development consulting - includes: role of consultants in development; professionalism and ethics in consulting; consulting methodology and techniques; process consultation; resource consultation; role of consultant as an educator and change agent; cross cultural communications; techniques of transferring technology and know-how.	The International Society for Organization Development (I.S.O.D.), P.O. Box 941, Kuala Lumpur, Malaysia, or 12K Dabash Marg, Bombay, India (in most capital cities of S.E. Asia)	Every month 3 days	Consultants to management, especially working in social and economic development projects, surveys, research and organization development; students of development and management interested in consulting. English	-	\$US 100
Team building and development	Uses a series of seven structures exercises; designed as a learning experience in group communication, co-operation and conflict resolution areas; introduces groups into concepts and techniques of working harmoniously together in task and process relationships; develops awareness and skills in planning, goal-setting, organizing; organization design and structure; leadership and motivation of people in work groups.	The International Society for Organization Development (I.S.O.D.), P.O. Box 941, Kuala Lumpur, Malaysia, or 12K Dabash Marg, Bombay, India (in most capital cities of S.E. Asia)	Every month 3 days (public course) 5 days for full "in-plant"	Supervisory/ or management level staff concerned to develop greater effectiveness of their work groups and their organization. English	-	\$US 100 per person or \$US 1,000 for in-plant
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. 3-4 days	English	-	To be arranged
Las empresas en el futuro, perspectivas y transformación	El papel que en la sociedad futura tendrán las empresas, y su aportación al desarrollo de los países, comentado por eminentes ideólogos de las ciencias administrativas.	CEPSE, Centro Empresarial de Perfeccionamiento Socio Económico, A.C., Av. de las Puertas 509, Jardines del Pedregal de San Angel, México 20, D.F., México	26 julio 3 días	Directores y gerentes de empresas, directores y cateñrinos de universidades. Español. Si hay otros idiomas, se hará la traducción simultánea	-	\$US 400
Training within industry	All T.M.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 Variable	Supervisory position concerned with training. English	-	To be arranged

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualifications, Language requirements	Last date for receipt of applications	Fee
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
Solar energy	No detailed description available.	OMERSOL, Solar Energy Laboratory, Niamey, Niger	To be arranged	Professional education. English	-	-
Management development	Courses are given in wide range of management subjects.	Nigerian Institute of Management, P.O. Box 2557, Lagos, Nigeria	Variable 3 days - 3 weeks	English	-	N500 - N1,490
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	English	-	To be arranged
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	-	Kkr. 3,350
Corporate finance	Techniques and policy implications of the management of capital funds. The programme has two objectives: to give the participant an understanding of all the important elements in financial management process; to teach him how to analyse and systematize these elements to produce sound financial decisions, decisions that yield maximum benefits and are consistent with company goals.	Pakistan Institute of Management, Shahrah Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged twice every year 1 week	Senior and middle level executives. English	-	PKr. 900
Development for managers	A review in depth of 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.	Pakistan Institute of Management, Shahrah Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged 1 week	Middle level management. English	-	PKr. 900
Executive decision-making and operations research	This course trains executives in operations research techniques without requiring any knowledge of advanced mathematics.	Pakistan Institute of Management, Shahrah Clifton, Karachi-6, Pakistan	To be arranged twice every year 1 week	Senior and middle level executives. English	-	PKr. 900

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language, Experience	Last date for receipt of applications	Fee
Finance and accounting for non-financial executives	Decision-making in today's highly competitive world requires versatility in understanding multi-dimensional implications of each decision. Financial implications carry special significance due to emphasis on profit maximization as the criteria for competitive success. Knowledge of financial and accounting principles and methods is crucial for executive decision-making.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged twice every 1 week	Senior and middle level executives. English	-	PRs. 800
Inventory management	This course is designed to highlight problem areas. Techniques would be discussed for the solution of problems such as: method for giving manufacturing runs of purchase quantities, setting safety stocks and order forms, etc.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan	To be arranged twice every year 1 week	Senior and middle level executives. English	-	PRs. 800
Maintenance management	Principles, practices and modern techniques of proper maintenance.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan	To be arranged twice every year 1 week	Senior and middle level maintenance engineers. English	-	PRs. 800
Management by objectives	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.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Lahore/Karachi)	To be arranged twice every year 1 week	Top and senior level executives. English	-	PRs. 900
Managing promotion and advertising	Economics and profitability of sales promotion; sales promotion in relation to the market; other functions of marketing; practical methods of formulating advertising and sales promotion policies and campaigns.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged twice every year 1 week	Sales executives concerned with advertising and sales promotion. English	-	PRs. 800
Market and sales forecasting techniques	Participants will discuss and work on practical case problems demonstrating the use of short-term and long-term forecasting techniques.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged twice every year 1 week	Senior and middle level executives. English	-	PRs. 800
Marketing	Modern marketing knowledge; marketing decision-making skills; analysis of marketing problems. Advertising and sales promotion; physical distribution; field selling and sales management pricing; marketing organization and planning.	Pakistan Institute of Management, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Karachi/Lahore)	To be arranged twice every year 2 weeks	Senior and middle level marketing executives. English	-	PRs. 1,000
Marketing new products	Methods for dealing with the planning, marketing and introduction of new products in consumer and industrial fields; 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, Shahrāh Iran, Clifton, Karachi-6, Pakistan (Lahore/Karachi)	To be arranged twice every year 1 week	Senior and middle level marketing executives. English	-	PRs. 800

Course or Seminar	General description	Organizer, Venue	Comments Date Duration	Qualification Language Requirements	Last date for receipt of applications	Fee
Office organization and methods	Course designed to suit the needs of office managers, secretaries and other executives who are responsible for substantial numbers of office staff.	Pakistan Institute of Management, Shahrah Iran, Clifton, Karachi-6, Pakistan. (Lahore/Karachi)	To be arranged three times every year 1 week	Office managers, secretaries or administrators. English	-	PKs. 500
Metallurgia	Metallurgia extractiva Siderurgia o fundición Refinación	Programa académico de Ciencias e Ingeniería Sección Ingeniería de Minas Fondo Pagdo 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'inter-tion 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 Galaizi); machines et outillage de construction.	Diverse établissements d'enseignement Roumanie	1 mois au moins	Formation supérieur 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 Bd. Pinet Laprade, B.P. 3322, Dakar, Sénégal	Séminaires de 4-8 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
Instructional technology	Course aimed at imparting or upgrading skills in instructional technology in order to enhance and improve effectiveness in practice of human resource training and development in all branches of industry.	Singapore Training and Development Association, c/o Telecentre, Hillcrest Road, Singapore 11	Third Monday of each alternate month commencing April 1978 5 days	Personnel managers, training and development managers and directors. English	-	SS 300

Course or Seminar	General description	Organizer: Venue	Commencement date:	Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
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	Periódicamente	Entre 5 y 45 horas	Directores Generales, gerentes, miembros de consejo de administración, staff de dirección, directores de departamento, profesionales con experiencia empresarial. Español	Febrero 1978	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, Avd. de la Moncloa, s/n. (Ciudad Universitaria) Madrid 3, España	Marzo 1978	15 días	Directivos y técnicos que ocupen puestos de coordinación y dirección de proyectos. Español/Inglés (traducción simultánea)	Febrero 1978	90.000 ptas.
Finanzas para alta dirección	Los objetivos de la compañía y la política financiera; las fuentes de recursos; la generación interna de recursos; la política de recursos ajenos (nivel y características de la deuda), la política de fondos propios, el coste de capital, la política de dividendos. El "financiamiento"; la aplicación de recursos; la política de diversificación; el entorno económico.	Escuela de Organización Industrial en colaboración con the Wharton School University of Pennsylvania, Avd. de la Moncloa, s/n. (Ciudad Universitaria) Madrid 3, España	Diciembre	8 días	Desempeñar funciones directivas. Español/Inglés (traducción simultánea)	-	130.000 ptas.
Planificación estratégica	Desarrollo de una estrategia; comportamiento del individuo en las organizaciones; integración de la política financiera en el desarrollo de la organización; aspectos de marketing en la implantación de la estrategia; análisis del entorno actual de la economía española y técnicas operativas auxiliares para sistematizar la toma de decisiones.	Escuela de Organización Industrial en colaboración con the Graduate School of Business, Columbia University (New York), Avd. de la Moncloa, s/n. (Ciudad Universitaria) Madrid 3, España	Mayo 1978	15 días	Desempeñar funciones directivas. Español/Inglés (traducción simultánea)	-	175.000 ptas.
Gestión internacional aplicada	Este programa, informativo y estratégico al mismo tiempo, destinado específicamente a cubrir las necesidades de los altos directivos de la empresa, a dotarlos de aquella visión de la estrategia internacional que precisen para una toma de decisiones global adecuada comprende los siguientes temas: política empresarial; entorno internacional; risk analysis; gestión financiera; marketing internacional; control de cambios; técnicas operativas.	Escuela Superior de Técnica Empresarial (ESTE), Paseo del Urumea, Murdiz, San Sebastian, con la colaboración de la Cámara de Comercio de Guipuzcoa, España	Segunda semana de febrero	8 miércoles consecutivos	El curso está dirigido a altos directivos de la empresa. Español	-	60.000 ptas.
Control de ruido industrial	Audición; medidas de ruido; instrumentación; protección de ruido industrial; control de vibraciones.	Institut 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	-	-
Embalse, embalaje y su grafismo	Cómo se proyecta un envase; adhesivos; papel y cartón; películas de embalaje; cartón ondulado; procesos de impresión; estuches plegables, sacos 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 Español del Embalse y Embalaje, Bretón 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 2º grado. Español	-	3.000 ptas. persona/y título de cada seminario. Para los 20 seminarios 90.000 ptas.

Course or Seminar	General description	Organizer, Venue	Commencing date, Duration	Qualification, Language requirements	Last date for receipt of applications	Fee
Analisis instrumental	Métodos cromatográficos: cromatografía gaseosa, pirocromatografía y cromatografía de difusión-exclusión.	Instituto Nacional del Carbón y sus Derivados, Plaza B. Paraiso 1, Zaragoza, España	Enero 15 días	Título superior Español	-	30,000 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	-	10,000 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 C.C.E. "A" level. English	-	SRs.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 programs	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	-	SRs.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	-	SRs.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, Conches, 1231 Genève, Switzerland	January 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	-	SwF 5,000

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
International programme for senior executives	The programme was first held in 1969 to serve as a type of intellectual retreat for senior decision-makers in international organizations to enable them to renew, expand and share their knowledge.	Centre d'Etudes Industrielles (CEI), 4 chemin de Conches, CH-1231 Geneva, Switzerland	8 January and 4 June 1978 1 week	Company presidents and vice-presidents, members of management committees, directors and managing directors of major subsidiaries. English	-	SwF 5,500
Complément de formation dans des domaines particuliers	Combinaison de cours et de stages pratiques en entreprise; à organiser sur demand.	Ecole Polytechnique Fédérale de Zurich (EPFZ) Institut d'Economie d'Entreprise, Zürichbergstrasse 18, Boite postale, CH-8028 Zürich, Suisse	A fixer	Cadres des pays en développement. A fixer	-	A fixer
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 fitted 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, 23 chemin de Bellerive, 1007 Lausanne, Switzerland	May 1 week	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	-	SwF 3,500
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, 23 chemin de Bellerive, 1007 Lausanne, Switzerland	Second half of June 1 week	Financial management experience. English	-	SwF 3,000
Control for non-accountants	The economic implications of decision making, organizational involvements, behavioural and motivational impacts of feedback mechanisms, usable measurements, and formal planning and control system structuring.	IMEDE Institut pour l'Etude des Methodes de Direction de l'Entreprise, 23 chemin de Bellerive, CH-1007 Lausanne, Switzerland	November 1978 1 week	Company sponsorship. English	-	SwF 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, 23 chemin de Bellerive, 1007 Lausanne, Switzerland	November 1 week	Company sponsorship. English	-	SwF 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 for the implementation of new programmes.	IMEDE Management Development Institute, 23 chemin de Bellerive, 1007 Lausanne, Switzerland	5 March 1978 2 weeks	Experience in the field of marketing. English	-	SwF 4,000

Course or Seminar	General Description	Organizer: Venue	Commencing Date: Duration	Qualifications: Language: Requirements	Last date for receipt of applications	Fee
Operations management	The main themes of the seminar are: the relation of an operations strategy and the interaction between this strategy and the total corporate strategy; the interaction between the operations function and the other functional areas of the enterprise; the effective utilization of the human resource in the operating system; the collection and use of financial data for the control of operations; an appreciation of the use of quantitative tools and techniques for managing operations.	IMEDE Institut pour l'Etude des Methodes de Direction de l'Entreprise, 23 chemin de Belleverve, CH-1007 Lausanne, Switzerland	May 1978 2 weeks	Company sponsorship. English	-	SuF 4,000
Planning marketing strategies	The seminar covers such topics as: the integration of marketing planning with over-all strategic planning activities; scanning the environment and diagnosing significant trends; concepts and methods of market analysis, resource allocation and the development and evaluation of growth strategies; problems of organizing and implementing marketing planning in international companies.	IMEDE Institut pour l'Etude des Methodes de Direction de l'Entreprise, 23 chemin de Belleverve, CH-1007 Lausanne, Switzerland	25 June 1978 1 week	Senior marketing executives. English	-	SuF 3,000
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 salesmen and line sales managers in their firm's marketing strategy; appropriate ways of recruiting, selecting, compensating, controlling and influencing salesmen; and the role of planning: organizing; directing; control.	IMEDE Management Development Institute, 23 chemin de Belleverve, 1007 Lausanne, Switzerland	November 5 days	First and second level managers having direct responsibilities for their firm's selling efforts. English	-	SuF 2,500
The functions of the manager	Planning: organizing; directing; control.	Management Development and Productivity Centre, Tello Bldg., Mobjerine, Damascus, Syrian Arab Republic	February 1978 8 days	Middle management levels in industrial enterprises. Arabic	-	-
Integrated management	The role of management in economic development; the enterprise; organization; cost accounting; decision making; management information system; marketing.	Management Development and Productivity Centre, Tello Bldg., Mobjerine, Damascus, Syrian Arab Republic	March 1979 2 weeks	University degree. Arabic	-	-
Management of maintenance	Maintenance organization; preventive maintenance planning and control; work measurement in maintenance.	Management Development and Productivity Centre, Tello Bldg., Mobjerine, Damascus, Syrian Arab Republic	March 1978 10 days	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., Mobjerine, Damascus, Syrian Arab Republic	January 1978 6 days	Senior management in industrial enterprises. Arabic	-	-
Marketing	Introduction to marketing; the techniques of marketing; problems of marketing research; application in marketing; test marketing.	Management Development and Productivity Centre, Tello Bldg., Mobjerine, Damascus, Syrian Arab Republic	April 1979 2 weeks	Degree in business administration. Arabic	-	-

Course or Seminar	General description	Organizer: Venue	Commencing date: Duration	Qualifications: Language requirements	Last date for receipt of applications	Fee
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	February 1978 10 days	Middle management with B.Sc. degree. Arabic	-	-
Production planning and control	Organization planning; central production control; inventory control; dispatching; forecasting and warehousing.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	May 1979 2 weeks	Technical education with 3 years experience. Arabic	-	-
Project preparation and evaluation	Basic assumptions of investment policy; planning of investments; demand calculations to determine the size of projects; commercial profitability; cost/benefit analysis; project financing, management and project implementation, and control of project execution.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	August 1978 18 days	University education in accounting, business administration, economics or engineers. Arabic	-	-
Stores control	Storing cost; receiving materials; issuing materials; economic orders; stock control and reporting.	Management Development and Productivity Centre, Tello Bldg., Mohajerine, Damascus, Syrian Arab Republic	July 1978 10 days	Professional qualifications and 3 years experience. Arabic	-	-
Management	The Association organizes 150 courses in all branches of management.	Thailand Management Association (TMA), Samsag Insurance Bldg., 308 Silom Road, Bangkok 5, Thailand	To be arranged Variable	Managers at all levels. 90% of courses in Thai 10% in English	-	To be arranged
Spinning technology (Seminar)	Spinning machines in general; problems in spinning; spindles and draft systems; various spinning systems; rings and travellers; open-end spinning; latest developments, etc.	Süerbank Textile Research and Training Centre, Bursa, Turkey	March 1978 1 week	Engineers, chiefs and technicians. English and Turkish	January 1978	-
Information for industry	Information needs of industry; characteristics of industrial information; status and structure of information unit in industrial organizations; functions of industrial information unit; sources of industrial information; and organization and dissemination of industrial information.	TURKOK, Atatürk Bulvarı 225, Kavaklıdere, 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, Berkhaasred, Hertfordshire, HP4 1NS, United Kingdom	May and September 1 week	Marketing and sales executives of international and multi-national companies. English	-	£265+VAT
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

Course or Seminar	General description	Organiser, Venue	Commencing date, Duration	Qualification, Language, Experience	Last date for receipt of applications	Fee
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 announced 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 arranged announced 5 days	Managerial responsibility. English		To be arranged
Management	Insight into the techniques in, and concepts of professional management. Covers: planning for results, organising, 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 arranged 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, Fuller Grange, Fulmer, Slough S12 4QS, United Kingdom	5 days	Graduate engineers. English		To be arranged
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 and integrating new information with receiver experience, 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 week	Position in middle management. English		£125
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 1 to 6 days	Position in management or professional student. English		From £25 to £150
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.	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

Course or Seminar	General description	Organiser, Venue	Commencing date, Duration	Qualification, Language, Requirements	Last date for receipt of applications	Fee
Design analysis and materials selection	Analysis of engineering product designs, and the selection of materials and manufacturing routes.	Fulmer Research Institute Hollybush Hill, Stoke Poges Slough SL2 4QD United Kingdom	May, June and September 1978 and 1979 2 days	Design engineers, materials engineers, and value analysts. English	-	1978: £80 + VAT 1979: £100 + VAT
Management	Nature of management, practice of management, supervisory management, management techniques, R + D management.	Harwell Education Centre AERE Harwell, Oxfordshire OX11 0QJ United Kingdom	January - July 1978 5 day courses	Responsibility in management. English	-	£30 - £37 per day + VAT
Organisation development	The course is designed to help members obtain insights into the structure and development of organisations and how this development process can be formalised and planned.	Industrial Training Service 73/75 Mortimer Street, London W1M 5EH, United Kingdom	3 times per year 1 week	Top and middle managers concerned with OD problems in their organisations; company trainers whose work is moving into the OD area. English	-	To be arranged
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.	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
Biotechnology	Details of programme to be announced.	International Organisation of Biotechnology and Bio-engineering under the auspices of UNESCO/ICMO, Department of Chemical Engineering, University College London, Torrington Place, London WC1E 7JE, United Kingdom (Lagos, Nigeria)	To be arranged 2-3 weeks	University degree. English	-	-
Appreciation of organisational development	The course introduces participants to organisational development and shows its potential uses.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	23 January 1978 1 week	Managers. English	-	£230 + VAT (non-residential)
Art of management	Communications; 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	10 January, 13 March and 15 May 1978 1 week	Senior and middle managers. English	-	£230 + VAT (non-residential)
Consultancy practice	Self-management; the management of time, problem analysis, decision making, communications; report writing, interviewing, presentation, consultancy; planning the assignment, doing the assignment, controlling the assignment, surveying, estimating and quoting, the use of financial data to take decisions; managing change.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	27 February and 5 May 1978 2 weeks	Consultants. English	-	£460 + VAT (non-residential)
Distribution strategy	To examine the various elements which have an impact on an organization's over-all distribution strategy and to take participants step by step through the stages of translating a corporate aspiration into a quantified marketing and distribution plan. Option of attending a one day follow-up session to discuss marketing and distribution strategy with a P-E marketing and distribution specialist.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	17 April 1978 1 week + optional 1 day	Senior executives responsible for, or contributing to, the formulation and implementation of company marketing and distribution strategy. English	-	£350 + VAT (non-residential)

Course or Seminar	General description	Organiser, Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
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	20 February, 17 April and 4 July 1978 1 week	Non-financial executives at senior or middle levels. English		£230 + VAT (non-residential)
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	13 February and 27 June 1978 1 week	Managers. English		£230 + VAT (non-residential)
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	13 March and 27 June 1978 1 week	Senior and middle managers. English		£230 + VAT (non-residential)
Planning and control of production	Programming; establishment of sales and production programmes, production timetables and capacity; ordering; scheduling requirements, ordering and 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, organisation.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	6 February, 10 April and 6 June 1978 1 week	English		£230 + VAT (non-residential)
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	3 April 1978 1 week	Experienced managers. English		£230 + VAT (non-residential)
Production engineering	Production engineering objectives, staffing and organisation; 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	Autumn 1978 2 weeks	Production engineers. English		£460 + VAT (non-residential)
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	30 January and 20 June 1978 1 week	Production managers. English		£230 + VAT (non-residential)

Course or Seminar	General description	Organiser: Venue	Course/Workshop Dates	Qualification: Language	Last day for receipt of applications	Fee
Production and inventory control	Practical application of theory to achieve: improvements in delivery performance, optimum investment in inventory and efficient utilization of manufacturing resource; objectives of materials management, how to improve delivery performance, how to improve control of stock investment, materials requirement planning - computer methods, work in progress and what controls it, shop scheduling - computer methods.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	3 April 1978 1 week	Senior managers and production and inventory controllers. English	-	£230 + VAT (non-residential)
Project management	Specifying project objectives; collection, analysis and interpretation of information; identification and evaluation of alternative solutions; the use of simulation; types of project organisation 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	Autumn 1978 1 week	Managers or specialists in engineering-oriented organisations. English	-	£230 + VAT (non-residential)
Purchasing and inventory management	The role of purchasing, price determination, capability analysis, vendor rating, negotiation, cost reduction, legal aspects of purchasing and inventory management.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	24 April 1978 1 week	Purchasing and inventory managers. English	-	£230 + VAT (non-residential)
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	20 February 1978 1 week	Those responsible for the management and control of quality. English	-	£230 + VAT (non-residential)
Sales management and sales training	The role of sales management within the marketing function; the sales manager's job; planning, organising 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	16 January and 20 June 1978 1 week	English	-	£230 + VAT (non-residential)
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	23 January, 1 May and 4 July 1978 1 week	Managers at all levels. English	-	£230 + VAT (non-residential)
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	13 June 1978 1 week	Managers responsible for quality control. English	-	£230 + VAT (non-residential)
Transactional analysis	This workshop is designed to inform course members of the concepts used in transactional analysis and to enable them to apply these concepts to their work.	The P-E Consulting Group, Park House, Egham, Surrey, United Kingdom	13 March and 22 May 1978 2 days	Managers and salesmen whose effectiveness depends primarily upon their ability to work with people. English	-	£110 + VAT (non-residential)
Management	Short courses and tailor-made programmes in financial and management accounting; industrial engineering and logistics; marketing and sales; and management teacher development.	The Polytechnic of Central London, 35 Marylebone Road, London NW1 5LS, United Kingdom	Variable	English	-	To be arranged

Course or Seminar	General description	Organiser; Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Paper and board, printing and packaging	The research organization PIRA arranges courses on: electronic composition; board and board-making; word processing - its impact on printing and publishing; corrosion problems in paper and board mills; paper requirements for printing; pallet-based distribution systems; printing developments - their implications for paper and board requirements; control in graphic reproduction; ink jet printing; stationery and business forms production; energy usage in paper and board mills; corrugated fibreboard packaging and casing systems; instrumentation and automatic controls for printing presses; pulp sources and availability for next decade; photocopying; economic and mathematical modelling in the paper industry; developments in water-based coating techniques for paper and board mills; packaging and relationship to distribution system.	Research Association for Paper and Board, Printing and Packaging Industries (PIRA), Randalls Road, Leatherhead, Surrey KT22 7RU United Kingdom	Throughout year 1-5 days	English	-	£43-£105
Management	Short courses in problem analysis and decision making; communication; personal development; negotiating skills; personnel selection; interviewing skills; leadership in management; supervisory skills; safety training; finance for non-accountants; work study; instructional skills.	Scottish Industries, Training and Management Services, 5 Sandyford Road Paisley PA 3 4AA United Kingdom	Throughout year 1-10 days	Responsibility in management. English	-	To be arranged
Bleaching, dyeing and printing	Desizing, scouring and bleaching; mercerising; heat setting; principles of dyeing; colour theory; dyeing synthetic and cellulosic fibres; effluent treatment; printing; roller, screen, rotary screen, transfer methods; faults in finished fabrics.	Shirley Institute, Didsbury, Manchester M20 8HX United Kingdom	To be arranged 3 days	"A" level GCE. English	-	£120
Textile industry	The Institute organises a series of short courses on: dust and noise, testing of yarns; identification of fibres; introduction to colour measurement; testing trade effluents.	Shirley Institute, Didsbury, Manchester M20 8HX United Kingdom	To be arranged 1-4 days	"A" level GCE. English	-	£55-£190
Textile industry and its terms and definitions	Production properties and uses of cotton and man-made fibres; staple yarn production; yarn texturing; woven, knitted, and non-woven fabrics and their production; fabric faults; sewing; end-uses.	Shirley Institute, Didsbury, Manchester M20 8HX United Kingdom	To be arranged 5 days	"A" level GCE or university degree. English	-	£110
Weaving	Weaving terminology; yarns for weaving; winding, warping and beaming; sizing; warp drawing-in; conventional looms; basic weaves; loom mechanisms; automatic looms; projectile weaving; rapier and jet weaving; multiphase weaving; dobby and Jacquard weaves; fabric faults.	Shirley Institute, Didsbury, Manchester M20 8HX United Kingdom	To be arranged 3 days	"A" level GCE. English	-	£150
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, Baginbun Valley, High Mycombe, Bucks. HP14 4EP, 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	Qualification, Language requirements	Last date for receipt of applications	Fee
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. Houston, New York, Chicago and other cities in the USA	1-5 days	Chemical engineers. English	-	\$60-\$300
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	20 March 1978 3 days	Professional qualification. English	-	\$255
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)	13 February and 5 June 1978 5 days	-	-	\$580
Probability and statistics for engineers and scientists	Emphasis is on statistical concepts and valuable diagnostic tools for engineering and scientific applications to industrial problems in research, development, quality assurance, reliability, and process improvement.	American Society for Quality Control, 161 West Wisconsin Avenue, Milwaukee, Wisconsin 53203, United States of America	17 April 1978 5 days	Basic high school or college algebra. English	-	\$355
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)	3 April 1978 3 days	English	-	\$255
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	January, March and May 1978 5 days	English	-	\$355
Reliability engineering	-	American Society for Quality Control, 161 West Wisconsin Avenue, Milwaukee, Wisconsin 53203, United States of America	19 June 1978 5 days	-	-	\$355
Management development	A residence executive course of primary importance for upper management. Includes work in areas of functional strength, personal skills, and the corporate environment. (13th annual course)	Beaumont Center for Management Development, College of Business Administration, University of Denver, Denver, Colorado 80208, United States of America	Summer 1978 2 weeks	Minimum of 7 years management experience and recommendation of senior officer. English	-	To be arranged

Course or Seminar	General description	Organizer: Venue	Continuing education: Duration	Qualification: Language requirements	Last date for receipt of applications	Fees
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
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	March	\$US 405
Education and training systems	Short courses on training trainers including curriculum design and development.	Education and Training Consultants Co., P.O. Box 49899, Los Angeles, California, United States of America 90049 (Various countries)	To be arranged 2-5 days	Managerial experience. English. Simultaneous translation possible	-	\$US 100 - \$US 450
Material handling	Material handling improvement opportunities; analysis of material handling problems, and solutions; analytical techniques; economic aspects; equipment selection; problem solving procedures, and recent developments.	Industrial Management Center, Inc., 2551 River Oak Drive, Decatur, Georgia 30033, United States of America (Lake Placid, New York)	June 1978 and 1979 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 Center, Inc., 1411 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	-	\$US 625
Storage, warehousing, physical distribution	Identification of improvement opportunities; analysis of problem situations; solutions to storage, warehousing and physical distribution problems; mechanization; problem analysis; evaluation procedures and recent developments.	Industrial Management Center, Inc., 2551 River Oak Drive, Decatur, Georgia 30033, United States of America (Lake Placid, New York)	June 1978 and 1979 1 week	Adequate professional background. English	-	\$US 575
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	-	\$US 90 - \$US 100

Course or Seminar	General description	Organizer, Venue	Commencing date: Duration	Qualification: Language requirements	Last date for receipt of applications	Fee
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
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
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
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
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
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
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
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
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
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

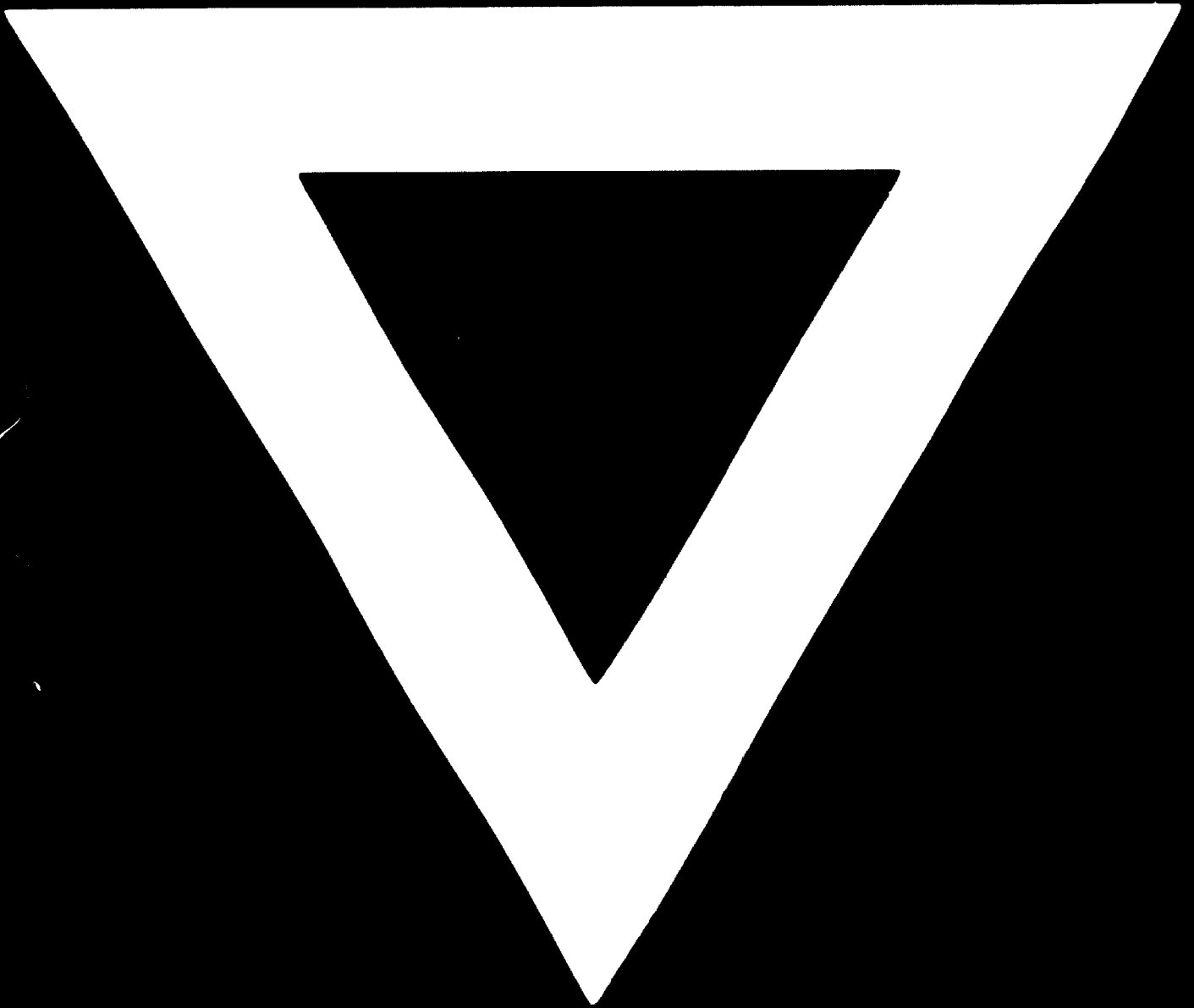
Course or Seminar	General description	Organizer; Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
Measurement systems engineering	Unified approach to the engineering of measuring systems presented for the measurement of mechanical quantities by electrical means. Emphasis on cost-effectiveness and productivity-increases of data acquisition systems and groups, in the laboratory and in the field. A rational and totally integrated approach to the design, analysis, understanding and application of measuring systems of all types in all disciplines.	Instrument Society of America, Central Arizona Section, 5602 E. Monte Rosa, Phoenix, AZ 85018, United States of America	13 March 1978 5 days	Bachelor of Sciences degree or equivalent. Programme designed for managers, scientists and engineers in industry, government or education. English	28 February 1978	\$475
Measurement systems engineering (advanced course)	Unified approach to the engineering of measuring systems applied to the electrical measurement of mechanical and thermal quantities. Emphasis on dynamic steady state and dynamic transient performance and evaluation of measuring systems components and entire systems. A rational and totally integrated approach to the design, analysis, evaluation and understanding of measuring systems of all types and in all disciplines. Emphasis on productivity and cost-effectiveness increases of data acquisition systems and groups in the field and in the laboratory.	Instrument Society of America, Central Arizona Section, 5602 E. Monte Rosa, Phoenix, AZ 85018, United States of America	20 March 1978 5 days	Bachelor of Science degree or equivalent. English	28 February 1978	\$475
Negotiation of foreign direct investments	An intensive, practical course to sharpen the skills of developing country government officials charged with responsibility for negotiating with foreign investors. Major topics covered include: host-country investment project appraisal; trans-national corporate investors' structures; strategies and home-country constraints; host-country investment laws; international investment financing; legal issues; negotiating techniques; problems; case studies and simulated negotiations.	The Investment Negotiation Center, 600 New Jersey Ave. NW, Washington D.C. 20001, United States of America	June To be arranged	Senior officers with personal responsibility for participating in investment negotiations. English	-	\$2,500
Procurement of foreign goods and services	An intensive examination of host-country government import procurement policies and practices particularly emphasizing three inter-related topics: optimal selection of goods and services from alternative foreign sources of supply; negotiating and drafting of procurement agreements; administering procurement activities to ensure suppliers' performance relating to heavy equipment purchases; consulting services, and construction projects.	The Investment Negotiation Center, 600 New Jersey Ave. NW, Washington D.C. 20001, United States of America	To be arranged	Senior officers with personal responsibility for participating in procurement activities. English	-	To be arranged
Regulation of technology transfers	An intensive seminar for government officials charged with responsibility for establishing and administering a regulatory regime for technology transfer promotion and control; analysis of industrial property and technology transfer legislation; current national and international developments (in UNCTAD, UNCTAD, WIPO, etc.); examination of sample and model statutes and regulations.	The Investment Negotiation Center, 600 New Jersey Ave. NW, Washington D.C. 20001, United States of America	To be arranged	Senior officers with personal responsibility for participating in technology transfer regulation. English	-	To be arranged

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
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 605
Metals technology	Aluminum and its alloys; arc welding; copper, brass, and bronze; corrosion; electroplating and metal finishing; elements of metallurgy; fundamentals of ferrous metallurgy; fundamentals of non-destructive testing; heat treatment of steel; metallurgy of welding and joining; principles of heat treating; powder metallurgy; principles of machining; refresher course in metallurgical technology; stainless steels; survey of steel plant processes; titanium and its alloys; weld quality and inspection.	Metals Engineering Institute, American Society for Metals, Metals Park, Ohio 44073, United States of America	-	Professional qualification. English	-	\$150.00 to \$172.50
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
Plastics technology	Wide area of polymer science and engineering programs.	Plastics Institute of America, at Stevens Institute of Technology, Castle Point, Hoboken, NJ 07030, United States of America	Throughout year 3 days	Professional qualification. English	-	\$375
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)

Course or Seminar	General description	Organizer, Venue	Commencing Date	Qualifications	Last date for receipt of applications	Fee
Lasers in modern industry	Industrial use of high and low powered lasers; cutting, welding, heat treating, trimming, scribbling, marking, and non-destructive testing; optics, tooling, focusing and beam splitting.	Society of Manufacturing Engineers, 20501 Ford Rd., P.O. Box 930 Dearborn, Michigan 48118, United States of America	23 May 1978 3 days	English		\$210 members \$250 non-members
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., P.O. Box 930 Dearborn, Michigan 48118, United States of America	Variable 2 weeks	Five years of industrial manufacturing experience in advance 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, arranged 30 hours in 1 or 2 week periods	Executive, managerial or supervisory levels of responsibility. English		\$US 350 plus expenses
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 <u>C. parvulus</u> and detection of <u>C. botulinum</u> 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 D, 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 D, Montevideo, Uruguay	Enero, Abril, Julio, Noviembre 3 sesiones de 3 horas cada una	Gerentes, jefes de departamento y de sección, asuntos a gerencia. Español		A debatir
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

Course or Seminar	General description	Organizer, Venue	Commencing date; Duration	Qualification; Language requirements	Last date for receipt of applications	Fee
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 Markića 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
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	-	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
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.	Chamberlain Integration B.P. 8512 Kinshasa Zaïre	Octobre 3 jours	Directeur du personnel, Français	31 août	120,00 Zaïres

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