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UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

1995

**GUIDE TO TRAINING OPPORTUNITIES
FOR INDUSTRIAL DEVELOPMENT**

(Twenty-third issue)

**APERÇU DES MOYENS DE FORMATION
POUR LE DÉVELOPPEMENT INDUSTRIEL**

(Vingt-troisième édition)

**REPERTORIO DE
OPORTUNIDADES DE CAPACITACIÓN
PARA EL DESARROLLO INDUSTRIAL**

(Vigésima tercera edición)

Preface

The United Nations Industrial Development Organization (UNIDO) is herewith presenting the twenty-third issue of the *Guide to Training Opportunities for Industrial Development*. The book is published in response to, and support of, one of UNIDO's priority programmes on industrial human resources development, as mentioned in the UNIDO Medium-Term Plan for 1994-1999:

"Human resource development with its broad connotation for the human dimensions of development continues to be a major priority. In the industrial context, human resource development is an important precondition for, as well as a result of, industrial development. For UNIDO, human resource development comprises not only the educational and training systems at the national, regional and company levels, but also the development of capabilities for the transfer of technology and research and development, as well as a whole range of strategic industrialization issues."¹

The *Guide to Training Opportunities for Industrial Development* includes all relevant information provided to UNIDO on training programmes in the field of industrial development. It is issued for the benefit of personnel from developing countries and comprises training courses offered by governmental organizations and private institutions around the globe.

The information contained in the *Guide* is based on the replies from Governments, organizations, institutions and other bodies concerned with industrial training, to a questionnaire in which information on their training activities was solicited. The courses have not been evaluated by UNIDO.

All organizations and institutions whose courses are included in the *Guide* benefit from its wide dissemination, which may lead to increased participation in their training programmes.

The *Guide* is divided into two chapters:

- I. Training opportunities offered by institutions in developed (white pages) and developing countries (blue pages), classified by industrial activity;
- II. Training opportunities offered by UNIDO (yellow pages).

In chapter I, training opportunities are listed by subject. In chapter II, training opportunities are listed in chronological order. Under the heading "developing countries and areas" those countries are included for which an indicative planning figure (IPF) has been foreseen under the Fifth Programming Cycle (1992-1996) of the United Nations Development Programme (UNDP).

¹IDB.10/5, PBC.8/10, para. 29.

UNIDO is not in a position to give further details on the courses contained in chapter I; such additional information should be obtained by contacting the organizer of the training programme directly. Annex I lists the addresses of all training institutions mentioned in this issue of the *Guide*, arranged by country in English alphabetical order. Further information on UNIDO training activities (chapter II) can be requested from the Industrial Human Resource Development Branch of UNIDO.

The classification of courses is basically by industrial branch. This means that courses dealing with an industrial activity, but relevant only to a given industrial branch, will be included in the section referring to that branch. For example, a course on "Quality control in ammonium-urea plants" will appear in section "Chemical manufacturing". Similarly, an effort was made to put emphasis on the basic activity when classifying courses relevant to more than one industrial function: e.g. a course on "Computer application in management" will be listed in section "Industrial management".

According to its mandate, UNIDO is to increase or update the professional skills of technical, managerial and administrative personnel, including entrepreneurs, engaged in industry and its development. Therefore, with a few exceptions, academic courses that are part of the regular curricula of universities, vocational training institutes or similar institutions are not included in the *Guide*, since such activities fall within the competence of the United Nations Educational, Scientific and Cultural Organization (UNESCO) or the International Labour Organisation (ILO). This also applies to part-time courses and courses with a duration of more than one year. Therefore, they are usually not reflected in the *Guide*.

Participation in the training programmes listed in the *Guide* is not limited to holders of a UNIDO fellowship. Any qualified individual from a developing country may apply for a course or be nominated to attend. It should be understood, however, that UNIDO does not necessarily provide financial support to persons who wish to attend any of the training courses listed in chapter I.

Applicants for UNIDO fellowships must be nominated by their respective Government, and nominations should be routed through the local Resident Representative of the United Nations Development Programme (UNDP) to UNIDO.

It is hoped that this issue of the *Guide* will continue to assist individuals in developing countries who seek industrial training to identify suitable courses.

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Préface

L'Organisation des Nations Unies pour le développement industriel (ONUDI) présente ci-après la vingt-troisième édition de l'*Aperçu des moyens de formation pour le développement industriel*. Cet ouvrage est lié étroitement à l'un des programmes prioritaires de l'ONUDI concernant la mise en valeur des ressources humaines, tel qu'il est énoncé dans le plan à moyen terme de l'ONUDI pour 1994-1999 :

"La mise en valeur des ressources humaines avec tout ce que ce terme comporte pour les dimensions humaines du développement continue de recevoir un rang de priorité élevé. Dans le contexte industriel, la mise en valeur des ressources humaines est à la fois un facteur important et une résultante du développement industriel. Pour l'ONUDI, la mise en valeur des ressources humaines couvre non seulement les systèmes d'enseignement et de formation aux niveaux des pays, des régions et des entreprises, mais également la formation au transfert de technologies et la recherche-développement ainsi que toute une gamme de questions stratégiques concernant l'industrialisation."¹

L'*Aperçu des moyens de formation pour le développement industriel* contient toutes les informations portées à la connaissance de l'ONUDI sur les programmes de formation pour le développement industriel. Il est destiné aux pays en développement et énumère des stages offerts par des organisations gouvernementales et des institutions privées du monde entier.

Il a été établi d'après les renseignements fournis par des gouvernements, des organisations et des institutions s'occupant de formation à l'industrie, en réponse à un questionnaire sur les possibilités de formation qu'ils offriraient. L'ONUDI présente ces informations telles quelles sans les avoir évaluées.

Toutes les organisations et institutions dont les stages sont cités dans le présent ouvrage bénéficient de sa large diffusion et peuvent de ce fait intéresser un plus grand nombre de candidats éventuels.

L'*Aperçu* est divisé en deux chapitres :

- I. Les possibilités de formation offertes par les institutions des pays développés (pages blanches) et par les pays en développement (pages bleues), classées par activités industrielles;
- II. Les possibilités de formation offertes par l'ONUDI elle-même (pages jaunes).

Au chapitre premier, les possibilités de formation sont énumérées par sujet. Au chapitre II, elles sont classées par ordre chronologique. Dans la rubrique "pays et zones en développement" figurent les pays pour lesquels un chiffre indicatif de

¹IDB.10/5, PBC.8/10, par. 29.

planification (CIP) a été prévu au titre du cinquième cycle de programmation (1992-1996) du Programme des Nations Unies pour le développement (PNUD).

L'ONU DI n'est pas en mesure de donner davantage de détails sur les stages énumérés au chapitre premier; les personnes intéressées devraient s'adresser directement aux organisateurs de ces stages pour obtenir des renseignements complémentaires. L'annexe I contient la liste de toutes les institutions de formation, avec leur adresse, mentionnées dans la présente édition de *L'Aperçu*. Toute demande d'information concernant les activités de formation de l'ONU DI (chapitre II) doit être adressée au Service de la mise en valeur des ressources humaines pour l'industrie de l'ONU DI.

En principe, les stages sont classés par branche industrielle. C'est ainsi que des stages concernant une activité industrielle mais intéressant seulement une branche industrielle figureront dans la section consacrée à cette branche. Par exemple, un stage sur "le contrôle de la qualité dans les usines d'ammonium-urée" figurera dans la section "fabrication de produits chimiques". On s'est également efforcé de déterminer l'activité de base pour classer les stages relevant de plusieurs fonctions industrielles; par exemple, un stage sur "l'utilisation de l'ordinateur dans la gestion" sera classé dans la section "gestion industrielle".

L'ONU DI a pour mandat d'améliorer ou de mettre à jour les compétences professionnelles des techniciens, des gestionnaires et des administrateurs de haut niveau, notamment les chefs d'entreprise, qui travaillent dans l'industrie et participent à son développement. A quelques exceptions près, les activités de formation figurant ordinairement au programme des universités, des institutions de formation professionnelle et des établissements similaires n'ont pas été retenues, car elles relèvent de la compétence de l'Organisation internationale du Travail (OIT) ou de l'Organisation des Nations Unies pour l'éducation, la science et la culture (UNESCO). Le même principe a été appliqué en ce qui concerne les stages à temps partiel et les stages d'une durée supérieure à un an, qui ne sont généralement pas indiqués.

La participation aux programmes annoncés n'est pas limitée aux bénéficiaires d'une bourse de l'ONU DI. Tout ressortissant qualifié d'un pays en développement peut poser sa candidature ou être proposé par son gouvernement. Il convient cependant de noter que l'ONU DI ne fournit pas nécessairement d'appui financier aux personnes qui désirent suivre l'un des stages énumérés au chapitre premier.

Les candidats à des bourses de l'ONU DI doivent être désignés par leur gouvernement et leurs dossiers doivent être soumis à l'Organisation par l'intermédiaire du représentant résident local du Programme des Nations Unies pour le développement (PNUD).

L'ONU DI espère que la présente publication sera aussi utile que les précédentes à ceux qui, dans les pays en développement, cherchent une formation industrielle adaptée à leurs besoins.

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Prefacio

La Organización de las Naciones Unidas para el Desarrollo Industrial (ONUDI) presenta a continuación la vigésima tercera edición del *Repertorio de Oportunidades de Capacitación para el Desarrollo Industrial*. El libro se publica en apoyo y cumplimiento de uno de los programas prioritarios de la ONUDI, el perfeccionamiento de recursos humanos industriales, conforme a lo mencionado en el plan de mediano plazo para 1994-1999:

"El perfeccionamiento de recursos humanos sigue constituyendo una de las principales prioridades, por cuanto interesa en primer lugar a las dimensiones humanas del desarrollo. En el contexto industrial, el perfeccionamiento de recursos humanos es un requisito previo importante para el desarrollo industrial, así como un resultado de éste. Desde el punto de vista de la ONUDI, el perfeccionamiento de recursos humanos comprende no sólo la cuestión de los sistemas de enseñanza y capacitación a los niveles nacional, regional y empresarial, sino también el desarrollo de capacidades para la transferencia de tecnología y la investigación y el desarrollo, así como toda una serie de cuestiones estratégicas de industrialización".

El *Repertorio de Oportunidades de Capacitación para el Desarrollo Industrial* incluye toda la información pertinente facilitada a la ONUDI sobre los programas de capacitación en materia de desarrollo industrial. El *Repertorio* pretende ser de utilidad para personas interesadas de países en desarrollo: en él figuran los cursos de capacitación ofrecidos por organizaciones gubernamentales e instituciones privadas del mundo entero.

La información que contiene el *Repertorio* se basa en las respuestas a un cuestionario enviado a gobiernos, organizaciones, instituciones y otras entidades que se ocupan de la capacitación industrial en el que se solicitaba información sobre sus respectivas actividades de capacitación. Los cursos no han sido evaluados por la ONUDI.

Todas las organizaciones e instituciones cuyos cursos figuran en el *Repertorio* se benefician de su amplia difusión, que puede propiciar una mayor participación en sus programas de capacitación.

El *Repertorio* se divide en dos capítulos:

- I. Oportunidades de capacitación ofrecidas por instituciones en países desarrollados (páginas blancas) y en países en desarrollo (páginas azules), clasificadas por actividades industriales;
- II. Oportunidades de capacitación ofrecidas por la ONUDI (páginas amarillas).

En el capítulo I, las oportunidades de capacitación figuran enumeradas por temas. En el capítulo II, las oportunidades de capacitación se enumeran por orden cronológico. Bajo el encabezamiento "países y zonas en desarrollo" figuran los países para los que se ha previsto una cifra indicativa de planificación (CIP) con arreglo al Quinto Ciclo de Programación (1992-1996) del Programa de las Naciones Unidas para el Desarrollo (PNUD).

La ONUDI no está en condiciones de dar más detalles sobre los cursos enumerados en el capítulo I: la información suplementaria al respecto debe obtenerse solicitándola directamente al organizador del programa de capacitación. En el anexo I se indican las direcciones de todas las instituciones de capacitación mencionadas en esta edición del *Repertorio*, clasificadas por países y por orden alfabético inglés. Puede solicitarse más información sobre las actividades de capacitación de la ONUDI (capítulo II) a la Subdivisión de Perfeccionamiento de Recursos Humanos Industriales de la ONUDI.

Los cursos se clasifican fundamentalmente por ramas industriales. Esto significa que los temas que guarden relación con una actividad industrial pero que afecten únicamente a una rama determinada figurarán en la sección referente a esa rama. Por ejemplo, un curso sobre "Control de calidad en fábricas de amonio-urea" figura en la sección "Fabricación de sustancias químicas". Análogamente, se procuró destacar la actividad básica al clasificar los cursos concernientes a más de una actividad industrial; por ejemplo, un curso sobre "Aplicación de la informática en la gestión" figurará en la sección "Gestión industrial".

Conforme a su mandato, la ONUDI ha de acrecentar o actualizar la competencia profesional del personal técnico, directivo y administrativo, incluidos los empresarios, dedicado a actividades relacionadas con la industria y su desarrollo. Por consiguiente, con escasas excepciones, no se han incluido en el *Repertorio* los cursos académicos que forman parte de los planes de estudio ordinarios de universidades, institutos de capacitación profesional o instituciones similares, ya que tales actividades son de la competencia de la Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura (UNESCO) o de la Organización Internacional del Trabajo (OIT). Este criterio también se aplica a los cursos a tiempo parcial y a los cursos de más de un año de duración. Por consiguiente, estos cursos no suelen incluirse en el *Repertorio*.

Los becarios de la ONUDI no son las únicas personas que pueden participar en los programas de capacitación enumerados en el *Repertorio*. Cualquier persona calificada de un país en desarrollo puede solicitar su admisión o ser presentada como candidato para participar en uno de estos cursos. No obstante, debe quedar entendido que la ONUDI no presta necesariamente apoyo financiero a las personas deseosas de asistir a cursos de capacitación mencionados en el capítulo I.

Las candidaturas a becas de la ONUDI deben ser presentadas a la Organización por los respectivos gobiernos, por conducto del Representante Residente local del Programa de las Naciones Unidas para el Desarrollo (PNUD).

Se espera que esta edición del *Repertorio* siga siendo de utilidad para que las personas de los países en desarrollo que desean recibir capacitación industrial encuentren los cursos adecuados.

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Chapter I. Training opportunities offered by institutions in developed and developing countries

Chapitre I. Possibilités de formation offertes par des institutions dans des pays développés et des pays en développement

Capítulo I. Oportunidades de capacitación ofrecidas por instituciones en países desarrollados y países en desarrollo

A. DEVELOPED COUNTRIES AND AREAS/PAYS ET ZONES DÉVELOPPÉS/PAÍSES Y ZONAS DESARROLLADOS

I. INDUSTRIAL BRANCHES/SECTEURS INDUSTRIELS/RAMAS INDUSTRIALES

(a) Metallurgical industries/Industries métallurgiques/Industrias metalúrgicas

Mining/Industries extractives/Minería

Mineral dressing

Short description: Organization of metallurgical testwork necessary to develop flowsheets for mineral processing; testing procedures and planning; computer assistance, evaluation of results; materials studied: metallic and non-metallic ores, solid wastes.

Target group: Specialists.

Qualifications: Degree in mining, metallurgical or chemical engineering, or geology.

Commencing date: To be arranged. *Duration:* 3-9 months. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Spanish. *Tuition fees (accommodation excl.):* US\$ 2,500 per month.

Organizer: Université Catholique de Louvain
Belgium

Basic metals and non-ferrous metals; welding processes/Produits métallurgiques de base et métaux non ferreux; procédés de soudage/Metales básicos y metales no ferrosos; procedimientos de soldadura

Welding engineers

Short description: Theoretical training in all welding processes and equipment, behaviour of material during welding, construction and design, quality control.

Target group: Directors/managers, consultants, specialists.

Qualifications: Diploma/certificate or university degree in engineering.

Commencing date: To be arranged. **Duration:** 500 hours. **Deadline for application:** 3 months before commencing date. **Language:** To be arranged. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Schweisstechnische Lehr- und Versuchsanstalt (SLV) Mannheim
Germany

Venue: In the country/city of the participants or as arranged

Training and testing of welding specialists

Short description: Welding training in accordance with the guidelines of the German welding society (DVS); advanced training in all welding processes.

Target group: Technical teachers, instructors, advisers.

Qualifications: Completion of technical college, professional experience.

Commencing date: To be arranged. **Duration:** To be arranged. **Deadline for application:** 3 months before commencing date. **Language:** English/French/Russian. **Tuition fees (accommodation excl.):** DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Welding

Short description: Short courses on construction and design of welded structures, quality assurance, behaviour of material during welding, welding with laser- and electron-beam.

Target group: Directors/managers, consultants, specialists, researchers.

Qualifications: Basic knowledge of welding materials.

Commencing date: To be arranged. **Duration:** To be arranged. **Deadline for application:** 3 months before commencing date. **Language:** To be arranged. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Schweisstechnische Lehr- und Versuchsanstalt (SLV) Mannheim
Germany

Venue: In the country/city of the participants or as arranged

Practical training of welders

Short description: Practical training in all welding processes, e.g. manual arc welding, gas welding, repair welding.

Target group: Specialists, trainers.

Qualifications: Basic experience in welding.

Commencing date: To be arranged. **Duration:** To be arranged. **Deadline for application:** 2 months before commencing date. **Language:** To be arranged. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Schweisstechnische Lehr- und Versuchsanstalt (SLV) Mannheim
Germany

Venue: In the country/city of the participants or as arranged

Welder - basic

Short description: Practical course, covering the knowledge and ability needed to carry out basic welding tasks: theoretical principles, setting up and using welding equipment, MMA, TIG, MIG/MAG, and oxy-acetylene gas welding; operational parameters, joint preparation and cleanliness, consumables and basic welding techniques; on completion of the course participants should be able to understand some of the advantages and limitations of the welding processes and to carry out safely a range of basic welding tasks.

Target group: Various.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £1,000.

Organizer: TWI Training Services
United Kingdom

Welder - advanced

Short description: A suitable follow-up to "Welder-basic" for enhanced training: in-depth practical appreciation of welding oriented towards participants' specific requirements, i.e. welding processes, type of material, pipe and plate, configuration and relevant positions, welding to BSEN:287 standard. Safe use of welding plant, joint preparation, consumable selection, welding techniques, process-associated defects - their cause and avoidance, intensive practical oriented towards accommodating specific requirements; on completion of the course those who attended should be able to carry out a variety of welding joining tasks of a more demanding nature with practical competence to BSEN:287 standard; certification is optional.

Target group: Various.

Qualifications: Relevant practical experience to at least "welder-general" status.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £1,400.

Organizer: TWI Training Services
United Kingdom

New developments in welding

Short description: Overview of new developments and trends in the most important fields of welding; welding technologies, welding equipment, metallurgy, automation of welding, beam-technologies, economy, training.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Managers; heads of welding, education and training or research and development departments; engineers.

Commencing date: September, October. *Duration:* 1 week. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* DM 2,500.

Organizer: Schweißtechnische Lehr- und Versuchsanstalt Halle GmbH
Germany

Tungsten inert gas welding - TIG St1/Al1/CrNi1/Cu1

Short description: Introduction to TIG welding of different materials for all qualified metal works.

Target group: Welders.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Tungsten inert gas welding - TIG St2/Al2/CrNi2/Cu2

Short description: Welding of plates and tubes in different positions, especially fillet and butt welds; second level in TIG welding.

Target group: Welders.

Qualifications: TIG St1/Al1/CrNi1/Cu1 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Tungsten inert gas welding - TIG St3/Al3/CrNi3/Cu3

Short description: Welding of plates and tubes in different positions, especially fillet and butt welds; welding of plates with medium thickness.

Target group: Welders.

Qualifications: TIG St2/Al2/CrNi2/Cu2 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Metal-shield gas welding - MAG-St1/CrNi1 and MIG-Al1

Short description: Introduction to metal-shield gas welding for all qualified metal works.

Target group: Welders.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Metal-shield gas welding - MAG-St2/CrNi2 and MIG-A12

Short description: Metal-shield gas welding for automobile production, steel construction, container production, tank production.

Target group: Welders.

Qualifications: MAG-St1/CrNi1 and MIG-A11, or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Metal-shield gas welding - MAG-St3/CrNi3

Short description: Metal-shield gas welding of welding plates and tubes with different dimensions.

Target group: Welders.

Qualifications: MAG-St2/CrNi2 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Manual arc welding - E1

Short description: Introduction to manual arc welding for all qualified metal works.

Target group: Welders.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Manual arc welding - E2

Short description: Second-level manual arc welding for steel construction, container production, crane production.

Target group: Welders.

Qualifications: E1 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Manual arc welding - E3

Short description: Third-level manual arc welding for steel construction, container production, crane production, welding railroad vehicles.

Target group: Welders.

Qualifications: E2 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Gas welding - G1

Short description: Introduction to gas welding for all qualified metal works, air-conditioner assembly.

Target group: Welders.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Gas welding - G2

Short description: Second-level gas welding for water and gas pipelines (pressure <4 bar).

Target group: Welders.

Qualifications: G1 or qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Gas welding - G3

Short description: Third-level gas welding for water and gas pipelines (pressure <4 bar).

Target group: Welders.

Qualifications: G2 or a qualification test.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German, Turkish. *Tuition fees (accommodation excl.):* US\$ 8 per hour.

Organizer: Orta Dogu Teknik Universitesi
Turkey

Study tour for policy makers in the metalworking industry

Short description: Different modules on: strategy for metalworking industry (quality, efficiency, export); introduction of CAD/CAM in electrotechnical and mechanical industry; foundry technology (foundry plant design, foundry equipment, foundry process development, product development and export).

Target group: Directors/managers, policy makers.

Qualifications: Decision makers in industry and governmental organizations.

Commencing date: To be arranged. *Duration:* 1-3 weeks. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Foundry technology for nodular cast iron

Short description: Production of nodular cast iron, properties of nodular cast iron, testing, demonstrations and applications in practice, equipment and materials.

Target group: Directors/managers, consultants, specialists, trainers, foundry-production supervisors/quality-control engineers.

Qualifications: Degree in mechanical or foundry engineering, foundry technicians.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Fabricated metal products; tools/Ouvrages en métaux; outils/ Productos metálicos; herramientas

Advanced sheet-metal processing technologies

Short description: Precision sheet-metal parts design; progressive stamping-die design; advanced sheet-metal processing technologies; principles and applications of CAD/CAM technologies for progressive die production.

Target group: Specialists.

Qualifications: No special requirement.

Commencing date: July. *Duration:* 2 months. *Deadline for application:* To be arranged. *Language:* Cantonese with English terminology. *Tuition fees (accommodation excl.):* US\$ 466 (HK\$ 3,600).

Organizer: Manufacturing Engineering Division
Hong Kong

Carpentry hand tools

Short description: Training in the preparation of a range of everyday carpentry tools, planes, chisels, including 4 days blacksmithing.

Target group: Trainers.

Qualifications: Practical skills with tools.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £650.

Organizer: Intermediate Technology Consultants
United Kingdom

Basic blacksmithing

Short description: Skills to make a set of blacksmith tools; fire management with charcoal or coke; case hardening; forge welding; working with carbon steel from scrap vehicle springs.

Target group: Trainers.

Qualifications: Practical skills with tools.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £650.

Organizer: Intermediate Technology Consultants
United Kingdom

Tool- and die-making technology

Short description: Different modules on: Machine operator - CNC milling, profile grinding, CNC wire cutting, EDM die-sinking; mould and die design - drawings, CAD/CAM, principles of tool and die design, quality control; toolmaking - fitting, assembly, modification and repair of tools; heat treatment - hardening, tempering, surface treatment, metallography, hardness testing, theory and practice of heat treatment, equipment; quality control - according to ISO 9000/BS5750 control procedures, preparation of quality systems and procedures, implementing and auditing.

Target group: Directors/managers, specialists, trainers, operators, die designers, toolmakers.

Qualifications: Degree in mechanical engineering, experienced technician, skilled operator.

Commencing date: To be arranged. *Duration:* 6 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Training of trainers in sheet-metal working and welding

Short description: Sheet-metal working, welding; pedagogical/didactical training; practical and theoretical aspects of gas welding, arc welding (MIG, MAG, TIG, DC), aluminium carbon steels, alloy steels, cast iron, copper, pre and post heating, metallurgical aspects, metal-sheet joining techniques, sheet-metal machinery (shears, presses), blanking and deep-drawing, selection of manufacturing methods, tooling and work sequence for production of parts from sample or drawing; workshop management, safety;

instruction techniques, adjustment of courses to level and experience of students, audiovisual teaching aids.

Target group: Trainers/instructors.

Qualifications: Degree in mechanical/automotive engineering, technicians with at least 3 years of experience.

Commencing date: To be arranged. *Duration:* 6-12 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

(b) Agro-based industries/Industries agro-alimentaires/Agroindustrias

Food manufacturing and food, beverages and tobacco products/Industries alimentaires et produits alimentaires, boissons et produits à base de tabac/Fabricación de productos alimenticios, bebidas y productos de tabaco

Milk processing

Short description: A mid-career course for people contributing to the development of the small-scale dairy industry through teaching, training, extension and/or management activities.

Target group: Trainers.

Qualifications: Diploma or B.Sc.

Commencing date: January. *Duration:* 6 months. *Deadline for application:* October 1994. *Language:* English. *Fees:* f. 7,100.

Organizer: IPC-D/Dairy Training Centre Friesland
Netherlands

Agriculture and food development through enterprise

Short description: To sensitize participants to issues relating to promotion of enterprises in the food chain; practical insights to improving the supply of and diversity in this sector.

Target group: Policy makers, consultants, specialists, trainers.

Qualifications: Relevant working experience.

Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees:* £3,850 (all inclusive).

Organizer: Cranfield University
United Kingdom

Recent advances and current concepts in sustainable animal production in the tropics

Short description: Designed for senior animal productionists and veterinarians; review of recent developments in animal production in the tropics alongside current concepts in the planning and execution of sustainable animal production programmes.

Target group: Policy makers, consultants, specialists, researchers, trainers, others.

Qualifications: -.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* £1,655.

Organizer: Unived Technologies Ltd.
United Kingdom

Animal feed

Short description: Practice-oriented knowledge and skills in the preparation and supply of feeds for livestock; optimum utilization of locally available nutrients which are disliked by or unsuitable for humans.

Target group: Consultants, specialists, trainers.

Qualifications: B.Sc. degree, diploma or major in agricultural science.

Commencing date: February. *Duration:* 13 weeks. *Deadline for application:* November. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: IPC-D/Barneveld College
Netherlands

Fruit and vegetable processing

Short description: Various subjects of fruit and vegetable technology and processing operations: mechanical processes, pasteurization, sterilization, canning, drying, cooling, freezing, packaging, quality control, biochemistry and microbiology of fruits and vegetables, marketing and economics.

Target group: Directors/managers, specialists, researchers.

Qualifications: University or equivalent academic background in food technology, nutrition, chemical or agricultural engineering, 1-5 years of experience.

Commencing date: September. *Duration:* 6 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Marmara Research Centre
Turkey

Agro-industrial project planning and promotion

Short description: Planning and promotion of processing facilities in relation to raw material supplies from the agricultural, forestry and fishing sectors.

Target group: Directors/managers, policy makers.

Qualifications: Professional project staff.

Commencing date: October. *Duration:* 12 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Development and Project Planning Centre
University of Bradford
United Kingdom

Cereal processing

Short description: Wheat, maize and rye milling technology; quality-control management of cereals and end-products; electrotechniques, automation and pneumatic systems in a flour mill; flowsheet, plant and machine technology as well as cereal science, baking technology, nutrition, sanitation and hygiene; theoretical lessons in classroom and practical work in different laboratories and in the school's own mill.

Target group: Specialists.

Qualifications: Secondary school and apprenticeship as a miller or equivalent education (engineering school, university) with practical mill experience of at least 6 months.

Commencing date: September. **Duration:** 10 months. **Deadline for application:** 6 months before commencing date. **Language:** English or German. **Tuition fees (accommodation excl.):** Sw F 7,000 (+ Sw F 3,300 for books, excursions, insurance).

Organizer: The Swiss School of Milling
Switzerland

Sugar technology for trainers and managers

Short description: Technical training (sugar engineering, sugar technology/processing, industrial instrumentation, agricultural engineering and implements); pedagogical/didactical training; industrial engineering and management science.

Target group: Directors/managers, specialists, trainers.

Qualifications: Deg rec in engineering (mechanical, electrical, agricultural), position in management or training.

Commencing date: To be arranged. **Duration:** 18-21 weeks. **Deadline for application:** 3 months before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Especialización en grasas

Breve descripción: Consta sobre caracterización y análisis de las grasas comestibles y de extracción y transformación del aceite de oliva y de semillas oleaginosas fundamentalmente; los temas se desarrollan a nivel teórico-práctico.

Grupo objetivo: Especialistas, investigadores.

Calificaciones: Titulación universitaria superior o de grado medio.

Fecha de iniciación: Octubre. **Duración:** 6 meses. **Fecha límite de inscripción:** Septiembre. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** Ptas 175,000.

Organizador: Instituto de la Grasa
España

**Textiles; wearing apparel, dressing and dyeing of fur/Textiles; articles
d'habillement, préparation et teinture des fourrures/Productos
textiles; prendas de vestir, adobo y tejido de pieles**

Master courses in industrial design, fashion design, design direction

Short description: The programmes are an international laboratory in which to discover and develop new design concepts and methodologies.

Target group: Directors/managers, consultants, specialists, researchers.

Qualifications: Official letter of admission request, curriculum vitae and portfolio.

Commencing date: January. *Duration:* 6-12 months. *Deadline for application:* November. *Language:* Italian with simultaneous translation into English for the first 6 months. *Tuition fees (accommodation excl.):* Lit 15,000,000-20,000,000 + 19 per cent VAT.

Organizer: Domus Academy
Italy

Les technologies du textile

Breve description : Cours théoriques, exercices en laboratoire, visites d'installations, conférences.

Groupe cible : Directeurs/gestionnaires, spécialistes, chercheurs, formateurs.

Qualifications : Formation dans le domaine des textiles.

Début du cours : Août. *Durée :* 4 mois. *Date de limite d'inscription :* -. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* FB 30,000 par semaine.

Organisateur : Laboratoire C.E.L.A.C.
Belgique

Textile technology - productivity and quality

Short description: Short courses on: economical production methods, purchase of raw material and feedstock, process technology, machinery and technical equipment, maintenance management, quality control; the courses can be modified to serve individual needs.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration:* 1-4 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Haus der Technik e.V.
Germany

Textile technology and management

Short description: Theory and practice of industrial organization and management; costing; production control; quality control; statistics; troubleshooting; theory and practice

of textile manufacturing processes, cotton and synthetics spinning; knitting; dyeing; finishing and printing; excursions.

Target group: Trainers, textile officers.

Qualifications: Textile college, 2 years of experience.

Commencing date: January, August. *Duration:* 16 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 21,500.

Organizer: International Institute for Technology and Management
Netherlands

Textile technology

Short description: Fundamentals of textile science and textile technology; properties of natural and synthetic fibres; testing and quality assurance, yarn manufacture, knitting; weaving, non-woven, printing, dyeing and finishing; the course can be modified to serve individual needs.

Target group: Various.

Qualifications: Degree standard, with basic knowledge in textiles.

Commencing date: June. *Duration:* 1-20 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: University of Leeds
United Kingdom

Leather products, tanning and dressing of leather/Produits de cuir, tannage et préparation des cuirs/Productos de cuero curtido y adobo de cueros

Modelists/stylists in footwear

Short description: Teaching of stylistic technical problems relating to the execution of shoe models.

Target group: Specialists.

Qualifications: Experience with basic shoemaking techniques.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 1 month before commencing date. *Language:* English, French, Spanish. *Tuition fees (accommodation excl.):* US\$ 8,300 + TVA 19 per cent.

Organizer: ARS Sutoria
Italy

Shoe modelling and designing (SMD)

Short description: Practical training in designing, pattern cutting and shoe upper engineering for basic and fashionable styles; recognizing, identifying and collecting of fashionable trends; hand- and machine-grading in theory and practice.

Target group: Managers, trainers, pattern engineers.

Qualifications: Basic knowledge of shoe technology and 2 years of practical experience.

Commencing date: April, September. *Duration:* 13 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation*

excl.: f. 15,500.

Organizer: TNO Centre for Leather and Shoe Research
Netherlands

Leather technology

Short description: General or specific aspects of leather technology, e.g. beamhouse, tannage, post tannage; environmental aspects; tannery design; finishing; the courses are specifically designed to participants' requirements.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, others within the leather and associated industries.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 1-12 weeks. *Deadline for application:* None. *Language:* English. *Tuition fees (accommodation excl.):* £450 per week.

Organizer: British School of Leather Technology
United Kingdom

Quality control of leather and other shoe materials

Short description: Physical and mechanical properties of leather and non-leather shoe materials and shoe components; testing, quality guidelines, reporting.

Target group: Consultants, researchers, trainers.

Qualifications: Knowledge in physics and/or chemistry; basic knowledge in testing techniques.

Commencing date: April, September. *Duration:* 13 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 18,000.

Organizer: TNO Centre for Leather and Shoe Research
Netherlands

Paper and paper products; publishing; printing and reproduction of recorded media/Papier et articles en papier; édition; impression et reproduction de supports enregistrés/Papel y productos de papel; edición, impresión y reproducción de grabaciones

Offset printing

Short description: Basic skills in printing.

Target group: Operators.

Qualifications: Basic knowledge in offset printing.

Commencing date: July. *Duration:* 11 months. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Printpromotion
Germany

Management for printing industry

Short description: Costing and pricing, planning and organization of efficient production.

Target group: Directors/managers, specialists.

Qualifications: Basic knowledge in printing.

Commencing date: March. *Duration:* 2 months. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Printpromotion
Germany

Reproduction photography

Short description: From basic skills in reproduction to colour separating.

Target group: Operators.

Qualifications: Basic knowledge in reproduction.

Commencing date: July. *Duration:* 11 months. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Printpromotion
Germany

Graphic arts industry

Short description: Thorough training in theoretical and practical aspects; offset, bookbinding, word processing, mathematics and measurement techniques, picture reproduction, media knowledge and technology, form and function, printing press equipment and material, printed media; environmental protection, ergonomics and quality ISO 9000; field trips, practical training, individual project work and guest lectures by visiting professionals from the graphic arts industry.

Target group: Marketing personnel, commercial artists, others interested in printed media and its potential.

Qualifications: Secondary school certificate or equivalent and some years of work experience, preferably in the graphics art industry; highly developed sense of colour.

Commencing date: To be arranged. *Duration:* 36 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The Education Centre of Kristianstad
Sweden

(c) Chemical industries/Industries chimiques/Industrias químicas

**Chemical manufacturing, chemicals and chemical products; rubber and plastic products; coke, refined petroleum products and nuclear fuel/
Fabrication chimique; produits chimiques de base et autres; articles en caoutchouc et en matières plastiques; coke, produits pétroliers raffinés et combustibles nucléaires/Fabricación de sustancias químicas, sustancias y productos químicos; productos de caucho y plástico; coque, productos de la refinación del petróleo y combustible nuclear**

Maintenance at cement plants - international maintenance seminar

Short description: This international seminar presents the state of the art in modern cement-plant maintenance as well as maintenance fundamentals: theory and fundamentals

of maintenance management: computer-based maintenance management systems; kilns, gearboxes, grate coolers, ball mills, vertical mills, roller presses, electrical aspects, precipitators, lubrication, crack repair.

Target group: Present and future managerial levels in maintenance and operational organization.

Qualifications: At least 1 year of experience in the cement industry.

Commencing date: August. *Duration:* 16 days. *Deadline for application:* June.

Language: English. *Tuition fees:* DKr 50,000 (incl. board/lodging).

Organizer: F. L. Smidth and Co. A/S
Denmark

Cement production - international cement production seminar 1995

Short description: Increasing production, lowering production costs and creating high-quality products; general and advanced training in cement manufacturing process, machinery, new trends and new technology; raw material evaluation and grinding, kiln systems and conversions, cooling of clinker, fuel and firing systems, emission from cement kiln of SO₂ and NO_x, influence of operating parameters of SP and ILC kilns, utilization of cement kiln waste heat, dust collection, equipment for cement plants.

Target group: Production and production-related engineers, technical, managerial and supervisory personnel.

Qualifications: At least 1 year of experience in the cement industry.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* March.

Language: English. *Tuition fees:* US\$ 10,000 (incl. board/lodging).

Organizer: F. L. Smidth and Co. A/S
Denmark

Introduction to chemical engineering

Short description: Broad outline of mass and energy balances; fluid mechanics; heat transfer; filtration; distillation; instrumentation and control.

Target group: Specialists.

Qualifications: Qualification in chemistry.

Commencing date: May. *Duration:* 5 days. *Deadline for application:* April.

Language: English. *Tuition fees (accommodation excl.):* £600.

Organizer: Technology and Business Centre
United Kingdom

Managing a chemical-analysis or mineral-processing laboratory

Short description: Practical organization and running of a laboratory including: administrative and technical management, safety, technical documentation, selection of equipment, work methodology, deontology, working conditions of the staff.

Target group: Directors/managers, trainers.

Qualifications: Heads of laboratories involved in chemical analysis and/or ore processing.

Commencing date: To be arranged. *Duration:* 4-6 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Spanish. *Tuition fees (accommodation excl.):* US\$ 2,000 per month.

Organizer: Université Catholique de Louvain
Belgium

Advanced plastic-injection technologies

Short description: Precision plastic part design and selection of plastic material; precision plastic injection-mould design; quality plastic-injection practice and advanced plastic-injection technologies; application of CAD/CAM/CAE technology for plastic product, prototypes and mould-making - AUTO-MOULD, mouldflow, stereolithography, rapid prototyping, case study.

Target group: Specialists.

Qualifications: No special requirement.

Commencing date: June. *Duration:* 4 months. *Deadline for application:* June. *Language:* Cantonese with English terminology. *Tuition fees (accommodation excl.):* US\$ 905 (HK\$ 7,000).

Organizer: Manufacturing Engineering Division
Hong Kong

Quality plastic product and mould-making technology

Short description: Advanced mould design and manufacture; advanced plastic process control; quality systems for injection moulding; application of advanced plastic materials to upgrade product quality.

Target group: Specialists.

Qualifications: No special requirement.

Commencing date: February. *Duration:* 4 days. *Deadline for application:* February. *Language:* English with Cantonese translation. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Manufacturing Engineering Division
Hong Kong

MetalTech '95 case presentation week on advanced plastic and metalworking technologies with design competition award '95

Short description: Mould and die design and manufacturing technologies; plastic materials, plastic processing technologies; sheet-metal processing technologies.

Target group: Trainers.

Qualifications: No special requirement.

Commencing date: November. *Duration:* 5 days. *Deadline for application:* To be arranged. *Language:* Cantonese with English terminology. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Manufacturing Engineering Division
Hong Kong

Laboratory technique

Short description: Application of various modern laboratory equipment, in theory and in practice, e.g. gas chromatography, HPLC, automatic titration; detailed knowledge of stock control and planning of experiments along with personal protection; introduction to basic pedagogics.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Trained laboratory assistant.

Commencing date: August. *Duration:* 16 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical College Slagelse
Denmark

CPS postgraduate diploma

Short description: Management of petroleum resources, oil supply and refining; marketing and economics of petroleum products; management and economics of natural gas, power-generation economics and technology; energy and the environment - fuel technology, economics and policy-making.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: February. *Duration:* 3-4 months. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,100-£6,630.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Petroleum economics, crude oil supply and condensates

Short description: Short courses on: structure and economics of international petroleum industries; forecasting and modelling in the oil industry - a practical approach to techniques and applications; crude oil and products supply, transportation, refining and trading; the international feedstocks business - markets, sources and economics; understanding the international condensates business.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: February. *Duration:* 4-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £885-£1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Planning and economics in refining

Short description: Short courses on planning and economics of refinery upgrading; using decision-support systems at the refinery, supply and trading interface; understanding the refinery-petroleum-chemical interface: structural issues, economics and profit optimization; strategies for refining heavy residues - technology and economics of disposal options; refinery business planning - benchmarking, competitor analysis and investment evaluation; refinery profit-improvement programmes - optimizing existing assets.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: April. *Duration:* 2-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £675-£1,325.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Petrochemical economics, technology and marketing

Short description: Short courses on understanding the international petrochemical business - technology, markets and economics; petrochemical markets and economics - the impact of feedstocks and costs on competitiveness and business strategy; marketing petrochemicals for profit; the chemical industry - strategic positioning for 2000 and beyond; polymers - significance in the international petrochemical and polymer industries; the aromatics business - markets and economics.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: March. *Duration:* 3-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £885-£1,385.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Lubricants, applications and metalworking fluids

Short description: Short courses on: international lubricants business; synthetic and VHVI-based lubricants - market development, technologies and cost-performance economics; the metalworking fluids business - products, technology and markets; lubricants technology and applications; lubricants - strategies and responses to the environmental challenge; the lube-oil refinery - economics, markets and products.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: October. *Duration:* 3-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £885-£1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Chemical plant and process technology for trainers and managers

Short description: Process operation; mechanical, instrument and electrical maintenance; laboratory operations; management training; pedagogical/didactical training; environmental aspects. Practical training supported by theoretical courses and process simulations; workshop techniques, drawings, components, handling and installation, machinery; analysis and quality control; safety and pollution control. Orientation on teaching and education (pedagogy, didactics, psychology, curriculum development), teaching methodology (course material, levels, target groups, sequence and treatment, instruction and media, evaluations, specific problems), integrative cases.

Target group: Directors/managers, trainers, process supervisors.

Qualifications: Degree in engineering (mechanical, chemical, electrical), position in management, training or operation supervision in chemical industry or training/research institutes.

Commencing date: To be arranged. *Duration:* 14-21 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

International coal markets and economics

Short description: Short courses on: the international coal industry - economics, profitability, planning and strategic issues; effective marketing and trading in the international coal business; clean fuel technologies and economic - the challenge for coal and competitive fuels.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: June. *Duration:* 5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Oil trading and the futures markets

Short description: Short courses on: creative international trading in crude oil and petroleum products; price risk management in the oil industry - creative uses of oil futures, forwards, options and derivatives markets; the legal aspects of chartering, sale and insurance of oil.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: March. *Duration:* 4-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £950-£1,975.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Fuel quality, specifications and alternative fuels

Short description: Short courses on gasoline technology - specifications, quality, blending components and market developments; automotive diesel fuels - fuel product quality, engine design and opportunities for additives; aviation fuel quality - specifications, manufacture, testing, distribution and applications.

Target group: Director/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: April. *Duration:* 2-3 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £675-£950.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Other non-metallic mineral products/Autres produits minéraux non métalliques/Otros productos minerales no metálicos

Technology of compressed earth blocks

Short description: The basics of compressed earth blocks, overview of the international equipment offer; selection criteria; production of compressed earth blocks; production cycle, production costs and quality control; construction with compressed earth blocks; architectural detailing and project design.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, development workers, building contractors, higher technicians.

Qualifications: Architects, engineers, higher technicians, economists.

Commencing date: November. *Duration:* 3 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* FF 12,000.

Organizer: CRATerre-EAG
France

La terre, matière première

Breve description : La terre et ses caractéristiques physiques et minéralogiques; identification et convenance des terres; pratique de l'identification de la terre; essais de laboratoire et de terrain.

Groupe cible : Spécialistes, chercheurs, formateurs, techniciens de laboratoire.

Qualifications : Architectes, laborantins, techniciens (matériaux).

Début du cours : Janvier. *Durée* : 3 semaines. *Date limite d'inscription* : Octobre 1994.

Langue du cours : Français. *Droits d'inscription (à l'exclusion du logement)* : FF 10 000.

Organisateur : CRATerre-EAG
France

La technologie des blocs de terre comprimée

Brève description : Les éléments de base: présentation de l'offre internationale des équipements et critères de choix; la production de blocs de terre comprimée : cycle de production, coûts, contrôle de la qualité; la construction en blocs de terre comprimée : le projet architectural.

Groupe cible : Directeurs/gestionnaires, décideurs publics, consultants, spécialistes, chercheurs.

Qualifications : Architectes, ingénieurs, techniciens supérieurs, économistes.

Début du cours : Mars. *Durée* : 3 semaines. *Date limite d'inscription* : Novembre 1994.

Langue du cours : Français. *Droits d'inscription (à l'exclusion du logement)* : FF 12 000.

Organisateur : CRATerre-EAG
France

Chemical analysis of mineral samples

Short description: Practical training in the chemical analysis of ores and mineral samples, using various methods and more particularly atomic absorption (AAS) and plasma-emission spectrometry (ICP).

Target group: Specialists, chemists involved in ore-processing research teams.

Qualifications: Degree in chemistry.

Commencing date: To be arranged. *Duration*: To be arranged. *Deadline for application*: 3 months before commencing date. *Language*: English, French, Spanish. *Tuition fees (accommodation excl.)*: US\$ 2,000 per month.

Organizer: Université Catholique de Louvain
Belgium

(d) Engineering industries/Industries mécaniques/Industrias mecánicas

Electrical machinery and apparatus n.e.c./Machines et appareils électriques n.c.a./Maquinaria y aparatos eléctricos n.c.p.

Analogue electronics

Short description: To provide a working knowledge of analogue electronics, noise and its suppression and circuits used in process instrumentation.

Target group: Various.

Qualifications: Engineering personnel with a technical background and experience but having little knowledge of electronics.

Commencing date: To be arranged.

Duration: 5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £410 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Digital electronics and logic

Short description: To provide a working knowledge of switching devices, digital electronics, logic operation, flow charts and task specification.

Target group: Various.

Qualifications: Engineering personnel with at least a working knowledge of analogue electronics.

Commencing date: To be arranged.

Duration: 5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £410 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

DC and I.F electrical metrology

Short description: Theory, practice and trends - elements of standards system, hierarchy, uncertainty levels, traceability, transfer standards, maintaining product history, specifications.

Target group: Specialists.

Qualifications: Knowledge of DC and AC electrical theory.

Commencing date: March, November. *Duration:* 1 week. *Deadline for application:* -. *Language:* English. *Tuition fees:* £998.75 (accommodation incl.).

Organizer: Wavetek Ltd.
United Kingdom

Computing, office and accounting machinery; radio, television and communication equipment and apparatus/Machines de bureau, machines comptables et de traitement de l'information; équipement et appareils de radio, télévision et communications/Maquinaría de informática, oficina y contabilidad; equipo y aparatos de radio, televisión y comunicaciones

New telecommunications techniques

Short description: An international programme of specialized training focused on telecommunications/digital microwave links, mobile communications, space communications, optoelectronics, digital switching, data transmission and data network, network trends and directions, integrated services, digital networks, telematics, very small aperture terminals (VSAT), network management, network planning and engineering.

Target group: Directors/managers, policy makers, specialists, researchers, trainers.

Qualifications: Top executives and engineers.

Commencing date: May.

Duration: 8 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* FF 31,000.

Organizer: CESELEC - Centre d'études supérieures sur l'enseignement de l'électricité
France

Digital technology for telecommunications

Short description: Various modules on: digital electronics, microprocessors and applications, digital transmission, switching systems, fibre optics.

Target group: Specialists, trainers.

Qualifications: Telecommunications engineers and technicians with formal training in electronics.

Commencing date: To be arranged. *Duration:* 2-8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Bailbrook College
United Kingdom

Telecommunications engineering

Short description: Various modules on: radio technology, mobile radio and cellular radio, digital microwave radio, satellite communications, data communications and computer networks.

Target group: Specialists, trainers.

Qualifications: Telecommunication engineers and technicians with formal training in electronics.

Commencing date: To be arranged. *Duration:* 2-8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Bailbrook College
United Kingdom

Telecommunications management

Short description: Various modules on: telecommunications networks planning and management; diploma in telecommunications management studies; international telecommunication traffic managers; spectrum management and radio-frequency planning.

Target group: Directors/managers, specialists, trainers.

Qualifications: Telecommunications managers and engineers.

Commencing date: To be arranged. *Duration:* 3-10 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Bailbrook College
United Kingdom

Introduction to electronics

Short description: Electronics in industry, building on participants' existing basic knowledge of electrical circuitry, ohm's law and current; ideal to acquire skills in electrical work as a basis for further training in analogue and digital electronics.

Target group: Trainers.

Qualifications: Completed "Basic electrical skills" course, or equivalent level of knowledge.

Commencing date: June.

Duration: 10 days. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Eregli Iron and Steel Works Inc.
Turkey

Basic electrical skills

Short description: With the growing importance of electronic/electromechanical devices used in the control of industrial equipment, there is an increasing need for personnel involved in installation and maintenance to develop electrical skills; this programme imparts basic electrical skills, terminology and concepts through an easy-to-follow method based on exercises at special laboratory workbenches.

Target group: Trainers.

Qualifications: General engineering background an advantage.

Commencing date: May. *Duration:* 10 days. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Eregli Iron and Steel Works Inc.
Turkey

Basic digital electronics

Short description: Practical training in digital electronics; construction, testing and operating practices on specially designed workbenches; course responds to real industrial needs.

Target group: Trainers.

Qualifications: Basic knowledge in electricity.

Commencing date: June. *Duration:* 10 days. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Eregli Iron and Steel Works Inc.
Turkey

Gestión de la innovación para directivos de Telefónica de España

Breve descripción: Aportar a los directivos de mandos conocimientos específicos en materias de gestión empresarial y habilidades directivas.

Grupo objetivo: Directores/gerentes, especialistas.

Calificaciones: Jefes de sección y expertos.

Fecha de iniciación: -. *Duración:* 100 horas repartidas en 8 semanas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Telefónica costea la formación.

Organizador: E.O.I.
España

Motor vehicles, trailers and semi-trailers; other transport equipment/Vehículos automobiles, remorques et semi-remorques; autres matériels de transport/Vehiculos automotores, remolques y semirremolques; otros tipos de equipo de transporte

Boatyard and marina management

Short description: Specifically for those who are planning to move into management or ownership in the boatbuilding and marina sectors of the boating industry.

Target group: Directors/managers, various.

Qualifications: Previous managerial experience relating to other industries.

Commencing date: April, August. *Duration:* 3-4 months. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £2,900.

Organizer: International Boatbuilding Training College
United Kingdom

Railway trackwork engineering

Short description: Fifth RIA track sector course; comprehensive overview of the latest technology, materials and practices available to the railway civil engineer.

Target group: Specialists.

Qualifications: Graduate engineer (or equivalent) and at least 5 years of railway experience.

Commencing date: July. *Duration:* 6 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees:* £6,000 (accommodation incl.).

Organizer: Railway Industry Association
United Kingdom

Body shop courses (light motor vehicles)

Short description: Managing a body shop; estimating and negotiating (accident repairs); body shop supervision.

Target group: Directors/managers, specialists.

Qualifications: Relevant experience for advanced courses.

Commencing date: To be arranged. *Duration:* 2-4 days. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £120 per day.

Organizer: RSL Motec Telford
United Kingdom

Technical courses (light and heavy motor vehicles)

Short description: Braking systems, electrical and electronic systems, engine management, diesel injection/petrol injection.

Target group: Specialists.

Qualifications: Basic technical skills (motor vehicle).

Commencing date: To be arranged. *Duration:* 2-3 days. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £90 per day.

Organizer: RSL Motec Telford
United Kingdom

Boatbuilding

Short description: Practical boatbuilding course leading to full boatbuilding qualifications, i.e. City and Guilds of London Institute 245 Certificates, parts 1 and 2, in Yacht and Boatbuilding and Ship Joinery Craft Studies; national vocational qualification level 2; British Marine Industries Federation modules in 9 modules.

Target group: Various.

Qualifications: Own entry tests; interview or if distance does not allow, references from a relevant source.

Commencing date: January, April, September. *Duration:* 47 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,900 + VAT.

Organizer: International Boatbuilding Training College
United Kingdom

Noise and vibration from rail transport systems

Short description: Presentation by a group of international experts; demonstration of computer programs suitable for the design of quieter rail transport systems; demonstration of measurement methods.

Target group: Consultants, researchers.

Qualifications: Graduate engineers.

Commencing date: October. *Duration:* 1 week. *Deadline for application:* 1 week before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* ECU 1,500.

Organizer: ISVR, University of Southampton
United Kingdom

Venue: Probably southern Europe

Tanker chartering and ships bunkers

Short description: Short courses on: tanker ownership, chartering and operations, tactics and decision-making; economics and operations of bunkering.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: September. *Duration:* 5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,325.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Transport terminal logistics

Short description: Theoretical and practical aspects of managing a transport terminal: business economics, transportation technology (bus, train, taxi, shipping and air cargo), management science, basic marketing, international transport, transport statutes, basic computer science; lectures alternated with practical training and guest lectures by professionals in the transport industry.

Target group: Freight haulers, managers.

Qualifications: Upper secondary school certificate or equivalent, several years of work experience.

Commencing date: To be arranged. *Duration:* 40 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The Education Centre of Kristianstad
Sweden

Automobile repair and maintenance

Short description: Skills in measuring, fault-finding and repair of different types of lorries, automobiles and motorcycles; diesel and petrol engines and related systems, steering and brake systems, transmission systems, electrical systems; fault-finding in electronic systems cutting for different automobile brands; basic pedagogics, safety and ergonomics, management, planning, budgeting, price setting.

Target group: Consultants, specialists, trainers.

Qualifications: Basic knowledge of automobile repair and maintenance.

Commencing date: August. *Duration:* 16 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical College Slagelse
Denmark

Training of trainers in automotive engineering

Short description: Automotive engineering, pedagogical/didactical training. Practical aspects of fuel-injection systems, fuel pumps, carburetors, hydraulic brake systems, gearboxes, steering systems, electrical components, exhaust systems, tires; fault diagnosis, servicing, spares, body repair, engine tuning, cost control, management, tools and

equipment; workshop management, safety, customer liaison; instruction techniques, adjustment of courses to level and experience of students, audiovisual teaching aids; (course will be adjusted to type of vehicles requested).

Target group: Trainers.

Qualifications: Degree in mechanical/automotive engineering, technicians with at least 3 years experience.

Commencing date: To be arranged. *Duration:* 6-12 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

**(e) Other industrial branches/Autres secteurs industriels/
Otras ramas industriales**

**Intersectoral programmes and biotechnology/Programmes intersectoriels
et biotechnologie/Programas intersectoriales y biotecnologia**

Introduction to industrial biotechnology

Short description: Main elements of biotechnology including: microbiology, enzyme technology, upstream and downstream processing, project work, genetics; industrial visits, cultural programme, visit to Biotechnica.

Target group: Specialists.

Qualifications: Ph.D. or Master's degree.

Commencing date: August. *Duration:* 7 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* Nil.

Organizer: Gesellschaft für Biotechnologische Forschung mbH
Germany

Converting to gamma radiation sterilization

Short description: Solve problems in sterilization basics; material compatibility; device design and manufacturing tips; packaging; irradiator operations; dosimetry and process validation; microbiology; AAMI and ISO guidelines; gamma for pharmaceuticals.

Target group: Design engineers, manufacturing managers, quality assurance personnel involved in converting products for gamma sterilization, product managers and others.

Qualifications: -

Commencing date: September. *Duration:* 2 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 675.

Organizer: Nordion International Inc.
Canada

2. UTILITIES/SERVICES PUBLICS DE DISTRIBUTION/ SERVICIOS PÚBLICOS

Electricity, low and high voltage/Electricité, haute et basse tension/
Electricidad, alta y baja tensión

MBA in power-utility management

Short description: Total management of a modern, progressive electric power utility; balanced blend of academic, institutional and practical learning, enabling participants to apply advanced concepts of utility management to key issues.

Target group: Directors/managers.

Qualifications: University degree or equivalent professional qualification, 5 years of high-quality management experience, satisfactory GMAT score.

Commencing date: September. *Duration:* 9 months. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 24,000.

Organizer: ESB International Ltd.
Ireland

Venue: Graduate School of Business, University College Dublin
Carysfort Avenue, Blackrock, Co. Dublin, Ireland
Tel.: 353 1 7068355; Fax: 353 1 2831911

Power-plant technology for operating staff

Short description: Power-plant electrical theory and practice; gas- and steam-turbine unit operations, instrumentation, automatic control, microprocessors.

Target group: Power-plant operators.

Qualifications: Power-plant operation certificate.

Commencing date: To be arranged. *Duration:* 18 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: ESB International Ltd.
Ireland

Industrial electronic components and equipment for power utilities

Short description: Electronic components operation, maintenance techniques, power electronics, converter technology, analogue integrated circuitry, interfacing, circuitry, analogue serving devices, digital logic techniques and interfacing, industrial process control.

Target group: Engineers.

Qualifications: Engineers, electrical technicians.

Commencing date: To be arranged. *Duration:* 10 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: ESB International Ltd.
Ireland

Distribution technology and practice for engineers

Short description: Distribution technology, distribution equipment and networks, design, construction, operation and maintenance, underground cables, overhead line systems, power-utility applications, distribution engineering.

Target group: Engineers.

Qualifications: Engineers: distribution function.

Commencing date: To be arranged. *Duration:* 12 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: ESB International Ltd.
Ireland

Understanding finance and accounting in a power utility

Short description: Enterprise efficiency, financial statements, financial ratios, working-capital management, financial projections, financial policy, management accounting, auditing, customer accounting, supply, meter reading, billing, customer service, computerized accounting systems.

Target group: Directors/managers.

Qualifications: Power utility managers.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: ESB International Ltd.
Ireland

Training of trainers in light engineering

Short description: Light engineering; pedagogical/didactical training. Reading and interpreting of engineering drawings, turning, milling, grinding, preparation/sharpening of cutting tools, production of gears with a milling machine, use of gear hobbing machines, measuring and gauging, selection of manufacturing and machining methods and tool geometry for the production of specified products; workshop management, safety; instructional techniques, adjustment of courses to level and experience of students, audiovisual teaching aids.

Target group: Trainers/instructors.

Qualifications: Degree in mechanical/automotive engineering, technicians with at least 3 years of experience.

Commencing date: To be arranged. *Duration:* 6-12 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Cathodic protection

Short description: Design, calculation of, and necessary equipment for, cathodic protection, practical training in start-up operation and maintenance of impressed current protection; location of insulation failures on underground pipes; corrosion tests with electronic instruments and computers; problems of stray current; energy supply, conventional and solar energy.

Target group: Consultants, specialists, engineers.

Qualifications: Degree in mechanical, technical or electrotechnical engineering, specialists in corrosion protection.

Commencing date: August. *Duration:* 14 days. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* DM 1,700 + VAT.

Organizer: RIWA-GmbH Richard Wagner
Germany

Electrical transmission engineering ; (275 kV-400 kV)

Short description: To introduce recently graduated engineers to the key practical aspects of their profession - grid system, system operations, plant and apparatuses, operation and maintenance.

Target group: Engineers.

Qualifications: Degree in electrical engineering.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* £850 + VAT per week.

Organizer: British Power International
United Kingdom

Venue: Gridco Training Centre
Eakring, United Kingdom

Steam-turbine operation and maintenance

Short description: To introduce recently graduated engineers to the key practices of related subject material - plant layout and design, construction, safety, chemistry, electrical protection, planning and maintenance, operations, efficiency, management, simulation.

Target group: Engineers.

Qualifications: Degree.

Commencing date: January. *Duration:* 13 weeks. *Deadline for application:* November 1994. *Language:* English. *Tuition fees (accommodation excl.):* £800 + VAT per week.

Organizer: British Power International
United Kingdom

Venue: Powergen Training Centre
Drakelow, United Kingdom

Power-plant control and instrumentation

Short description: A bridge between theory and practice, covering measurements, telemetry, electronics, automatic control, gas and water analysis, turbo supervisory, microprocessors, data-acquisition systems, maintenance management, stores, fault finding, management.

Target group: Engineers.

Qualifications: Degree.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* £560 + VAT per week.

Organizer: British Power International
United Kingdom

Venue: Nuclear Training Centre
Manchester, United Kingdom

Electrical distribution engineering (up to 132 kV)

Short description: To introduce recently graduated engineers to the key areas of their profession, i.e. the practice of cables and jointing, plant and equipment, metering and protection, planning and design, system operation, job administration, communication and training, financial aspects, research and development.

Target group: Engineers.

Qualifications: Degree in engineering or equivalent.

Commencing date: April. *Duration:* 16 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* £550 + VAT per week.

Organizer: British Power International
United Kingdom

Venue: Norwob Training Centre
Chorley, Lancs, United Kingdom

Gas manufacture and distribution/Production et distribution de gaz/ Fabricación y distribución de gas

Natural gas management and economics

Short description: Short courses on: the "gas chain" concept - industry structure, economics and pricing; the international gas business - pipeline and LNG trade; international gas contracts - commercial factors and negotiations; gas sales for industry - technology, economics and inter-fuel competition; management and economics of the gas-utility business; strategies in gas-based chemicals - profitability, economics and markets; natural gas for power generation - economics, technologies and markets; gas-management workshop I - gas project planning, development and financing; gas management workshop II - gas sales, contract negotiation and implementation.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: May. *Duration:* 4-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):*

£885-£1,385.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Diploma in petroleum management

Short description: Diploma in management (petroleum management), Salford University postgraduate diploma in gas engineering.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: October. **Duration:** 5 months. **Deadline for application:** 2 weeks before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** £5,100-£7,600.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Managing national oil and gas development

Short description: Short courses on: introduction to oilfield exploration and production; prospect evaluation and reservoir appraisal for development planning; Government and the oil industry - relationships and regulations; joint interest ventures for oilfield operations; petroleum negotiations workshop; project leadership - the successful management of capital projects in the oil, gas, energy and process industries.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: March. **Duration:** 4-5 days each. **Deadline for application:** 2 weeks before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** £885-£1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

International business management

Short description: Short courses on: supply, economics, markets and international trading; commercial issues in LPG trading - contracts, shipping, prices and risk management; LPG for petrochemicals - markets, process economics and pricing.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: September. **Duration:** 3-5 days each. **Deadline for application:** 2 weeks before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** £885-£1,325.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Gas technician

Short description: Theoretical and practical skills for the construction phase, designing and dimensioning of pipe-based distribution systems; management of construction works and related quality and safeguarding; designing and dimensioning of gas units with a capacity above 135 kW; counselling and decision-making.

Target group: Consultants, specialists, trainers.

Qualifications: Technical education in heating, ventilation and sanitation or other relevant field of engineering. *Commencing date:* August. *Duration:* 20 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 30,750.

Organizer: Technical College Slagelse
Denmark

3. FIELDS RELATED TO INDUSTRY/DOMAINES LIÉS A L'INDUSTRIE/ESFERAS RELACIONADAS CON LA INDUSTRIA

**Construction (civil engineering); irrigation and groundwater modelling/
Construction (génie civil); modélisation des ressources en eau
d'irrigation et en eaux souterraines/Construcción (ingeniería
civil); modelado de aguas subterráneas y riego**

Construction management and technology

Short description: Knowledge, skills and problem-solving capabilities for construction management and technology application, assisting professionals in further career development.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, government and NGO professionals.

Qualifications: Bachelor's degree in relevant field, at least 2 years of professional experience.

Commencing date: April. *Duration:* 3 months. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* f. 10,000 (US\$ 5,275).

Organizer: Institute for Housing and Urban Development - IHS
Netherlands

Venue: Weena C Point, 718
Rotterdam
Netherlands

Management and design of irrigation and drainage

Short description: Irrigation engineering, interactions of irrigation systems and environments, irrigation agronomy, equipment selection, maintenance and repair, specific computer application.

Target group: Directors/managers, specialists, researchers, trainers or soil- and water-engineering technicians.

Qualifications: University or technical college level; professional experience.

Commencing date: To be arranged. *Duration:* 2.5 months. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Russian, German. *Tuition fees (accommodation excl.):* DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Techniques de production et de construction

Breve description : Initiation aux techniques suivantes : pisé, adobe, blocs de terre comprimée, tuiles en fibromortier/vibromortier.

Groupe cible : Architectes, ingénieurs, techniciens supérieurs.

Qualifications : -.

Début du cours : Mai. **Durée :** 2 semaines. **Date limite d'inscription :** Janvier. **Langue du cours :** Français, anglais. **Droits d'inscription (à l'exclusion du logement) :** FF 4 000.

Organisateur : CRATerre-EAG
France

La technologie des blocs de terre comprimée - pratique

Breve description : Les unités de production : typologie, installation, entretien; montage de briqueterie et production des blocs; les éléments de base de la maçonnerie en blocs de terre comprimée; les moulers; construction d'éléments types; couverture et finitions.

Groupe cible : Architectes, ingénieurs, techniciens supérieurs.

Qualifications : -.

Début du cours : Mars. **Durée :** 4 semaines. **Date limite d'inscription :** Décembre 1994. **Langue du cours :** Français, anglais. **Droits d'inscription (à l'exclusion du logement) :** FF 8 000.

Organisateur : CRATerre-EAG
France

Arcs, voûtes et coupoles

Breve description : Potentiels et limites des arcs, voûtes et coupoles; inventaire exhaustif des modèles architecturaux et des techniques de mise en œuvre; tracés géométriques et méthodes de calcul; techniques de finitions.

Groupe cible : Architectes ou techniciens supérieurs du bâtiment.

Qualifications : -.

Début du cours : Mai. **Durée :** 3 semaines. **Date limite d'inscription :** Février. **Langue du cours :** Français. **Droits d'inscription (à l'exclusion du logement) :** FF 10 000.

Organisateur : CRATerre-EAG
France

Low-cost building technologies

Short description: Practical understanding of intermediate building materials technology.

Target group: Housing programme managers, workshop staff.

Qualifications: Reasonable level of English comprehension.

Commencing date: To be arranged. **Duration:** 2-4 weeks. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** £300 per week.

Organizer: Intermediate Technology
United Kingdom

Computer applications in irrigation

Short description: Assessment of the function of computer programs and models in relation to identified irrigation problems, modelling and simulation concepts, selection and

application of relevant computer programs.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Basic skills in computer application desirable.

Commencing date: March. *Duration:* 4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* £2,800.

Organizer: Institute of Irrigation Studies, ICCAI Course Administrator
United Kingdom

Venue: Module 1 at the organizer's address;
Module 2 at
International Institute for Land Reclamation and Improvement
P. O. Box 45
6700 AA Wageningen, Netherlands
Tel.: 08370 90144; Fax: 08370 17187

Effective irrigation management

Short description: An intensive course for professionals involved in the management and performance assessment of irrigation and related water-resources schemes in developing countries; setting targets, monitoring performance and achieving objectives.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Experience in management of irrigation schemes.

Commencing date: September. *Duration:* 3 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* £1,530.

Organizer: Institute of Irrigation Studies, EIM Course Administrator
United Kingdom

Rehabilitation and management of irrigation projects

Short description: Comprises 4 modules and a 1-week study tour; the modules address issues and concepts of rehabilitation and then follow the project cycle from identification and preparation through design to scheme management, operation and maintenance, and institutional change.

Target group: Director/managers, policy makers, consultants, specialists, trainers.

Qualifications: Experience in the rehabilitation and management of irrigation schemes.

Commencing date: June. *Duration:* 7 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* £3,800.

Organizer: Institute of Irrigation Studies, RMIP Course Administrator
United Kingdom

Construction materials technology and testing

Short description: Part 1: basic construction materials properties and standard tests. Part 2: options: 6-week course on advanced technology and testing; or 13-week course on advanced technology and testing plus individual project module on subject of own choice.

Target group: Laboratory managers/supervisors/technicians, lecturers, civil engineers, construction inspectors.

Qualifications: Some involvement with construction materials and knowledge of elementary mathematics, physics and chemistry.

Commencing date: Part 1: September; part 2: January 1996. *Duration:* 6-13 weeks.

Deadline for application: August. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Laing Technology Group Ltd.
United Kingdom

Road management for senior engineers

Short description: To provide senior engineers with skills to enable them to take and justify planning and design decisions on the basis of sound engineering, management, economic and environmental considerations.

Target group: Senior engineers.

Qualifications: None.

Commencing date: June. *Duration:* 2 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,100.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444; Fax: 44 81 212 622

Road maintenance management and practice

Short description: Enhances the efficiency and improves the effectiveness of road maintenance through the application of management skills and technical knowledge relating to road maintenance practice.

Target group: Specialists.

Qualifications: None.

Commencing date: March. *Duration:* 12 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £8,300.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444; Fax: 44 81 212 622

Building maintenance management

Short description: Improves management skills and develops policies and procedures to ensure that buildings and associated services are maintained to standards that are both economically and functionally acceptable.

Target group: Directors/managers, specialists.

Qualifications: None.

Commencing date: April. *Duration:* 10 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £8,300.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: +44 903 234 444; Fax: 44 81 212 622

Curso internacional de hidrología subterránea

Breve descripción: Presentación detallada de las bases teórico-prácticas de la hidrología subterránea.

Grupo objetivo: Licenciados en geología e ingenieros.

Calificaciones: Titulación universitaria y aceptable base físico-matemática.

Fecha de iniciación: Enero. *Duración:* 7 meses. *Fecha límite de inscripción:* Septiembre 1994. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Ptas 550.000.

Organizador: Fundación Centro Internacional de Hidrología Subterránea
España

Lugar: Escuela Técnica Superior de Ingenieros de Caminos, Canales y Puertos
Departamento de Ingeniería del Terreno
Campus Nord - UPC - C/Gran Capitán
s/n Módulo D-2
08034 Barcelona, España
Tel.: 401 68 71 Fax: 401 65 04

Master en hidrología subterránea

Breve descripción: Formación especializada en temas concretos de la hidrología subterránea.

Grupo objetivo: Ingenieros y licenciados en geología.

Calificaciones: Haber realizado y estar en posesión del título del Curso internacional de hidrología subterránea.

Fecha de iniciación: Octubre. *Duración:* 9 meses. *Fecha límite de inscripción:* Octubre 1994. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Ptas 200.000.

Organizador: Fundación Centro Internacional de Hidrología Subterránea
España

Lugar: Escuela Técnica Superior de Ingenieros de Caminos
Departamento de Ingeniería del Terreno
Campus Nord - UPC - C/Gran Capitán
s/n Módulo D-2
08034 Barcelona, España
Tel.: 401 68 71 Fax: 401 65 04

Building technology

Short description: Short courses on: raw materials, building materials; mortars; concrete technology; concrete buildings; concrete pavements; concrete bridges; barrages; planning; management; quality control.

Target group: Various.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration:* 2-5 days. *Deadline for application:* -.

Language: English, French, Spanish. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Haus der Technik eV.
Germany

Project management

Short description: German executive experts will lecture on: types of projects, criteria for their planning, supervision and evaluation; successful methods, tasks of personnel and organization; instruments of integrated time control; costs and efficiency.

Target group: Various.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration:* 3-14 days. *Deadline for application:* -.

Language: English, French, Spanish. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Haus der Technik eV.
Germany

Aquatic resources and the environment

Short description: Covers coastal resources, estuarine and inland waters and aquaculture; policy and legislation, development and planning, implementation of policies, project management; the aim of the course is to provide awareness of the major problem areas.

Target group: Policy makers, consultants, specialists, researchers.

Qualifications: First degree or equivalent.

Commencing date: Summer term. *Duration:* 4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The University of Hull International Fisheries Institute
United Kingdom

Inner city development

Short description: Diploma course on inner city development; designed to develop knowledge, skills and problem-solving capabilities for inner city development that help professionals in further career development.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, government and NGO professionals.

Qualifications: Bachelor's degree in a relevant field, at least 2 years of professional experience.

Commencing date: January. *Duration:* 5 months. *Deadline for application:* September 1994. *Language:* English. *Tuition fees (accommodation excl.):* f. 15,000 (US\$ 7,100).

Organizer: Institute for Housing and Urban Development Studies - IHS
Netherlands

Venue: Weena C Point, 718
Rotterdam
Netherlands

Railway civil engineering

Short description: Lecture- and project-based course, with practical attachments, for experienced civil engineers working in maintenance and renewal of permanent way.

Target group: Specialists.

Qualifications: Degree or equivalent in civil engineering and minimum of 3 years of experience.

Commencing date: February. *Duration:* 12 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* £10,620.

Organizer: Transmark
United Kingdom

Venue: Civil Engineering Training Centre
London Road, Derby
United Kingdom

Génie civil et urbanisme

Brève description : Permettre à des techniciens supérieurs d'accéder au diplôme d'ingénieur, option génie civil et urbanisme.

Groupe cible : -.

Qualifications : Personnes titulaires d'un DUT, BTS ou équivalent, ayant 3 années d'expérience professionnelle.

Début du cours : Octobre. *Durée :* 3 023 heures. *Date limite d'inscription :* Juin.

Langue du cours : Français. *Droits d'inscription (à l'exclusion du logement) :* FF 30 000.

Organisateur : INSA de Lyon
France

New technologies in surface hydrology

Short description: Limnimetric data loggers; rainfall data loggers; hydrological data bank management; hydrological data analysis.

Target group: Specialists, researchers, trainers.

Qualifications: Master's degree in hydrology or equivalent.

Commencing date: October. *Duration:* 6 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* FF 20,000.

Organizer: Laboratory of Hydrology
France

Technologies nouvelles en hydrologie de surface, acquisition et exploitation des données

Brève description : Centrales électroniques d'acquisition des données; télétransmission des données; banque de données; analyse hydrologique.

Groupe cible : Spécialistes, chercheurs, formateurs.

Qualifications : Ingénieurs et/ou techniciens, niveau minimum baccalauréat ou équivalent.

Début du cours : Mars. *Durée :* 8 semaines. *Date limite d'inscription :* Décembre 1994.

Langue du cours : Français. *Droits d'inscription (à l'exclusion du logement) :* FF 20 000.

Organisateur : Laboratoire d'hydrologie
France

Appropriate building

Short description: Evaluate local skills and resources for building.

Target group: Trainers.

Qualifications: Builder or architect.

Commencing date: To be arranged. *Duration:* To be arranged. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £650.

Organizer: Intermediate Technology Consultants
United Kingdom

Miscellaneous public services/Services publics divers/ Diversos servicios públicos

Signalling technology (basic)

Short description: Lecture-based course with practical sessions for signal engineers currently working in design or technical support with limited design experience.

Target group: Specialists.

Qualifications: Electrical or electronic engineers who have recently entered the signal engineering field; technicians and supervisors experienced in maintenance or installation.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* £2,475.

Organizer: Transmark
United Kingdom

Signalling technology (intermediate)

Short description: Lecture-based course with practical sessions for signal engineers wishing to consolidate signalling principles and practice.

Target group: Specialists.

Qualifications: Degree or equivalent in electrical or electronic engineering and a minimum of 3 years of experience.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* August.

Language: English. *Tuition fees (accommodation excl.):* £5,560.

Organizer: Transmark
United Kingdom

Signalling technology (advanced)

Short description: Lecture-based course with practical sessions for experienced signal engineers leading to an examination equivalent to that of the Institute of Railway Signal Engineers.

Target group: Specialists.

Qualifications: Degree or equivalent in electrical or electronic engineering and a minimum of 3 years of experience.

Commencing date: May. *Duration:* 2 + 2 weeks (with a minimum of 2 weeks between modules). *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* £6,220.

Organizer: Transmark
United Kingdom

Venue: Railway Engineering School
London Road, Derby
United Kingdom

4. THE INDUSTRIAL SECTOR/LE SECTEUR INDUSTRIEL/EL SECTOR INDUSTRIAL

Industrial policy, programming, planning, production/Politique, programmation, planification, production industrielles/Política, programación, planeamiento y producción industriales

Society, science and technology in Europe

Short description: The course aims to develop informational resources, analytical skills and conceptual frameworks for researchers and students in technological change and innovation.

Target group: Students with a Bachelor's degree.

Qualifications: Bachelor's degree in arts and/or sciences.

Commencing date: September. *Duration:* 1 year. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* f. 2.050.

Organizer: University of Limburg
Netherlands

Gestion et dynamisation du développement (diplôme d'études supérieures spécialisées)

Brève description : Industrialisation et développement; conception d'actions emploi-formation; marchés internationaux de matières premières; gestion des projets.

Groupe cible : Décideurs publics, consultants, spécialistes, autres.

Qualifications : Formation en économie niveau maîtrise, diplôme d'ingénieur.

Début du cours : Octobre. *Durée :* 7 mois d'enseignement à Grenoble, plus 3 mois de stage professionnel. *Date limite d'inscription :* Juin. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* FF 18 000.

Organisateur : Université Pierre Mendès France de Grenoble
France

Women in community development

Short description: To develop a greater awareness and understanding of gender-sensitive issues; designed to equip participants with skills necessary for successful implementation and maintenance of community projects.

Target group: Persons responsible for mobilizing gender-sensitive programmes.

Qualifications: None.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £7,200.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, NB11 3PW
United Kingdom
Tel.: 44 903 234 444; Fax: 44 81 212 622

Enabling women in rural development

Short description: To enable participants to encourage and support more effectively women's contributions to rural development.

Target group: Policy makers, consultants, specialists, researchers, trainers.

Qualifications: Good knowledge of English language.

Commencing date: June. **Duration:** 10 weeks. **Deadline for application:** May.

Language: English. **Tuition fees (accommodation excl.):** £3,500.

Organizer: Unived Technologies Ltd.
United Kingdom

Industrial estates and complexes

Short description: Physical planning of industries, plant location analysis, types of industrial clusters (estates, export-processing zones, complexes, science and technology parks), planning a network of industrial areas (national or regional), integration with overall physical planning.

Target group: Directors/managers, policy makers, consultants, specialists, researchers.

Qualifications: Senior industrial development administrators with advanced academic background, preferably in technological sciences and/or industrial economics.

Commencing date: June, November. **Duration:** 10 weeks. **Deadline for application:** 4 months before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Center for Management and Industrial Development (CBO)
Netherlands

Technology for sustainable development

Short description: Examines the economic and social needs of communities and identifies how sustainable development can proceed through choice of appropriate technology.

Target group: Policy makers.

Qualifications: Degree/diploma.

Commencing date: September. **Duration:** 2 weeks. **Deadline for application:** June.

Language: English. **Tuition fees (accommodation excl.):** £950.

Organizer: Intermediate Technology Consultants
United Kingdom

Public enterprise reform and privatization

Short description: Interactive programme seeks to synergize the expertise gained from advising and interacting with personnel executing and evaluating public-sector operations reform and public investment in LDCs and transitional economies.

Target group: Policy makers.

Qualifications: Degree or relevant working experience.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees:* £4,000 (accommodation incl.).

Organizer: Institute for Development Policy and Management
University of Manchester
United Kingdom

Contracting out and privatization of services

Short description: To provide a thorough grounding in market testing, contracting out, out-sourcing and privatization.

Target group: Directors/managers.

Qualifications: Graduates.

Commencing date: July. *Duration:* 8 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £4,950.

Organizer: RIPA International
United Kingdom

Gender training for development

Short description: To equip key policy makers, planners and development practitioners from a variety of disciplines with the knowledge, tools and practical skills to formulate, implement and disseminate gender-sensitive policies as they relate to professional responsibilities.

Target group: Various.

Qualifications: Bachelor's degree or relevant experience.

Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* £5,275.

Organizer: The Overseas Development Group
United Kingdom

Export-processing zones

Short description: Understand the concept of an EPZ, and the role it can play as a catalyst in regional and national development; emphasis on EPZ concept; EPZ planning and development; elements of a competitive EPZ regime; EPZ promotion and inward investment; economic impact of EPZs.

Target group: Directors/managers, policy makers, specialists.

Qualifications: None.

Commencing date: February. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* EIR 5,500.

Organizer: International Development Ireland
Ireland

Regional development

Short description: Role of regional development; regional planning; analysis of a region; evaluation of regional strengths and weaknesses; integration of sectoral approaches; planning for spatial development; regional development in a national and an international context.

Target group: Directors/managers, policy makers, specialists.

Qualifications: None.

Commencing date: May, June. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £IR 5,500.

Organizer: International Development Ireland
Ireland

Private-sector development, enterprise restructuring and privatization

Short description: The development of private-sector institutions and investments, commercialization and privatization of State enterprises - theory and practice.

Target group: Directors/managers, policy makers.

Qualifications: Professional managers and policy makers.

Commencing date: April. *Duration:* 6 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Development and Project Planning Centre
University of Bradford
United Kingdom

Planificación estratégica

Breve descripción: -.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. *Duración:* 2 días. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Tenco costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Tenco
España

Lugar: E.O.I.

Gregorio del Amo,6 - 28040 Madrid

Tel.: 91 349 56 00 Fax: 91 554 23 94

Industrial projects/Projets industriels/Proyectos industriales

Industrial project-cycle management

Short description: Macroeconomic planning framework and industrialization policies; stages in the project-development cycle and its management; market survey, analysis and

sales protection; technical analysis; technology choice; design; plant capacity; location; input requirements; implementation scheduling; financial analysis; investment appraisal techniques; appraisal of financing alternatives; risk and sensitivity analysis; economic analysis; computer simulation model (COMFAR).

Target group: Executives of (semi) government organizations and private-sector companies in charge of planning, preparation and execution of industrial projects; project analysts and loan officers of development corporations, development and commercial banks.

Qualifications: Bachelor's degree in related field; proficiency in English, minimum of 3 years of professional experience.

Commencing date: January. *Duration:* 13 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* f 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Management of rural projects and their evaluation

Short description: This course meets the needs of professional staff who will have the responsibility of planning and evaluating development projects.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, others.

Qualifications: -.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* £3,751.

Organizer: Unived Technologies Ltd.
United Kingdom

Management of projects

Short description: Aims to provide the necessary skills to manage the implementation of projects from the planning stage through to completion.

Target group: Directors/managers.

Qualifications: None.

Commencing date: April. *Duration:* 6 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £5,000.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-4 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel: 44 903 234 444; Fax: 44 81 212 622

Procurement for development projects

Short description: Concentrates on the procedures necessary for the correct management of development funds; equips managers with international procurement and negotiation skills.

Target group: Directors/managers.

Qualifications: None.

Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £4,295.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444; Fax: 44 81 212 622

Project management for sustainable development

Short description: Designed for managers at the national and local levels, involved in the planning, implementation and evaluation of development projects.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, score of at least 500 on TOEFL or 80 on ALIGU.

Commencing date: January, May. *Duration:* 8 weeks. *Deadline for application:* December 1994, May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI University of Connecticut
United States of America

Procurement management for development projects

Short description: Designed for senior officers from government, parastatal and private organizations involved in procurement decision-making for implementation of industrial and infrastructure projects.

Target group: Directors/managers, policy makers, consultants, specialists, trainers and others.

Qualifications: Bachelor's degree, score of at least 500 on TOEFL or 80 on ALIGU.

Commencing date: October. *Duration:* 3 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,900.

Organizer: IPSI University of Connecticut
United States of America

Project management

Short description: Course examines the range of problems that confront officials during the project life cycle and shows the crucial importance of management skills and training.

Target group: Directors/managers.

Qualifications: Officers involved in project management.

Commencing date: March. *Duration:* 11 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,500.

Organizer: RIPA International
United Kingdom

Project planning and management

Short description: Functions and principles of project planning and management, the process of planning and implementation.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Diploma/degree.

Commencing date: July. *Duration:* 1 week. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £475.

Organizer: Intermediate Technology Consultants
United Kingdom

Project planning and financial resources management

Short description: Designed for persons involved in project planning in developing countries; the five phases constituting the project cycle; financial resource management; emphasis on an integrated approach.

Target group: Policy makers, researchers, trainers.

Qualifications: Master's degree in economics or statistics and a minimum of 2 years of experience.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* f. 18,000.

Organizer: Growth Dynamics University Institute
Netherlands

Monitoring and evaluation of public-sector projects and programmes

Short description: Organization and implementation of information systems; project preparation, decision-making structures, logical framework approaches, data collection, processing and analysis; report writing and microcomputing.

Target group: Directors/managers, policy makers.

Qualifications: Bachelor's degree or relevant experience.

Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £5,750.

Organizer: The Overseas Development Group
United Kingdom

Project management and evaluation

Short description: A skill-building seminar to help participants to identify appropriate circumstances for project development, apply project management tools, schedule, evaluate and monitor.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, others.

Qualifications: No particular degree or credentials required: most participants are in mid-career, working on graduate degrees or are on a professional study tour.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Management Training and Development Institute
United States of America

Projects and management development

Short description: Planning and management of projects and human resources development: management and institutional development.

Target group: Directors/managers.

Qualifications: Managers or administrators.

Commencing date: January. *Duration:* 12 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Development and Project Planning Centre
University of Bradford
United Kingdom

Dirección de proyectos

Breve descripción: Dar a conocer las técnicas habituales del control de proyectos, creando cultura de equipo y aportando visión integral del proyecto.

Grupo objetivo: Profesionales con experiencia.

Calificaciones: -.

Fecha de iniciación: -. *Duración:* 13 semanas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* -.

Organizador: E.O.I.
España

Small-scale industries and entrepreneurship/Petites industries et entreprises/ Pequeñas industrias y los empresarios

Training of women entrepreneurs

Short description: General concepts of entrepreneurship; management in functional areas; barriers and constraints to female entrepreneurship and formulation of strategies for response; training methodology; consultancy skills and approaches.

Target group: Staff of small- and medium-scale industry development agencies; resource persons and consultants in the area.

Qualifications: Bachelor's degree in business administration, economics or related science; proficiency in English; minimum of 3 years of professional experience.

Commencing date: May. *Duration:* 13 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* £. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Institutional strengthening of NGOs' active enterprise financing

Short description: Improve the organizational and managerial capacity of NGOs to implement credit and savings programmes for micro and small enterprises.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Involvement in organization and management of micro and small enterprise financing programmes.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £ 8,000.

Organizer: Management for Development Foundation - MDF
Netherlands

Venue: MDF, Bosrand 28, 6718 ZN Ede, Netherlands

Institutional development for small- and medium-sized enterprises

Short description: Improved design and implementation of SME support programmes in terms of: selection of target groups; design management of SME support programmes; and networking with other organizations.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Experience in planning/management of SME programmes; 3 years working experience in SME support programmes.

Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £ 8,000.

Organizer: Management for Development Foundation - MDF
Netherlands

Venue: MDF, Bosrand 28, 6718 ZN Ede, Netherlands

Empowering women through enterprise

Short description: All aspects of income generation and enterprise for needy women, including credit, group and community development, activity selection and basic management.

Target group: Women.

Qualifications: Women who have practical experience of working with women in enterprise development.

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees:* £3,850 (accommodation and all extras incl.).

Organizer: Enterprise Development Centre, Cranfield School of Management
United Kingdom

Finance for micro-enterprise

Short description: Ways of improving the flow of finance to micro-enterprises; ways of overcoming the many constraints that inhibit formal institutions from becoming involved in micro enterprise finance; key aspects of managing a sustainable credit programme, including finance, staff development, record keeping and use of computers.

Target group: Various.

Qualifications: Currently working or planning to work in the field of micro-enterprise credit.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* April.

Language: English. *Tuition fees:* £3,850 (accommodation and all extras incl.).

Organizer: Enterprise Development Centre, Cranfield School of Management
United Kingdom

Promotion and development of women's enterprises in developing countries

Short description: Personal skills, role of women, changing work roles, needs of business women, basic business skills, supporting female entrepreneurs, credit and savings, rural enterprise, cooperatives, appropriate technology.

Target group: Directors/managers.

Qualifications: Middle and senior management concerned with women's enterprises.

Commencing date: September. *Duration:* 11 weeks. *Deadline for application:* August.

Language: English. *Tuition fees:* £7,500 (residential course fee).

Organizer: Overseas Development Group
United Kingdom

Self-help promotion for small-scale enterprises in developing countries

Short description: Concepts and instruments (research, entrepreneur development, motivation and management training, consulting, financing, marketing) for the promotion of small-scale enterprises in developing countries, especially through self-help approaches.

Target group: Directors/managers, consultants, researchers, trainers, self-help promoters of, for example, training institutions, chambers of commerce, projects and institutions in the field of technical cooperation.

Qualifications: -.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* DM 4,300 + 15 per cent VAT.

Organizer: Marburg Consult für Selbsthilfeförderung
Germany

Small and medium industries (SMIs)

Short description: Targeted at ministry officials and managers who have responsibility for the development of dynamic innovative SMIs: emphasis on business planning; sources and types of finance; support systems for SMIs; legal aspects; forms of entrepreneurship; product identification; market selection.

Target group: Directors/managers, policy makers, specialists.

Qualifications: None.

Commencing date: October. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date.

Language: English. *Tuition fees (accommodation excl.):* EUR 4,500.

Organizer: International Development Ireland
Ireland

Integrated approaches to promoting and developing small businesses

Short description: Skills required to design and implement integrated programmes for the promotion and development of small businesses: emphasis placed on encouraging participants to produce action plans for implementation in their home countries.

Target group: Directors/managers.

Qualifications: Experience in supporting and promoting the development of small businesses.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* August.

Language: English. *Tuition fees:* £7,500 (residential course fee).

Organizer: Overseas Development Group
United Kingdom

Appraisal, monitoring and evaluation of small- and micro-enterprise development

Short description: Skills and knowledge to manage and carry out effective and efficient appraisal, monitoring and evaluation of small- and micro-enterprise development and income-generation programmes.

Target group: Directors/managers.

Qualifications: Relevant experience in implementation of enterprise-development and income-generation programmes.

Commencing date: February. *Duration:* 4 weeks. *Deadline for application:* November 1994. *Language:* English. *Tuition fees:* £3,500 (residential course fee).

Organizer: Overseas Development Group
United Kingdom

Small enterprise promotion and financing

Short description: The policy, institutional and regulatory framework, and effective assistance, for the small- and medium-sized enterprise sector.

Target group: Directors/managers, policy makers.

Qualifications: Management experience.

Commencing date: October. *Duration:* 10 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Development and Project Planning Centre
University of Bradford
United Kingdom

Emprendedoras

Breve descripción: Formar a las mujeres con un proyecto empresarial.

Grupo objetivo: Directores/gerentes

Calificaciones: Tener un proyecto empresarial.

Fecha de iniciación: -. *Duración:* 13 semanas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* ENEM e Instituto de la Mujer se hacen cargo del coste.

Organizador: ENEM - Instituto de la Mujer
España

Entidad a contactar:

E.O.I., Gregorio del Amo, 6
28040 Madrid
Tel.: 91 349 56 00 Fax: 91 554 23 94

Lugar: Provincias, Cámaras de Comercio, Universidades, Centros de Estudios de la Mujer

Innovation and technology development

Short description: Cross-border development on innovation and technology for SMEs in the development countries organized with TAT in Rheine, Germany.

Target group: -.

Qualifications: Research and/or management experience.

Commencing date: To be arranged. *Duration:* 2 days, with extended practical training programme. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees:* ECU 180 (accommodation incl).

Organizer: EMDA Institute
Netherlands

Venue: Hovesaatstrasse 6, Rheine, Germany, and
Nordhormsestraat 170, 7591 Denekamp, Netherlands

Small entrepreneurship promotion and industrial assistance

Short description: Skills for providing assistance in the promotion and development of small industries, and in entrepreneurship development; management of a consultancy firm or government agency.

Target group: Management and staff of small-industries development agencies and consultancy firms in the public or private sector, including small-industry departments of development finance institutions and banks; industrial extension officers.

Qualifications: Bachelor's degree in business administration, economics or related science; 3 years of professional experience.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* June. *Language:* English. *Tuition fee, (accommodation excl.):* f. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

MBA programme in small business and entrepreneurship

Short description: Emphasis on contemporary issues in entrepreneurship and the underlying environmental and personal forces, skills for small business creation and small enterprise management.

Target group: Persons involved in small business policy guidance, small-business creation or management; actual entrepreneurs wishing to improve their conceptual and operational skills.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

**Environmental protection, industrial waste disposal, recycling/Protection
de l'environnement, évacuation et recyclage des déchets industriels/
Protección del medio ambiente, evacuación de residuos industriales, reciclaje**

Water technology

Short description: Water environment management, water-treatment processes and computer applications.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree.

Commencing date: To be arranged. *Duration:* 2-5 days. *Deadline for application:* To be arranged. *Language:* English, Spanish, Italian, Dutch. *Tuition fees (accommodation excl.):* ECU 1,000-2,000.

Organizer: TECHWARE
Belgium

Assessment and management of environmental pollution

Short description: Comprehensive theoretical and practical training in the principles of prevention, management and abatement of air, water and soil pollution.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: Degree of higher education, preferably with scientific background; preferably involvement in environmental matter in either research, education or management.

Commencing date: August. *Duration:* 5 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* BF 60,000.

Organizer: Centre for Environmental Sanitation
Belgium

Environnement

Breve description: Cours généraux sur l'eau, la pollution, les déchets; exercices pratiques en laboratoire; visites de stations; conférences de spécialistes.

Group cible: Directeurs, spécialistes, chercheurs, formateurs.

Qualifications: Formation dans le domaine de la chimie.

Début du cours: Mars. *Durée:* 4 mois. *Date limite d'inscription:* -. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* FB 30 000 par semaine.

Organizer: Laboratoire CELAC
Belgique

Management and planning for sustainable development

Short description: Grounding in the opportunities for integrating innovative approaches to environmental management within the broader framework of national and local strategies for sustainable development.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, others.

Qualifications: -.

Commencing date: October. *Duration:* 10 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* £3,950.

Organizer: Unived Technologies Ltd.
United Kingdom

Advances in ecology

Short description: Comprehensive overview of new and fundamental developments in theoretical ecology, highlighting the way in which ecological concepts can be applied to a range of problems in harvesting, conservation and pest management.

Target group: Postgraduate students.

Qualifications: Degree in biological sciences, specialization in ecology.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* £2,500.

Organizer: Imperial College
United Kingdom

Environmental assessment

Short description: In-depth exposure to developments in environment assessment; environmental auditing, environmental impact assessment, environmental management, life-cycle analysis, risk assessment; expert lectures by guest speakers to include: academics, industrialists, consultants.

Target group: Directors/managers, policy makers.

Qualifications: Degree level education.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* £2,400.

Organizer: Coventry University, Natural and Environmental Sciences
United Kingdom

Contaminated land, water and air pollution

Short description: Detailed examination of: identification of contaminated land, the effects of air and water pollution, monitoring pollution, remedial action; site visits; lectures by subject specialists; use of software.

Target group: Directors/managers, policy makers.

Qualifications: Degree level.

Commencing date: June. *Duration:* 3 weeks. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* £2,400.

Organizer: Coventry University, Natural and Environmental Sciences
United Kingdom

Environmental management systems

Short description: A project-management approach to implementing an environmental management system based upon BS 7750.

Target group: Staff responsible for implementing environmental management systems.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: BSI International Training
United Kingdom

Industrial environmental remediation and technology, and management

Short description: Different courses on: hazardous, medical, landfill, water, nuclear and solid waste management; pollution prevention; bioremediation, air-pollution control; pulp and paper issues.

Target group: Directors/managers, policy makers.

Qualifications: Current job responsibilities related to course topic, high school degree or equivalent (advanced degrees preferred).

Commencing date: To be arranged. *Duration:* 1-2 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* None, except for US\$ 400 to cover emergency medical insurance, course materials and activities.

Organizer: United States Environmental Training Institute
United States of America

Environmental management

Short description: Integrated environmental, health and safety management - the way forward.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: July. *Duration:* 5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Environmental impact assessment and project appraisal in developing countries

Short description: Practical procedures and methods for assessing the environmental impact of development policies, programmes and projects.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Project managers, government and other administrators.

Commencing date: April. *Duration:* 5 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Development and Project Planning Centre
University of Bradford
United Kingdom

Environmental control technology

Short description: Theoretical and practical elements in the subject areas of biology, chemical technology, ecology, economics, energy and basic engineering technology; lectures and practical training held at the Education Centre, with additional access to other suitable institutions, and guest lectures by prominent professionals.

Target group: Engineers, technicians, forestry professionals, farmers.

Qualifications: 3-years upper secondary school certificate or equivalent, plus some work experience.

Commencing date: To be arranged. *Duration:* 30 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The Education Centre of Kristianstad
Sweden

Environmental protection

Short description: Principles and methodologies for the handling of waste and for waste-water treatment (household and industrial waste water); noise and air pollution, work environment; introduction to basic management, economics and basic pedagogics.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: Basic knowledge of industrial processing, physics and chemistry.

Commencing date: August. *Duration:* 16 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical College Slagelse
Denmark

Waste audit

Short description: Principles of waste audit management; investigation of a manufacturing line from raw material to end-product regarding possibilities for recycling or avoiding of waste products; introduction to basic management, economics and basic pedagogics.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: Technicians with a basic knowledge in industrial processing.

Commencing date: August. *Duration:* 16 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical College Slagelse
Denmark

Management of the environment

Short description: Establishment of an environmentally sound management and technology system within an industrial company; environmentally sound policies and legislation within government organizations.

Target group: Key executives in medium-sized industrial companies; officers in industry and environment-related agencies or dealing with environmental issues within institutions of learning.

Qualifications: Bachelor's degree in business administration, economics or related science; proficiency in English. 3 years of professional experience.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* f. 15,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

MBA programme in environmental management

Short description: Thorough understanding of current environmental issues, causes of problems and possible corrective actions, from a managerial viewpoint as opposed to an ecologist's or economist's viewpoint.

Target group: -.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Energy conservation in industry and new energy technologies/Economies d'énergie dans l'entreprise et nouvelles technologies énergétiques/ Conservación de la energía en la industria y nuevas tecnologías energéticas

Renewable energy

Short description: Renewable energies theory; includes project planning, economic and environmental assessment.

Target group: Technicians/engineers.

Qualifications: Higher national diploma in engineering or equivalent.

Commencing date: June. *Duration:* 12 weeks. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* £5,200.

Organizer: Intermediate Technology Consultants
United Kingdom

Venue: Coventry University
Priority Street, Coventry CV1 5FB
United Kingdom
Tel.: 44 203 838373; Telex: 44 203 838282

Renewable energy

Short description: Theoretical and practical application of renewable energy systems; includes social and economic assessment.

Target group: Technicians/engineers.

Qualifications: Higher national diploma in engineering or equivalent.

Commencing date: April. *Duration:* 32 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* £9,800.

Organizer: Intermediate Technology Consultants
United Kingdom

Venue: Coventry University
Priory Street, Coventry CV1 5FB
United Kingdom
Tel.: 44 203 838373; Tclex: 44 203 838282

Energy, power generation and the environment

Short description: Short courses on: understanding electricity production economics - fuels, technologies and financing; the power-generation workshop - project planning, economics and privatization; energy demand and supply - economics and policies in a changing world; energy and the environment challenge - economics, technology and policies.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: May. *Duration:* 3-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £885-£1,385.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Energy conservation in industry and new energy technologies

Short description: Energy conservation in different industrial sectors; case studies carried out in various factories; new energy technologies, especially renewable energy technologies.

Target group: Specialists.

Qualifications: Bachelor's degree in science.

Commencing date: October. *Duration:* 1 week. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 100.

Organizer: Marmara Research Centre
Turkey

5. INDUSTRIAL DEVELOPMENT SUPPORT SERVICES/ SERVICES D'APPUI AU DÉVELOPPEMENT INDUSTRIEL/ SERVICIOS DE APOYO AL DESARROLLO INDUSTRIAL

**Computer applications, data processing/Applications informatiques,
traitement de l'information/Aplicaciones de la
informática, procesamiento de datos**

Computer subjects

Short description: Writing programs for industrial and commercial applications in the popular programming languages.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

Computer-aided design

Short description: A good theoretical/practical balance for architects and engineers.

Target group: Specialists.

Qualifications: Architects and engineers.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

Computer-aided design

Short description: Advance! AUTOCAD design system for two- and three-dimensional wireframe and solid modelling; special modules for mechanical, electrical, structural and architected applications.

Target group: Policy makers, consultants, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January, April, August, October. *Duration:* 6 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,950 + VAT.

Organizer: East Kilbride & District Engineering Group Training Association Ltd.
United Kingdom

Business software for management control

Short description: Leading business programs for financial, forecasting, database, graphics and quality presentation; use of systems to enhance decision-making.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January, April, August, October. *Duration:* 4 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,400 + VAT.

Organizer: East Kilbride & District Engineering Group Training Association Ltd.
United Kingdom

Electronic networking and information services

Short description: Basic concepts of communication technology, electronic networking, available information resources and services, such as online access to databases and CD ROMs.

Target group: Various.

Qualifications: Basic computer knowledge with emphasis on microcomputers (PCs).

Commencing date: January, or to be arranged. *Duration:* 4 weeks-4 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: University of Wisconsin - Milwaukee
United States of America

Internet

Short description: Survey of information communication technology and the information superhighway (Internet); overview of the services available on the Internet and its impact on research and information retrieval.

Target group: Various.

Qualifications: Basic knowledge of computers with emphasis on microcomputers (PCs).

Commencing date: January, or to be arranged. *Duration:* 4 weeks-4 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: University of Wisconsin - Milwaukee
United States of America

Microcomputer applications

Short description: Use and applications of microcomputers in various administrative and professional functions, with emphasis on databases, spreadsheets and desktop publishing.

Target group: Various.

Qualifications: None.

Commencing date: January, or to be arranged. *Duration:* 4 weeks-4 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: University of Wisconsin - Milwaukee
United States of America

Computer/information-system design

Short description: Techniques for the analysis, design and evaluation of information systems; the information systems mission, goals and objectives are used to develop measures of performance for judging system's effectiveness and efficiency.

Target group: Various.

Qualifications: Basic knowledge of computers with emphasis on microcomputers (PCs).

Commencing date: January, or to be arranged. *Duration:* 4 weeks-4 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: University of Wisconsin - Milwaukee
United States of America

Microprocessor technology and applications

Short description: To provide a working knowledge of the principles of microprocessors and their application to process-plant control systems.

Target group: Various.

Qualifications: Working knowledge of digital electronics.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £410 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Personal computing for executives

Short description: Providing a good understanding of modern personal computing hardware and software, and skills to exploit them in terms of value for money.

Target group: Directors/managers.

Qualifications: Degree level or equivalent.

Commencing date: March. *Duration:* 6 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,900.

Organizer: RIPA International
United Kingdom

Information technology - systems management

Short description: Unix; novel network; supporting the PC user.

Target group: Directors/managers, specialists, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Information technology - software development

Short description: Programming principles; DBase programming; smartware II project processing; introduction to computers; introduction to SQL; rapid applications development.

Target group: Directors/managers, specialists, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Information technology - systems development

Short description: Project planning and control; systems analysis and design; basic certificate in systems analysis.

Target group: Directors/managers, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Information technology - PC applications

Short description: Windows; Word for Windows; Excel; Lotus 1.2.3.; DBase IV; Wordperfect; Access; MS.Dos.

Target group: Directors/managers, policy makers, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Information technology - foundation courses

Short description: Computer appreciation; data processing fundamentals.

Target group: Directors/managers, policy makers, specialists, researchers, trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 1-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Microcomputing for planning and development professionals

Short description: Introduction to computer systems; programming in BASIC; a variety of applications packages and programs (spreadsheet, wordprocessing and database); emphasis on "hands-on" experience on IBM compatible microcomputers.

Target group: Development professionals.

Qualifications: Bachelors degree or relevant experience.

Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £5,750.

Organizer: The Overseas Development Group
United Kingdom

Computer use in business operations

Short description: The EDP concept, computer hardware, functions, software development and design, systems analysis, programming languages, personal computer applications (spreadsheet, word processing, databases, tools), information systems operation and management, decision-support systems; excursions; the objective of the course is to enable participants to solve major problems in accounting, finance, planning and operations with the aid of the computer.

Target group: Specialists.

Qualifications: Bachelor's degree or equivalent from a recognized institute/university; at least 2 years of relevant experience.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 16,000.

Organizer: International Centre for Quality and Management Sciences - ICQMS
Netherlands

Effective microcomputer information systems

Short description: To improve participants' skills in information technology and information systems, allowing them to obtain greater organizational benefits from available microcomputer resources.

Target group: Various.

Qualifications: Graduates or persons with relevant experience; basic knowledge of computers.

Commencing date: To be arranged. *Duration:* 6 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees:* £3,500 (accommodation incl.).

Organizer: Institute for Development Policy and Management
University of Manchester
United Kingdom

Informatique

Brève description: Méthodes et techniques permettant le développement de projets ou de produits informatiques, préparant ainsi les participants à occuper des fonctions de chef de projet.

Groupe cible : Spécialistes.

Qualifications : Diplômes des grandes écoles d'ingénieurs, des grandes écoles de commerce et titulaires d'un DESS, DEA.

Début du cours : Juillet, décembre. *Durée* : 1 845 heures. *Dernier délai du dépôt de la candidature* : Juillet, décembre. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : FF 45 000.

Organisateur : INSA de Lyon
France

**Industrial design, ergonomics and packaging/Études et plans
industriels, ergonomie, conditionnement et emballage/
Diseño industrial, ergonomía y envasado**

Design engineering for engineers and design draughtsmen

Short description: Design and draughting techniques, manufacturing methods, planning project control; design office management in the fields of mechanical, electrical/electronic engineering.

Target group: Specialists.

Qualifications: Relevant experience.

Commencing date: To be arranged. *Duration*: 3 months. *Deadline for application*: 2 months before commencing date. *Language*: English. *Tuition fees (accommodation excl.)*: To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

Packaging technology

Short description: Packaging testing and research, with emphasis on packaging of agricultural, dangerous industrial and food products; including environmental aspects (LCA); training programme will be tuned to the needs of participants.

Target group: Consultants, researchers.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration*: To be arranged. *Deadline for application*: -. *Language*: English. *Tuition fees (accommodation excl.)*: To be arranged.

Organizer: TNO Centre for Packaging Research
Netherlands

Venue: Schoemakerstraat 97, 2628 VK Delft, Netherlands

**Industrial extension, information/Promotion, information industrielles/
Extensión industrial e información conexa**

Multimedia and new technologies for training and management

Short description: Different kinds of multimedia programmes; pedagogical methodologies for the use of multimedia in training; skills for developing and implementing multimedia training programmes.

Target group: Directors/managers, consultants, trainers.

Qualifications: Basic computer knowledge.

Commencing date: October. *Duration:* 3 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,630.

Organizer: Technical College Slagelse
Denmark

Investment promotion and industrial financing/Promotion de l'investissement et financement industriel/Promoción de las inversiones y financiación industrial

Risk management in banking

Short description: Various sources of risk, on and off the balance sheet (with emphasis on position risk), risk-management techniques that have been developed in recent years.

Target group: Directors/managers.

Qualifications: Line managers with significant operating responsibility in banks and other financial institutions, senior managers with staff responsibility in economics, planning and strategy.

Commencing date: June. *Duration:* 8 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 41,000.

Organizer: INSEAD
France

Strategic management in banking

Short description: Develops participants' bank management skills and covers: profit-centre management and the role of asset-liability management; management accounting and the analysis of accounting information for strategic decision-making; marketing of financial services; and capital markets developments, strategic positioning and organization.

Target group: Directors/managers.

Qualifications: Senior bank executives responsible for profit centres in retail or wholesale markets, ALM specialists and bank strategists.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 45,000.

Organizer: INSEAD
France

Strategies for eastern Europe - managing business investment in transition economies

Short description: Develops an understanding of the political and economic changes taking place and their impact on the business environment; improves participants' understanding of the current investment climate in central and eastern Europe and helps them deal with the cross-cultural challenges involved in setting up operations.

Target group: Directors/managers.

Qualifications: Senior managers and investors who are already or soon to be operating in this region, also useful for consultants and government policy makers.

Commencing date: July. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000.

Organizer: INSEAD
France

Finance for executives

Short description: Presents the main elements of modern finance from a general management viewpoint; helps managers better appreciate how finance affects the way the company operates and the relationship between financial goals and other objectives.

Target group: Directors/managers.

Qualifications: Senior executives at divisional, regional and business-unit levels, major functional managers outside the finance function, and customer relations and financial services staff.

Commencing date: March, October. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 45,000.

Organizer: INSEAD
France

Corporate financial strategy in global markets

Short description: Corporate risk management (module 1); value-based strategy and corporate financial policy (module 2); financial restructuring dynamics (module 3).

Target group: Directors/managers.

Qualifications: Module 1 for treasurers, controllers, bankers and corporate finance officers; modules 2 and 3 for corporate finance directors, investment bankers and consultants on value-based strategy.

Commencing date: Modules 1 plus 2: April; module 3: May. *Duration:* 1 week each module. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000, FF 45,000 and FF 64,000 respectively.

Organizer: INSEAD
France

Accounting management for public and privatized enterprises

Short description: Designed to reinforce and develop the ability to manage accountancy functions within an organization.

Target group: Directors/managers, specialists.

Qualifications: None.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £4,900.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234444 Fax: 44 81 212622

Financial management

Short description: Macroeconomic aspects of financial management; development of financial markets and institutions; fiscal systems and public finance; commercialization and privatization of public enterprises; debt-management strategies and techniques.

Target group: Directors/managers.

Qualifications: None.

Commencing date: October/November. *Duration:* 2 weeks each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,000 each.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel: 44 903 234444 Fax: 44 81 212622

Public financial management

Short description: Designed for managers who are responsible for their organization's financial resource management.

Target group: Directors/managers.

Qualifications: Bachelor's degree, at least 500 score in Toefl or 80 in ALIGU.

Commencing date: January, May. *Duration:* 8 weeks. *Deadline for application:* December 1994, May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI, University of Connecticut
United States of America

Finance and banking, project appraisal, control, restructuring, bank supervision, strategy and management of change

Short description: To analyse the strategic position of the financial institute and increase skills of day-to-day operations; to give participants the ability to screen, assess, monitor, control and restructure bank portfolio projects.

Target group: Directors/managers, policy makers, specialists.

Qualifications: Financial background and working experience in a financial institution.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* £1R 5,900.

Organizer: International Development Ireland
Ireland

Financial management

Short description: Acquire and develop skills in the application of modern financial management techniques.

Target group: Directors/managers.

Qualifications: Holders of senior positions, with influence on the efficient use of resources.

Commencing date: April. *Duration:* 10 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,600.

Organizer: RIPA International
United Kingdom

Finance

Short description: Basic accounting; cost accounting; payroll administration; personal taxation; interpretation of accounts; auditing; treasury management; capital investment; EMU; activity-based costing.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Financial management

Short description: Financial management and control of oil and refined products - supply and transportation.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree or relevant experience.

Commencing date: April. *Duration:* 5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,195.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

MBA programme in accounting and finance

Short description: Contemporary theoretical and practical issues in finance and accounting; strengthen the managerial decision-making capabilities in financial issues in business enterprises.

Target group: Current, prospective or aspirant security analysts, portfolio managers, financial controllers, bankers, project finance managers, money lenders, professional accountants, financial analysts, financial managers, investment analysts as well as trainers and researchers in these and related fields.

Qualifications: Bachelor's degree, 3 letters of recommendation, proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Marketing and export promotion/Commercialisation et promotion de l'exportation/Comercialización y promoción de las exportaciones

Marketing and sales management

Short description: From marketing mix to technical sales operation; marketing in the overall corporate strategy; marketing plans; market research, product development, advertising, forecasting, budgets and financial control; managing the sales operation to achieve projected plans; setting up new businesses; study tours; computer use.

Target group: Policy makers, specialists.

Qualifications: Relevant working experience.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

European marketing programme

Short description: To encourage executives to develop a professional framework for marketing strategy formulation and implementation in a fully international context; offers two specialized modules devoted to the marketing of consumer goods and services, and to the business-to-business marketing of products and services.

Target group: Directors/managers.

Qualifications: Executives who require a solid grasp of the subject but who have no extensive training or experience in the area.

Commencing date: April, August. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 64,000.

Organizer: INSEAD
France

Marketing management seminar

Short description: To enhance the professional marketing skills necessary for effective company response to changing customer and competitive requirements.

Target group: Directors/managers.

Qualifications: Executives from large and medium-sized companies who want an integrated overview of the key strategic marketing processes and tools.

Commencing date: September. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* German. *Tuition fees (accommodation excl.):* FF 44,000.

Organizer: INSEAD
France

Strategies for consumer goods

Short description: Evaluates marketing decisions from the long- versus short-term perspective, improves long-term profitability by analysing the interaction between retailers and manufacturers; implications of globalization of consumer-goods markets.

Target group: Directors/managers.

Qualifications: Exclusively senior managers in manufacturing, retailing and advertising.

Commencing date: November. *Duration:* 7 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 43,000.

Organizer: INSEAD
France

Advanced industrial marketing strategy - the business-to-business environment

Short description: Provides seasoned executives with an opportunity to enhance their skills in formulating and implementing marketing strategies; reviews, follows up and upgrades their existing marketing knowledge; and tests their ideas.

Target group: Directors/managers.

Qualifications: Industrial or business-to-business executives; general managers who are required to understand strategic industrial marketing and its underlying concepts.

Commencing date: January, May. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 52,000.

Organizer: INSEAD
France

INTFAIR - organization of group participations in west European trade fairs

Short description: To provide participants with the necessary know-how to organize and coordinate an efficient and professional presentation at an international trade fair in Europe and to find practical solutions to problems facing a project manager of a group participation.

Target group: Various.

Qualifications: Staff members of a trade-promotion organization responsible for the organization of group participation of exporters in international trade fairs.

Commencing date: September. *Duration:* 2 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* Free of charge.

Organizer: CBI - Centre for the Promotion of Imports from Developing Countries
Netherlands

EXPRO - orientation on international marketing management for export to west European markets

Short description: Train participants in the structure and characteristics of the west European markets, in particular distribution systems, price structures, buyers' behaviour, competition, cultural differences and packaging requirements.

Target group: Directors/managers.

Qualifications: Directors or export managers of a private small- to medium-size company from a developing country.

Commencing date: March, October. *Duration:* 3 weeks. *Deadline for application:* January, July. *Language:* English. *Tuition fees (accommodation excl.):* Free of charge.

Organizer: CBI - Centre for the Promotion of Imports from Developing Countries
Netherlands

Matchmaker - international marketing management and trade promotion for export to west European markets

Short description: Various techniques of trade promotion to western Europe, particularly the Netherlands; skills for drawing up trade promotion work programmes, which constitute structured action plans assisting exporters in entering west European markets.

Target group: Policy makers, specialists, trainers.

Qualifications: Senior trade promotion officers and managerial decision makers, of a private or public organization from a developing country, whose task it is to assist the business community to export to west European markets.

Commencing date: January. *Duration:* 3 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* Free of charge.

Organizer: CBI - Centre for the Promotion of Imports from Developing Countries
Netherlands

Developing international business

Short description: Practical international marketing and promotion.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Relevant practical experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Global information and telecommunications industries - a strategic approach

Short description: Essential concepts and tools for formulating and implementing market strategies; provides managers with a comprehensive view of the global information and telecommunications industries (GiTi); alternative perspectives for key issues; the GiTi of the future; techniques of strategic marketing.

Target group: Directors/managers.

Qualifications: Senior managers and general management in all areas of the global information and telecommunications industries.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 52,000.

Organizer: INSEAD
France

Marketing and export promotion

Short description: Exporting into the European Union: limits to free trade for third countries, the Lomé Convention and EC imports, forms of countertrading, European trade fairs and channels of distribution, private- and public-sector support for imports from least developed countries.

Target group: Export managers.

Qualifications: Export managers with experience in the field.

Commencing date: April. *Duration:* 1 week. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* £950.

Organizer: Euro Trade Link, University of Portsmouth
United Kingdom

International marketing development

Short description: Marketing (basic principles; industrial marketing; export/international marketing, marketing research; marketing planning); organization and management; financial control; cost accounting; social skills; negotiating techniques; case studies and excursions.

Target group: Directors/managers, consultants, trainers, marketing officers.

Qualifications: Business college /BSc, 2 years of relevant job experience.

Commencing date: January, August. *Duration:* 16 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 21,500.

Organizer: International Institute for Technology and Management - IITM
Netherlands

Marketing and export-trade development

Short description: Analysis of export markets; product development requirements; pricing and costing; transportation and logistics; development and management of export distribution channels; export financing.

Target group: Directors/managers, researchers.

Qualifications: Senior managers, preferably with international experience and advanced academic background.

Commencing date: June, November. *Duration:* 10 weeks. *Deadline for application:* 4 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Center for Management and Industrial Development - CBO
Netherlands

International marketing and export for small and medium-sized firms

Short description: Basic concepts of international marketing: environment analysis and strategic decision; market research; product, pricing and distribution decisions; communication; organization; successful exporting; case studies and excursions; the objective of the course is to enable small and medium-sized firms to apply scientific methods, multiple methodologies and model-building to the marketing of goods and services on an international level.

Target group: Specialists.

Qualifications: Bachelor's degree or equivalent from a recognized institute/university; at least 2 years of relevant experience.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 16,000.

Organizer: International Centre for Quality and Management Sciences - ICQMS
Netherlands

Petroleum fuels marketing

Short description. Short courses on: retail marketing - planning, economics and future development; retail automotive lubricants - product and market development; international aviation fuels market - demand, supply and pricing; the industrial and commercial oil fuels business - developing commercial, marketing and contracting skills; the bitumen business - structure, economics and markets.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: University degree of relevant experience.

Commencing date: September. *Duration:* 2-5 days each. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £795-£1,325.

Organizer: The College of Petroleum and Energy Studies
United Kingdom

Venue: Oxford College locations

Marketing services

Short description: Theoretical and practical training in market research and assessment, market planning, market communication, international marketing and the European Union, marketing legislation, ergonomics, environmental preservation, business economics, communication and information technology, quality ISO 9000; field trips, individual project work and guest lectures by prominent marketing professionals.

Target group: Import/export personnel, public relations personnel, arts and graphic arts personnel, others interested in expanding marketing.

Qualifications: 3-years upper-secondary school certificate or equivalent, plus some work experience.

Commencing date: To be arranged. *Duration:* 30 weeks (15 + 15). *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The Education Centre of Kristianstad
Sweden

Técnicas para innovación en marketing

Breve descripción: -.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. **Duración:** 2 días. **Fecha límite de inscripción:** -. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** Teneo costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Teneo
España

Lugar: E.O.I., Gregorio del Amo, 6
28040 Madrid, España
Tel.: 91 349 56 00 **Fax:** 91 554 23 94

Euromarketing with telematica for small and medium enterprises

Short description: Cross-border marketing for SMEs of developing countries, using telematica and networking organized with CBI and Teleport/Telehaus.

Target group: -.

Qualifications: Management and export experience.

Commencing date: To be arranged. **Duration:** 3 weeks. **Deadline for application:** -.

Language: English. **Tuition fees:** ECU 950 (accommodation included).

Organizer: EMDA Institute
Netherlands

Venue: Nordhormsestraat 170, 7590 AD Denekamp
Netherlands

Industrial technology and product development/Mise au point des techniques industrielles et des produits/Desarrollo de tecnologia industrial y de productos

Industrial technology management

Short description: Industrial technology typology; technological life cycles; innovation; resources requirements; human, financial and economic factors; development of production and process technologies; application at enterprise level; corporate planning and management.

Target group: Directors/managers, policy makers, consultants, specialists, researchers.

Qualifications: Experienced engineers and scientists with advanced academic degrees.

Commencing date: June, November. **Duration:** 10 weeks. **Deadline for application:** 4 months before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Centre for Management and Industrial Development - CBO
Netherlands

Maintenance and repair/Entretien et réparation/Mantenimiento y reparación

Maintenance of mechanical equipment and machinery

Short description: Detailed study of mechanical maintenance; repair and refurbishment of engineering plant and production equipment; emergency breakdown procedures, design of spare parts, use of computers, machining, welding and measurement equipment.

Target group: Specialists.

Qualifications: Relevant experience.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

Industrial corrosion

Short description: Solutions for industrial corrosion problems including corrosion basics, laboratory testing and methods for controlling corrosion.

Target group: Specialists.

Qualifications: Basic science such as chemistry, physics, chemical engineering, metallurgy.

Commencing date: To be arranged. *Duration:* 4-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: C.F. Britton
United Kingdom

Continuous improvement of plant through effective maintenance

Short description: Integrated maintenance and production (TQM, TPM & RCM); condition-based maintenance; vibration monitoring; availability and reliability in relation to maintenance; maintenance of building services.

Target group: Directors/managers, policy makers, specialists, trainers.

Qualifications: Knowledge of engineering or production.

Commencing date: Spring, autumn. *Duration:* 1-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: WM Engineering Ltd
United Kingdom

Venue: University of Manchester or on site

Maintenance management of vehicles and plant

Short description: Designed to improve management skills and develop maintenance policies and procedures to ensure that vehicles and plant operate efficiently and with maximum availability.

Target group: Directors/managers, specialists

Qualifications: None.

Commencing date: March, August. *Duration:* 12 weeks. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* £7,200.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444 Fax: 44 81 212 622

Maintenance in production engineering

Short description: Organizing and administration of maintenance; maintenance tools.

Target group: Specialists, researchers, trainers.

Qualifications: Engineers, top executives, high-level technicians.

Commencing date: April. *Duration:* 10 weeks. *Deadline for application:* March.
Language: English. *Tuition fees (accommodation excl.):* FF 45,000.

Organizer: CESMECA - Centre d'études supérieures sur l'enseignement de la
mécanique
France

Venue: INSA CAST S.A. Lyon
Bâtiment 705
20, avenue Albert Einstein
69 621 Villeurbanne Cedex
France
Tel.: 33 72 43 84 00 Fax: 33 72 44 34 24 Telex: 301 341

Maintenance

Short description: Theory and practice of maintenance; maintenance organization and management for all kind of industries, covering the subjects: machine maintenance; bearings; lubricating oils and greases; cleaning and finishing metals; machine processing; welding and soldering; all kind of engines; mathematics/statistics; organization.

Target group: Trainers, maintenance officers.

Qualifications: Higher technical education/Bachelor's degree in a technical discipline,
3 years of job experience.

Commencing date: January, August. *Duration:* 16 weeks. *Deadline for application:*
3 months before commencing date. *Language:* English. *Tuition fees (accommodation
excl.):* f. 21,500.

Organizer: International Institute for Technology and Management IITM
Netherlands

Maintenance and repair of laboratory equipment

Short description: Technical and management skills required for repair and maintenance of laboratory equipment; practical training for staff responsible for equipment maintenance employing "case studies"; "follow-up" support given for location of spare parts.

Target group: Senior technical staff.

Qualifications: 5 years of relevant experience.

Commencing date: February, September. *Duration:* 5 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: CTSE - Faculty of Applied Sciences
United Kingdom

Maintenance des systèmes industriels automatisés

Brève description : Formation complémentaire ou nouvelle, intégrant la mécanique, l'électronique, l'automatique, l'informatique, et les techniques d'organisation ou de gestion de la maintenance.

Groupe cible : Spécialistes.

Qualifications : Cadres techniques, techniciens (BTS, DUT) responsables de maintenance.

Début du cours : Novembre. *Durée :* 900 heures. *Date limite d'inscription :* Octobre. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* FF 40 000.

Organisateur : INSA de Lyon
France

Buildings operation and maintenance

Short description: Theoretical and practical training in electricity, water and sanitation, control systems, hydraulic and pneumatic systems, facades and metal fittings, soldering and welding, energy supply and control systems, mechanical skills and use of various machines, environmental technology, and basic computer science; lectures alternate with practical hands-on training.

Target group: Administrators, construction workers, water and sanitation technicians, and electricians who wish to expand and advance their knowledge in the care of buildings.

Qualifications: Upper secondary school certificate, plus some years of work experience.

Commencing date: To be arranged. *Duration:* 36 weeks (20 + 16 including practical training). *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The Education Centre of Kristianstad
Sweden

Maintenance and repair of machinery for small-scale industries

Short description: Skills in daily and periodical maintenance and repair; correct use of common tools, file and vice work, welding, safety and ergonomics; introduction to basic pedagogics.

Target group: Consultants, specialists, trainers.

Qualifications: Basic knowledge of maintenance and repair of machinery.

Commencing date: August. *Duration:* 16 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical College Slagelse
Denmark

Workshop management and technology for maintenance and repair of cargo-handling equipment in stores and ports

Short description: Practical hands-on training in maintenance and repair of typical equipment (portal cranes, fork-lift trucks, trailers, tractors, lorries, busses, mobile cranes, service vehicles, generators, compressors); servicing of equipment, engine overhaul, brake, hydraulic and electrical repairs, preventive maintenance, planning, instruction techniques, communication, supervision, spare parts, manuals; training in supervisory techniques, transfer of knowledge, didactical skills; workshop management and planning.

Target group: Specialists, trainers, workshop supervisors/managers.

Qualifications: Degree in mechanical or electrical engineering or equivalent experience, technicians.

Commencing date: To be arranged. *Duration:* 2-8 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Workshop management and technology for maintenance and repair of earthmoving equipment, trucks, light vehicles, generator, compressors and pumps

Short description: Practical hands-on training in maintenance and repair of main types of specified equipment; servicing of equipment, engine overhaul, brake, hydraulic and electrical repairs, preventive maintenance, planning, instructional techniques, communication, supervision, spare parts, manuals; training in supervisory techniques, transfer of knowledge, didactical skills; workshop management and planning.

Target group: Specialists, trainers, workshop supervisors/managers.

Qualifications: Degree in mechanical engineering or equivalent experience, technicians.

Commencing date: To be arranged. *Duration:* 2-8 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Gemco Industrial Development B.V.
Netherlands

Quality control, materials testing/Contrôle de la qualité, essai des matériaux/Control de calidad, ensayo de materiales

Comprehensive instrumentation and control

Short description: To provide a firm foundation in the basic principles of instrumentation and process control.

Target group: Various.

Qualifications: Personnel with limited or no previous knowledge of measurement and control but at a standard of mathematics and science equivalent to secondary school leaving level.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £5,580 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Instrument multi skill

Short description: To provide a firm foundation in the basic principles of instrumentation and process control.

Target group: Engineering personnel.

Qualifications: Engineering personnel with little or no previous knowledge of instrumentation, particularly those with electrical or mechanical experience.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £1,640 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Distributed control systems appreciation

Short description: To provide an appreciation of the concepts and philosophy of DCS systems for measurement and control of process plant.

Target group: Various.

Qualifications: Engineering/process background.

Commencing date: To be arranged. *Duration:* 3 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £310 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Introduction to instrumentation

Short description: To provide an understanding of the application of measurement and control instrumentation for effective process-plant operation.

Target group: Various.

Qualifications: Engineering/process background.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £410 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Measurement and control appreciation

Short description: To provide an appreciation of the principles and philosophy of instrumentation for the measurement and control of process plant.

Target group: Various.

Qualifications: Engineering/process background.

Commencing date: To be arranged. *Duration:* 10 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £820 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Instrumentation and measurement

Short description: To provide a working knowledge of process-plant instrumentation, the measurement of main process variables and signal generation and transmission conventions.

Target group: Various.

Qualifications: Engineering background with understanding of process-plant instrumentation and some practical ability.

Commencing date: To be arranged. *Duration:* 10 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £820 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Process control

Short description: To provide an understanding of the principles of automatic control and their practical application to process plant.

Target group: Various.

Qualifications: Engineering personnel with a knowledge of instrumentation and measurement principles.

Commencing date: To be arranged. *Duration:* 10 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £820 + VAT.

Organizer: Roxby Engineering (Northern) Ltd.
United Kingdom

Weld quality

Short description: Design, manufacture, non-destructive testing and quality assurance of welded constructions.

Target group: Trainers, construction inspection personnel.

Qualifications: Relevant industrial experience.

Commencing date: May, October. *Duration:* 2 - 4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* £825.

Organizer: University of Paisley
Scotland, United Kingdom

Non-destructive testing

Short description: Practice and theory of visual inspection, penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods of non-destructive testing and evaluation of welded structures, castings and forgings.

Target group: Trainers.

Qualifications: Relevant industrial experience.

Commencing date: January, April, September. *Duration:* 2.5 months. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £3,000.

Organizer: University of Paisley
Scotland, United Kingdom

Weld inspection and quality control

Short description: Designed for anyone who wishes to become qualified as a welding inspector under W178.2 or those who require a good general weld inspection background for in-house inspection or supplier auditing.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: Level I: October 1994; level II: February; level III: February.

Duration: 10 days, 5 days, 2 days respectively. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* Can\$ 2,205 for level I; Can\$ 1,290 for level II; Can\$ 380 for level III.

Organizer: NDE Institute of Canada
Canada

Electrical safety testing according to IEC specifications

Short description: Test procedures for and practical testing of electrical appliances.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Electrical engineers, mechanical engineers.

Commencing date: Autumn. *Duration:* 2 weeks. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* Skr 20,000.

Organizer: Friborg Instrument AB
Sweden

Eddy current (level I)

Short description: Basic principles of eddy current, including fundamental theories on eddy current induction, equipment usage, probe types, resistivity measurements, thickness measurement and tube testing.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: March. *Duration:* 5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* Can\$ 900.

Organizer: NDE Institute of Canada
Canada

Eddy current (level II)

Short description: Thorough grounding in principles of eddy current and fundamentals of materials and processes, enabling participants to identify suitability of eddy current for all materials and inspection applications, develop inspection techniques and prepare procedures that can be followed by level I technician, provide analysis of inspection data.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: March. *Duration:* 10 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* Can\$ 1,735.

Organizer: NDE Institute of Canada
Canada

Radiography (level I)

Short description: Basic knowledge required of the level I industrial radiographer, including fundamentals of radiation physics, X- and gamma-ray production, darkroom processing, film quality and radiation safety.

Target group: NDT technicians, quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: January. *Duration:* 5 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* Can\$ 940.

Organizer: NDE Institute of Canada
Canada

Radiography (level II)

Short description: Advance knowledge required of the level II industrial radiographer, including technique development, film interpretation, general codes, standards and specifications, and federal and provincial regulations pertaining to X-ray and gamma radiography.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: January. *Duration:* 10 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* Can\$ 1,735.

Organizer: NDE Institute of Canada
Canada

Ultrasonics (level I)

Short description: Basic principles of ultrasonics, including fundamental properties of ultrasound, generation of sound waves, sound beam characteristics, equipment usage, calibration, reference blocks and inspection techniques.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: March. *Duration:* 5 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* Can\$ 900.

Organizer: NDE Institute of Canada
Canada

Ultrasonics (level II)

Short description: Thorough grounding in the principles of UT and fundamentals of materials and processes, enabling participants to: identify the suitability of UT for all materials and inspection applications; develop inspection techniques and prepare procedures that can be followed by a level I technician; document results; be familiar with codes and specifications.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: March. *Duration:* 10 days. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* Can\$ 1,735.
Organizer: NDE Institute of Canada
Canada

Liquid penetrant (levels I and II)

Short description: Surpasses the classroom training requirements of CGSB standard 48-GP-9M or SNT-TC-1A recommended practice; specifically designed to provide the participants with theoretical and practical knowledge of UT.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: January, March. *Duration:* 5 days. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* Can\$ 940.

Organizer: NDE Institute of Canada
Canada

Magnetic particle (levels I and II)

Short description: Theory and practice of magnetic particle inspection, including capabilities and limitations of method; generally accepted inspection techniques in accordance with codes and standards; development of techniques for specific applications; interpretation of indications.

Target group: Quality control personnel.

Qualifications: Good knowledge of English.

Commencing date: January, March. *Duration:* 5 days. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* Can\$ 940.

Organizer: NDE Institute of Canada
Canada

Quality management (to BS 5750 and ISO 9000 family of quality standards)

Short description: A CNAA Masters course with subject modules that include: quality management, communication, materials management, information technology, statistical quality control, reliability, NDT and condition monitoring, project strategic quality management, interpersonal skills and change management, software quality management and advanced IT, statistical quality control.

Target group: Directors/managers, trainers.

Qualifications: First degree BSc (Hons) or equivalent professional experience.

Commencing date: October. *Duration:* 12 months. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* £6,000.

Organizer: University of Paisley Quality Centre
Scotland, United Kingdom

Quality engineering (to BS 5750 and ISO 9000 family of quality standards)

Short description: A CNAA postgraduate diploma course with subject modules that include: quality management, communication, materials management, information technology, statistical quality control, reliability, NDT and condition monitoring, project.

Target group: Directors/managers, trainers.

Qualifications: First degree BSc or equivalent professional experience.

Commencing date: October. *Duration:* 9 months. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* £5,500.

Organizer: University of Paisley Quality Centre
Scotland, United Kingdom

Liquid-penetrant and magnetic-particle testing

Short description: Basic physical principles, equipment, testing techniques, types of defects, applications, control of methods, evaluation of test results, preparing of reports, standards, requirements and specifications; this course is given according to EN473 "Qualification and Certification of NDT Personnel".

Target group: Quality control personnel.

Qualifications: Enough experience on these methods.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* DM 1.140.

Organizer: Welding Technology and Nondestructive Testing Research Center
Turkey

Ultrasonic testing (levels I and II)

Short description: Level I: basic principles, testing equipment and accessories, calibration of equipment, control blocks according to DIN 54120 and 54122, normal and angle beam probes, testing of ferrous and nonferrous materials and test reports; level II: testing techniques, sound attenuation, DGS methods, testing of forged, cast and rolled products, testing, evaluation of test results and records; this course is given according to EN473 "Qualification and Certification of NDT personnel".

Target group: Quality control personnel.

Qualifications: For level I: no experience in ultrasonic testing required; for level II: having participated in level I course.

Commencing date: To be arranged. *Duration:* 2 weeks each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* DM 2,000 each.

Organizer: Welding Technology and Nondestructive Testing Research Center
Turkey

Radiographic testing (levels I and II)

Short description: Level I: basic physical principles, equipment and accessories, testing techniques, applications, defect detection, test reports and standards, requirements and specifications; level II: control and use of equipment, normal and sensitive testing methods, choice of suitable source, and test arrangement, filters and screens, preparation of charts, special techniques, testing of nonferrous materials, image quality, penetremeters, dark-room processes, film evaluation and inspection, classification of defects, technical rules, standards and test reports and preparation of test regulations; this course is given according to EN 473 "Qualification and Certification of NDT personnel".

Target group: Quality control personnel.

Qualifications: For level I: no practical experience in radiographic testing required; for level II: participated in level I course.

Commencing date: To be arranged. *Duration:* 2 weeks each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* DM 2,000 each.

Organizer: Welding Technology and Nondestructive Testing Research Center
Turkey

Quality customer service

Short description: Quality in customer care and its benefits.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 3 days. *Deadline for application:* 1 month before commencing date. *Language:* English, French, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

ISO 9000 quality management

Short description: Executive briefing, quality certification, auditing to ISO 9000, quality documentation, internal auditing, assessor/lead assessor training.

Target group: All staff involved in quality.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 1-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: BSI International Training
United Kingdom

Calibration of pressure and temperature instruments

Short description: Operating principles and methods of calibration of mechanical, electromechanical and electronic pressure and temperature-measuring instruments; flow-measurement devices; substantial practical content.

Target group: Plant and process engineers and instrument manufacturers.

Qualifications: At least National Certificate qualifications or equivalent.

Commencing date: July. *Duration:* 10 days. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* £820 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

Engineering metrology with an emphasis on calibration

Short description: Practical aspects of engineering dimensional metrology; in all topics, attention will be given to the traceability of measurements to National Standards.

Target group: Various.

Qualifications: None.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £850 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

Uncertainty in mechanical measurements

Short description: Better understanding of the uncertainty associated with observations made during testing; a method for the evaluation of the confidence limits for a measurement will be demonstrated; mechanical measurements will be used for case-study work.

Target group: Mechanical technicians.

Qualifications: None.

Commencing date: April. *Duration:* 2 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £200 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

Electrical calibration techniques

Short description: Emphasis on problems involved in calibration and not on detailed specific solutions; theory is intended to give an understanding of the methods used; a review of current methods and their limitations is presented as a basis for future developments.

Target group: Technical staff new to subject.

Qualifications: At least ONC and preferably HNC standard.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* June.
Language: English. *Tuition fees (accommodation excl.):* £680 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

Quality management in production engineering

Short description: Quality approach; organizing and administration of quality; statistical methods; quality tools.

Target group: Specialists, researchers, trainers.

Qualifications: Engineers, top executives, high-level technicians.

Commencing date: October. *Duration:* 10 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* FF 45,000.

Organizer: CESMECA - Centre d'Etudes Supérieures sur l'Enseignement de la
Mécanique
France

Venue: INSA CAST S.A.LYON
Bâtiment 705
20, avenue Albert Einstein
69621 Villeurbanne Cedex
France
Tel.: 33 72 43 84 00 Fax: 33 72 44 34 24 Telex: 301 341 F

Quality management

Short description: Quality management system, outsourcing quality management, quality requirement for export, quality strategy, quality target, auditing, quality costs, examination, FMEA - SPC (failure and effects analysis, statistical process control).

Target group: Directors/managers.

Qualifications: Managers with experience in quality and productivity.

Commencing date: To be arranged. *Duration:* 1-4 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Spanish. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Haus der Technik e.V.
Germany

Estimation of uncertainties in electrical measuring systems

Short description: Determination of realistic uncertainty limits when specifying or calibrating electrical measuring equipment or systems.

Target group: Calibration engineers.

Qualifications: No previous knowledge of statistical theory will be assumed; participants to be calibration/measurement engineers, technicians, heads of calibration measurement/test sections.

Commencing date: January. *Duration:* 3 days. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* £265 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

DC and LF precision calibration

Short description: To provide an informal atmosphere to permit discussion; to provide as much practical insight into the problems as possible.

Target group: Laboratory staff.

Qualifications: Those who are new to standards work but who have previous calibration experience, and for laboratory staff seeking BSC approval.

Commencing date: September. *Duration:* 10 days. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* £680 + VAT.

Organizer: Transtech Engineering, University of Portsmouth
United Kingdom

Quality systems installation, auditing and improvement

Short description: Quality control systems, quality function, sampling and inspection, auditing and evaluation, motivation and improvement programmes, problem-solving

techniques, quality requirements for export; excursions; the objective of the course is to introduce a practical approach to setting up a quality-control system and develop systematic methods for auditing and improving existing systems.

Target group: Specialists.

Qualifications: Bachelor's degree or equivalent from a recognized institute/university; at least 2 years of experience in a related area.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 16,000.

Organizer: International Centre for Quality and Management Sciences - ICQMS
Netherlands

Statistical quality control - a computer oriented approach

Short description: Aspects of computer use, flow diagrams for statistical analysis, probability, sampling, tests of significance, control charts, analysis of variance, correlation and regression, excursions; the objective of the course is to present the statistical methods most frequently used in quality control in a simple and practical manner.

Target group: Specialists.

Qualifications: Bachelor's degree or equivalent from a recognized institute/university; at least 2 years of experience in a related area.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 16,000.

Organizer: International Centre for Quality and Management Sciences - ICQMS
Netherlands

Total quality control

Short description: Modern concepts of total quality control, customer service, inspection and acceptance, sampling, process control, organization, planning, motivation, improvement, training period in relevant enterprises and excursions; the objective of this course is to develop and promote the understanding of the modern concept of total quality control and its management.

Target group: Specialists.

Qualifications: Bachelor's degree or equivalent from a recognized institute/university; at least 2 years of experience in a related area.

Commencing date: January, April, September. *Duration:* 3 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 16,000.

Organizer: International Centre for Quality and Management Sciences - ICQMS
Netherlands

Qualité fiabilité

Brève description : Donner une solide formation à la "qualité" à des ingénieurs et en faire des spécialistes dans ce domaine, facteur clé du développement industriel et de l'économie moderne, en utilisant les techniques informatiques.

Groupe cible : Spécialistes.

Qualifications : Ingénieurs et techniciens supérieurs souhaitant acquérir une formation dans le domaine de la qualité et exercer les responsabilités correspondantes.

Début du cours : Mars. **Durée :** 500 heures. **Date limite d'inscription :** Février. **Langue du cours :** Français. **Droits d'inscription (à l'exclusion du logement) :** FF 25 000.

Organisateur : INSA de Lyon
France

Quality assurance

Short description: Quality auditing course with examination: approved as basis for registration as lead assessor.

Target group: Consultant specialists, trainers.

Qualifications: Basic knowledge in QA and ISO 9000.

Commencing date: February, April, May. **Duration:** 5 days. **Deadline for application:** 4 weeks before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** DKr 15,500.

Organizer: FORCE Institutes
Denmark

Ultrasonic testing

Short description: Training and certification of UT personnel according to ASNT or NORDTEST.

Target group: Specialists.

Qualifications: Basic knowledge and experience in ultrasonic testing.

Commencing date: To be arranged. **Duration:** 8 days. **Deadline for application:** To be arranged. **Language:** English or Danish. **Tuition fees (accommodation excl.):** DKr 15,000.

Organizer: FORCE Institutes
Denmark

Eddy current testing

Short description: Training and certification of ET personnel according to ASNT or NORDTEST.

Target group: Specialists.

Qualifications: Basic knowledge and experience in Eddy current testing.

Commencing date: To be arranged. **Duration:** 6 days. **Deadline for application:** To be arranged. **Language:** English or Danish. **Tuition fees (accommodation excl.):** DKr 16,000.

Organizer: FORCE Institutes
Denmark

Programa para mandos medios

Breve descripción: Conseguir el incremento de capacidad del colectivo de mandos del organismo autónomo.

Grupo objetivo: Varios grupos de profesiones.

Calificaciones: Mandos medios del área de explotación de servicios.

Fecha de iniciación: -. *Duración:* 40 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Correos costea la formación.

Organizador: E.O.I.
España

Lugar: Direcciones Territoriales de Correos y Telégrafos
Tel.: 91 396 20 13 Fax: 91 596 33 63

Evaluación y auditorias de sistemas de calidad

Breve descripción: Capacitar a profesionales de empresa con poca experiencia en sistemas de gestión de calidad para integrarse en equipos de evaluación.

Grupo objetivo: -.

Calificaciones: Profesionales de distintas áreas de la empresa.

Fecha de iniciación: -. *Duración:* 64 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* -.

Organizador: E.O.I.
España

Gestión de calidad total

Breve descripción: Proporcionar a los participantes los conocimientos y aptitudes adecuados para participar en programas de calidad en las empresas.

Grupo objetivo: -.

Calificaciones: Directivos y profesionales de distintas áreas de la empresa.

Fecha de iniciación: -. *Duración:* 120 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* -.

Organizador: E.O.I.
España

Mechanization, robotics, automation/Mécanisation, robotique et automation/ Mecanización, robótica, automatización

Automation

Short description: Automation with computers.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Programmable logic controllers (PLCs)

Short description: Short courses on: introduction to PLCs, programming of PLCs, maintenance of and troubleshooting for PLC installations, introduction to, design and installation of PLCs for vocational training.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding for introduction courses; specialist's qualifications for the other courses.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Electrical engineering

Short description: Short courses on: fundamentals of electrical engineering - DC direct current, AC voltage, semi conductors and their basic circuits; fundamentals of closed-loop control technology, digital technology and robot technology.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding or fundamentals of electrical engineering.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Integrated services digital network (ISDN)

Short description: Introduction to ISDN - information seminar; application, installation and maintenance of networks and systems with ISDN.

Target group: Trainers, trainees.

Qualifications: Experience in office or factory communication; experience in electronics and electrical engineering.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Sensorics

Short description: Introduction to sensorics, sensors with binary output signals; analogue sensorics, distance, path, force and pressure.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding regarding the subject.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Fieldbus

Short description: Fieldbus - fundamentals; open fieldbus - planning, commissioning and maintenance.

Target group: Trainers, trainees.

Qualifications: Basic knowledge of PLC technology.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Fees:* To be arranged.

Organizer: Festo Didactic KG
Germany

Control technology

Short description: Training in automation technologies.

Target group: Trainers, trainees.

Qualifications: General technical knowledge in automation technologies.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Proportional hydraulics

Short description: Introduction to proportional hydraulics.

Target group: Trainers, trainees.

Qualifications: Electro-hydraulic controls.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Fees:* To be arranged.

Organizer: Festo Didactic KG
Germany

Hydraulics

Short description: Introduction to hydraulics, design, installation and maintenance of hydraulic controls; introduction to, design and installation of, hydraulic controls for vocational training.

Target group: Trainers, trainees.

Qualifications: General technical knowledge; specialist's qualifications.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Electro-hydraulics

Short description: Introduction to electro-hydraulics; design, installation and maintenance of electro-hydraulic controls; introduction; design and installation of, electro-hydraulic controls for vocational training.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding; specialist's qualifications.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Electro-pneumatics

Short description: Introduction to electro-pneumatics; design and installation of electro-pneumatic controls; introduction to, design and installation of, electro-pneumatic controls for vocational training.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding; specialist's qualifications.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Pneumatics

Short description: Introduction; installation, troubleshooting of pneumatic controls; design and installation; introduction to, design and installation of, pneumatics for vocational training.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding; specialist's qualifications.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Positioning

Short description: Positioning systems: fundamentals of servo-pneumatics: planning, commissioning, programming, application.

Target group: Trainers, trainees.

Qualifications: General technical knowledge/understanding: fundamentals in pneumatics, preferable experience in programming PLCs or CNC machines.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English, French, Spanish, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Festo Didactic KG
Germany

Computer-aided manufacture

Short description: Gain competence in the use of advanced AUTOCAD design and integrate this with a range of manufacturing control systems, including fanuc.

Target group: Specialists, trainers.

Qualifications: Engineering knowledge.

Commencing date: February, May, September, November. *Duration:* 8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £2,600 + VAT.

Organizer: East Kilbride & District Engineering
United Kingdom

Hydraulic/pneumatic controls

Short description: Introduction to advanced level of skill attained during course.

Target group: Specialists, trainers.

Qualifications: Basic engineering knowledge.

Commencing date: February, May, September, November. *Duration:* 6 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,950 + VAT.

Organizer: East Kilbride & District Engineering
United Kingdom

Industrial electronics technology

Short description: Programmable logic control technique.

Target group: Trainers.

Qualifications: Basic knowledge in electricity, electronics and industrial automation.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,250.

Organizer: Vilhelmina Advanced Training and Education Centre - VATEC
Sweden

Industrial electronics technology

Short description: Programmable logic control application in process control.

Target group: Trainers.

Qualifications: Basic knowledge in electricity, electronics and industrial automation, plus programmable logic control course or equivalent studies.

Commencing date: July. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* USS 3.250.

Organizer: Vilhelmina Advanced Training and Education Centre - VÅ1 2C
Sweden

Automation technology

Short description: Practical training in design, start up and troubleshooting on automation facilities.

Target group: Specialists.

Qualifications: None.

Commencing date: Throughout the year. *Duration:* 1 week. *Deadline for application:-.*
Language: English, German. *Tuition fees (accommodation excl.):* S 8.000.

Organizer: Festo Didactic Ges.m.b.H.
Austria

Automatique et robotique industrielle

Brève description : Donner à l'ingénieur généraliste la formation nécessaire pour aborder et dominer les problèmes liés à l'automatisation des procédés industriels, à la conception des sites robotisés, à la mise en œuvre dans le processus de fabrication et à leur conduite.

Groupe cible : -.

Qualifications : La préparation du mastère est ouverte aux ingénieurs mécaniciens, automaticiens et électroniciens titulaires d'un DEA, DESS dans ces spécialités.

Début du cours : Février. *Durée :* 1 575 heures. *Date limite d'inscription :* Janvier.
Langue du cours : Français. *Droits d'inscription (à l'exclusion du logement) :* FF 40 000.

Organisateur : INSA de Lyon
France

Occupational and product safety/Sécurité du travail et sûreté des produits/ Seguridad en el trabajo e inocuidad de los productos

International diploma in health and safety (DIPSM)

Short description: To build up a comprehensive understanding of vital areas of health and safety; introduction and background, general safety, communications, fire protection, problem-solving and decision-making, construction and machinery safety, occupational health and hygiene, safety management, total loss control.

Target group: Directors/managers, specialists, trainers.

Qualifications: Adequate command of spoken and written English.

Commencing date: June, August. *Duration:* 10 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £6,000.

Organizer: British Safety Council
United Kingdom

Logistics and storage/Logistique et stockage/Logística y almacenamiento

Logistics (warehousing and distribution)

Short description: Warehouse layout and methods; planning and control of physical distribution; warehouse management; transport management; warehouse strategy and design.

Target group: Directors/managers.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 3-5 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £850.

Organizer: National Materials Handling Centre
United Kingdom

Road transport and distribution

Short description: Short courses on: lift truck instructor; LGV instructor; CPC; road freight management.

Target group: Directors/managers, specialists, trainers.

Qualifications: LGV licence where appropriate; LT licence where appropriate.

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £140 per day.

Organizer: RSL Motec Telford
United Kingdom

Gestion des approvisionnements, logistique

Breve description: Prospection des fournisseurs, négociations, achats; planification des achats, gestion des stocks; règlement des litiges, couverture des risques; transactions internationales, financements, transports; chaîne logistique; organisation administrative; intégration de la fonction logistique dans l'entreprise.

Groupe cible: Directeurs/gestionnaires, spécialistes, cadres moyens.

Qualifications: Études supérieures et 3 ans d'expérience professionnelle.

Début du cours: Toute l'année, moyennant un mois de préavis (formation personnalisée).

Durée: 4 semaines. *Date limite d'inscription:* 1 mois avant le début du cours. *Langue du cours:* Français, anglais. *Droits d'inscription (à l'exclusion du logement):* FB 110 000.

Organisateur: Helping S A.
Belgique

6. MANAGEMENT/GESTION/GESTIÓN

Factory management; productivity improvements/Gestion de l'unité de production; gains de productivité/Gestión de fábricas; aumentos de la productividad

International manufacturing programme

Short description: Analyses the changing rules and their implications for managers; the objective is to show that manufacturing, if properly managed, can become an effective tool of competition.

Target group: Directors/managers.

Qualifications: Senior managers of manufacturing, executives in corporate manufacturing or technical functions.

Commencing date: June. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 45,000.

Organizer: INSEAD
France

Business and manufacturing management

Short description: To promote the introduction and adoption of new manufacturing technologies.

Target group: Directors/managers.

Qualifications: None.

Commencing date: June. *Duration:* 10 days. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* £1,500.

Organizer: University of Paisley
United Kingdom

Appropriate technology

Short description: Assess the options to meet needs and opportunities within the local economic and social framework; assist in the process of technology change.

Target group: Policy makers, extension officers, development workers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £780.

Organizer: Intermediate Technology Consultants
United Kingdom

Precision engineering production methods with emphasis on quality and productivity

Short description: Participants will start at the lowest level of production and will be trained in interpreting drawings, production procedures, optic work on assembly line, inclusive quality control of incoming material, subassemblies and full assemblies; for candidates who have proven their abilities the curriculum will include: project study of modifications or new product development, final product quality control and good manufacturing practices and productivity (T.I.T. where possible); photometers, spectrophotometers and fluorometers are the products in this study. Special emphasis can be concentrated on one of the following disciplines: planning and development of product; repair and maintenance of optical-precision engineering instruments; quality control and product testing and incoming material testing.

Target group: Personnel in production and foremen or persons, in charge of production.

Qualifications: Technicians who have completed vocational or technical schools, or BSc in electronics or mechanical engineering.

Commencing date: May. *Duration:* 6 or 12 months. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* SwF 9,000 or SwF 15,000.

Organizer: Advanced Technical Services GmbH
Switzerland

Venue: Cyprus or Egypt

Industrial management/Gestion industrielle/Gestión industrial

Development of rural industries

Short description: Adapted production processes suitable for small-scale rural-based industries, marketing strategies; product manufacturing/financial management; staff and plant management and organization/distribution.

Target group: Directors/managers, specialists, trainers, manufacturers, distributors, micro-entrepreneurs.

Qualifications: University or technical college level; professional experience.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Russian, German. *Tuition fees (accommodation excl.):* DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Economics and management of agricultural and agricultural-related mechanization systems

Short description: Economic/social/technical systems; cost, profitability, manpower planning; maintenance and repair policies, financial aspects, staff management; computer application in project management.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, micro-entrepreneurs, distributors, manufacturers.

Qualifications: University or technical college level; professional experience.

Commencing date: To be arranged. *Duration:* 2.5 months. *Deadline for application:* 3 months before commencing date. *Language:* English, French, Russian, German. *Tuition fees (accommodation excl.):* DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Strategic management of services

Short description: Will improve executives' understanding of the challenges specific to services markets and their ability to lead a service organization in a competitive environment.

Target group: Directors/managers.

Qualifications: General managers and functional specialists with relevant experience.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 52,000.

Organizer: INSEAD
France

Strategic R and D management

Short description: Improvement of the management of R&D in relation to other functions rather than of the function itself; focuses on recent trends and their implications.

Target group: Directors/managers.

Qualifications: Senior managers involved in R&D or with responsibility for technical organizations.

Commencing date: April. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000.

Organizer: INSEAD
France

Strategic issues in mergers and acquisitions

Short description: Enables participants to better manage the process, by providing them with an opportunity to think through and discuss the strategic and organizational issues involved.

Target group: Directors/managers.

Qualifications: Senior staff and line executives involved in the development of their companies through acquisitions.

Commencing date: April, November. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000.

Organizer: INSEAD
France

Strategic cost management

Short description: Looks at the problems of contemporary cost systems and describes the concepts and architecture of systems which overcome these deficiencies: design and implementation of cost systems.

Target group: Directors/managers.

Qualifications: Senior executives who use cost information in evaluating strategic decisions.

Commencing date: June. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000.

Organizer: INSEAD
France

Advanced management programme

Short description: Strengthening of managerial competences enabling managers to deal with fierce competition and to sensitize them to the need for constant reassessment.

Target group: Directors/managers.

Qualifications: Already working at the corporate or divisional top management level in their organizations or heading a functional area and having the potential to reach a general management position in the near future; 40 to 55 years of age and at least 15 years of experience in management.

Commencing date: January, July, October. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 94,000.

Organizer: INSEAD
France

Programme supérieur pour dirigeants

Breve description : Renforcer les compétences de gestion des dirigeants pour leur permettre de mieux affronter l'intensification de la concurrence, et les sensibiliser à la nécessité de se remettre en cause constamment.

Groupe cible : Directeurs/managers.

Qualifications : A la tête d'une filiale ou d'une division, ou affectés à une direction fonctionnelle, les candidats font preuve du potentiel nécessaire pour occuper un haut poste de direction générale dans les années à venir; âgés de 40 à 55 ans, ils ont rarement moins de 15 ans d'expérience professionnelle.

Début du cours : Juillet. *Durée :* 4 semaines. *Date limite d'inscription :* 2 mois avant le début du programme. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* FF 94 000.

Organisateur : INSEAD
France

International executive programme

Short description: Designed for executives at the top of their organization's functional domain, who need to be prepared for positions of increased responsibility in divisional

or general management.

Target group: Directors/managers.

Qualifications: High potential executives with at least 10 years of management experience, typically aged 35 to 45.

Commencing date: February, October. *Duration:* 6 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 110,000.

Organizer: INSEAD
France

Managing multinational enterprise - the renewal challenge

Short description: Provides a deeper understanding of the strategic, organizational and management capabilities necessary to develop and defend positions of global leadership.

Target group: Directors/managers.

Qualifications: Top management in multinational organizations, who have significant responsibility for making international strategic choices.

Commencing date: June. *Duration:* 8 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 52,000.

Organizer: INSEAD
France

Managerial control and management information systems

Short description: Managerial control systems: defining organizational effectiveness; developing an approach in control systems design; behavioural aspects of control; cost accounting and financial control systems; internal and administrative control; auditing. Management information systems: information as a tool for decision-making and control; design and implementation of information systems; computer hardware and software; managing the information resources in the organization; computer and decision support tools.

Target group: Executives occupying a senior management position or having the potential to occupy one, at short notice, as a financial manager or director, chief accountant or controller; preferably working in medium to large enterprises; consultants and other practitioners in the general areas of management control and management information systems.

Qualifications: Bachelor's degree in business administration, economics or related science; proficiency in English; minimum of 5 years of managerial or accounting experience.

Commencing date: May. *Duration:* 13 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Management for general managers

Short description: Strategic management: the conceptual and operational framework; capability and environmental analysis; strategic management and organizational design. Strategy and management in functional areas: marketing management; financial policies; technology and management; manpower policies; management information systems and control.

Target group: General managers and managing directors of medium-sized enterprises, in both private and government sectors, consultants in general management, trainers of prospective general managers.

Qualifications: Bachelor's degree in business administration, economics or related science; proficiency in English; a minimum of 3 years of professional experience.

Commencing date: January. *Duration:* 13 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* f. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Techniques de gestion

Breve description : Diagnostics d'entreprise ou de départements et services, étude des fonctions, validité des outils de gestion, fiabilité des informations, systèmes et procédures; gestion des ressources humaines, sélection, analyses de poste; rentabilité, stratégie d'entreprise; mesures de restructuration, de redressement, de redéploiement.

Groupe cible : Directeurs/gestionnaires.

Qualifications : Etudes supérieures et 3 ans d'expérience professionnelle dont au moins 1 an à un poste de direction.

Début du cours : Toute l'année. *Durée :* 4 semaines. *Date limite d'inscription :* 1 mois de préavis. *Langue du cours :* Français, anglais. *Droits d'inscription (à l'exclusion du logement) :* FB 110 000.

Organisateur : Helping S.A.
Belgique

Warehousing and distribution

Short description: Develop existing warehousing and distribution procedures; plan and implement new systems and integrate different activities within participant's area of responsibility.

Target group: Directors/managers.

Qualifications: None.

Commencing date: March, September. *Duration:* 3 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,750.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444 Fax: 44 81 212 622

Stock control and purchasing

Short description: Develop existing stock control and purchasing procedures, plan and implement new systems and integrate different activities within participant's area of responsibility.

Target group: Directors/managers.

Qualifications: None.

Commencing date: February, August. *Duration:* 5 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £3,500.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444 Fax: 44 81 212 622

Purchasing and stock management

Short description: Expand the skills of managers enabling them to develop existing supply procedures, plan new supply systems and integrate different supply activities within their area of responsibility.

Target group: Directors/managers.

Qualifications: None.

Commencing date: February, August. *Duration:* 8 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £4,600.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444 Fax: 44 81 212 622

International purchasing and materials management

Short description: Expand the skills of senior and middle managers enabling them to develop existing supply procedures, plan new supply systems and integrate different supply activities within their area of responsibility.

Target group: Directors/managers.

Qualifications: None.

Commencing date: May. *Duration:* 12 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £6,850.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
44 903 234 444 Fax: 44 81 212 622

Management development

Short description: Organization and management techniques; statistics; logistics; cost accounting; financing; sociology/psychology; computer application; marketing; economics; managerial aspects of enterprise; practicals and excursions.

Target group: Directors/managers.

Qualifications: Business college, higher technical college or B.A., 4 years of job experience.

Commencing date: January, August. *Duration:* 16 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £ 21,500.

Organizer: International Institute for Technology and Management IITM
Netherlands

Management and industrial development

Short description: Establishment of new industrial enterprises; domestic and foreign markets; production programme development; manufacturing process and production facilities; financing; training of workers; staff and management development; international industrial cooperation; industrial development administration and promotional measures.

Target group: Directors/managers, policy makers.

Qualifications: Senior industrial development administrators and industrial managers, preferably with international experience and advanced economic background.

Commencing date: June, November. *Duration:* 10 weeks. *Deadline for application:* 4 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Centre for Management and Industrial Development - CBO
Netherlands

Quality management

Short description: Techniques of auditing systems; course contains 40 per cent realistic case-study exercises.

Target group: Directors/managers, specialists, trainers.

Qualifications: Professional engineer or equivalent in non-manufacturing area, some knowledge and experience of quality management.

Commencing date: February, May, July, November. *Duration:* 1 week. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £1,000.

Organizer: Cranfield University
United Kingdom

Management information systems

Short description: Provide a clear understanding of how a well-designed management information system using appropriate technology can be used to provide the right information for decision-making.

Target group: Directors/managers.

Qualifications: Graduates with several years of work experience.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £6,625.

Organizer: RIPA International
United Kingdom

Management development

Short description: Management development including marketing, finance, human resources, project management, training management and instructional techniques; general course on telecommunication and aviation specific.

Target group: Directors/managers, policy makers, consultants, specialists, trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 1 - 5 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Bailbrook College
United Kingdom

Venue: In companies by arrangement

Management services and information systems

Short description: Upgrading of skills in the analysis of personnel-related problems and the design of new work-delivery systems; new skills in the planning, management and use of computerized information systems; knowledge, skills and confidence to play a key role in the process of change within own organization.

Target group: Directors/managers.

Qualifications: A degree or relevant work experience.

Commencing date: To be arranged. *Duration:* 12 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees:* £7,900 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Management services

Short description: To enable participants to investigate, analyse and recommend action to solve problems in their organizations, or to provide consultancy services to other agencies.

Target group: Directors/managers.

Qualifications: Degree or relevant work experience.

Commencing date: To be arranged. **Duration:** 12 weeks. **Deadline for application:** March. **Language:** English. **Tuition fees:** £7.900 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Strategic planning, management and strategic marketing

Short description: Strategic management, marketing, macroeconomic management, strengthening the participants' personal and technical management skills in banking and finance; project appraisal, portfolio management and control; modern practices and technologies.

Target group: Directors/managers, policy makers, specialists.

Qualifications: Financial or banking background, supervisors and middle to senior management.

Commencing date: April. **Duration:** 4 weeks. **Deadline for application:** March. **Language:** English. **Tuition fees (accommodation excl.):** £18 5.900.

Organizer: International Development Ireland
Ireland

Finanzas para directivos no financieros I

Breve descripción: Presentar componentes de la función financiera así como aspectos financieros de otras áreas de la gestión empresarial; dar una visión de conjunto del problema financiero de la empresa.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. **Duración:** 32 horas. **Fecha límite de inscripción:** -. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** Teneo costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Teneo
España

Lugar: E.O.I., Gregorio del Amo, 6
28040 Madrid, España
Tel.: 91 349 56 00 Fax: 91 554 23 94

Finanzas para directivos no financieros II

Breve descripción: Profundizar en los conocimientos adquiridos en el curso finanzas para directivos no financieros I.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. **Duración:** 16 horas. **Fecha límite de inscripción:** -. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** Teneo costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Teneo
España

Lugar: E.O.I., Gregorio del Amo, 6
28040 Madrid, España
Tel.: 91 349 56 00 Fax: 91 554 23 94

Programa superior de ingeniería y gestión medioambiental

Breve descripción: Proporcionar los conocimientos fundamentales sobre temática medioambiental.

Grupo objetivo: -.

Calificaciones: Licenciados en ciencias o ingenieros superiores y técnicos con más de 3 años de experiencia, relacionados con la temática ambiental.

Fecha de iniciación: -. **Duración:** 6 módulos total/340 horas. **Fecha límite de inscripción:** -. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** -.

Organizador: E.O.I.
España

Lugar: E.O.I., Provincias

Master executive de dirección tecnológica e industrial

Breve descripción: Proporcionar a los profesionales de la empresa industrial una visión de conjunto de la empresa bajo la perspectiva directora del mercado y del entorno de actuación.

Grupo objetivo: -.

Calificaciones: Profesionales en activo con al menos tres años de experiencia.

Fecha de iniciación: -. **Duración:** 200 horas. **Fecha límite de inscripción:** -. **Idioma del curso:** Español. **Derechos de matrícula (excluido el alojamiento):** -.

Organizador: E.O.I.
España

MBA programme in industrial policy and corporate strategy

Short description: Designed to provide participants with a firm conceptual and analytical foundation for industrial policy and managerial decision making.

Target group: Current and aspiring general managers in private and public organizations as well as government executives in related fields.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. **Duration:** -. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Financial management

Short description: As a decision-maker, a financial manager functions on the basis of financial information; this programme helps him to increase his technical skills in

recording, classifying and processing this information in such a way that it supports rational management decisions.

Target group: Managers or advisors at middle-management level in small- to medium-scale business or government organizations.

Qualifications: Bachelor's degree in business administration, economics or related field; proficiency in English; 3 years of professional experience in accounting and finance.

Commencing date: September. *Duration:* June. *Deadline for application:* 13 weeks.

Language: English. *Tuition fees (accommodation excl.):* f. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

MBA programme in information technology and management

Short description: Prepares participants for the specialized managerial roles by acquiring functional, integrative and technological abilities.

Target group: Current and aspirant managers in information technology and systems who are seeking broad training in management to enable them to rise easily in their organizations.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

MBA programme in general and strategic management

Short description: Issues and forces surrounding the process of strategic management in organizations; combines issues of strategy with those of organizational, managerial and strategic control.

Target group: Persons seeking long-term responsibility at the top-management level, involved in government-business interface or running their own business.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* f. 26,000.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Management development skills/Développement des capacités de gestion/Técnicas de formación de personal de gestión

Management and administration

Short description: Management and general office administration; personnel administration; health and safety in industry; quality control and inspection; fire precautions; toxic hazards; communications, computers; facsimile; methods of instruction and teaching practice; financial appraisal.

Target group: Directors/managers.

Qualifications: Relevant experience.

Commencing date: To be arranged. *Duration:* 3 months *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Chattaway (UK) Training Services
United Kingdom

Problem-solving and creativity

Short description: Definition of creativity; sources and how to trigger them; creative-thinking methods; interrogative techniques to stimulate; systematic problem-solving; sources for innovation; marketing imagination; value-added engineering; group techniques.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Sales management

Short description: Definition of sales management; team-building capabilities; recruiting a sales manager; management by objectives; defining goals; setting standards; incentives; evaluating performance; recruiting sales engineers; training and education, developing winners.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Marketing strategy

Short description: Business and purpose; market research; recipes for successful marketing; competitive analysis; marketing tactics; market niches; growth strategies; marketing plan; distribution channels; feedback testing.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Selling well

Short description: Basic principles; staying motivated; product knowledge; competitive analysis; developing advantages; sales strategies; customer acquisition; persuasive power; effective presentations; credibility; how to handle objections; follow-up techniques; customer references.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Effective business meetings

Short description: Definition of purpose; meeting as an investment; agenda; running a meeting; problem-solving techniques; decision-making tools; presentation techniques; Parkinson's law in meetings; meetings as management in action.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Delegation and supervision

Short description: Effective delegation; setting standards for performance; MBO; manager as a teacher; decision-making process; reflection on responsibility; examination of expectations; personality types; leadership styles; feedback; strategic planning.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Motivation

Short description: Making the right choice; expectations; management by objectives; definition of values; setting standards; continued training and education; leading by example; active listening.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Hiring and firing - human resources

Short description: Selection process; job description; finding suitable candidates; interview techniques; checking references; incentives; introduction to the job; training and development; measure and improve performance; preparation for firing; severance package.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Management

Short description: Setting standards of performance; decision-making; strategic planning; management by objectives; delegating responsibility; hire and fire; company meetings; creative-thinking sessions; investment strategy; potential crisis; leadership; forecasting; budget control.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Leadership

Short description: Leaders are made, not born; courage; action orientation; strategy; planning; motivation; commitment to win; communication; result orientation; self-motivation.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Business and strategy

Short description: Strategic planning; company mission; investment strategy; potential crisis; market growth; choosing competition; leadership; forecasting; budget control.

Target group: Directors/managers.

Qualifications: BA, MBA, business experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English, German. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: German Institute for Management Consulting
Germany

Managing sustainable development

Short description: Sound understanding of sustainable systems and overview of strategies and methodologies required to manage sustainable agricultural and rural development projects.

Target group: Directors/managers, policy makers, NGOs.

Qualifications: Diploma or degree and a minimum of 2 years of working experience.

Commencing date: July. *Duration:* 11 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* £6,500.

Organizer: Ian MacDonald Associates (IMA)
United Kingdom

Venue: University of Sussex

Management for women in rural development

Short description: Knowledge and skills required for effective planning and management of women programmes and projects.

Target group: Directors/managers, policy makers, trainers, NGO staff.

Qualifications: Diploma or degree plus a minimum of 2 years of working experience.

Commencing date: July. *Duration:* 11 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* £5,995.

Organizer: Ian MacDonald Associates (IMA)
United Kingdom

Venue: University of Sussex

General management skills

Short description: Supervisory skills; managing people; health and safety; sales courses; employment legislation.

Target group: Directors/managers, policy makers, specialists.

Qualifications: -

Commencing date: To be arranged. *Duration:* 2-3 days. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £140 per day.

Organizer: RSI, Motec Telford
United Kingdom

Negotiation dynamics

Short description: Demonstrates that negotiating skills can be improved using a strategic and structured approach.

Target group: Directors/managers.

Qualifications: Managers experienced in negotiating and for whom effective negotiating skills are vital.

Commencing date: June. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33 000.

Organizer: INSEAD
France

Managing partnerships and strategic alliances

Short description: How to make successful outcomes likely: choosing and designing partnerships and alliances that have potential, successfully managing them over time, and learning lessons from past experience.

Target group: Directors/managers.

Qualifications: Senior executives in both line and staff positions.

Commencing date: May, December. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 33,000.

Organizer: INSEAD
France

Managerial skills for international business

Short description: A multicultural learning experience aimed at enhancing the cross-cultural management skills of the international executive; three main areas are covered: personal adaptability; management skills; and structuring international operations.

Target group: Directors/managers.

Qualifications: Senior managers about to be posted abroad as well as those based at headquarters who coordinate international activity; executives in public organizations or government agencies involved in international activities.

Commencing date: August. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 45 000.

Organizer: INSEAD
France

Management of people

Short description: Reviews the implications of business and company strategy for human resource management; assesses how human resource management can match strategic and organizational needs with individual needs for personal and career development; how to deal with emerging human-resource challenges alongside the underlying task of change and implementation.

Target group: Directors/managers.

Qualifications: General and senior line managers as well as personnel generalists.

Commencing date: May. *Duration:* 9 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 41 000.

Organizer: INSEAD
France

Young managers' programme

Short description: Helps participants broaden their perception of the scope of a company's activities, provides an integrated view of corporate strategies and business decisions, develops communication skills across functional areas, cultures and nationalities and offers an opportunity to challenge current expertise.

Target group: Directors/managers.

Qualifications: Typically aged 28 to 35 with at least five years of experience and at an early stage in their career.

Commencing date: January, May, September. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 64 000.

Organizer: INSEAD
France

Programme pour jeunes managers

Breve description : Procure aux participants les connaissances et les aptitudes qui leur permettront d'assumer avec succès des responsabilités de gestion plus élevées dans l'entreprise; il met l'accent sur la nature interdisciplinaire de la gestion en confrontant les participants à des problèmes empruntés à des domaines extérieurs à leur propre spécialité.

Groupe cible : Directeurs/managers.

Qualifications : Le participant est dans la première phase de sa carrière et a typiquement entre 28 et 35 ans; il a au moins 5 années d'expérience.

Début du cours : Mai. *Durée :* 3 semaines. *Date limite d'inscription :* 2 mois avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* FF 64 000.

Organisateur : INSEAD
France

(AVIRA) Awareness, Vision, Imagination, Responsibility, Action

Short description: The objective is to improve top executives' capacity to master - in a pro-active and responsible way - the complexity of their task in an uncertain global environment.

Target group: Directors/managers.

Qualifications: Top management only, i.e. currently or soon to be member of a top management team or executive committee.

Commencing date: January, September. *Duration:* 5 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees:* FF 54 000

(accommodation incl.).

Organizer: INSEAD
France

Leadership in organizations - exploring personal style

Short description: Improves leadership performance by increasing senior executives' understanding of how human behaviour (their own and that of others) affects the functioning of their organization.

Target group: Directors/managers.

Qualifications: Top executives who are already in a senior phase of their career and occupy a significant leadership role.

Commencing date: Module 1: January; module 2: March; module 3: May. *Duration:* 1 week each. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* FF 70 000.

Organizer: INSEAD
France

Advanced consultancy skills

Short description: The management of consultancy organizations: structure and capability development; market measurement; strategic positioning; fee structure; contracting, subcontracting. Behavioural consultancy skills: acquisition of consultancy assignments; preparing a proposal; building a relationship with the client; problem-solving; ethics in consultancy. Functional skills for consultancy: strategic management of organization; computer support to consultancy operations; management information systems; managerial control.

Target group: Consultants approaching the midstage of their careers in either national or international consultancy organizations and development banks; professionals in (internal) consultancy departments or in national productivity organizations responsible for productivity improvements; persons engaged in consultancy work as a sideline.

Qualifications: Bachelor's degree in business administration, economics or related field; proficiency in the English language; a minimum of 3 years of professional experience.

Commencing date: May. *Duration:* 13 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* f. 15,500.

Organizer: Maastricht School of Management RVB/MSM
Netherlands

Interpersonal communication

Short description: How to achieve real understanding, involvement and commitment (including getting others to do what you want done) by influencing people appropriately and being positively assertive.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses French and

German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Personal innovation

Short description: How to handle changes; also how to plan, initiate and implement needed change so ensuring that what should happen actually does.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses in French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Project leadership

Short description: Plan, organize, develop and control productive project groups.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: English knowledge; academic - no formal qualifications required; experience - sufficient to ensure appropriate participation.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses in French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Personal quality

Short description: How to establish quality standards (getting it right, first time, every time); make quality happen and contribute to corporate total quality.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses in French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Personal productivity

Short description: How to achieve more in less time by better planning, organizing and scheduling priorities; manage your workload and yourself to lessen stress and enhance performance.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses in French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Multicultural effectiveness

Short description: Develop improved cross-cultural communication, enhance cultural awareness and international teamworking ability.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: Sufficient relevant experience.

Commencing date: To be arranged. *Duration:* 5 days. *Deadline for application:* 1 month before commencing date. *Language:* English (some courses in French and German). *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Cargill Attwood International
United Kingdom

Management and personnel development

Short description: Communication skills for professionals modules 1 and 2; small business management; identifying training needs; introduction to project management.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* To be arranged. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Unived Technologies Ltd.
United Kingdom

Training - its design and management

Short description: To promote the importance of management training and development in the achievement of organizational goals.

Target group: Directors/managers, trainers.

Qualifications: None.

Commencing date: June. *Duration:* 12 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £8,000.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom

Tel.: 44 903 234 444 Fax: 44 81 212 622

Facing the media

Short description: To enhance the positive elements of presentation style for television, radio and press.

Target group: Policy makers.

Qualifications: None.

Commencing date: June. *Duration:* 5 days. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £850.

Organizer: Technology & Business Centre, University of Paisley
United Kingdom

Performance auditing

Short description: Designed for universities, training centres and other educational institutions; provides participants with knowledge and skills in the planning, management and evaluation of educational projects and programmes.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: September. *Duration:* 8 weeks. *Deadline for application:*

September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI - University of Connecticut
United States of America

Democratization and governance

Short description: Designed to provide participants with skills and knowledge in democratization and participatory governance.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:*

September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 4,500.

Organizer: IPSI - University of Connecticut
United States of America

Computers in management

Short description: Designed for managers responsible for developing and managing computer support systems in their organization; combines the planning and managerial aspects of computer systems with hands-on microcomputer experience.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: January, May. *Duration:* 8 weeks. *Deadline for application:*

December 1994, May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI - University of Connecticut
United States of America

Management development

Short description: Develop an understanding of management skills with an emphasis on team-building and the effective use of human resources - the course is highly participative.

Target group: Various.

Qualifications: None.

Commencing date: January, April, July, October. *Duration:* 12 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,960 + VAT.

Organizer: CICT Ltd.
United Kingdom

Publish and develop

Short description: Production of newsletters, annual reports and scientific journals.

Target group: Policy makers, consultants, specialists, researchers, trainers.

Qualifications: Good knowledge of English.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* £3,975.

Organizer: Unived Technologies Ltd.
United Kingdom

Institutional development and organizational strengthening

Short description: Designed to facilitate a process of continuous exchange of experiences between participants and to increase their knowledge of and insight into the analysis of institutional setting; analysis and assessment of organizations; design and implementation of a change process in organizations.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Preferably 3-5 years experience in project management.

Commencing date: March, June, August. *Duration:* 3 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* f. 5,800.

Organizer: Management for Development Foundation - MDF
Netherlands

Venue: MDF, Bosrand 28, 6718 ZN Ede,
Netherlands

Executive management seminar

Short description: Techniques for the participant with executive responsibilities to implement continuous improvement in his or her organization.

Target group: Directors/managers.

Qualifications: No particular degree or credentials required, most participants are in mid-career working on graduate degrees or are on some sort of professional study tour.

Commencing date: December. *Duration:* 2 weeks. *Deadline for application:*

November. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,100.

Organizer: Management Training and Development Institute
United States of America

Venue: San Diego, California

Women in management

Short description: Skills women need to be influential in organizations; highly practical programme which helps women understand how they can manage their self-concept projection in order to be more effective in the workplace; teaches women how to lead others and deal positively with integration issues that arise from sexual and cultural diversity.

Target group: All the above.

Qualifications: No particular degree or credentials required, most participants are in mid-career working on graduate degrees or are on professional study tour.

Commencing date: December. *Duration:* 2 weeks. *Deadline for application:* November. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Management Training and Development Institute
United States of America

Venue: San Diego, California

Management communication for development

Short description: A skill-building seminar focusing on the manager as communicator interrelating people, information, projects and organizations; key topics include: perception, information, networks, motivation, leadership, team-building, negotiation and technology transfer.

Target group: All the above.

Qualifications: No particular degree or credentials required, most participants are in mid-career working on graduate degrees or are on a professional study tour.

Commencing date: May, July. *Duration:* 2 weeks. *Deadline for application:* April, June. *Language:* English, Spanish. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Management Training and Development Institute
United States of America

Venue: Denver, Colorado

Management and leadership in education

Short description: Focuses on concerns of senior education administrators and combines course and institutional visit activities; facing new challenges, e.g. volatility in funding and resources; diagnosing executive skills in educational leadership; case studies reflecting common executive challenges and circumstances; internal and external benchmarking in education; implementing a best-practices approach; creating, introducing, leading and monitoring a continuous improvement system; process mapping for information gathering and problem analysis.

Target group: Senior education administrators.

Qualifications: No particular degree or credentials required, most participants are in mid-

career working on graduate degrees or are on a professional study tour.

Commencing date: July. *Duration:* 3 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 3,200.

Organizer: Management Training and Development Institute
United States of America

Venue: Berkeley, California

Appropriate management of self-help organizations

Short description: To acquire new management skills and knowledge of concepts and instruments for the effective management of self-help organizations and self-help promotion institutions; participants will be trained to apply new knowledge in their own institutions; methods to develop promotional activities for small-scale enterprises in their own institutions/countries; practical examples or projects for self-help based promotion of small-scale enterprises and excursions to cooperative enterprises and self-help organizations in Germany.

Target group: Staff of self-help organizations, self-help promotion institutions or managers involved in self-help promotion.

Qualifications: None.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* DM 4,300 + 15 % VAT.

Organizer: Marburg Consult für Selbsthilfeförderung
Germany

Management development programme

Short description: Managing in uncertain times; core skills and management; personal strengths and areas for improvement; managing resources; building commitments.

Target group: Directors/managers, policy makers, consultants, specialists.

Qualifications: 3 years of managerial experience.

Commencing date: January. *Duration:* 22 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Moving up to management

Short description: Management; leadership; delegation; planning and organizing; interpersonal skills.

Target group: Directors/managers, policy makers, specialists.

Qualifications: Newly promoted managers.

Commencing date: January. *Duration:* 2 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Management and organization development

Short description: Managing people; managing change; developing your team; leadership and team-building workshop; creative management; consultancy skills; time management.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Aspiring managers.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Management development for women

Short description: To enable women to become more effective as managers and to help them facilitate the development of other women.

Target group: Directors/managers.

Qualifications: Senior women managers.

Commencing date: May. *Duration:* 12 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,775.

Organizer: RIPA International
United Kingdom

Public relations

Short description: Basic principles, tools and techniques of public relations.

Target group: Specialists.

Qualifications: For those actively engaged in public relations and those called to carry out PR activities in addition to other responsibilities.

Commencing date: June. *Duration:* 3 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,300.

Organizer: RIPA International
United Kingdom

Management services

Short description: Aims to develop analytical skills of participants across the whole range of management services.

Target group: Directors/managers.

Qualifications: Graduates.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £6,130.

Organizer: RIPA International
United Kingdom

Consultancy skills

Short description: Aims to develop skills essential for general management consultancy.

Target group: Consultants.

Qualifications: Graduates engaged in some aspect of consultancy; basic mathematical skills.

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £4,150.

Organizer: RIPA International
United Kingdom

Senior management

Short description: To help managers to understand their roles and improve their managerial performance in relation to their organization and its purposes.

Target group: Directors/managers.

Qualifications: Degree or relevant work experience.

Commencing date: January. *Duration:* 12 weeks. *Deadline for application:* November. *Language:* English. *Tuition fees:* £7,350 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Personal development

Short description: Personal development for personal assistants and executive secretaries; planning for success; a guide to effective presentation; effective meetings; writing skills; service means success.

Target group: Directors/managers, policy makers, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Supervisory management

Short description: A programme accredited by the Institute of Supervisory Management for the award of their certificate, and covering: managing communications; managing teamwork; managing people and managing quality.

Target group: Directors/managers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 20 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,100.

Organizer: Webton Court Management and Training Centre
United Kingdom

Programme in European studies - summer course

Short description: To provide knowledge to non-European students of economical, social, political, cultural, legal and business aspects of the development of Europe.

Target group: -.

Qualifications: Upper level undergraduates.

Commencing date: To be arranged. *Duration:* 6 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* f. 3,600.

Organizer: Center for European Studies
Netherlands

Programme in European studies

Short description: To provide knowledge to non-European students of economical, social, political, cultural, legal and business aspects of the development of Europe.

Target group: -.

Qualifications: Upper-level undergraduates.

Commencing date: To be arranged. *Duration:* 17 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* f. 4,900.

Organizer: Center for European Studies
Netherlands

Management development skills

Short description: A range of open, short courses on management development or in-house management development programmes; certificate in management studies (40 credits at Master's level) and others.

Target group: Directors/managers, consultants, trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 1-3 days; certificates take longer. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* £300 approximately per day.

Organizer: Brunel Management Programme
United Kingdom

Programa para jefes de oficina técnica

Breve descripción: Crear una nueva cultura de empresa y mejorar el servicio.

Grupo objetivo: Varios.

Calificaciones: Jefes de oficina técnica.

Fecha de iniciación: -. *Duración:* 40 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Correos costea la formación.

Organizador: E.O.I.
España

Lugar: Direcciones territoriales de correos y telégrafos
Tel.: 91 396 20 13 Fax: 91 596 33 63

Programa para directivos de correos

Breve descripción: Crear una nueva cultura de la empresa; lograr que los directivos del organismo potencien su competitividad gerencial, se sensibilicen hacia la calidad del servicio y la calidad total.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directores provinciales y territoriales o puestos de mando de correos.

Fecha de iniciación: -. *Duración:* 432 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Correos costea la formación.

Organizador: E.O.I.
España

Lugar: Direcciones territoriales de correos y telégrafos
Tel.: 91 396 20 13 Fax: 91 596 33 63

Liderazgo

Breve descripción: Realizar un diagnóstico entre el liderazgo y el desarrollo estratégico de la organización; determinar las características, actitudes y valores de los líderes.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. *Duración:* 16 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Teneo costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Teneo
España

Lugar: E.O.I., Gregorio del Amo, 6
28040 Madrid, España
Tel.: 91 349 56 00 Fax: 91 554 23 94

MBA programme in international business

Short description: This course is a joint programme conducted with Sheffield University Management School in the United Kingdom; the specialization explores management as related to business issues in the international context with a special focus on the European environment.

Target group: Managers and executives in their mid-career engaged in transnational and multinational business activities in Europe.

Qualifications: Bachelor's degree; 3 letters of recommendation; proficiency in English.

Commencing date: To be arranged. *Duration:* -. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £. 26,000.

Organizer: Maastricht School of Management RVB/MSM

Netherlands

Technical training and human resource development/Formation de formateurs et mise en valeur des ressources humaines/Capacitación técnica y perfeccionamiento de recursos humanos

Training of trainers

Short description: Develop knowledge and skills in teaching, management and planning of training.

Target group: Directors/managers, policy makers, trainers, NGO trainers.

Qualifications: Diploma or degree plus a minimum of 2 years of work experience.

Commencing date: July. *Duration:* 11 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £5,995.

Organizer: Ian MacDonald Associates
United Kingdom

Venue: University of Sussex

Basic experimental methods

Short description: Basic statistical methods and analysis of data from straightforward designed experiments; planning of experiments and relevant computing skills.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: July. *Duration:* 6 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £2,250.

Organizer: ASRU, University of Kent
United Kingdom

Economic statistics

Short description: Introduces forecasting techniques used in economic statistics and provides an introduction to national accounts and social accounting.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: August, September. *Duration:* 2 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* £790.

Organizer: ASRU, University of Kent
United Kingdom

Sample surveys - sampling theory and survey practice

Short description: Designed to provide a sound knowledge of the theory and practice of sample surveys; particular attention is paid to the problems of survey practice in developing countries.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: August. *Duration:* 5 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £1,900.

Organizer: ASRU, University of Kent
United Kingdom

Basic statistics

Short description: Introduction to statistics, covering all basic concepts necessary for participants to be able to undertake the sampling and economic statistics modules.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: July. *Duration:* 1 week. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £400.

Organizer: ASRU, University of Kent
United Kingdom

Basic data processing

Short description: Good foundation in the use of DOS, windows, wordperfect, lotus and database.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: July. *Duration:* 3 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £1,170.

Organizer: ASRU, University of Kent
United Kingdom

Advanced experimental methods

Short description: Builds on the work covered in the basic experimental methods module and includes such topics as analysis of covariance, fractional replication, non-orthogonal designs, variance components and special topics such as storage experiments, rotation experiments, glasshouse experiments as well as relevant computing skills.

Target group: Specialists, researchers.

Qualifications: Graduates.

Commencing date: August. *Duration:* 6 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* £2,250.

Organizer: ASRU, University of Kent
United Kingdom

Management of media production

Short description: To fully develop creative and production skills for media production and to provide essential management skills for media units.

Target group: Directors/managers, specialists, trainers.

Qualifications: Diploma or degree plus a minimum of 2 years of work experience.

Commencing date: July. *Duration:* 11 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £6,500.

Organizer: Ian MacDonald Associates
United Kingdom

Venue: University of Sussex

Women in environmental management

Short description: Knowledge and skills for effective planning and management of environment programmes and projects in which women are an integral part.

Target group: Directors/managers, policy makers, NGOs.

Qualifications: Diploma or degree plus a minimum of 2 years of work experience.

Commencing date: July. *Duration:* 11 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* £6,500.

Organizer: Ian MacDonald Associates
United Kingdom

Venue: University of Sussex

Technology and rural women

Short description: To provide an opportunity for women and men to learn how to assess technologies for women and to establish criteria for its design.

Target group: Directors/managers, policy makers, specialists, trainers, NGO managers.

Qualifications: Diploma or degree plus a minimum of 2 years of work experience.

Commencing date: October. *Duration:* 6 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,500.

Organizer: Ian MacDonald Associates
United Kingdom

Venue: University of Chiangmai, Thailand

Horticultural development in Asia

Short description: To help those responsible for planning and implementing horticultural development.

Target group: Directors/managers, policy makers, specialists, trainers, NGOs.

Qualifications: Diploma or degree plus a minimum of 2 years of work experience.

Commencing date: October. *Duration:* 6 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,500.

Organizer: Ian MacDonald Associates
United Kingdom

Venue: University of Chiangmai, Thailand

Dairy farm management

Short description: All aspects of managing a dairy farm are covered through a problem- and practice-oriented approach.

Target group: Specialists.

Qualifications: 3 years of experience in the subject.

Commencing date: August. **Duration:** 6 weeks. **Deadline for application:** June.
Language: English. **Tuition fees (accommodation excl.):** f. 1,850.

Organizer: IPC-D/Dairy Training Centre Friesland
Netherlands

Field testing of agricultural equipment

Short description: Technical and commercial efficiency and reliability of agricultural machinery; apply test codes, comparative methods; suitability, selection, replacement, specification of regional and national mechanization strategy; computer-aided tests, performance evaluation.

Target group: Directors/managers, specialists, researchers, trainers, manufacturers, distributors, test engineers.

Qualifications: University or technical college level; professional experience.

Commencing date: To be arranged. **Duration:** 10 weeks. **Deadline for application:** 3 months before commencing date. **Language:** English, French, Russian, German.
Tuition fees (accommodation excl.): DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Pesticide application in crop production and post-harvest loss reduction; European Community standard certificate of competence

Short description: Economical and ecological requirements, safe application procedures; alternative/integrated methods, calibrating sprayers; financial management, cost savings.

Target group: Directors/managers, specialists, researchers, trainers, micro-entrepreneurs.

Qualifications: University or technical college level; professional experience.

Commencing date: To be arranged. **Duration:** 8 weeks. **Deadline for application:** To be arranged. **Language:** English, French, Russian, German. **Tuition fees (accommodation excl.):** DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Farm mechanization supporting economic and ecological awareness

Short description: Managing, teaching, instructing of economical and ecological application of farm machinery, aspects of post-harvest technologies, crop-drying techniques; storage, transport, marketing, financial management, PC-application.

Target group: Directors/managers, specialists, researchers, trainers.

Qualifications: University or technical college level, professional experience.

Commencing date: To be arranged. **Duration:** 12 weeks. **Deadline for application:** 3 months before commencing date. **Language:** English, French, Russian, German.
Tuition fees (accommodation excl.): DM 550 per week.

Organizer: Deula-Rheinland GmbH
Germany

Management of training

Short description: Equip managers with the necessary skills and knowledge to effectively promote and manage training within their organization.

Target group: Directors/managers.

Qualifications: None.

Commencing date: June. *Duration:* 6 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £4,580.

Organizer: Crown Agents Human Resource Development Division
United Kingdom

Venue: Crown Agents International Management Training Centre
3-10 Marine Parade
Worthing, West Sussex, BN11 3PW
United Kingdom
Tel.: 44 903 234 444 Fax: 44 81 212 622

Training design and management

Short description: Designed for faculty, professional staff and managers of national or regional administrative staff colleges, institutes of management, and staff development centres.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: May. *Duration:* 8 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI University of Connecticut
United States of America

Human resources management

Short description: Designed for personnel managers and human resource planners and administrators.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: January, May. *Duration:* 8 weeks. *Deadline for application:* December 1994, May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI University of Connecticut
United States of America

Education management

Short description: Designed for managers and technicians from education ministries, universities, training centres and other educational institutions; provides participants with important knowledge and skills in the planning, management and evaluation of education projects and programmes.

Target group: Directors/managers, policy makers, consultants, specialists, trainers, others.

Qualifications: Bachelor's degree, at least 500 score in TOEFL or 80 in ALIGU.

Commencing date: September. *Duration:* 8 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,900.

Organizer: IPSI University of Connecticut
United States of America

Training of trainers in the transport industry

Short description: Learning styles, analysis and implementation of training plans; design and presentation of training programmes, evaluation and analysis of learning.

Target group: Various.

Qualifications: No formal entry requirements; ideally participants should be involved in the identification or delivery of training.

Commencing date: February, May, August, November. *Duration:* 2 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: CICT Ltd.
United Kingdom

Management development - certificate in supervisory management

Short description: Management of human resources, management of financial resources, management of information and management of products and services; this course leads to the National Examining Board of Supervisory Management Certificate.

Target group: Various.

Qualifications: None.

Commencing date: January, April, July, October. *Duration:* 12 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: CICT Ltd.
United Kingdom

Personal training plans

Short description: A new concept in continuing professional development, allowing individuals or organizations to state exactly the kind of training or updating required in terms of content and duration.

Target group: Directors/managers, consultants, specialists, researchers, trainers, others.

Qualifications: None.

Commencing date: To be arranged. *Duration:* To be arranged. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Unived Technologies Ltd.
United Kingdom

Instructional techniques

Short description: Planning and preparation of individual and group instructional training sessions; learning methods, logical progression, use of resources and instructional styles.

Target group: Various.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* £665 + VAT.

Organizer: CICT Ltd.
United Kingdom

Gestion des ressources humaines

Breve description: Sélection, analyses de postes, définition et classification des fonctions; politiques d'évaluation, de formation, de motivation et de rémunération; relations individuelles et collectives de travail.

Groupe cible: Directeurs/gestionnaires, cadres moyens.

Qualifications: Etudes supérieures et 3 ans d'expérience professionnelle dont au moins 1 an à un poste de direction.

Début du cours: Toute l'année, moyennant un mois de préavis (formation personnalisée).

Durée: 4 semaines. *Date limite d'inscription:* Toute l'année, moyennant 1 mois de préavis. *Langue du cours:* Français, anglais. *Droits d'inscription (à l'exclusion du logement):* FB 110 000.

Organisateur: Helping S.A.
Belgique

Personal management

Short description: For senior officers responsible for personnel.

Target group: Directors/managers.

Qualifications: Graduates with several years of work experience.

Commencing date: March. *Duration:* 10 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,250.

Organizer: RIPA International
United Kingdom

Human resources - budgeting and control

Short description: Awareness of the reasons for the need to budget for, monitor and control human resources and understanding of the techniques used.

Target group: Directors/managers.

Qualifications: Graduates with several years of experience.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £4,950.

Organizer: RIPA International
United Kingdom

Management of training

Short description: Knowledge of training techniques and methods; how to make the best possible use of available resources through a clear understanding of training theory and

practice.

Target group: Trainers.

Qualifications: Experience in training.

Commencing date: August. *Duration:* 10 weeks. *Deadline for application:* 8 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £5,250.

Organizer: RIPA International
United Kingdom

Video production for training and extension

Short description: Improving presentation skills of the participant and enhancing often overlooked managerial skills needed to implement effective training.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers and others.

Qualifications: No particular degree or credentials required, most participants are in mid-career working on graduate degrees or are on a professional study tour.

Commencing date: August. *Duration:* 2 weeks. *Deadline for application:* July. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,100.

Organizer: Management Training and Development Institute
United States of America

Training of trainers and the management of training

Short description: Improve training programme development and presentation skills of participants and enhance skills needed to implement effective training.

Target group: Trainers.

Qualifications: No particular degree or credentials required, most participants are in mid-career working on graduate degrees or are on a professional study tour.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* July. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Management Training and Development Institute
United States of America

Human resources development and planning

Short description: Designed for persons concerned with problems of human resources development and planning in developing economies; the objective is to understand and analyse the interactive process between demographic, social and economic factors; the emphasis is on labour force, employment and labour market issues.

Target group: Policy makers, researchers, trainers.

Qualifications: Master's degree in economics or statistics and a minimum of 2 years of experience.

Commencing date: September. *Duration:* 13 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* f. 18,000.

Organizer: Growth Dynamics University Institute
Netherlands

Human resources management

Short description: Recruitment and selection interviewing; effective job grading and evaluation; performance appraisal; grievance and discipline handling; superannuation administration; labour legislation; personnel management.

Target group: Directors/managers, specialists, researchers, trainers.

Qualifications: None.

Commencing date: January. *Duration:* 2-5 days. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Public Administration
Ireland

Instructional techniques

Short description: Short courses on: instructional techniques for skills instructors, instructional techniques for groups, design of training programmes and workplace assessment.

Target group: Trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 5 days each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £750 each.

Organizer: Webton Court Management and Training Centre
United Kingdom

Training management

Short description: Advanced programme dealing with the practice and management of training at a senior level.

Target group: Trainers.

Qualifications: University degree or relevant experience.

Commencing date: To be arranged. *Duration:* 4 modules of 5 days each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,100.

Organizer: Webton Court Management and Training Centre
United Kingdom

Training and development

Short description: Core competences required to meet the trainer training needs of any organization; this programme leads to the Certificate in Training and Development awarded by the Institute of Training and Development.

Target group: Trainers.

Qualifications: None.

Commencing date: To be arranged. *Duration:* 4 modules of 5 days each. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* £2,100.

Organizer: Webton Court Management and Training Centre
United Kingdom

Managing the training and development function

Short description: A comprehensive development programme covering training and development practice, in management of human resource development and leading to the Diploma in Training Management.

Target group: Trainers.

Qualifications: Trainers involved in the management of an organization's training function.

Commencing date: February. *Duration:* 15 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £6,000.

Organizer: School of Management, Thames Valley University
United Kingdom

Managing the HRD function

Short description: For trainers who wish to develop competence to contribute to the management of an organization's training function; leads to the Diploma in Training Management.

Target group: Trainers.

Qualifications: Trainers with a responsibility to manage all or part of an organization's HRD function; participants should have a certificate in training and development, or an acceptable equivalent.

Commencing date: April. *Duration:* 7 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,000.

Organizer: School of Management, Thames Valley University
United Kingdom

Managing training and development

Short description: Developing competence to undertake the role and responsibilities of a training professional; leads to the award of the Certificate in Training and Development.

Target group: Trainers.

Qualifications: Trainers with a responsibility to undertake training and development activities.

Commencing date: February, October. *Duration:* 8 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,500.

Organizer: School of Management, Thames Valley University
United Kingdom

Training for trainers

Short description: Aimed at senior professionals who wish to develop their training programmes with a view to increasing the effectiveness of the organizations in which they work.

Target group: Trainers.

Qualifications: Degree or relevant work experience.

Commencing date: January. **Duration:** 12 weeks. **Deadline for application:** November 1994. **Language:** English. **Tuition fees:** £7,350 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Personnel management

Short description: A flexible programme in human resources management at organizational level, covering employee resourcing, employee development and employee relations plus relevant options and projects.

Target group: Directors/managers.

Qualifications: Degree or relevant work experience.

Commencing date: January. **Duration:** 12 weeks. **Deadline for application:** November 1994. **Language:** English. **Tuition fees:** £7,350 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Human resource studies

Short description: To increase the understanding of how to improve the contribution of staff to organizational performance, update competences in personnel management, management of training, human resource planning and career management and development.

Target group: Directors/managers.

Qualifications: Degree or relevant work experience.

Commencing date: September. **Duration:** 13 weeks. **Deadline for application:** August. **Language:** English. **Tuition fees:** £7,950 (accommodation incl.).

Organizer: Institute for Development Policy and Management, University of Manchester
United Kingdom

Training of trainers

Short description: Systematic approach to training, objective setting, identification of training needs, developing training plan, preparation of training programme, implementation of training (presentation skills, instructional techniques), evaluation of training.

Target group: Trainers.

Qualifications: Good oral and written English; between 20 and 35 years of age.

Commencing date: April. **Duration:** 2 weeks. **Deadline for application:** December 1994. **Language:** English. **Tuition fees (accommodation excl.):** US\$ 1,500.

Organizer: Eregli Iron and Steel Works Inc.
Turkey

Gestión de organización de recursos humanos

Breve descripción: Identificar la función estratégica y la política de recursos humanos de forma estructurada y su influencia en la eficacia y gestión de la empresa.

Grupo objetivo: Directores/gerentes.

Calificaciones: Directivos de INI.

Fecha de iniciación: -. *Duración:* 16 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Teneo costea la formación.

Organizador: Dirección de Estructura y Política de Directivos de Teneo
España

Lugar: E.O.I. Gregorio del Amo. 6
28040 Madrid, España
Tel.: 91 349 56 00 Fax: 91 554 23 94

Programa de promoción acelerada de carrera

Breve descripción: Conseguir un colectivo con formación suficiente para acceder a puestos de mando.

Grupo objetivo: -.

Calificaciones: Carteros con formación universitaria.

Fecha de iniciación: -. *Duración:* 640 horas. *Fecha límite de inscripción:* -. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* Correos costea la formación.

Organizador: E.O.I.
España

Lugar: Centro de Formación de Correos y Telégrafos
c/ Aduana, 29-28071 Madrid
España
Tel.: 91 396 20 13 Fax: 91 596 33 63

B. DEVELOPING COUNTRIES AND AREAS/PAYS ET ZONES EN DÉVELOPPEMENT/PAÍSES Y ZONAS EN DESARROLLO

1. INDUSTRIAL BRANCHES/SECTEURS INDUSTRIELS/RAMAS INDUSTRIALES

(a) *Metallurgical industries/Industries métallurgiques/Industrias metalúrgicas*

Mining/Industries extractives/Minería

Mining engineering and technology

Short description: Basic concepts, main theoretical parts, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Introduction to geographical information systems

Short description: Introduction to GIS, practicals using arc/info and Idrisi.

Target group: -.

Qualifications: Secondary school.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* -.

Organizer: Technical University of Budapest
Hungary

Plant auditing in coal and mineral processing

Short description: Mineral processing methods; understanding of mineral processing circuits; plant data collection; plant sampling and analysis; mathematical models for unit operation; effect of individual unit operations on close-circuit systems; optimization of circuits; analysis of plant performance; methods to improve efficiency; process control; troubleshooting and remedies.

Target group: Specialists.

Qualifications: Practising engineers and plant personnel of coal and mineral processing plants.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* November 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Regional Research Laboratory
India

Metalogenia de yacimientos metalíferos

Breve descripción: Determinación de menas y elementos críticos (oro, plata, platino) al microscopio y su importancia económica.

Grupo objetivo: Consultores, especialistas.

Calificaciones: Geólogos; ingenieros en minas; técnicos mineros y alumnos de último año universitario.

Fecha de iniciación: Abril. *Duración:* 2 semanas. *Fecha límite de inscripción:* Febrero. *Idioma del curso:* Español con alternativa de inglés. *Derechos de matrícula (excluido el alojamiento):* US\$ 150.

Organizador: Dra. Susana J. Segal
Argentina

Lugar: Secretaría de Minería de la Nación
Av. Julio A. Roca 651, Piso 10
1322 Buenos Aires, Argentina
Tel.: 349 3142 Fax: 343 3525

Basic metals and non-ferrous metals; welding processes/Produits métallurgiques de base et métaux non ferreux; procédés de soudage/Metales básicos y metales no ferrosos; procedimientos de soldadura

Conocimientos prácticos de soldadura

Breve descripción: Adquisición de conocimientos prácticos de métodos de soldadura industrialmente pertinentes: soldadura por arco protegido, soldadura por arco metálico en atmósfera gaseosa, soldadura por arco con electrodo con alma de fundente, soldadura por arco en atmósfera inerte con electrodo de tungsteno, soldadura por arco sumergido, etc.

Grupo objetivo: Diversos.

Calificaciones: Educación elemental.

Fecha de iniciación: A convenir. *Duración:* A convenir. *Fecha límite de inscripción:* . . . *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 15/hora.

Organizador: Fundación Latinoamericana de Soldadura
Argentina

Tecnología de soldadura

Breve descripción: Adquirir y actualizar conocimientos de métodos de soldadura, metalurgia de la soldadura, diseño, calidad y estimación de costos.

Grupo objetivo: Diversos.

Calificaciones: Título técnico o en ciencias.

Fecha de iniciación: A convenir. *Duración:* Hasta dos semanas. *Fecha límite de inscripción:* A convenir. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* A convenir.

Organizador: Fundación Latinoamericana de Soldadura
Argentina

Arc-furnace operation and maintenance

Short description: Summary of steelmaking technology; main parts of electric-arc furnace, mechanical and electrical parameters; refractory materials, graphite electrodes; maintenance system of arc furnace; practical training in a steelmaking shop.

Target group: Specialists.

Qualifications: Degree in metallurgical/electrical engineering or foundry practice.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Foundry training in a precision (investment) foundry

Short description: Acquiring and practising practical knowledge and skills in a selected Hungarian precision foundry; "lost wax" method, training in a factory workshop.

Target group: Trainers.

Qualifications: Skilled workers or technicians.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Copper and copper-alloy foundry technology

Short description: Summary of casting technologies; scrap preparation, melting-alloying; technology of billet casting, centrifugal casting, gravity die casting, continuous casting, practical training in a copper workshop.

Target group: Trainers.

Qualifications: Degree in foundry technology or equivalent.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Foundry technology - aluminium foundry

Short description: Summary of casting technologies, scrap preparation, melting-alloying; technology of gravity die casting, sand casting; quality control system; practical training in some foundry workshops.

Target group: Specialists.

Qualifications: Degree in foundry technology or equivalent.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Foundry training in a steel foundry

Short description: Practical training in the workshop of a steel foundry; theoretical lectures; steel-casting process.

Target group: Specialists.

Qualifications: Degree in foundry technology or equivalent.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Foundry technology

Short description: Universal training programme in different foundry workshops; summary of casting technologies; moulding-melting-fettling technologies; quality control system; environmental problems of foundry industry.

Target group: Specialists.

Qualifications: Degree in foundry technology or equivalent

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Welding technology

Short description: Technology of welding and allied processes, filler materials, welded structures, welding equipment, testing, quality inspection.

Target group: Specialists, researchers, trainers.

Qualifications: Some working experience.

Commencing date: October. *Duration:* 7 days. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 400.

Organizer: Welding Research Institute
Slovakia

Welding technology

Short description: For senior inspectors concerned with safety in welding industry: welding process, equipment, quality control.

Target group: Specialists.

Qualifications: Degree in welding technology.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Basic welding technology

Short description: Introduce the concepts of safety in the welding environment; understand and use various welding processes (SMAW, MIG, TIG, SAW); read blue-prints and interpret welding and NDT symbols; "hands-on" welding activities.

Target group: Technicians, craftsmen.

Qualifications: Reading and writing skills in English.

Commencing date: January, July. *Duration:* 8 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 120 per day.

Organizer: Metal Industries Company Limited
Trinidad and Tobago

Venue: Trincity, Trinidad and Tobago

Welding of aluminium and its alloys and testing of welded joints

Short description: Welding processes (theory and practice); quality assurance of welded joints; checking and testing of welded parts; experiences for qualification; obtaining certification (Euronorm 287-2 /+250 USD/version).

Target group: Specialists.

Qualifications: Skilled workers with at least 2 years of experience.

Commencing date: Spring or autumn. *Duration:* 3 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 or more persons: US\$ 150 per day.

Organizer: Alutery-FKI Ltd
Hungary

Foundry pattern making

Short description: Introduction to applied patterns, core boxes, wax and metal dies; methodology of planning; theoretical and practical training in two specialized pattern shops; base materials used in pattern making practice.

Target group: Trainers.

Qualifications: Skilled workers, technicians.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Iron and steel industries

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Heat treatment of alloys

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Welding

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Welding technology

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Metal forming and rolling

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Industrial furnaces

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Ore preparation in the iron and steel industry

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Metal shaping and rolling

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Foundry production

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Basic welding skills

Short description: Understanding of entire welding field; read and interpret welding symbols; make the five welding joints in four different welding positions.

Target group: Welders in construction and maintenance outfits.

Qualifications: Under the Trade Test Grade 1/11 or City and Guilds plus two years of experience in industry.

Commencing date: June. *Duration:* 5 days. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund
Nigeria

Production of castings from special cast irons in small foundries

Short description: Metal melting processes in small induction furnace with a crucible capacity up to 250 kg, sand mould making, secondary metallurgy in a ladle, modification and inoculation processes during casting from spheroidal graphite and abrasion-resistant cast iron, design of gating system for in-mold technology by computer program.

Target group: Specialists, trainers.

Qualifications: High school or university degree.

Commencing date: July. *Duration:* 6 days. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: Slovak Technical University Bratislava
Slovakia

Metallic materials, vacuum metallurgy and precision casting

Short description: Preparation of the chemical composition of the material to be melted in a vacuum induction furnace, smelting, refining, casting, crystallization, control of chemical composition, control of castings, material for forms, construction and production of forms, safety at work, organization of work in the foundry.

Target group: Consultants, specialists, researchers.

Qualifications: M.A.

Commencing date: July. *Duration:* 14 days. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Slovak Technical University Bratislava
Slovakia

Metalworking

Short description: Short courses on: machine-tool technology; turning; milling; CNC; mechanical drafting; technical drawing; press-tool design; mould design.

Target group: Various.

Qualifications: High school; basic knowledge in chosen specialization.

Commencing date: To be arranged. *Duration:* 40-400 hours. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Design of jigs and fixtures

Short description: Pre-design analysis; jigs and fixtures design procedures; principles of location; error analysis; design and mechanics of rigid and elastic clamping devices; guiding elements; standardization and economics of jigs and fixtures; design of various machining fixtures; case studies; assembly fixtures; copying and aligning fixtures; design of tool holders; modular tooling; CNC fixtures.

Target group: -.

Qualifications: Degree or diploma in mechanical engineering with post experience in tool design.

Commencing date: January. *Duration:* 11 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Central Institute of Tool Design
India

Reliable soldering practices and introduction to solderless interconnection

Short description: Hand soldering for high-reliability electronics application; theory of soldering; material selection; tools and accessories; solderability and solderability testing; handling, mounting and soldering of components; defects in solder connection, causes and cures; acceptance criteria of solder joint; introduction to non solder connection; ESD control.

Target group: -.

Qualifications: -.

Commencing date: May, December. *Duration:* 5 days. *Deadline for application:* 10 days before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* Rs 1,500.

Organizer: Electronics Regional Test Laboratory (North)
India

Machine soldering techniques

Short description: Hands-on practice in the operation and tuning of wave-soldering machines; discussion of specific manufacturing problems based on participants' own PWBs; basic science of soldering; materials control and cleaning; description of wave-soldering machine; maintenance and tuning of wave-soldering machine; common problems in wave soldering, their causes and cures.

Target group: -.

Qualifications: -.

Commencing date: June, August, December. *Duration:* 3 days. *Deadline for application:* 10 days before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* Rs 1,000.

Organizer: Electronics Regional Test Laboratory (North)
India

Surface mount technology

Short description: Familiarization with surface-mount technology and the latest technology in this area; a general view of PWB design, SMD mounting, wave and reflow soldering, repair and cleaning; surface mount packages; material selection for SMT; design aspects; solderability of SMDs and implementation; wave and reflow soldering; selection of surface mount assembly equipment; inspection and process control.

Target group: -.

Qualifications: -.

Commencing date: May-December. *Duration:* 3 days. *Deadline for application:* 10 days before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* Rs 1,000.

Organizer: Electronics Regional Test Laboratory (North)
India

Fabricated metal products; tools/Ouvrages en métaux; outils/ Productos metálicos; herramientas

Tinplate and lacquers used as coating or can surface

Short description: Tinplates, tin alloys, tin coatings (lacquers), tin corrosion, tin cans.

Target group: Specialists, trainers.

Qualifications: Bachelor's degree in a related field.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* February.
Language: English. *Fees:* US\$ 800.

Organizer: Food Development Center
Egypt

Rolling mills and metal forming

Short description: Rolling mill equipment, forming machines, progressive methods of metals processing.

Target group: Specialists.

Qualifications: University degree, high level of knowledge in rolling and forming technologies.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* July.
Language: English. *Tuition fees (accommodation excl.):* -.

Organizer: UNIDO/Czech Republic Joint Programme for Cooperation
Czech Republic

Tool design, manufacturing of dies and jigs

Short description: Design of punching, bending and cutting tools and dies; jigs and fixtures to a level of being able to design the above.

Target group: Specialists.

Qualifications: Degree in mechanical engineering.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:*
3 months before commencing date. *Language:* English. *Tuition fees (accommodation
excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Air-conditioning and refrigeration maintenance

Short description: Upgrade maintenance skills, identify auto-components that require periodic maintenance, carry out routine service.

Target group: Maintenance mechanics.

Qualifications: Trade Test II, I, or equivalent, OND, City and Guilds intermediate/final.

Commencing date: May. *Duration:* 5 days. *Deadline for application:* April.
Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Finishing of metal surfaces by electrolytic-plasma technology

Short description: Physical principles of surface machining by electrical discharges in an electrolyte, metrological and ecological characteristic or technology, practical demonstration of surface-polishing processes up to high-mirror finish, device performance data.

Target group: Specialists, trainers.

Qualifications: High school or university degree.

Commencing date: July. *Duration:* 6 days. *Deadline for application:* April.
Language: English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: Faculty of Material Science and Technology STU
Slovakia

Advanced technology for tool- and die-making

Short description: Improving knowledge and skills in designing and manufacturing standard and non-standard (special) tools including: dies, jigs, fixtures, gauges, drills, reamers, taps, counter bores, milling cutters and single-point turning and boring tools; material - special tools, advanced machining processes; geometry - fixture and jig designing, standard tools die designing.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Degree, diploma, FTC holders in mechanical engineering or trade test certificate holders in tool- and die-making, or fitting and turning, with a minimum of 3 years of working experience.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.

Organizer: High Precision Technology Centre
United Republic of Tanzania

Post diploma course in tool design

Short description: Design practice; tool room practice; process planning; materials for tooling; design for special cutting tools; gauges; jigs and fixtures; design of sheet metal working tools; design of plastic moulds; design of die-casting dies; metrology and quality assurance.

Target group: -.

Qualifications: Diploma in mechanical engineering.

Commencing date: August. *Duration:* 1 year. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,600.

Organizer: Central Institute of Tool Design
India

Design of dies and moulds

Short description: Various types of polymers - thermo plastics; thermo setting; industrial applications; design principles of thermo plastics; thermosets; process variables; design features and criteria for various tooling - injection moulds; compression and transfer moulds; blow moulds; application of standard mould bases and other elements; hot runner moulds; application of CAD/CAM; selection and heat treatment of tool materials; die polishing; faults and remedies; case studies.

Target group: -.

Qualifications: Degree or diploma in mechanical engineering with practical experience in tool design.

Commencing date: June. *Duration:* 9 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,350.

Organizer: Central Institute of Tool Design
India

Design of cutting tools

Short description: Development of cutting-tool materials; tool geometry; optimization of tool shape; mechanics of chip formation; merchant's models; cutting efficiency; economic tool life and tool failures.

Target group: Production/manufacturing engineers.

Qualifications: Degree or diploma in mechanical engineering with practical experience in tool design.

Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Central Institute of Tool Design
India

Advanced machining techniques of toolmaking

Short description: Non-traditional machining techniques like electro-discharge machining, electro-chemical machining, ultrasonic machining, abrasive jet machining, electro forming; programmable automation like CAM, CIM, FMS, CNC tooling, CNC programming, manufacturing tolerances and error analysis.

Target group: Shop floor personnel, involved in production/manufacturing of tooling.

Qualifications: Practical experience in tool manufacturing.

Commencing date: September. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Central Institute of Tool Design
India

Design of sheet-metal forming tools

Short description: Provides an opportunity for interaction between designers and practising field engineers to share the latest techniques. Theory of shearing; economics of various strip layouts; design criteria and principles of various tooling; shearing dies; bending dies; forming and drawing dies; use of standard elements; die sets; types and selection of presses; fine blanking principles; tooling for fine blanking; petroforge; application of CAD/CAM; faults and remedies; case studies.

Target group: -.

Qualifications: Degree or diploma in mechanical engineering with practical experience in tool design.

Commencing date: October. *Duration:* 11 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Central Institute of Tool Design
India

(b) Agro-based industries/Industries agro-alimentaires/Agroindustrias

Food manufacturing and food, beverages and tobacco products/Industries alimentaires et produits alimentaires, boissons et produits à base de tabac/Fabricación de productos alimenticios, bebidas y productos de tabaco

Quality control in food plants

Short description: General methods of analysis of the gross composition of foods and raw materials used in food products such as: moisture, fat, protein, fibres, ash, acidity, pH, salt, vitamins, sugars.

Target group: Consultants, specialists.

Qualifications: Bachelor's degree in a related field.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* October.

Language: English. *Fees:* US\$ 350.

Organizer: Food Development Center
Egypt

Soybean processing and utilization

Short description: To introduce and/or strengthen technology know-how and experiences in soybean processing.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: June. *Duration:* 8 weeks. *Deadline for application:* April.

Language: English. *Fees:* US\$ 2,350.

Organizer: Institute of Food Research and Product Development
Thailand

Food fermentation and enzyme production

Short description: To introduce and/or strengthen technology know-how and experiences in fermentation and enzyme production.

Target group: Food industry personnel

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: September. *Duration:* 4 weeks. *Deadline for application:* July.

Language: English. *Fees:* US\$ 1,100.

Organizer: Institute of Food Research and Product Development
Thailand

Cereal, grain, legumes and oil-seed processing

Short description: To introduce and/or strengthen technology know-how and experiences in the above areas.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: August. *Duration:* 8 weeks. *Deadline for application:* June.

Language: English. *Fees:* US\$ 2,300.

Organizer: Institute of Food Research and Product Development
Thailand

Microalgae cultivation and utilization

Short description: To introduce and/or strengthen technology know-how and experiences in the above areas.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: May. *Duration:* 4 weeks. *Deadline for application:* March.

Language: English. *Fees:* US\$ 1,000.

Organizer: Institute of Food Research and Product Development
Thailand

Fruit and vegetable processing

Short description: To introduce and/or strengthen technology know-how and experiences in the above areas.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: May. *Duration:* 5 weeks. *Deadline for application:* March.

Language: English. *Fees:* US\$ 1,150.

Organizer: Institute of Food Research and Product Development
Thailand

Rice processing and utilization

Short description: To introduce and/or strengthen technology know-how and experiences in the above areas.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: July. *Duration:* 3 weeks. *Deadline for application:* May.
Language: English. *Fees:* US\$ 800.

Organizer: Institute of Food Research and Product Development
Thailand

Sweet potato processing and utilization

Short description: To introduce and/or strengthen technology know-how and experiences in the above areas.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* August.
Language: English. *Fees:* US\$ 1,100.

Organizer: Institute of Food Research and Product Development
Thailand

Quality control of food products

Short description: To introduce and/or strengthen technology know-how and experiences in quality control.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: December. *Duration:* 4 weeks. *Deadline for application:* October.
Language: English. *Fees:* US\$ 850.

Organizer: Institute of Food Research and Product Development
Thailand

Food-products development (with research project)

Short description: To introduce and/or strengthen technology know-how and experiences.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: November. *Duration:* 14 (26) weeks. *Deadline for application:* September. *Language:* English. *Fees:* US\$ 3,300 (US\$ 4,300).

Organizer: Institute of Food Research and Product Development
Thailand

Tropical wine making

Short description: To introduce and/or strengthen technology know-how and experiences.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: January. *Duration:* 6 weeks. *Deadline for application:* November.
Language: English. *Fees:* US\$ 1,900.

Organizer: Institute of Food Research and Product Development
Thailand

Food extrusion technology

Short description: To introduce and/or strengthen technology know-how and experiences.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* August.
Language: English. *Fees:* US\$ 2,000.

Organizer: Institute of Food Research and Product Development
Thailand

Food processing and quality control

Short description: To introduce and/or strengthen technology know-how and experiences.

Target group: Food industry personnel.

Qualifications: Bachelor's degree in food science, food technology, nutrition or related fields.

Commencing date: November. *Duration:* 8 weeks. *Deadline for application:* September. *Language:* English. *Fees:* US\$ 1,900.

Organizer: Institute of Food Research and Product Development
Thailand

Testing and inspection

Short description: Techniques of testing and inspection of raw materials and products, evaluation of product quality according to market standards, including: quality management, physical testing and evaluation for the garments industry; testing and quality evaluation for the furniture industry; quality testing and inspection for the food industry; packaging and labelling, good manufacturing practice, ISO 9000.

Target group: -.

Qualifications: Involved in purchasing/receiving of raw materials, production, quality assurance, design and marketing operations.

Commencing date: Throughout the year. *Duration:* 1-5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* From US\$ 35 for one-day course to US\$ 100 for five-day course.

Organizer: Philippine Trade Training Centre
Philippines

Food standardization and quality

Short description: Tailor made training on food standardization, legislative aspects, food quality control (governmental and enterprise levels), principles and practice of quality management in the food sector; upon request, emphasis on specific areas of food industry.

Target group: Specialists.

Qualifications: University degree in chemistry or agriculture or considerable experience in food chemistry.

Commencing date: To be arranged. *Duration:* 1-3 months. *Deadline for application:* 6 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000 per month.

Organizer: Hungarian Office for Standardization
Hungary

Video-aided training in food quality management

Short description: Up-to-date information on total quality management (TQM), quality assurance, food hygiene (HACCP), EEC, Codex and relevant national requirements for food safety and quality, certification and audits in the food industry.

Target group: Directors/managers, specialists.

Qualifications: University degree.

Commencing date: May. *Duration:* 5 days. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: HNC for EOQ/Dr. P. Molnar
Hungary

Fruit-juice technology

Short description: Summary of fruit-juice technology, theoretical aspects, practical training in a company.

Target group: Policy makers.

Qualifications: Practical experience in the food industry.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Contrôle de la qualité des denrées alimentaires

Briève description : Initiation ou perfectionnement dans le contrôle de la qualité des produits alimentaires (analyses microbiologiques, chimiques, phytosanitaires, détermination des taux de mycotoxines).

Groupe cible : Spécialistes, chercheurs, formateurs, personnes évoluant dans le secteur agro-alimentaire.

Qualifications : Niveau moyen en français et connaissances de base dans le domaine ciblé.

Début du cours : Mars, juillet. *Durée :* 2 à 8 semaines. *Date limite d'inscription :* 1 mois avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* US\$ 600.

Organisateur : I.T.A.
Sénégal

Promotion of projects in the agro and food-processing industries

Short description: Generate business/enterprise ideas to exploit agro-resource base; acquaint participants with the performance of Indian agro and food-processing industries; preparation of techno-economic feasibility reports to set up new industries; plan of action for promotion of agro and food-processing industries and skills for implementation of the plan.

Target group: Policy makers.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Techniques de panification des farines composées (mil/blé, maïs/blé)

Breve description: Initiation à la fabrication de produits de cuisson conventionnels à base de farines composées (pains, biscuits, gâteaux).

Groupe cible: Spécialistes, chercheurs, formateurs, personnes évoluant dans ce secteur.

Qualifications: Niveau moyen en français.

Début du cours: Février. *Durée:* 3 à 8 semaines. *Date limite d'inscription:* 2 mois avant le début du cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* US\$ 600.

Organisateur: I.T.A.
Sénégal

Conservation et transformation des fruits et légumes

Breve description: Initiation aux techniques de base de la conservation et de la transformation des fruits et légumes en zone tropicale.

Groupe cible: Formateurs, personnes évoluant dans le secteur agro-alimentaire.

Qualifications: ...

Début du cours: Mars, juillet. *Durée:* 2 à 4 semaines. *Date limite d'inscription:* 2 mois avant le début du cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* US\$ 600.

Organisateur: I.T.A.
Sénégal

Techniques de transformation des poissons et produits halieutiques

Breve description: Initiation aux techniques de séchage, de salage et fumage, de congélation et de contrôle de la qualité des produits halieutiques.

Groupe cible: Formateurs, personnes évoluant dans ce secteur.

Qualifications: ...

Début du cours: Novembre. *Durée:* 2 à 8 semaines. *Date limite d'inscription:* 2 mois avant le début des cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* US\$ 600.

Organisateur: I.T.A.
Sénégal

Agriculture and management

Short description: Modern techniques of grain storage; management skills.

Target group: Directors/managers, specialists, trainers.

Qualifications: Academic background in a relevant field.

Commencing date: To be arranged. *Duration:* 14 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: ISTC
Zambia

Contrôle microbiologique dans les sucreries de canne et de betterave

Breve description: Formation de base en microbiologie; points d'infection à divers stades du processus de fabrication; mesures préventives; moyens de contrôle efficaces au laboratoire.

Groupe cible: Agents de maîtrise.

Qualifications: Baccalauréat + 2 (formation scientifique).

Début du cours: Octobre. *Durée:* 10 jours. *Date limite d'inscription:* 15 jours avant le début du cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* DH 17 850.

Organisateur: Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Contrôle et conduite des chaudières en sucrerie

Breve description: Perfectionner le personnel à la conduite et à la surveillance des chaudières afin d'optimiser le rendement et réaliser des économies d'énergie; des cas pratiques en sucrerie seront traités.

Groupe cible: Agents de maîtrise.

Qualifications: Techniciens, minimum baccalauréat.

Début du cours: Mars. *Durée:* 5 jours. *Date limite d'inscription:* 15 jours avant le début du cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* DH 8 925.

Organisateur: Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Traitement des eaux en sucrerie et économie d'eau

Breve description: Economie d'eau au niveau des diverses stations; technologie des divers procédés de traitement des eaux; exemples pratiques au laboratoire des eaux.

Groupe cible: Agents de maîtrise.

Qualifications: Baccalauréat + 2 (formation scientifique).

Début du cours: . *Durée:* 5 jours. *Date limite d'inscription:* 15 jours avant le début du cours. *Langue du cours:* Français. *Droits d'inscription (à l'exclusion du logement):* DH 8 925.

Organisateur: Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Techniques de laboratoire - applications en sucrerie

Breve description : Notions de base chimiques, physico-chimiques, microbiologiques et enzymatiques, le lien existant en pratique notamment dans les sucreries; analyses nécessaires en sucrerie.

Groupe cible : Agents de maîtrise.

Qualifications : Baccalauréat + 2 (formation scientifique).

Début du cours : Avril. *Durée* : 5 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : DH 8 925.

Organisateur : Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Usure des matériaux en sucrerie (traitements thermiques et rechargement)

Breve description : Traiter les phénomènes d'usure des matériaux en sucrerie, les moyens d'essais et de contrôle ainsi que les moyens de lutte et de prévention.

Groupe cible : Agents de maîtrise.

Qualifications : Techniciens, minimum baccalauréat.

Début du cours : Mars. *Durée* : 5 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : DH 8 925.

Organisateur : Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Pertes en sucre en sucrerie de canne et de betterave

Breve description : Sensibiliser les agents de sucreries afin de déceler, estimer et essayer de combattre les différentes sortes de pertes en sucre et de démontrer toute l'ampleur et l'importance financière de ce problème.

Groupe cible : Agents de maîtrise.

Qualifications : Baccalauréat + 2 (formation scientifique).

Début du cours : Avril. *Durée* : 3 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : DH 5 355.

Organisateur : Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Cycle de formation en agronomie de la canne à sucre

Breve description : Ce cycle est subdivisé en 6 cours, il traitera du milieu physique, de la biologie et de l'écologie de la canne sucrière, de l'installation de la culture et des besoins en eau, de la fertilité des sols et de la fertilisation, et de l'entretien de la culture contre les maladies et ravageurs; ce cycle s'achève par une initiation des candidats aux techniques de vulgarisation.

Groupe cible : Cadres.

Qualifications : Cadres (baccalauréat + 2) initiés à la biologie végétale.

Début du cours : Novembre. *Durée* : 12 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : DH 21 420.

Organisateur : Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Technologie sucrière

Breve description : Étapes spécifiques au processus de production dans une sucrerie, aussi bien de canne que de betterave (extraction, épuration, évaporation, cristallisation); analyses pratiquées en laboratoire de sucrerie.

Groupe cible : Agents de maîtrise.

Qualifications : Baccalauréat + 2 (formation scientifique).

Début du cours : Janvier. *Durée* : 15 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : DH 26 775.

Organisateur : Institut sucrier d'études, de recherche et de formation (ISERF)
Maroc

Food science and technology

Short description: Various short courses for personnel engaged in production, operations and quality control of raw materials and finished products of the food and allied industries; also useful for entrepreneurs.

Target group: Directors/managers, specialists, researchers, trainers.

Qualifications: Degree in science, technology, engineering or allied fields, or relevant practical experience.

Commencing date: To be arranged. *Duration*: 1-3 weeks for regular courses; 1-3 months for specialized ad hoc training programmes. *Deadline for application*: 2 months before commencing date. *Language*: English. *Tuition fees (accommodation excl.)*: US\$ 250 per week.

Organizer: Central Food Technological Research Institute
India

Textiles: wearing apparel, dressing and dyeing of fur/Textiles; articles d'habillement, préparation et teinture des fourrures/Productos textiles; prendas de vestir, adobo y teñido de pieles

Fashion marketing and merchandising

Short description: Fashion business, fashion buying and merchandising, export and import.

Target group: Specialists.

Qualifications: Background in garment and textile industry.

Commencing date: March. *Duration:* 1.5 months. *Deadline for application:* 1 month before commencing date. *Language:* English, Arabic. *Fees:* US\$ 600.

Organizer: Fashion and Design Center
Egypt

Patternmaking - grading

Short description: Taking measurements, standard measurement chart, drafting of patterns.

Target group: Specialists.

Qualifications: Evidence of creative ability, sound mathematical skills and strong aptitude for special concepts.

Commencing date: To be arranged. *Duration:* 1.5 months. *Deadline for application:* 1 month before commencing date. *Language:* English, Arabic. *Fees:* US\$ 600.

Organizer: Fashion and Design Center
Egypt

Fashion design

Short description: Sketching, draping, flat pattern, lines design, designing collections, using computers in design.

Target group: Specialists.

Qualifications: Evidence of creative ability.

Commencing date: March. *Duration:* 1.5 months. *Deadline for application:* 1 month before commencing date. *Language:* English, Arabic. *Fees:* US\$ 600.

Organizer: Fashion and Design Center
Egypt

Apparel production management technology

Short description: Materials management, spreading and cutting technology, garment production technology including quality control, pressing and packaging, methods engineering and garment construction analysis, plant layout and garment costing.

Target group: Directors/managers, specialists, trainers.

Qualifications: Excellent mathematical skills and interest in business and management.

Commencing date: March. *Duration:* 1.5 months. *Deadline for application:* 1 month before commencing date. *Language:* English, Arabic. *Fees:* US\$ 600.

Organizer: Fashion and Design Center
Egypt

Training for the garments industry

Short description: Short courses on: industrial sewing machine operation; special machine operation; pattern making and grading; industrial embroidery-machine operation; training of trainers; industrial sewing-machine operation II.

Target group: Various.

Qualifications: High school graduate/basic knowledge in chosen specialization.

Commencing date: To be arranged.

Duration: 40-160 hours. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

**Leather products, tanning and dressing of leather/Produits de cuir,
tannage et préparation des cuirs/Productos de cuero,
curtido y adobo de cueros**

Shoe upper cutting instructor's training

Short description: Based on a thorough analysis of working methods used by the experienced operators, the objective of this course is to achieve experienced workers' standard, in terms of quantity and quality, within the shortest possible time. Designed for instructors responsible for (re)training manual and die-cutting operators in footwear manufacturing plants. Systematic approach, gradual development of basic and combined skills, use of analytical training methodology; specially designed exercises, sets of special accessories and auxiliary equipment, audiovisual aids (personal) computer programs, individual progress-control mechanism and a comprehensive instructor's manual.

Target group: Trainers.

Qualifications: Vocational or college degree in leather processing, footwear or leather products manufacture, previous experiences in shoe upper cutting or closing operations.

Commencing date: May, June. *Duration:* 3 weeks. *Deadline for application:* March. *Language:* English, Spanish. *Tuition fees (accommodation excl.):* US\$ 1,600

Organizer: TECHNORG Consulting Ltd.
Hungary

Shoe upper sewing instructor's training

Short description: Based on a thorough analysis of working methods used by experienced operators, the objective of this course is to achieve experienced workers' standard, in terms of quantity and quality, within the shortest possible time. Designed for training of instructors responsible for (re)training sewing machinists working in shoe upper manufacturing plants. Systematic approach, gradual development of basic and combined skills, use of the analytical training methodology; specially designed exercises, sets of special accessories and auxiliary equipment, audiovisual aids, individual progress control mechanism and comprehensive instructor's manual.

Target group: Trainers.

Qualifications: Vocational or college degree in footwear or leather products manufacture, previous experiences in shoe upper sewing operations, skilled in operating sewing machines.

Commencing date: June 1995. *Duration:* 3 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,800.

Organizer: TECHNORG Consulting Ltd.
Hungary

Application of personal computers in the leather, footwear and leather-products industries

Short description: Demonstrates how simple personal computers with minimal configuration can be used in product development, production preparation and control, covering shoe size grading, costing (determination of production cost and price) of leather, footwear and leather goods, determination of material requirements for various leather products, preparation of opportunity studies (including financial analysis of projects), computation of optimal product mix, production planning and control of work in progress, total quality management, preventive maintenance control. Practical training on computer with related software.

Target group: Directors/managers.

Qualifications: College degree in engineering, economics or (business) management, experience in leather processing, footwear or other leather products manufacture.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (a commodation excl.):* US\$ 1,200.

Organizer: ECHNORG Consulting Ltd
Hungary

Testing of leather and leather-based products

Short description: Testing (organoleptic and instrumental) of materials and components used and of ready made products manufactured in the leather and related industries; evaluation of the results; theoretical and practical training.

Target group: Specialists, researchers.

Qualifications: Secondary education

Commencing date: April, May, September, October, November. *Duration:* 3 weeks

Deadline for application: . *Language:* English, German. *Tuition fees (a commodation excl.):* US\$ 1,500.

Organizer: BIMFO Testing and Research Ltd
Hungary

Preparations for registration according to ISO 9000

Short description: Establishment of a quality assurance system according to ISO 9000 in the leather and related industries.

Target group: Directors/managers, policy makers, consultants

Qualifications: University degree or college diploma.

Commencing date: April, May, September, October, November. *Duration:* 4 weeks

Deadline for application: . *Language:* English, German. *Tuition fees (a commodation excl.):* US\$ 8,000

Organizer: BIMFO Testing and Research Ltd
Hungary

Footwear and leather goods

Short description: Short courses on: pattern/sample making; cutting and preparation; leather evaluation; footwear pattern making; footwear/leather goods preparation and

sewing; bottom making; leathersgoods technology; material testing; footwear technician; leathersgoods manufacture; footwear manufacture.

Target group: Various.

Qualifications: High school graduate/Bachelor's degree in chemistry or equivalent.

Commencing date: To be arranged. *Duration:* 20-715 hours. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

**Wood manufacturing and products of wood and cork/Travail du bois,
articles en bois et en liège/Industria de la madera y
productos de madera y de corcho**

Technology for mechanical wood industries

Short description: Basic knowledge in mechanical wood industries for those who want to make a career in the wood industry.

Target group: Directors/managers.

Qualifications: Graduate in science or engineering.

Commencing date: October. *Duration:* 12 months. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* Rs 1,400.

Organizer: Shri S. Nagaraju, Scientist ei Ipirti
India

Venue: Indian Plywood Industries Research and Training Centre
P.B. No. 2273
Tumkur Road
Bangalore 560 022
India

**Paper and paper products; publishing; printing and reproduction of
recorded media/Papier et articles en papier; édition; impression
et reproduction de supports enregistrés/Papel y productos de
papel; edición, impresión y reproducción de grabaciones**

Printing plant - press industry

Short description: Acquire practical knowledge in a Hungarian print shop; general information, production scale, raw materials and utilities; equipment, maintenance, spare parts.

Target group: Specialists, trainers.

Qualifications: Degree in mechanical engineering, practical experience in maintenance and printing industry.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged

Organizer: Novoproject Consulting Engineering Co.
Hungary

(c) Chemical industries/Industries chimiques/Industrias químicas

**Chemical manufacturing, chemicals and chemical products; rubber and plastic products; coke, refined petroleum products and nuclear fuel/
Fabrication chimique; produits chimiques de base et autres; articles en caoutchouc et en matières plastiques; coke, produits pétroliers raffinés et combustibles nucléaires/Fabricación de sustancias químicas, sustancias y productos químicos; productos de caucho y plástico; coque, productos de la refinación del petróleo y combustible nuclear**

Electronics and instrumentation control in flow measurement

Short description: Familiarization with facilities in the water-flow and air-flow laboratories of FCRI. Lectures and practicals.

Target group: Directors/managers, specialists, researchers, trainers.

Qualifications: Graduates in electrical, electronics or computer engineering with 2 years of working experience.

Commencing date: December. *Duration:* 6 weeks. *Deadline for application:* 2.5 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: M/s Fluid Control Research Institute
India

Rubber products manufacturing

Short description: Summary of rubber technology, theoretical aspects, practical training in a small-scale rubber-making shop.

Target group: Trainers.

Qualifications: Skilled workers, technicians.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Operation of process units - I

Short description: Operation of water-treatment plant and solids-handling unit with the help of pilot plants.

Target group: -

Qualifications: Personnel engaged in process-plant operation with at least 1 year of experience.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* 2 months

before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600 (board and lodging: US\$ 25 per day).

Organizer: Training Institute for Chemical Industries
Bangladesh

Operation of process units - II

Short description: Operation of chemical process units with the help of absorption and neutralization, evaporation, crystallization and distillation pilot plants.

Target group: -

Qualifications: Personnel engaged in process-plant operation with at least 1 year of experience.

Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200 (board and lodging: US\$ 25 per day).

Organizer: Training Institute for Chemical Industries
Bangladesh

Corrosion prevention

Short description: Corrosion monitoring in chemical and petrochemical industries; non-destructive testing; selection of corrosion protection according to service conditions.

Target group: Specialists.

Qualifications: Degree in chemical, petrochemical or related engineering; 1-5 years of experience.

Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Infochem Ltd.
Romania

Venue: Oil and Gas Institute
Ploiesti, Romania

Plastic moulding technology

Short description: Characteristics of commonly moulded polymers; theory and practice of various plastic moulding processes; troubleshooting of moulding equipment; principles of mould manufacture and maintenance.

Target group: Technicians, craftsmen.

Qualifications: -

Commencing date: April, September. *Duration:* 8 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 100 per day.

Organizer: Metal Industries Company Limited
Trinidad and Tobago

Venue: Trincity, Trinidad and Tobago

Technological laboratory instrumentation

Short description: Practical understanding of modern instrumentation used in technological laboratories, including maintenance and repair.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: To be arranged. *Duration:* 3 months. *Deadline for application:* 6 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Tecnologías especiales de la industria del caucho

Breve descripción: Cursos cortos sobre: adhesivos sensibles a la precisión; reconstrucción y reparación de cubiertas neumáticas.

Grupo objetivo: Especialistas.

Calificaciones: -.

Fecha de iniciación: Julio/agosto. *Duración:* 3/6 clases. *Fecha límite de inscripción:* Junio/Julio. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 150/US\$ 250.

Organizador: CITIC - INTI
Argentina

Tecnología del caucho - curso 1

Breve descripción: Bases de formulación, selección de ingredientes, búsqueda de propiedades, procesado de compuestos, compuestos típicos.

Grupo objetivo: -.

Calificaciones: Estudios secundarios.

Fecha de iniciación: Abril. *Duración:* 8 meses (una vez por semana). *Fecha límite de inscripción:* Marzo. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 600.

Organizador: CITIC - INTI
Argentina

Tecnología del caucho - curso 2

Breve descripción: Propiedades fisicoquímicas de los elastómeros, cauchos de uso corriente en la industria, principales procesos.

Grupo objetivo: Especialistas.

Calificaciones: Estudios secundarios.

Fecha de iniciación: Abril. *Duración:* 8 meses (una vez por semana). *Fecha límite de inscripción:* Marzo. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 650.

Organizador: CITIC - INTI
Argentina

Tecnología del caucho - curso 3

Breve descripción: procesabilidad, cauchos especiales, calidad, estadísticas en fábrica; productividad.

Grupo objetivo: Especialistas.

Calificaciones: Estudios secundarios.

Fecha de iniciación: Abril. *Duración:* 8 meses (una vez por semana). *Fecha límite de inscripción:* Marzo. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 650.

Organizador: CITIC - INTI
Argentina

Medicinal plants, herbal drugs

Short description: Cultivation of medicinal plants; plant analysis, isolation and identification of individual biologically active substances; pharmaceutical preparations; quality control; determination of contamination, pesticide residue and heavy metals content in plant materials; determination of biologically active compounds in crude and processed plant materials; preliminary pharmacological and microbiological screening of active compounds of plant origin and herbal drugs.

Target group: Researchers.

Qualifications: University degree in agriculture, biology, pharmacy or chemistry.

Commencing date: May, August; or to be arranged. *Duration:* 1-2 months. *Deadline for application:* 2 months before commencing date. *Language:* English, German.

Tuition fees (accommodation excl.): US\$ 1,000 for first month, US\$ 800 for second month.

Organizer: Research Institute of Medicinal Plants
Poland

Marketing and export promotion of fertilizers

Short description: International production and consumption of fertilizers until 2000; marketing functions in a market economy; marketing skills - planning, pricing, promotion, products, place; private-sector dealer development; financing and credit.

Target group: Middle management and specialists.

Qualifications: Practical experience.

Commencing date: November. *Duration:* 2 weeks. *Deadline for application:* -. *Language:* English, Arabic. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Abu Qir Fertilizers and Chemical Industries Company
Egypt

Research and development in organic chemical technology

Short description: The R and D process, from conceiving an idea through laboratory and pilot plant experiments to implementation in a plant; technical and production development; examples mainly from the fine chemicals industry.

Target group: -.

Qualifications: M.Sc. or B.Sc.

Commencing date: To be arranged. **Duration:** 2 weeks. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Technical University of Budapest
Organic Chemical Technology Department
Hungary

Applied heterogeneous catalysis

Short description: Fundamental theoretical background; catalyst, catalyst preparation and characterization; catalytic processes (applied mainly in the fine chemicals industry); practical problems.

Target group: -.

Qualifications: M.Sc. or B.Sc.

Commencing date: To be arranged. **Duration:** 4 weeks. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Technical University of Budapest
Organic Chemical Technology Department
Hungary

Physical chemistry of polymers

Short description. Physical and chemical basis of rubber elasticity; thermodynamics of polymer solutions; gelation; methods for characterizing macromolecules.

Target group: -.

Qualifications: Students of chemistry or physics.

Commencing date: To be arranged. **Duration:** 4 weeks. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Technical University of Budapest
Department of Plastics and Rubber
Hungary

Organic chemistry

Short description: Advanced organic chemistry for students and young scientists with a primary interest in synthetic organic chemistry.

Target group: -.

Qualifications: Basic knowledge in organic chemistry.

Commencing date: To be arranged. **Duration:** 6 weeks. **Deadline for application:** -.

Language: English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: Technical University of Budapest
Institute for Organic Chemistry
Hungary

Enzyme engineering

Short description: Lectures and practical training on enzyme production, purification, immobilization; main enzymes: cellulases, amylases, beta-glucosidases, beta-galactosidase.

Target group: -.

Qualifications: B.Sc. or higher. B.Sc. in chemistry or biology.

Commencing date: To be arranged. *Duration:* 6 weeks. *Deadline for application:* 6 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Department of Agricultural Chemical Technology
Hungary

Cell growth and division

Short description: Regulation of macromolecular synthesis during bacterial growth, the bacterial cell-division cycle, growth and division control in eukaryotic cells with emphasis on lower eukaryotes (e.g. yeasts, slime molds).

Target group: -.

Qualifications: M.Sc.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Department of Agricultural Chemical Technology
Hungary

Pesticide screening

Short description: To train staff of agrochemical companies and large farms in the methods of field and domestic evaluation of pesticides (herbicides, insecticides, fungicides, rodenticides) for economic pest control.

Target group: Pesticide development representatives.

Qualifications: Diploma in agricultural sciences or related fields.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 250.

Organizer: University of Ibadan
Nigeria

Instrumental analysis of food, cosmetics and packaging materials

Short description: Theoretical and practical training in modern analytical methods using AAS, GC, GC-MS, HPLC and TLC to determine heavy metals, pesticide residues, food additives and other special ingredients in food, cosmetics and packaging materials.

Target group: Specialists, researchers.

Qualifications: Chemists or equivalent university degree.

Commencing date: March, October. *Duration:* 4 weeks. *Deadline for application:* January, August. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: HNC for EOQ
Hungary

Operation of chemical plants

Short description: Welding, application to heat exchangers; preventive maintenance and safety; analysis of raw materials; operation and maintenance of control and recording instruments; operation and maintenance of electric power-supply units; operation and maintenance of compressors, turbines and pumps; operation of high-technology plants under normal and exceptional conditions.

Target group: Engineers, operators.

Qualifications: Suitable degree for engineers, practical experience as operators.

Commencing date: March. *Duration:* -. *Deadline for application:* -. *Language:* English, Arabic. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Abu Qir Fertilizers and Chemical Industries Company
Egypt

Other non-metallic mineral products/Autres produits minéraux non métalliques/Otros productos minerales no metálicos

Non-metallic raw material testing

Short description: Laboratory testing of industrial minerals, quality control, new technologies, pilot-scale testing.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: To be arranged. *Duration:* 5 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees:* US\$ 2,100 (accommodation incl.).

Organizer: IDEA Ltd.
Czech Republic

Production of crystal glass

Short description: Production technologies for high-quality Bohemian crystal glass; decoration techniques (cutting, painting, etching); machinery, quality control, raw materials.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees:* US\$ 1,600 (accommodation incl.).

Organizer: IDEA Ltd.
Czech Republic

Production of structural ceramics

Short description: Production technologies for wall tiles, floor tiles, facade tiles, quality control, machinery, raw materials.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: IDEA Ltd.
Czech Republic

Processing and upgrading of non-metallic raw materials

Short description: Practical training in technologies for the processing and upgrading of non-metallic raw materials and their utilization in various branches (kaolin, clays, bentonite, diatomite, limestone, feldspar, silica sand).

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: August. *Duration:* 2 weeks. *Deadline for application:* July.
Language: English. *Tuition fees:* US\$ 1,000 (accommodation incl.).

Organizer: IDEA Ltd.
Czech Republic

Small-scale production of ceramics

Short description: Simple ceramic technologies for production of tableware, art ceramics, pottery, preparation of models and moulds, design of ceramic products.

Target group: Specialists, researchers, trainers.

Qualifications: Basic professional skill and knowledge.

Commencing date: May, September or as arranged. *Duration:* 6 weeks. *Deadline for application:* April, August. *Language:* English. *Tuition fees:* US\$ 2,800 (accommodation incl.).

Organizer: IDEA Ltd.
Czech Republic

Cement manufacturing technology

Short description: Post-graduate diploma course in cement technology, covering the entire spectrum of cement manufacturing technology.

Target group: Industry personnel.

Qualifications: Degree in engineering/science.

Commencing date: August. *Duration:* 9 months. *Deadline for application:* July.
Language: English. *Tuition fees:* US\$ 10,000 (board and lodging incl.).

Organizer: National Council for Cement and Building Materials (NCB)
India

Venue: Centre for Continuing Education and Human Resource Development
NCB Ballabgarh 121004 (Haryana)
India
Tel: 8242051 to 55; Fax 91 01182 42100; Telex: 343301

Process optimization in cement manufacture through simulation

Short description: Short courses on: operation of large precalciner kilns; operation of roller mills and ball mills; computerized control in kiln operation; operation of small rotary preheater kilns; computerized control in mill operation.

Target group: Industry personnel.

Qualifications: Degree or diploma in engineering/science; working experience in the cement industry.

Commencing date: April. **Duration:** 5-6 days each. **Deadline for application:** 1 month before commencing date. **Language:** English. **Tuition fees:** US\$ 2,500-3,000 (board and lodging incl.).

Organizer: National Council for Cement and Building Materials (NCB)
India

Venue: National Council for Cement and Building Materials
NCB Bhavan
Old Bombay Road
Hyderabad 500008
India
Tel.: 289343; Telex: 04292203

Testing and analysis of cement, raw materials, concrete and aggregates

Short description: Short courses on: colorimetric methods of analysis for cement and raw materials; edta methods of analysis for cement and raw materials; estimation of free silica; estimation of chloride in cement; estimation of alkalis in cement by flame photometer; testing of pozzolanic materials; proximate and ultimate analysis of coal; use of TGA/DTA for analysis of raw materials; evaluation and quality assessment of limestone and cement clinker through optical microscopy; testing and calibration of laboratory equipment in a cement plant; physical testing of cement; simulator-based training in operation of preheater kilns; AAS methods of analysis for cement and raw materials; mineralogical analysis of clinker, cement and raw materials by XRD; analysis of hardened concrete.

Target group: Industry personnel.

Qualifications: Degree or diploma in engineering; degree in science; working experience in relevant industry.

Commencing date: To be arranged. **Duration:** 2-5 days. **Deadline for application:** 1 month before commencing date. **Language:** English. **Tuition fees:** US\$ 600 per day (board and lodging incl.).

Organizer: National Council for Cement and Building Materials (NCB)
India

Venue: Centre for Continuing Education and Human Resource Development
NCB Ballabgarh 121004 (Haryana)
India
Tel: 8242051 to 55; Fax: 91 01182 42100; Telex: 343301

Brick and tile making and laying

Short description: To introduce and improve local brick making and laying in terms of appropriate technologies and managerial skills.

Target group: Various.

Qualifications: Semi-skilled artisans with a minimum basic education.

Commencing date: September/October. **Duration:** 6-8 weeks. **Deadline for application:** June. **Language:** English. **Tuition fees (accommodation excl.):** Free.

Organizer: Building and Road Research Institute (BRRI-CSIR)
Ghana

Complex study of advanced ceramics

Short description: Mechanical properties, including fracture toughness; phase and chemical composition; microstructure; theory and practice of material testing.

Target group: Specialists, researchers.

Qualifications: University or high school degree plus 3 years of experience.

Commencing date: Spring or autumn. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Aluterv-FKI Ltd.
Hungary

Complex study of ceramics and composites

Short description: Mechanical properties, including fracture toughness; phase and chemical composition; micro-structure; theory and practice of material testing.

Target group: Specialists, researchers

Qualifications: University or high school degree plus 3 years of experience.

Commencing date: Spring or autumn. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Aluterv-FKI Ltd.
Hungary

Advanced oxide ceramic raw materials and ceramic processing

Short description: Production of high quality zirconia and stabilized zirconia powders; processing of advanced ceramics on the basis of tetragonal zirconia powders and zirconia toughened aluminas.

Target group: Specialists, researchers.

Qualifications: University or high school diploma plus 3 years of experience.

Commencing date: Spring or autumn. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4-10 persons: US\$ 150 per day.

Organizer: Aluterv-FKI Ltd.
Hungary

Development, examination and utilization of technology for inorganic fibres

Short description: Quality characteristics of inorganic fibres, developing new types of silicate fibres and special fibre types; research, development, examination and utilization of technology for asbestos free, environment friendly products with fibre strengthening.

Target group: Specialists, researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Production and testing of high-quality ceramic powders and high performance ceramics for different applications

Short description: Different technologies for preparation of fine and ultrafine powders; production of high-performance alumina, zirconia-based ceramics for different industrial applications; bioceramics; bioinert implants and prosthesis, bioactive-bioinert composites, glass-bioceramics.

Target group: Specialists, researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Evaluation of phosphate rock for phosphatic fertilizer manufacture

Short description: Nature of various phosphate rocks, characteristics; possibility of manufacturing SSP, H₃PO₄ and TSP utilizing rock; assessment of rock for the manufacture of SSP, H₃PO₄ and TSP.

Target group: Trainers.

Qualifications: University degree in chemistry or chemical engineering.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Fertilizer Research and Development Institute (Pvt) Ltd.
Pakistan

(d) *Engineering industries/Industries mécaniques/Industrias mecánicas*

Electrical machinery and apparatus n.e.c./Machines et appareils électriques n.e.c./Maquinaria y aparatos eléctricos n.e.c.

Bodies for electrical engineering

Short description: Physical and mechanical properties of bodies; technical specifications and acceptance requirements; standardization and conformity certification.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

Electrical insulating varnishes and enamels for electrical engineering

Short description: Enamelled winding wires, impregnated insulating sleeveings, electrical insulating systems; application techniques for electrical insulating varnishes and enamels; testing and evaluation of products.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

Environmental and corrosion protection of electrical equipment

Short description: Environmental effect on life and performance of electrical equipment; choice of materials, design evaluation and electrical equipment protection; testing of materials and products under environmental conditions and in accelerated tests.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

High-voltage insulating technique

Short description: Epoxide, silicone and glass-epoxide composites; production engineering, winding or casting techniques and attachment; testing and evaluation methods for composite materials.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: May. *Duration:* 3 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

Materials for electrical engineering

Short description: Insulating materials in low- and high-voltage techniques; bodies; soft magnetic materials; sintered contact materials; choice; preparation; application; testing; evaluation; standardization; environmental and corrosion protection.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: March. *Duration:* 3 months. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

Soft magnetic materials and sintered contact materials for electrical engineering

Short description: Anisotropic and isotropic electrical sheets; thermo-magnetic treatment of stator and rotor irons for electric motors; preparation methods of sintered contact materials and their performance testing.

Target group: Specialists.

Qualifications: Electrical engineers.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instytut Elektrotechniki
Poland

Central air-conditioning projects

Short description: Design, selection of equipment; carrying out of projects.

Target group: Specialists.

Qualifications: University degree or equivalent and a minimum of 3 years of experience.

Commencing date: September. *Duration:* 3 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: El Nasr Engineering and Refrigeration Company
Egypt

Air-conditioning and refrigeration systems

Short description: Maintenance and repair.

Target group: Specialists.

Qualifications: University degree or equivalent and minimum of 3 years of experience.

Commencing date: August. *Duration:* 3 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: El Nasr Engineering and Refrigeration Company
Egypt

Air-conditioning and refrigeration

Short description: Theory of air-conditioning refrigeration; design and selection of major equipment.

Target group: Specialists.

Qualifications: University degree or equivalent and a minimum of 3 years of experience.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* March.
Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.
Organizer: El Nasr Engineering and Refrigeration Company
Egypt

Tool room operator (refresher course)

Short description: Different types of tool-room machines, CNC milling machine, lathe, jig boring, jig grinding, cylindrical grinding, surface grinding.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Nettur Technical Training Foundation
India

Moulding machine operator

Short description: On-the-job training on different injection-moulding machines: microprocessor-controlled injection moulding machine, compression-moulding machines.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: May. *Duration:* 12 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: Nettur Technical Training Foundation
India

Spark and wire EDM operation

Short description: Training on spark erosion and wire EDM machines, with theoretical instruction.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: June. *Duration:* 3 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Nettur Technical Training Foundation
India

Fine blanking - tool design and manufacturing

Short description: Fine-blanking operation, fine-blanking tool design, fine blanking presses, fine blanking tools, tool manufacture.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Nettur Technical Training Foundation
India

Design and manufacture of spare parts for machinery repair and maintenance

Short description: Knowledge and skills to design and supervise production of spare and replacement parts for machinery repair and programmed maintenance

Target group: Maintenance engineers/technicians

Qualifications: Graduate mechanical engineer preferably with 1-2 years of experience in design and manufacture or maintenance in any industry; holder of 4-year diploma in mechanical engineering with a minimum of 4 years of experience in a drawing office or workshop for spare parts or adaptation of machines.

Commencing date: January, April, July, October. *Duration:* 10 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English, French. *Tuition fees:* US\$ 4,700 (board and lodging incl.).

Organizer: African Regional Centre for Engineering Design and Manufacturing (ARCEDEM)
Nigeria

Design and manufacture of jigs and fixtures

Short description: Broad knowledge for optimal design, selection, manufacture and use of jigs and fixtures so as to achieve a minimum cost of production and labour; improved quality of products with better surface finish and desired accuracy.

Target group: Mechanical production engineers.

Qualifications: Graduate in mechanical engineering preferably with 1-2 years of experience in design and manufacture or maintenance in any industry; holder of 4-year diploma in mechanical engineering with a minimum of 4 years of experience in a drawing office or workshop for spare parts or adaptation of machines.

Commencing date: January, April, July, October. *Duration:* 10 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English, French. *Tuition fees:* US\$ 4,700 (board and lodging incl.).

Organizer: African Regional Centre for Engineering Design and Manufacturing (ARCEDEM)
Nigeria

Machine design and manufacturing

Short description: Knowledge and skills to design and supervise the production of simple machines and machine components as replacement parts for existing machines.

Target group: Mechanical engineers/designers

Qualifications: Graduate in mechanical engineering preferably with 1-2 years of experience in design and manufacture or maintenance in any industry; holder of 4-year diploma in mechanical engineering with a minimum of 4 years of experience in a drawing office or workshop for spare parts or adaptation of machines.

Commencing date: January, April, July, October. *Duration:* 10 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English, French. *Tuition fees:* US\$ 4,700 (board and lodging incl.).

Organizer: African Regional Centre for Engineering Design and Manufacturing (ARCEDEM)
Nigeria

Electromechanics

Short description: Short courses on: electrical wiring system and design; domestic refrigeration and air-conditioning; commercial refrigeration and air-conditioning; air-conditioning for cars.

Target group: —

Qualifications: Basic knowledge; 1 year of working experience in related field.

Commencing date: To be arranged. *Duration:* 80-120 hours. *Deadline for application:* —. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Production, heat treatment and testing of quality machine parts

Short description: Enhancing theoretical and practical capabilities in manufacturing sound and durable machine parts; review of machining, forming, casting and welding processes; material selection and testing (destructive and non-destructive); production of gears and other typical machine parts; heat treatment of steel; practical and industrial visits.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Diploma, ETIC or trade test certificate in fitting and turning with a minimum of 3 years of working experience in the field of mechanical engineering.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.

Organizer: High Precision Technology Centre
United Republic of Tanzania

Electrical circuit reading and tracing and troubleshooting for industrial and domestic installation

Short description: Improve knowledge and skills for repairing electrical installations and equipment; introduction to symbols - reading and handling of different instruments; types of diagrams; measurements; fault tracing; repair and replacement.

Target group: Consultants, specialists, trainers.

Qualifications: ETIC or trade test certificate.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.

Organizer: High Precision Technology Centre
United Republic of Tanzania

Motor and transformer rewinding, testing and troubleshooting

Short description: Two speed motor rewinding, transformer rewinding; different connections and controls; troubleshooting and repair.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: ETIC or trade test certificate with a minimum of 3 years of working experience in the field of electrical engineering.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.
Organizer: High Precision Technology Centre
United Republic of Tanzania

Rework and repair of printed wire assembly

Short description: Highly practical training in how to perform non-destructive repair on complex board assemblies. Introduction to electronic interconnection technology; materials, their selection and properties; handling of tools and equipments; handling of static sensitive devices; desoldering of single-, double- and multi-layer boards; typical failures in PWAs; PTH construction and repair; conductor defects and repair; solderability and plating damage repair.

Target group: -.

Qualifications: -.

Commencing date: May, July, November. *Duration:* 3 days. *Deadline for application:* 10 days before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* Rs 1,000.

Organizer: Electronics Regional Test Laboratory (North)
India

Computing, office and accounting machinery; radio, television and communication equipment and apparatus/Machines de bureau, machines comptables et de traitement de l'information; équipement et appareils de radio, télévision et communications/Maquinaría de informática, oficina y contabilidad; equipo y aparatos de radio, televisión y comunicaciones

Hardware engineering

Short description: Background of computer hardware technology; knowledge and skills for maintaining, evaluating, utilizing and interconnecting various computer-related equipment.

Target group: Directors/managers, specialists, trainers, others.

Qualifications: -.

Commencing date: January. *Duration:* 12 weeks. *Deadline for application:* December 1991. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,500.

Organizer: CMC Limited
India

Electronics and telecommunications

Short description: Courses on: applied electronics; industrial electronics; digital electronics; microprocessors; microcomputer servicing; TV servicing; VCR servicing.

Target group: -.

Qualifications: Basic knowledge/training in electronics.

Commencing date: To be arranged. *Duration:* 120-160 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Printed wiring board assembly technique

Short description: Selection of PCB substrate; design criteria for PCB to incorporate reliability and manufacturability; quality assessment of PCBs; theory of soldering; soldering materials and tools; soldering iron and soldering machines; hand soldering technique; wave soldering technique; SMT reflow technique; inspection and analysis of solder joints; ESD control programme; PCB rework technique.

Target group: Operators/supervisors/engineers from design/production/quality-control departments of electronic manufacturing industries.

Qualifications: Basic knowledge and experience in soldering technique.

Commencing date: September. *Duration:* 3 weeks. *Deadline for application:* July. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Electronics Regional Test Laboratory (West)
India

Motor vehicles, trailers and semi-trailers; other transport equipment/ Véhicules automobiles, remorques et semi-remorques; autres matériels de transport/Vehiculos automotores, remolques y semirremolques; otros tipos de equipo de transporte

Production of gearbox parts for trucks

Short description: Structure of heavy gearboxes for trucks and buses; main technical parameters of axles, toothed wheels, clutches, machining of axles, wheels, heat-treatment technologies; quality-control system for manufacturing line; computer-aided design of parts.

Target group: Consultants, specialists, trainers.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Mechanical transmissions

Short description: Mechanical transmissions (reducers, speed variators, gearboxes); machine components; magnetic power breaks; fitting electro-valves; tribology; noise and vibration research; test stands.

Target group: Specialists, researchers

Qualifications: University degree in mechanics.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* 6 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.

Organizer: ICTCM S.A.
Romania

Land transport

Short description: Courses on: diesel engine mechanic; gas engine mechanic; diesel fuel injection servicing and calibration; carburation, ignition and tune-up; automotive electricity; motor cycle maintenance and repair; powertrain and underchassis; vehicle maintenance.

Target group: -.

Qualifications: Knowledge and experience in related field.

Commencing date: To be arranged. *Duration:* 80-160 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Construction of battery-driven electric cars for pollution-free urban traffic

Short description: Critical analysis of different kinds of batteries; finding the convenient electric motor; motor and generator, brake operation; power electronics, auxiliary equipment; practical training.

Target group: -.

Qualifications: B.Sc.; mechanical or transportation engineer.

Commencing date: May. *Duration:* 3-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Department of Traffic Automation
Hungary

(e) Other industrial branches/Autres secteurs industriels/ Otras ramas industriales

Intersectoral programmes and biotechnology/Programmes intersectoriels et biotechnologie/Programas intersectoriales y biotecnologia

Environmental biotechnology

Short description: Reducing risks from environmental chemicals through biotechnology; pollution control, assessment, monitoring; biological treatment processes; application onto land, subsurface application, aeration, activated sludge processes, waste stabilization, trickling filters, biological contactors, anaerobic sludge digestion, composting/waste disposal.

Target group: -.

Qualifications: B.Sc. or higher.

Commencing date: To be arranged. *Duration:* 100-250 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Hungary

Genetic engineering, molecular cloning

Short description: Genetics: prokaryotes, eukaryotes, genetic code, gene expression and control, movable genes, gene library. Recombinant: DNA techniques, restrictions enzymes, vector-host systems, isolation of cloned genes, introduction of DNA into bacteria. Recombinant DNA industry, commercial potential, examples.

Target group: -.

Qualifications: B.Sc. or higher.

Commencing date: To be arranged. *Duration:* 100-250 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Hungary

Furniture: manufacturing n.e.c./Ameublement: produits manufacturés n.c.a./ Muebles: fabricación: n.c.p

Manufacturing techniques

Short description: Manufacturing techniques, engineering materials, senior workshop calculations, product inspection, bearings and their lubrication programme, machining principles, welding, forging; study tours.

Target group: -.

Qualifications: Machinists, engineers, manufacturing/production plants or factory technicians, machine shop trainers.

Commencing date: January, March, May, September, November. *Duration:* 8 weeks. *Deadline for application:* 3 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,000.

Organizer: Mbeya Technical College
United Republic of Tanzania

2. UTILITIES/SERVICES PUBLICS DE DISTRIBUTION/SERVICIOS PÚBLICOS

Steam, hot water supply and water works/Adduction de vapeur et d'eau chaude et ouvrages hydrauliques/Abastecimiento de vapor y agua caliente

Industrial cooling water treatment

Short description: Chemistry of cooling water; diagnosis of problems related to cooling water; principle of scale, deposit forming, corrosion and biofouling; cooling water treatment methods.

Target group: Junior engineer/chemist.

Qualifications: Science/engineering graduates.

Commencing date: September-November. *Duration:* 5 days. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 300.

Organizer: Fertilizer Research and Development Institute (PVT) Ltd.
Pakistan

Complete gas boiler assembling technology

Short description: Brief summary of small and medium assembly line, equipments, special tools; main parts of boiler, design and manufacturing maintenance.

Target group: Consultants, specialists, trainers.

Qualifications: Degree in mechanical engineering or equivalent.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Water treatment techniques

Short description: For personnel working in the utility plant of an industrial unit; emphasis on: water treatment, boiler and cooling water treatment, water chemistry and waste-water treatment.

Target group: Plant engineers.

Qualifications: Graduation.

Commencing date: January. *Duration:* 1 week. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NEC Technical Training Centre (PVT) Ltd.
Pakistan

3. FIELDS RELATED TO INDUSTRY/DOMAINES LIÉS A L'INDUSTRIE. ESFERAS RELACIONADAS CON LA INDUSTRIA

Construction (civil engineering); irrigation and groundwater modelling
Construction (génie civil); modélisation des ressources en eau d'irrigation et en eaux souterraines
Construcción (ingeniería civil); modelado de aguas subterráneas y riego

Small-scale water resources development

Short description: Aims at broadening the perspective of participants on the development and management of small-scale water resource projects.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,400.

Organizer: Continuing Education Center
Thailand

Irrigation system management

Short description: Aims at broadening the perspective of the officials involved in development and management of irrigation systems.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,400.

Organizer: Continuing Education Center
Thailand

Rural physical infrastructure development

Short description: Aims to upgrade and update the participants' knowledge and skills in planning, designing, implementing as well as managing rural physical infrastructures such as roads, domestic water supply, small-scale water resources for agriculture and other supporting facilities for rural development.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: Continuing Education Center
Thailand

Road development and maintenance management

Short description: Aims at improving the participants' technical knowledge and skills in planning, design and construction as well as maintenance management of road networks in rural areas.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: April. *Duration:* 6 weeks. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* US\$ 3,300.

Organizer: Continuing Education Center
Thailand

Irrigation project rehabilitation and management

Short description: Aims to enhance the participants' ability to identify the causes of poor performance of irrigation projects, to establish design criteria for rehabilitation through proper water allocation planning, implementation, monitoring and evaluation techniques as well as farmers' participation and government agencies' interactions.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: August. *Duration:* 8 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: Continuing Education Center
Thailand

Planning and design of small-scale irrigation projects

Short description: Aims to enhance the professional expertise of engineers and irrigation planners in the planning and design of small-scale irrigation schemes incorporating proper operation and management criteria, social, economic, financial and engineering aspects.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: August. *Duration:* 8 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: Continuing Education Center
Thailand

Irrigation system management

Short description: Aims to enable the participants to evaluate the conditions of existing irrigation systems with the view to improve operation and management efficiency, particularly under rice-based cropping system.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: May. *Duration:* 8 weeks. *Deadline for application:* April.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: Continuing Education Center
Thailand

Microcomputer applications in irrigation water management

Short description: Aims to enable the participants to operate a microcomputer, develop simple office application software and database and prepare a computerized irrigation water management operating plan.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: May. *Duration:* 8 weeks. *Deadline for application:* April.

Language: English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: Continuing Education Center
Thailand

On-farm water management

Short description: Aims to promote adoption of scientific water-management practices at farm level through enhancement of the participants' ability to identify water-management problems at field and irrigation block level, and to correct them by modifying the cropping pattern and water allocation scheduling for more efficient operation using monitoring and feedback systems.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 6 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 3,300.

Organizer: Continuing Education Center
Thailand

Quality concrete for small industries or current works

Short description: Concepts for making good quality concrete economically, on the building site or in a small factory; the IPT Mix Design Method - very versatile even for unusual materials; plastic or dry concrete practices.

Target group: Directors/managers, consultants, specialists, trainers.

Qualifications: Civil engineers; architects; small entrepreneurs or constructors with some elementary mathematical concepts (e.g. logarithms, graphics).

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* April.

Language: English, French, Portuguese. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: IPT - Tech. Research Institute
Brazil

Management training for small-scale construction firms in Ghana

Short description: Broadening the managerial aspects of construction with the aim of providing a better understanding of proper harnessing of construction resources.

Target group: Directors/managers.

Qualifications: Experience in construction management.

Commencing date: October/November. *Duration:* 2 weeks. *Deadline for application:*

June. *Language* - English. *Tuition fees (accommodation excl.)* - To be arranged.

Organizer - Building and Road Research Institute (BRRI-CSIR)
Ghana

Hydrology

Short description - International postgraduate course; high-level theoretical and practical training in hydrology for professionals working in various branches of the water industry and its related fields.

Target group - Consultants.

Qualifications - Professional experience.

Commencing date - February. *Duration* - 6 months. *Deadline for application* - September 1994. *Language* - English. *Tuition fees (accommodation excl.)* - US\$ 10,000.

Organizer - Vituki Training
Hungary

Advanced training in construction

Short description - Courses on: structural welding; plumbing; pipe fitting fabrication; foremanship; civil works; reinforced concrete and masonry; air-duct layout and fabrication; piping drafting.

Target group -

Qualifications - High school graduation, basic knowledge in related field, working experience.

Commencing date - To be arranged. *Duration* - 120-160 hours. *Deadline for application* - . *Language* - English. *Tuition fees (accommodation excl.)* - To be arranged.

Organizer - Office of Manpower Skills Development
Philippines

Composites

Short description - Theory of anisotropic plates and shells; methods of analysis and design; composite technologies.

Target group -

Qualifications - Master's degree in civil or mechanical engineering.

Commencing date - To be arranged. *Duration* - 2 weeks. *Deadline for application* - To be arranged. *Language* - English. *Tuition fees (accommodation excl.)* - To be arranged.

Organizer - Technical University of Budapest
Department of Reinforced Concrete Structures
Hungary

4. THE INDUSTRIAL SECTOR/LE SECTEUR INDUSTRIEL/ EL SECTOR INDUSTRIAL

Industrial policy, programming, planning, production/ Politique, programmation, planification, production industrielles/Política, programación, planeamiento y producción industriales

Industrial infrastructure development and management

Short description: Aims at broadening the perspective of participants on the planning and management of infrastructure necessary for accelerating and streamlining industrial development.

Target group: Policy makers.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Income-generating activities for rural women - identification, planning and implementation

Short description: Review existing income-generating programmes for rural women in developing countries and analyse their relevance; assess the operational procedures adopted by government agencies concerning the improvement of the economic situation of women; discuss income-generating activities for rural women and strategies to strengthen such activities in developing countries.

Target group: Directors and managers; policy makers; specialists; trainers and others, who are involved in the field of women's development programmes.

Qualifications: Graduates with fluency in English and experience in planning/organizing/managing income-generating activities.

Commencing date: January. *Duration:* 6 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,785.

Organizer: National Institute of Rural Development
India

Public systems managers

Short description: Impart a working knowledge of the concepts, techniques and tools of management to improve analytical skills and decision-making ability; provide an opportunity to participants to reflect on and share experiences in the management of public systems so that different perspectives on problem formulation and solving are obtained.

Target group: Managers in governmental organizations for which financial viability has become important in the light of the ongoing liberalization process.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Management of economic policy reforms

Short description: Designed for government and semi-governmental officials from developing countries: developing professional skills required to carry out economic policy reforms and structural adjustment more effectively; focus on policy analysis in the context of alternative development strategies; main elements of the changing global environment, especially in relation to international trade. Within this overall perspective, the programme focuses on the critical issues in formulating and evaluating economic policy options for accelerating economic growth in economic policy reforms pursued in developing countries; sharing of experiences among participants; alternative models and experiments in various developing countries to broaden vision and develop an international perspective on emerging issues and challenges while generating new ideas relating to economic policy analysis.

Target group: Senior- and middle-level government officials working in such ministries as commerce and trade, industry, agriculture, finance and economic development; university degree, preferably in economics or management; candidates with other qualifications and/or relevant work experience will also be considered.

Qualifications: 5 years of relevant managerial experience.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Institutional capability building for the economic development of women

Short description: Developing institutions (governmental or non-governmental organizations) for empowering women for economic activities, and enhancing capabilities of these institutions in formulating, planning and implementing development programmes.

Target group: Directors/managers.

Qualifications: Graduates in any discipline; 3-5 years of working experience at senior level; proficiency in English.

Commencing date: January. *Duration:* 2.5 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: International Centre for Entrepreneurship and Career Development
India

Credit for micro and small enterprises

Short description: Developing specialists in credit scheme formulation and implementation in order to make effective use of credit and increase productivity of special target groups such as rural women.

Target group: Specialists, trainers.

Qualifications: Graduates in any discipline; 3-5 years of working experience in women's development; proficiency in English.

Commencing date: March. *Duration:* 2.5 weeks. *Deadline for application:* January.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: International Centre for Entrepreneurship and Career Development
India

Rural industry promotion in developing economies

Short description: To share international experiences in rural industry policies, programmes, institutions and support services; to prepare professionals in rural industry planning, management and extension.

Target group: Directors/managers, policy makers.

Qualifications: In-service managers, proficiency in English.

Commencing date: October. *Duration:* 7 weeks. *Deadline for application:* August.

Language: English. *Tuition fees:* US\$ 2,000 (board, lodging and study tour incl.)

Organizer: National Institute of Rural Development
India

Industrial administration (relation)

Short description: Scientific theories, policies, practical applications; how to develop industrial relation activities especially in the fields of personnel, workers' services and training; information system structure and its applications.

Target group: Middle management and specialists.

Qualifications: ...

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* ... *Language:*

English, Arabic. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Abu Qat Fertilizers and Chemical Industries Company
Egypt

Developpement industriel en Afrique

Breve description: Améliorer les capacités d'analyse et de recherche des décideurs en vue de réévaluer les stratégies de développement industriel et de formuler et mettre en œuvre des politiques appropriées aux fins de promouvoir le secteur, de le redynamiser et de le rendre plus compétitif.

Groupe cible: Décideurs publics, spécialistes.

Qualifications: Maîtrise en sciences économiques ou un diplôme équivalent et 2 ans d'expérience dans le secteur industriel.

Début du cours: Novembre. *Durée:* 3 mois. *Date limite d'inscription:* Août. *Langue:*

du cours : Français, anglais. *Droits d'inscription (à l'exclusion du logement)* :
SUS 2 000.

Organisateur : IDEP
Sénégal

Perspectives on Thailand

Short description: Provides information and first-hand experience on cultural, social, political and economic aspects of Thailand, which enable participants to have a better understanding of Thailand and its people.

Target group: Various.

Qualifications: -.

Commencing date: July. *Duration*: 1 month. *Deadline for application*: June.
Language: English. *Tuition fees*: US\$ 2,400 (accommodation during the 10-day trip to rural towns of Thailand incl.).

Organizer: Continuing Education Center
Chulalongkorn University
Thailand

Planning project technology

Short description: Summary of theoretical concepts; project and development management; all stages of the physical planning process.

Target group: Middle-level planning practitioners, technical officers, professionals in fields related to planning and planning assistants from relevant government ministries and agencies as well as from private sector companies.

Qualifications: None.

Commencing date: July. *Duration*: 4 weeks. *Deadline for application*: May.
Language: English. *Tuition fees (accommodation excl.)*: J\$ 3,000.

Organizer: Physical Planning Division
Jamaica

Sociological characteristics of change in Hungarian enterprises

Short description: Enterprise oriented history of the last decades and sociological characteristics of development during the past 3 years, to gain a notion of the characteristics of the Hungarian economy and inner processes of Hungarian enterprises.

Target group: Directors/managers, consultants, specialists, researchers.

Qualifications: University degree with management experience.

Commencing date: May. *Duration*: 1 week. *Deadline for application*: -. *Language*:
English. *Tuition fees (accommodation excl.)*: US\$ 500.

Organizer: Sándor Matyási, Krémer András
Hungary

International postgraduate course on urban and regional planning

Short description: A new approach to town and regional planning in transitional economies: land policy, urban management in transitional economies, urban productivity

enhancement, environmental management and planning.

Target group: Directors/managers, policy makers, specialists, trainers.

Qualifications: Urban and regional planners, city managers, architects and engineers with a minimum of 2 years of professional experience.

Commencing date: January. *Duration:* 6 months. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,500.

Organizer: Technical University of Szczecin
Poland

Industrial projects/Projets industriels/Proyectos industriales

Project management

Short description: Skills for project planning, implementation, monitoring and evaluation.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: May. *Duration:* 6 weeks. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,300.

Organizer: Continuing Education Center
Thailand

Project monitoring and evaluation

Short description: Techniques for implementing and monitoring of projects in accordance with the plan as well as for ensuring a successful hand-over of the project.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Project management and control

Short description: Project appraisal, evaluation and implementation.

Target group: Project engineers.

Qualifications: B.Sc. in engineering.

Commencing date: February. *Duration:* 1 week. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NFC Technical Training Centre (Pvt) Ltd.
Pakistan

Tendering and contracting for engineering projects

Short description: Tendering and contracting cycle; problems associated with engineering projects.

Target group: Directors/managers, policy makers, consultants, specialists, others.

Qualifications: Mechanical, industrial or civil engineers; staff involved in the implementation of engineering projects.

Commencing date: February, May, August. *Duration:* 1 week. *Deadline for application:* 2 months before commencing date. *Language:* English, French. *Tuition fees:* US\$ 1,035 (board and lodging incl.).

Organizer: African Regional Centre for Engineering Design and Manufacturing (ARCEDEM)
Nigeria

Project management

Short description: Network techniques used in project management; tools and techniques for effective management of resources and cost in projects; behavioural aspects of project management; network-based project monitoring systems; aspects related to contract management and project budgeting; use of computers for effective management of projects; hands-on experience in computer applications for project management.

Target group: Persons engaged in the planning, monitoring or implementation of projects; persons in government, financial institutions and other agencies coordinating the implementation of projects.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Evaluation and audit of industrial projects

Short description: Financial and economical evaluation and audit of restructuring and development projects in industry, State-owned or private.

Target group: Specialists, researchers.

Qualifications: Engineers, economists, economic advisers, accountants.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* -. *Language:* Romanian, English, French. *Tuition fees (accommodation excl.):* To be arranged

Organizer: Institutul Roman de Management
Romania

Project planning, appraisal and management

Short description: Broad view of industrial projects, their design, planning, execution and evaluation; analytical skills, planning tools, sources and methods of financing projects.

Target group: Investment executives, project managers/planners, human resource managers, accountants

Qualifications: .

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* .

2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £3,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Project planning

Short description: Identification and preparation of feasibility studies for evaluation and selection of development projects.

Target group: -.

Qualifications: Graduates, preferably with suitable experience.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* -.

Language: English, Arabic. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Sudan Academy for Administrative Sciences
Sudan

Etude, évaluation, suivi des projets industriels et financement des projets

Brève description : Aider les décideurs à mieux cerner les outils de prise de décisions sur la viabilité des projets et disposer d'une méthodologie d'évaluation des projets. *Thèmes :* étude de factibilité, évaluation du suivi des projets, financement des projets

Groupe cible : Décideurs publics, consultants, spécialistes.

Qualifications : Cadres supérieurs ayant au moins 2 ans d'expérience dans le domaine des projets.

Début du cours : Mai, septembre. *Durée :* 3 semaines. *Date limite d'inscription :* 15 jours avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* US\$ 1 300.

Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADP)
Sénégal

Small-scale industries and entrepreneurship/Petites industries et entreprises/Pequeñas industrias y los empresarios

Small business management

Short description: Knowledge and tools for planning a new business venture or for continuing and strengthening an existing small business.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Small and medium-sized enterprises (management, maintenance, environmental protection)

Short description: Small and medium-sized enterprises in the market economy; transformation of economy; employment rate in the Czech economy; international contact for small and medium-sized enterprises.

Target group: Specialists for small-scale industry.

Qualifications: University degree, skilled managers.

Commencing date: September. *Duration:* 2 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* -.

Organizer: UNIDO/Czech Republic Joint Programme for Cooperation
Czech Republic

Small business management

Short description: Knowledge and skills necessary for a business career: management techniques, business law, personnel management, bookkeeping, insurance, financial analysis, pricing and costing, forms of business ownership, marketing and advertising, business finance, banking, taxation, budgeting, purchasing and stock control.

Target group: Directors/managers, specialists, trainers.

Qualifications: Completed secondary school, personal interest in business.

Commencing date: February, August. *Duration:* 5 months. *Deadline for application:* November 1993, April. *Language:* English, Slovak. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Institute for Advanced Economic Education and Managerial Training
Slovakia

Business internationalization for SMEs

Short description: International business environment; international commercial contracts, technology transfer; international payment, transport insurance; international financing and credits.

Target group: Directors/managers, consultants, specialists, trainers.

Qualifications: Higher studies, involved in international business.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* April.

Language: English, French. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institutul Roman de Management
Romania

Training of trainers for women entrepreneurship

Short description: Developing governmental or non-governmental organization trainers for undertaking women's development projects, leading women of all sectors of society towards income generation, self-employment and entrepreneurship.

Target group: Trainers.

Qualifications: Graduation in any discipline; 3-5 years of working experience in women's development; proficiency in English.

Commencing date: January. *Duration:* 4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: International Centre for Entrepreneurship and Career Development
India

Group entrepreneurship and cooperatives for rural women

Short description: Developing governmental or non-governmental organization trainers for development of rural women through group-entrepreneurship approach, whereby rural women form groups and are encouraged to undertake non-traditional activities.

Target group: Trainers.

Qualifications: Graduation in any discipline; 3-5 years of working experience in women's development; proficiency in English.

Commencing date: February. *Duration:* 3 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,800.

Organizer: International Centre for Entrepreneurship and Career Development
India

Small-industry management consultancy

Short description: Functional areas of management and their interrelationship; integrated approach to problem-solving in the functional areas of management; consultancy skills in the areas of small-industry management.

Target group: Consultants.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Small industry promotion in developing economies

Short description: Create a forum for sharing the Indian experience and that of other developing countries in the development and promotion of small, tiny and village enterprises; provide insight into the programmes and promotional techniques used for accelerating the development of small, tiny and village enterprises such as infrastructure development, rural industrial extension, promotion of entrepreneurship.

Target group: Policy makers.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Entrepreneurship for small business: trainers/promoters programme

Short description: Knowledge and skills required to become successful trainers/promoters.

Target group: Persons engaged in promoting entrepreneurship and small business development.

Qualifications: School-level examination ("O" level) or equivalent degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 3,275 (accommodation incl.).

Organizer: National Institute for Entrepreneurship and Small Business Development
India

Small business creation and development for women entrepreneurs

Short description: Knowledge and skills required for the creation and development of small businesses for women.

Target group: Consultants, specialists, researchers, trainers and those engaged in assisting women in the creation and development of small business ventures.

Qualifications: School-level examination ("O" level) or equivalent degree.

Commencing date: August. *Duration:* 8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 3,275 (accommodation incl.).

Organizer: National Institute for Entrepreneurship and Small Business Development
India

Small business planning and promotion

Short description: Develop insight to and skills for the planning and promoting of small business and acquiring the ability to motivate potential entrepreneurs.

Target group: Consultants, specialists, researchers, trainers and those interested in small business planning and promotion.

Qualifications: School-level examination ("O" level) or equivalent degree.

Commencing date: January. *Duration:* 8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 3,275 (accommodation incl.).

Organizer: National Institute for Entrepreneurship and Small Business Development
India

Semana de la calidad

Breve descripción: Diversas actividades para promover la implementación de la calidad en las empresas; se realizarán: encuentro empresarial, encuentro juvenil, encuentro con consultores, conferencias magistrales.

Grupo objetivo: Directores/gerentes, encargados de la formulación de políticas, consultores, especialistas, investigadores, instructores.

Calificaciones: Capacidad organizativa, liderazgo, disposición para aprender.

Fecha de iniciación: Noviembre. *Duración:* 1 semana. *Fecha límite de inscripción:* Setiembre. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 350 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

**Environmental protection, industrial waste disposal, recycling/
Protection de l'environnement, évacuation et recyclage
des déchets industriels/Protección del medio ambiente,
evacuación de residuos industriales, reciclaje**

Natural sorbents for environmental engineering

Short description: Use of perlite, bentonite and diatomite for environmental protection: waste water treatment, pollution monitoring, environmental problems of urban and industrial areas.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: June. *Duration:* 2 weeks. *Deadline for application:* May.

Language: English. *Tuition fees:* US\$ 1,000 (board and lodging incl.).

Organizer: IDEA Ltd.
Czech Republic

Environmental awareness

Short description: Aims at raising the environmental awareness of senior decision makers and policy formulators in government and industry.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: April, September. *Duration:* 1.5 weeks. *Deadline for application:* March, August. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.

Organizer: Continuing Education Center
Thailand

Environmental impact assessment and review

Short description: Aims at providing participants with a conceptual framework on how environmental impact assessment can be used as an effective planning and management tool.

Target group: Policy makers.

Qualifications: University degree, some working experience.

Commencing date: July. *Duration:* 4 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Waste avoidance and minimization in industry

Short description: Aims at helping participants to relate the concept of clean technologies to, and to introduce clean technologies into, the practice of industrial waste management.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: May. *Duration:* 4 weeks. *Deadline for application:* April.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Toxic and hazardous waste management

Short description: Aims at enabling participants to plan treatment and disposal systems for hazardous wastes; to gain knowledge on mitigation measures and prepare hazardous waste disaster preparedness plans.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* May.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

Industrial safety and environmental pollution control

Short description: Industrial hazards and use of protective gear; prevention and control of fire; prevention and control of gas, chemicals and other industrial hazards; air and water pollution.

Target group: Various.

Qualifications: Supervisory personnel engaged in operation, maintenance or quality control.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Industrial environmental protection and control

Short description: Environmental awareness and control techniques in different areas of industrial pollution.

Target group: Plant engineers in the chemical industry.

Qualifications: Graduation.

Commencing date: March. *Duration:* 1 week. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NFC Technical Training Centre (Pvt) Ltd.
Pakistan

Process quality control and monitoring of industrial water

Short description: Analysis of water using different titrimetric and instrumental methods; analytical techniques for quality and process control.

Target group: ...

Qualifications: Degree in chemistry or chemical engineering.

Commencing date: July. **Duration:** 2 weeks. **Deadline for application:** 2 months before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** US\$ 600 (board and lodging: US\$ 25 per day).

Organizer: Training Institute for Chemical Industries.
Bangladesh

Groundwater and environment

Short description: Geophysical methods for the solution of environmental protection tasks; application of geophysical information in groundwater prospecting and protection of water resources.

Target group: Consultants, specialists, researchers.

Qualifications: University graduate.

Commencing date: March-June, September-November. **Duration:** 1 week. **Deadline for application:** December 1994. **Language:** English. **Tuition fees (accommodation excl.):** US\$ 500.

Organizer: Eotvos Lorand Geophysical Institute of Hungary
Hungary

Energy management in fertilizer plants, environmental management, safety and hazard assessment

Short description: Energy audit, utilization of waste heat, co-generation systems, optimization of plant operation for energy savings; air and water pollution control, wastewater treatment, water management, water utilization; safety audits, risk assessment techniques, management of risk and hazards, emergency preparedness.

Target group: Plant engineers.

Qualifications: Middle- and senior-level technical personnel of the fertilizer industry.

Commencing date: May, August, October. **Duration:** 2 days. **Deadline for application:** 3 weeks before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** US\$ 25.

Organizer: The Fertilizer Association of India
India

Venue: New Delhi and other locations

Analytical tasks in connection with air pollution/airborn dust

Short description: Collection of flying dusts; X-ray diffraction and morphological analysis; microchemical analysis; study of asbestos fibres.

Target group: Specialists, researchers.

Qualifications: University or high school degree plus 3 years of experience.

Commencing date: Spring or autumn. **Duration:** 2 weeks. **Deadline for application:** January. **Language:** English. **Tuition fees (accommodation excl.):** 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Aluterv-FKI Ltd.
Hungary

Environmental protection, avoidance of hazardous wastes

Short description: Environmental measures and technologies for the building materials industry; environment-friendly products and methods.

Target group: Researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Application of remote sensing and geographic information system technology in physical planning, resource development and environmental management

Short description: A number of short courses that prepare participants in the application of modern tools for land analysis, such as remote sensing and geo-based information system technology.

Target group: Industry professionals working in the specialized areas of land information analysis, planning, resource development as well as environmental management and monitoring.

Qualifications: Undergraduate degree in physical planning, land surveying, natural science disciplines such as geology, geography and ecology; degree in civil engineering, architecture, agriculture sciences or equivalent.

Commencing date: Throughout the year. *Duration:* 7-10 weeks. *Deadline for application:* Throughout the year. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Physical Planning Division
Jamaica

Industrial toxic waste treatment by plasmatechnic

Short description: Plasma treatment; process and equipment for destroying fluid waste containing various poisonous materials, comprising thermic decomposition, oxidation and reduction.

Target group: Specialists, researchers.

Qualifications: University or high school diploma plus 3 years of practice.

Commencing date: Spring or autumn. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Alutery-FKI Ltd.
Hungary

Environmental protection and the industrial sector

Short description: Raise the awareness of managers in government and industry on environmental issues, environmental policy and improvement of an organization's environmental performance.

Target group: Directors/managers.

Qualifications: Senior- and middle-level managers of organizations.

Commencing date: June. **Duration:** 3 days. **Deadline for application:** May.
Language: English. **Tuition fees (accommodation excl.):** US\$ 250.

Organizer: SGS Ghana Ltd.
Ghana

Waste-water treatment

Short description: Short courses on: water and waste-water analysis; waste-water treatment, appropriate technologies; air quality monitoring; air pollution control; analytical instrumentation in environmental engineering; preventive maintenance and leak detection in water distribution systems; toxic waste management; environmental impact and risk assessment.

Target group: -.

Qualifications: -.

Commencing date: To be arranged. **Duration:** 10-15 days each. **Deadline for application:** -. **Language:** English. **Tuition fees (accommodation excl.):** To be arranged.

Organizer: National Environmental Engineering Research Institute
India

Energy conservation in industry and new energy technologies/Economies d'énergie dans l'entreprise et nouvelles technologies énergétiques/ Conservación de la energía en la industria y nuevas tecnologías energéticas

Industrial energy auditing

Short description: Energy auditing in non-metallic industries; methods, instrumentation (portable energy-auditing kit), data processing, measures for energy conservation and technological optimization.

Target group: Consultants, specialists, researchers.

Qualifications: Degree in engineering.

Commencing date: April. **Duration:** 3 weeks. **Deadline for application:** March.
Language: English. **Tuition fees:** US\$ 1,400 (board and lodging incl.).

Organizer: IDEA Ltd.
Czech Republic

Thermal analysis of processes, power and refrigerating plants

Short description: Application of thermal analysis, with emphasis on energy analysis, to industrial processes, power and refrigerating plants in order to optimize the use of energy.

Target group: Process engineers.

Qualifications: Mechanical/chemical engineers.

Commencing date: November. **Duration:** 40 hours. **Deadline for application:** May.
Language: English. **Tuition fees (accommodation excl.):** US\$ 500.

Organizer: IPT-Instituto de Pesquisas Tecnológicas do Estado de São Paulo
Brazil

Industrial combustion

Short description: Most important aspects of combustion processes commonly found in the industry such as: liquid- and solid-fuel combustion, flames, solid particle devolatilization, radiation heat transfer, fluidized-bed and moving-bed processes, combustion and gasification chemical reactions, end pollutant generations: special emphasis is given on industrial applications and equipment to ensure energy conservation and pollution control.

Target group: Industrial engineers.

Qualifications: Degree in mechanical or chemical engineering.

Commencing date: December. *Duration:* 1 week. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: IPT - Instituto de Pesquisas Tecnológicas do Estado de São Paulo
Brazil

Conservación de la energía en la industria

Breve descripción: Capacitación de los participantes en temas relacionados con la utilización eficiente de la energía en la industria: realización de auditorías de energía, detección de oportunidades de ahorro de energía, uso eficiente de los combustibles, cogeneración de energía, planeamiento y control de la energía a utilizar, utilización eficiente del vapor, proyectos de inversión para ahorro de energía, aspectos económicos de la energía, impacto ambiental que provoca su utilización y avances tecnológicos para reducción de la contaminación que provoca el uso de la energía en la industria y tendencias sobre las energías del futuro.

Grupo objetivo: Ingenieros o técnicos vinculados con la utilización de la energía en industrias.

Calificaciones: -.

Fecha de iniciación: Octubre. *Duración:* 3 días. *Fecha límite de inscripción:* Setiembre. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 2,400.

Organizador: Asociación Argentina para el Uso Racional de la Energía - A.A.P.U.R.E.
Argentina

Energy saving and conservation in industry

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: B.Sc. in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

5. INDUSTRIAL DEVELOPMENT SUPPORT SERVICES/ SERVICES D'APPUI AU DÉVELOPPEMENT INDUSTRIEL/ SERVICIOS DE APOYO AL DESARROLLO INDUSTRIAL

**Computer applications, data processing Applications informatiques,
traitement de l'information/ Aplicaciones de la informática,
procesamiento de datos**

Computerized database security and integrity

Short description — Develop corporate policies for instilling database security and integrity; develop, install and enforce security protection mechanisms; evaluate security of database systems.

Target group — Specialists.

Qualifications — University degree, some working experience.

Commencing date — February. *Duration* — 4 weeks. *Deadline for application* — January.

Language — English. *Tuition fees (incl. accommodation excl.)* — US\$ 2,500.

Organizer — Continuing Education Center
Thailand

Database systems

Short description — Establishment, utilization, table relations.

Target group — Specialists, researchers, trainers and others.

Qualifications — Professional experience.

Commencing date — To be arranged. *Duration* — 2 weeks. *Deadline for application* —

Language — English. *Tuition fees* — US\$ 700 (board and lodging incl.).

Organizer — IDFA Ltd.
Czech Republic

Business applications

Short description — Acquaints participants with the computer environment and logic development techniques; theoretical and practical insight into COBOL programming.

Target group — Directors/managers, consultants, trainers.

Qualifications — Some high school, preferably graduates.

Commencing date — January, March, August, November. *Duration* — 8 weeks. *Deadline for application* — 2 weeks before commencing date. *Language* — English. *Tuition fees (incl. accommodation excl.)* — US\$ 400.

Organizer — Regional Computer Centre
India

"C" programming

Short description: Fundamentals of the language, program development and advanced programming techniques using data structures.

Target group: Specialists, researchers, trainers.

Qualifications: Prior knowledge of any computer language.

Commencing date: February, April, August, October, December. *Duration:* 6 weeks.

Deadline for application: 2 weeks before commencing date. *Language:* English.

Tuition fees (accommodation excl.): US\$ 400.

Organizer: Regional Computer Centre
India

Computer languages - C, OOPS and C++

Short description: Computer programming using C language; introduction to object-oriented programming and development of C++ programs.

Target group: Programmers.

Qualifications: Exposure to operating system concepts.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tata Elssi (India) Limited
India

Object-oriented programming with C++ language

Short description: Familiarization with OOPS techniques; program development in C++.

Target group: Specialists, researchers, trainers.

Qualifications: Prior knowledge of "C" language.

Commencing date: January, August, November. *Duration:* 4 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 350.

Organizer: Regional Computer Centre
India

System analysis and design

Short description: System analysis and design using structured techniques and case tools.

Target group: Directors/managers, policy makers, consultants, specialists, trainers.

Qualifications: Familiar with computers and logic development techniques.

Commencing date: March, July, October. *Duration:* 6 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: Regional Computer Centre
India

Desktop publishing

Short description: Utilization of PC systems for preparation of printed documents: Ventura, CorelDRAW programs.

Target group: Specialists, researchers, trainers.

Qualifications: Professional experience.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* -.

Language: English. *Tuition fees:* US\$ 1,000 (board and lodging incl.).

Organizer: IDEA Ltd.
Czech Republic

Desktop publishing

Short description: Introduction to Windows, study of WordPerfect and Ventura Gold, Windows, CorelDRAW packages.

Target group: Trainers, typists.

Qualifications: Knowledge of word processing.

Commencing date: January, July, October. *Duration:* 5 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 300.

Organizer: Regional Computer Centre
India

Database management systems

Short description: Unix OS, introduction to databases and 4GLS, database management techniques with a detailed study of Oracle RDBMS on Unix OS.

Target group: Directors/managers- consultants, specialists, trainers.

Qualifications: Good knowledge of any of the computer languages.

Commencing date: January, April, August, November. *Duration:* 8 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Regional Computer Centre
India

Computer-aided design using AUTOCAD

Short description: Acquaint participants with the leading PC-based CAD packages for drawings using the tools available in AUTOCAD.

Target group: Consultants, specialists, trainers, draughtsman, architects.

Qualifications: Graduates, preferably with engineering/architecture background.

Commencing date: February, August, December. *Duration:* 8 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Regional Computer Centre
India

Computer-aided design using SDRC's I-deas

Short description: Acquaint participants with the leading MCAE CAD package to provide total solution to an engineering problem.

Target group: Consultants, specialists, researchers, trainers.

Qualifications: Graduates in engineering.

Commencing date: February, July, October. *Duration:* 6 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Regional Computer Centre
India

Office automation

Short description: Acquaint participants with computer environment and logic development techniques; includes a study of MS-DOS and PC-based packages, Lotus 1-2-3, dBASE/Foxpro, WordStar/WordPerfect; introduction to Windows and networking.

Target group: Directors/managers, policy makers, consultants, specialists, trainers.

Qualifications: The participant must be a graduate.

Commencing date: February, July, October. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: Regional Computer Centre
India

Computer applications, data processing

Short description: Design and use of Oracle databases; introduction to relational database design; SQL commands; using SQL*plus, SQL*forms, SQL*report writer and SQL*menus.

Target group: Specialists.

Qualifications: Database basics.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,250.

Organizer: National Power Authority - Vocational Training Center
Romania

Data communication and computer networks

Short description: Data communication basics, ISO-OSI reference model, local area networks, wide area networks, TCP/IP, CCITT'S X.25, ISDN's advanced data communication, demonstration of data communication products.

Target group: Various.

Qualifications: Engineering in electronics/computer science.

Commencing date: June, November. *Duration:* 2 weeks. *Deadline for application:* March, August. *Language:* English. *Tuition fee, (accommodation excl.):* US\$ 600.

Organizer: ITI Ltd.
India

PC LANS

Short description: With the primary focus on Novell Netware, the programme aims to expose participants to the emerging opportunities offered by PC LAN technologies. The programme will familiarize them with issues related to the design of PC LAN configurations, selection of networking software and implementation of business applications.

Target group: Systems managers, managers and systems staff involved in design and implementation for PC LANS, MIS/DP managers responsible for design of information systems, and EDP professionals concerned with development of PC LAN-based applications.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board, lodging and programme material incl.).

Organizer: Indian Institute of Management
India

Software quality management

Short description: Introduction to the basic concepts of software processes and quality, software quality attributes and introduction to software requirements specification, historical perspective and human quality culture - software quality standards.

Target group: Directors/managers, policy makers, consultants, specialists, trainers.

Qualifications: University degree.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Computer and Automation Institute of the Hungarian Academy of
Sciences
Hungary

Computer networks

Short description: To expose participants to the emerging opportunities offered by computer networking technologies and to familiarize them with the issues related to the design of networking configurations, selection of systems, networking standards and implementation of computer networks.

Target group: Systems managers, managers and systems staff involved in the design and implementation of computer networks, MIS/DP managers responsible for design of information systems and EDP professionals concerned with development of computer network based applications.

Qualifications: 5 years of relevant managerial experience.

Commencing date: January. *Duration:* 1 week. *Deadline for application:* December 1993. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 800 (board, lodging material incl.).

Organizer: Indian Institute of Management
India

OSI/MAP/TOP industrial networking

Short description: Industry applications require standards-based communications facilities; the application of OSI standards needs long and profound training with hands-on experience prior to designing the full-scale system of industrial communication networks.

Target group: Directors/managers, policy makers, specialists, trainers.

Qualifications: Degree in mechanical or electrical engineering.

Commencing date: February, April, June, September. *Duration:* 2 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Computer and Automation Institute
Hungary

Unix and Open systems; Internet working; multimedia technology

Short description: Courses for users, managers, developers and system administrators in topics on Unix, Open Systems, networking and multimedia technology, based on a special "open learning" methodology.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Basics of computer technology.

Commencing date: Throughout the year. *Duration:* 3-10 days. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 100-300 per day.

Organizer: Computer and Automation Institute
Hungary

Hypertext and hypermedia authoring systems

Short description: Elements of the hypermedia systems; intelligent hypermedia systems; hypermedia authoring systems; IBM PC Windows-based systems; Apple Macintosh-based systems.

Target group: Consultants, specialists, trainers.

Qualifications: University degree.

Commencing date: To be arranged. *Duration:* 1 month. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Computer and Automation Institute of the Hungarian Academy of
Sciences
Hungary

UNIX internals

Short description: To learn Unix systems interface through system calls using C language.

Target group: Specialists.

Qualifications: Exposure to Unix operating system, good C programming skills.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be agreed.

Organizer: Tata Elxsi (India) Limited
India

Graphical user interfaces

Short description: To build user-friendly screens for applications that are interactive by programming in Windows and X/motif programming.

Target group: Specialists.

Qualifications: Programming background preferably in C language.

Commencing date: To be arranged. *Duration:* 1-2 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tata Elxsi (India) Limited
India

Network programming

Short description: To write communication software under Unix operating system.

Target group: Specialists.

Qualifications: Good C language exposure, excellent Unix internals.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be agreed.

Organizer: Tata Elxsi (India) Ltd.,
India

Structured systems analysis and design

Short description: Structured approach to software development using popular case tools and software engineering methodologies.

Target group: Systems analysts.

Qualifications: Understanding of computer systems and applications.

Commencing date: To be arranged. *Duration:* 1 week. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tata Elxsi (India) Limited
India

Systems software

Short description: Professional skills for the application of software technology to design, develop and maintain software systems; state-of-the-art technologies, theoretical concepts and practical work.

Target group: Directors/managers, policy makers, trainers.

Qualifications: -

Commencing date: January. *Duration:* 12 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,500.

Organizer: CMC Limited
India

Programmation excel sous windows
Breve description : Maîtriser le langage macro d'excel, ses astuces et ses possibilités avancées; concevoir pour les utilisateurs des applications intégrées et personnalisées.

Groupe cible : Spécialistes.
Qualifications : Bonne maîtrise des commandes de base du logiciel excel.
Début du cours : Février, mai, août, novembre. *Durée* : 10 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription et l'évaluation du logement* : (US\$ 1 000).
Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADE) Sénégal

Applications financières excel sous windows

Breve description : Réaliser des modèles concrets de gestion financière en mettant en œuvre toutes les fonctionnalités d'excel s'y rapportant.
Groupe cible : Directeurs-gestionnaires.
Qualifications : Bonne maîtrise des commandes de base du logiciel excel.
Début du cours : Février, mai, août, novembre. *Durée* : 5 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription et l'évaluation du logement* : (US\$ 500).
Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADE) Sénégal

Correspondant micro

Breve description : Analyse et diagnostic des problèmes se rapportant à une utilisation matérielle ou logicielle et solutions.
Groupe cible : Spécialistes.
Qualifications : Une connaissance des commandes de base du système d'exploitation MS-DOS est demandée.
Début du cours : Mars, juin, septembre, décembre. *Durée* : 10 jours. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription et l'évaluation du logement* : (US\$ 1 000).
Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADE) Sénégal

Computer applications

Short description : Computer operating system, database management application and program, computer aided design and drafting, desktop publishing, Linux operating system, computer system utilities, advanced WordPro.
Target group :
Qualifications : Basic computer training.
Commencing date : To be arranged. *Duration* : 40-80 hours. *Training for application* : English. *Further facilities or accommodation etc.* : To be arranged.
Organizer : Office of Manpower Skills Development Philippines

Computers and application in metallurgical industries

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Théorie de conception abstraite et les systèmes intelligents

Brève description : La solution de problèmes; le calcul prédicat à premier ordre; les notions de PROLOG et les systèmes experts; la formalisation; la théorie de conception algébrique, topologique et logique; les directions de développement des théories abstraites.

Groupe cible : Ingénieurs, magistères et personnes après le 2^e cycle.

Qualifications : -.

Début du cours : Mai. *Durée :* 4 jours. *Date limite d'inscription :* -. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* -.

Organisateur : Université technique de Budapest
Faculté de génie civil
Hongrie

Microcomputer applications

Short description: High-level applications for problem-solving, running on IBM PC/AT computer (Turbo Pascal, C, Assembler).

Target group: -.

Qualifications: Graduate level.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* -.

Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Technical University of Budapest
Department of Traffic Automation
Hungary

Computer applications, data processing

Short description: Computer languages; computer applications; the human/computer relationship; the organization/computer relationship; the role of top-level management.

Target group: Trainers.

Qualifications: BA in management or B.Sc. in industrial fields.

Commencing date: October. *Duration:* 5 days. *Deadline for application:* August.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Iran Management Association
Islamic Republic of Iran

**Industrial design, ergonomics and packaging/Études et plans
industriels, ergonomie, conditionnement et emballage/
Diseño industrial, ergonomía y envasado**

Industrial ergonomics

Short description: Aims to develop an awareness of the benefits of ergonomics in improving work efficiency, productivity, working safety and physical environment as well as product quality.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: November. *Duration:* 1 week. *Deadline for application:* October.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Continuing Education Center
Thailand

Tool design and drafting (press tools)

Short description: Design of single-station tools, progressive tools for simple and intricate components, compound tools, bending tools, draw tools, progressive combination tools, CAM-operated special tools.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: October. *Duration:* 12 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: Nettur Technical Training Foundation
India

Tool design and drafting (injection moulds)

Short description: Design of injection moulds, moulds with different types of feed systems, moulds with different types of ejection techniques, moulds for internal and external undercut components, multiday light moulds, hot runner moulds.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: October. *Duration:* 12 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: Nettur Technical Training Foundation
India

Design and evaluation experiments

Short description: Theoretical and practical training in mathematically well-established methods for treating experimental data from the simplest cases to complex problems, together with methods of constructing optimal designs of efficient experimentation.

Target group: -

Qualifications: B.Sc.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* -.
Language: English. *Tuition fees (accommodation excl.):* To be arranged.
Organizer: Technical University of Budapest
Hungary

**Industrial extension, information/Promotion, information industrielles/
Extensión industrial e información conexa**

Information technology and management

Short description: Aims at improving knowledge in information services and management information systems for information scientists, systems analysts and people working at managerial level in MIS departments.

Target group: Specialists.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* September.
Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Informatique documentaire : utilisation du système MINISIS

Breve description : Construction, gestion et maintenance des banques de données bibliographiques.

Groupe cible : Spécialistes

Qualifications : Programmeurs et ingénieurs informaticiens.

Début du cours : Stages organisés à la demande. *Durée :* 2 à 4 semaines. *Date limite d'inscription :* -. *Langue du cours :* Français, arabe. *Droits d'inscription (à l'exclusion du logement) :* US\$ 650.

Organisateur : Centre national de documentation
Maroc

Informatique documentaire : utilisation du logiciel CDS/ISIS

Breve description : Construction, gestion et maintenance d'une banque de données bibliographique.

Groupe cible : Personnes non initiées au logiciel CDS/ISIS.

Qualifications : Niveau minimum : baccalauréat plus 5 années d'expérience en documentation.

Début du cours : 2 sessions : février, novembre. *Durée :* 2 semaines. *Date limite d'inscription :* 1 mois avant le début des cours. *Langue du cours :* Français, arabe. *Droits d'inscription (à l'exclusion du logement) :* US\$ 650.

Organisateur : Centre national de documentation
Maroc

Techniques documentaires

Breve description : Analyse et indexation; utilisation et maintenance des thesauri; recherche documentaire manuelle et en ligne; constitution des dossiers documentaires; publication des index bibliographiques.

Groupe cible : Spécialistes, personnes travaillant dans les bibliothèques et n'ayant pas reçu une formation académique.

Qualifications : Niveau minimum : baccalauréat plus 5 années d'expérience en documentation.

Début du cours : 3 sessions : janvier, mai et octobre. *Durée* : 2 semaines. *Date limite d'inscription* : 1 mois avant le début du cours. *Langue du cours* : Français, arabe. *Droits d'inscription (à l'exclusion du logement)* : US\$ 650.

Organisateur : Centre national de documentation
Maroc

Recherche documentaire

Breve description : Pratiques de la recherche en ligne sur des banques de données nationales et internationales, notamment des banques de données de I/ESA/IRS, Téléystème Questel.

Groupe cible : Spécialistes.

Qualifications : Niveau universitaire.

Début du cours : -. *Durée* : 1 semaine. *Date limite d'inscription* : 1 mois avant le début du cours. *Langue du cours* : Français, arabe, anglais. *Droits d'inscription (à l'exclusion du logement)* : US\$ 350.

Organisateur : Centre national de documentation
Maroc

Information storage and retrieval systems (ISRS)

Short description: Modern techniques of information collection, processing and retrieval; planning and operating information systems; computer applications in information storage and retrieval.

Target group: Researchers.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration*: 8 weeks. *Deadline for application*: September. *Language*: English. *Tuition fees (accommodation excl.)*: US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Investment promotion and industrial financing/Promotion de l'investissement et financement industriel/Promoción de las inversiones y financiación industrial

Islamic banking

Short description: The Islamic approach to economics; theoretical basis of Islamic banking; practical aspects of Islamic banking; monetary policy in Islamic banking; history

and evolution of Islamic banking in the Islamic Republic of Iran; comparative studies in Islamic banking; Islamic banking from an international perspective.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers.

Qualifications: Middle-level employees of central banks, commercial banks and financial institutions; possessing university degree in banking, finance, economics or related subjects; only nominations through central banks are accepted.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* July.

Language: English. *Tuition fees:* Board and lodging and expenses for educational tours to be borne by the Central Bank of the Islamic Republic of Iran.

Organizer: The Central Bank of the Islamic Republic of Iran
Islamic Republic of Iran

Venue: Babolsar, Islamic Republic of Iran

Banking and finance

Short description: Knowledge and skills on financial management, bank lending, international banking, merchant banking and financial services, management of funds and computer application in banks/financial institutions.

Target group: Banking and finance executives.

Qualifications: -

Commencing date: July. *Duration:* 6 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: National Institute of Bank Management
India

Development banking

Short description: Aims at developing a deeper perspective on rural and other development oriented programmes and their role in national development.

Target group: Banking and finance executives and development administrators.

Qualifications: -

Commencing date: August. *Duration:* 6 weeks. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: National Institute of Bank Management
India

Computers and systems

Short description: Short courses on: bank computerization; telecommunication networks; information technology and information system strategies; application of management science techniques; decision support/expert systems; DBMS; executive information systems; structured systems analysis and design.

Target group: Banking and finance-sector executives.

Qualifications: -

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:*

1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

Bank management

Short description: General bank management programme, introducing participants to modern management concepts and tools, with emphasis on human resource management and different bank functions.

Target group: Banking and finance managers entering into senior executive cadre.

Qualifications: -.

Commencing date: September. *Duration:* 8 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 4,000.

Organizer: National Institute of Bank Management
India

Finance

Short description: Short courses on: credit management; role of banks and financial institutions in industrial restructuring; managing mutual funds; management audit; application of computers in credit management; merchant banking and financial services; capital market; funds and portfolio management.

Target group: Banking and financial-sector executives.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

Human resources management

Short description: Short courses on: personnel growth; succession planning; quality management; negotiating skills; industrial relations; managerial skills; women in bank management; strategic HRM; HRD; systems and processes; effective leadership and management style.

Target group: Banking and financial-sector executives.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

Money and international finance

Short description: Short courses on: loss-making branches; foreign exchange market and exchange-rate forecasting; statistical and econometric packages; econometric methods;

analysis of economic environment; banking business abroad; conference on economic research and economic intelligence; international finance; trade and banking and seminar on privatization.

Target group: Banking and finance-sector executives.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 2-10 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

General management

Short description: Long duration courses (3-4 weeks) on management development; faculty courses (2-10 days) on: banking reforms; advanced management; top management; conference of chairmen of private banks; management development of financial institutions; conference of principals of banks' colleges; conference of chairmen of public sector banks.

Target group: Banking and financial-sector executives.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

Planning, control and marketing

Short description: Short course on: effective management of the changing economic situation; marketing for metro and urban branches; organizational analysis; new product development in banking and financial markets; profit planning in banks; applications of market research in banking; operations management at branch level; workshop on issues and concerns relating to design of departments at head/zonal/regional offices; and conference on bank restructuring.

Target group: Banking and financial-sector executives.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 3-10 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 115 per day.

Organizer: National Institute of Bank Management
India

Advanced financial management

Short description: To provide an understanding of modern corporate finance theory and its application to long term financial decision- and policy making.

Target group: Corporate finance managers, executives from banks and financial institutions, merchant bankers and financial analysts.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 1,000 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Mergers, acquisitions and corporate restructuring

Short description: Value creation through successful implementation of mergers and acquisitions strategies.

Target group: Senior corporate executives with business development, general management, finance and corporate planning responsibilities and involved in planning and implementing merger, acquisition and restructuring strategies.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 1,000 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Management of investment projects

Short description: Training projects; managers for future instruments at the micro and macroeconomic levels (methodologies, audit, financial risk and others).

Target group: Consultants, specialists, researchers.

Qualifications: Bachelor's degree: technical and/or economics.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English, French, Romanian. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institutul Roman de Management
Romania

Feasibility studies and industrial economics

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* -
Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Small-industry financing

Short description: Policies and programmes of financing small industry in India; concepts of development banking for local application; operational skills to assess credit

requirements of borrowers, scrutinize and appraise loan proposals; develop suitable systems of supervision and follow-up to ensure proper utilization of funds by borrowers and prompt recovery.

Target group: Consultants.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Finanzas

Breve descripción: Contribuir a la formación y especialización de los participantes en los temas bases de finanzas, que les permitirá tener un sólido marco conceptual al respecto.

Grupo objetivo: Consultores, especialistas, instructores.

Calificaciones: Formación universitaria, experiencia profesional.

Fecha de iniciación: Abril. *Duración:* 9 meses. *Fecha límite de inscripción:* Abril.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 2,000.

Organizador: Pontificia Universidad Católica del Perú
Perú

Marketing and export promotion/Commercialisation et promotion de l'exportation/Comercialización y promoción de las exportaciones

International marketing management

Short description: Marketing strategies, advanced knowledge of marketing, understanding of international marketing, identification of opportunities and their utilization to improve profitability and image of a company.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: September. *Duration:* 2 weeks. *Deadline for application:* August.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Agricultural services and market development

Short description: Improve management skills through training in all aspects of agriculture, with special emphasis on fertilizer use and promotion.

Target group: Directors/managers.

Qualifications: Middle- to higher-level executives/managers engaged in fertilizer promotion/agricultural services and market development.

Commencing date: September. *Duration:* 10 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: The Fertiliser Association of India
India
Venue: New Delhi, India/Katmandu, Nepal

Trade business

Short description: Basics of exporting, export entrepreneurship, export costing and pricing, negotiating with buyers, export merchandising, product development, production management, joint ventures, strategic marketing management, trade-fair participation, market information seminars.

Target group: Directors/managers, new exporters, would-be exporters.

Qualifications: -

Commencing date: Throughout the year. *Duration:* 2-5 days. *Deadline for application:* 1 week before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 20 per day.

Organizer: Philippine Trade Training Centre
Philippines

Advanced data analysis for marketing decisions

Short description: Explore scientific information-based approaches to marketing decisions. Develop familiarity with application and use of advanced multivariate techniques and approaches to data analysis.

Target group: Marketing managers, product managers, market research executives dealing with consumer and industrial products, account executives of advertising agencies, and market research professionals from research and consultancy organizations.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Marketing and export promotion

Short description: General marketing concepts, market research, strategic marketing, marketing mix, international marketing.

Target group: Specialists.

Qualifications: Degree in economics or engineering.

Commencing date: April. *Duration:* 5 days. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* Lei 1,150,000.

Organizer: Institute of Management and Informatics
Romania

Marketing and export promotion

Short description: The modern concept of marketing identification and classification of markets; planning the product line, efficient distribution of products and services.

marketing research and marketing information, marketing management, legal aspects of marketing and international marketing.

Target group: Specialists.

Qualifications: BA with sufficient experience in related field.

Commencing date: December. *Duration:* 5 days. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organiser: Iran Management Association
Islamic Republic of Iran

Comercio internacional

Breve descripción: Contribuir a la formación y especialización de los participantes en los temas bases de comercio internacional, que les permitirá tener un sólido marco conceptual al respecto.

Grupo objetivo: Consultores, especialistas, instructores.

Calificaciones: Formación universitaria, experiencia profesional.

Fecha de iniciación: Abril. *Duración:* 10 meses. *Fecha límite de inscripción:* Abril. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 1,500.

Organizador: Pontificia Universidad Católica del Perú
Perú

Industrial technology and product development/Mise au point des techniques industrielles et des produits/Desarrollo de tecnología industrial y de productos

Tool engineering techniques

Short description: Design of and manufacturing techniques for press tools, injection and compression moulds, die-casting moulds, cutting tools, inspection gauges, jigs and fixtures.

Target group: Consultants, specialists, trainers, practising design and production engineers.

Qualifications: Qualified graduate mechanical engineers.

Commencing date: To be arranged. *Duration:* 8 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 250 per week.

Organiser: Pakistan Industrial Technical Assistance Centre (PITAC)
Pakistan

Design of press tools

Short description: Design and manufacture of different types of press tools and dies.

Target group: Consultants, specialists, trainers, practising design engineers.

Qualifications: Qualified graduate mechanical engineers.

Commencing date: To be arranged. *Duration:* 8 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 250 per week.

Organizer: Pakistan Industrial Technical Assistance Centre (PITAC)
Pakistan

Operational behaviour of process equipment and process units

Short description: Process equipment operational behaviour; establishment of process parameters with the help of flow assembly, heat exchange, pump arrangement and packed towers pilot plants.

Target group: Various.

Qualifications: Personnel engaged in process plant operation with at least 1 year of experience.

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.

Organizer: Training Institute for Chemical Industries
Bangladesh

Barium-ferrite magnet manufacturing

Short description: Brief summary of BaFe magnets and technology; training in a factory; quality-control system; equipment for magnet manufacturing.

Target group: Policy makers.

Qualifications: Degree in metallurgical or electrical engineering.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Metal scrap collection and processing

Short description: Organizational concept for metal scrap collecting; criteria for metal scrap utilization; main units of a scrap-preparation plant; processing of scrap.

Target group: Policy makers.

Qualifications: Degree in metallurgical engineering or equivalent.

Commencing date: To be arranged. *Duration:* 1 month. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Mineral beneficiation

Short description: Mineral processing methods; ore testing and analysis; modern equipment for comminution; screening, gravity, separation; computer techniques in mineral processing.

Target group: Specialists.

Qualifications: University degree; knowledge of standard processes in ore beneficiation.

Commencing date: June. **Duration:** 2 weeks. **Deadline for application:** March.

Language: English. **Tuition fees (accommodation excl.):** -.

Organizer: UNIDO/Czech Republic Joint Programme for Cooperation
Czech Republic

Press operation

Short description: On-the-job training in different types of presses, including fine blanking with theoretical instruction in press setting, details of press tools.

Target group: Specialists.

Qualifications: Professional qualifications.

Commencing date: April. **Duration:** 12 weeks. **Deadline for application:** March.

Language: English. **Tuition fees (accommodation excl.):** US\$ 3,000.

Organizer: Nettur Technical Training Foundation
India

Heat treatment of steels

Short description: Basic metallurgy of steels; heat-treatment processes: hardening, tempering, nitriding, annealing; heat treatment of tool steels; hands-on experience in heat-treatment shop.

Target group: Technicians, craftsmen.

Qualifications: Reading and writing skills in English.

Commencing date: April, October. **Duration:** 8 weeks. **Deadline for application:** 2 months before commencing date. **Language:** English. **Tuition fees (accommodation excl.):** US\$ 100 per day.

Organizer: Metal Industries Company Limited
Trinidad and Tobago

Venue: Century Drive
Trincity, Trinidad and Tobago

Technologies for developing economies

Short description: Methodologies for the choice of technology systems appropriate to the conditions, priorities and plans in participants' home countries in order to strengthen the technological base and to develop model, for transfer of technologies.

Target group: Consultants.

Qualifications: Bachelor's degree.

Commencing date: October. **Duration:** 8 weeks. **Deadline for application:** September.

Language: English. **Tuition fees (accommodation excl.):** US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Product and process design for economic production

Short description: Improving knowledge of and skills in product design and process planning to produce designs that will satisfy both functional and physical requirements at a cost that is acceptable to the user; engineering drawings - selection of processes; the product design process - group technology in functional design, selection of materials, computer-aided manufacturing planning.

Target group: Directors/managers, consultants, specialists, researchers, trainers.

Qualifications: Engineers, senior technicians, instructors, supervisors and technical or works managers involved in product design and production operations in metal engineering industries.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.

Organizer: High Precision Technology Centre
United Republic of Tanzania

Maintenance and repair/Entretien et réparation/Mantenimiento y reparación

Industrial maintenance systems

Short description: Information on various maintenance systems used in industry.

Target group: Directors/managers, consultants, trainers, practising maintenance engineers.

Qualifications: Preferably qualified engineers.

Commencing date: To be arranged. *Duration:* 4 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 160.

Organizer: Pakistan Industrial Technical Assistance Center (PITAC)
Pakistan

Management of industrial maintenance

Short description: This course is aimed at maintenance engineers (mechanical, electrical instrument) involved in organizing, planning, scheduling, implementing and controlling maintenance activities of an industrial organization.

Target group: Engineers.

Qualifications: Degree/diploma.

Commencing date: October. *Duration:* 1 week. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NFC Technical Training Centre (Pvt) Ltd.
Pakistan

Operation and maintenance of electrical equipment

Short description: This course is useful for electrical engineers/foremen responsible for operation and maintenance of electrical equipment in plants, power house and sub-stations.

Target group: Engineers/foremen.

Qualifications: Degree/diploma.

Commencing date: November. *Duration:* 1 week. *Deadline for application:* October.
Language: English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NFC Technical Training Centre (Pvt) Ltd.
Pakistan

Senior maintenance engineers in the fertilizer industry

Short description: To update the knowledge of maintenance engineers, covering practical aspects of maintenance including maintenance planning, cost control and condition-based maintenance; emphasis on actual case studies concerning the maintenance of such critical items as reformers, heat exchangers, pumps and compressors.

Target group: Plant engineers.

Qualifications: Middle- and senior-level maintenance engineers of fertilizer plants.

Commencing date: June/July. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600 (board and lodging incl.).

Organizer: The Fertiliser Association of India
India

Troubleshooting of rotary machines and predictive maintenance

Short description: Troubleshooting of rotary machines with the help of conventional and analytical techniques; trend monitoring and predictive maintenance.

Target group: Various.

Qualifications: Supervisory personnel engaged in maintenance.

Commencing date: November. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Boiler instrumentation and burner management system

Short description: Operation parameters and interlock system; alarm and trip annunciation system; boiler control and burner management.

Target group: Various.

Qualifications: Supervisory personnel engaged in instrument maintenance.

Commencing date: July. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Maintenance and repair

Short description: (a) Mechanical maintenance, covering lubrication, bearings, diesel generating sets, machine tools, repair welding, hydraulics and pneumatics - 2 weeks;

(b) Predictive maintenance: covering condition monitoring techniques and computer-based maintenance - 1 week; (c) Electrical maintenance: covering electric drives, solid-state motors, transformer and switchgear - 2 weeks.

Target group - Directors/managers.
Qualifications - Degree/diploma in engineering and 8-10 years of relevant experience in industry.

Commenting date - January. *Duration* - 5 weeks. *Deadline for application* - November 1994. *Language* - English. *Tuition fees (accommodation excl.)* - US\$ 200 per week.

Organizer - IIT, India

Preventive maintenance

Short description - Concept of preventive maintenance; preparation of maintenance schedule book; planned maintenance wall chart; maintenance master plan; planning board; maintenance costing; preventive maintenance system operation.

Target group - Various.

Qualifications - Supervisory personnel engaged in maintenance.

Commenting date - July. *Duration* - 2 weeks. *Deadline for application* - 2 months before commencing date. *Language* - English. *Tuition fees (accommodation excl.)* - US\$ 600.

Organizer - Training Institute for Chemical Industries, Bangladesh

Preventive maintenance

Short description - Plant safety; risk management; operation and maintenance piping; tanks and equipment; trucks; explosions; fire and shocks.

Target group - Specialists.

Qualifications - Degree in chemical, petrochemical or related engineering; 1-5 years of experience.

Commenting date - October. *Duration* - 2 weeks. *Deadline for application* - 2 months before commencing date. *Language* - English. *Tuition fees (accommodation excl.)* - US\$ 500-600.

Program - Intorbem Ltd, Romania

Venue - Oil and Gas Institute, Romania

Profesi, Romania

Plant maintenance

Short description - Introduction to types of maintenance; the role of preventive maintenance; spare parts management; facilities restoration; equipment maintenance cards; preventive maintenance schedule; lubrication program; computer-assisted scheduling of maintenance systems analysis; quantitative aspects of maintenance.

Target group -

Qualifications - Engineers, technicians, industrial maintenance personnel.

Commencing date: January, May, September. *Duration:* 12 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 7,500 (including study visits).

Organizer: Mbeya Technical College
United Republic of Tanzania

Design and repair of slaughterhouse equipment

Short description: Brief summary of small slaughterhouses, maintenance and repair, design and manufacturing of equipment for slaughterhouses.

Target group: Specialists.

Qualifications: Degree in mechanical engineering or equivalent.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 4 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Repair of agricultural equipment

Short description: Repairing techniques for agricultural machines; system and means of repair; theory as well as practical training in a repair workshop.

Target group: Specialists.

Qualifications: Technicians, skilled workers.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Maintenance and repair of electronic instruments

Short description: On-job-the training in the repair and maintenance of electronic instruments, joint work with specialized service engineers.

Target group: Specialists.

Qualifications: Degree in electronic engineering and 3 years of relevant experience.

Commencing date: To be arranged. *Duration:* 1-2 weeks. *Deadline for application:* Throughout the year. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instruments and Measuring Technique Servicing and Trading Co. Ltd.
Hungary

Maintenance and repair of electronic instruments

Short description: Extensive on-the-job training in the repair and maintenance of electronic instruments; joint work with specialized service engineers.

Target group: Service engineers, technicians of developing countries.

Qualifications: Degree in electronic engineering and 3 years of relevant experience.

Commencing date: To be arranged. *Duration:* 3-6 months. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500 per month.

Organizer: Instrument and Measuring Techniques Servicing and Trading Co. Ltd.
Hungary

Industrial maintenance (general)

Short description: Techniques for monitoring and controlling the effective use of machinery and equipment; principles and practices of condition monitoring; case studies of various maintenance systems used in industry.

Target group: Trainers, technicians, craftsmen.

Qualifications: Reading and writing skills in English.

Commencing date: April, October. *Duration:* 8 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 100 per day.

Organizer: Metal Industries Company Limited
Trinidad and Tobago

Venue: Trincity, Trinidad and Tobago

Maintenance and repair

Short description: The role of maintenance in today's industries; recommended maintenance charts and ratios of maintenance staff in main industries.

Target group: Policy makers, consultants, specialists.

Qualifications: High school education and at least 2 years of experience in related field.

Commencing date: August. *Duration:* 5 days. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Iran Management Association
Islamic Republic of Iran

Revêtements métalliques

Brève description : Technologies et installations pour les dépôts métalliques électrochimiques et chimiques; préparation du support métallique; neutralisation des eaux résiduelles; récupération des métaux; applications dans les laboratoires de recherche et dans l'atelier; microproduction des dépôts métalliques décoratifs et anticorrosifs; étude métallographique et essais du support métallique pour la protection métallique.

Groupe cible : Spécialistes, chercheurs.

Qualifications : Etudes supérieures en chimie, électrochimie ou mécanique.

Début du cours : Mai. *Durée :* 2 semaines. *Date limite d'inscription :* 6 mois avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* US\$ 1 200.

Organisateur : ICTCM S.A.
Roumanie

Protection anticorrosive par peinture.

Breve description : Technologie de protection anticorrosive et de finissage des surfaces métalliques par peinture, pour des climats tropicaux; préparation de la surface du support avant peinture; technologies d'insonorisation à mastic; application dans les laboratoires de recherche et dans l'atelier de microproduction à l'aide des équipements type pistolet à pulvérisation pneumatique, airless, robots de peinture.

Groupe cible : Spécialistes, chercheurs.

Qualifications : Etudes supérieures techniques (chimie ou mécanique).

Début du cours : Mai. *Durée :* 2 semaines. *Date limite d'inscription :* 6 mois avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* US\$ 1 200.

Organisateur : ICTCM S.A.
Roumanie

Maintenance and safety

Short description: Courses on industrial sewing machine mechanic I + II, maintenance management system, mechanical maintenance, trainers training methodology, industrial safety management, industrial sewing machine attachment manufacturing.

Target group: -.

Qualifications: High school graduate/college.

Commencing date: To be arranged. *Duration:* 40-120 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Maintenance of mechanical equipment

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Corrosion

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: -.

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Corrosion and control techniques

Short description: Basic aspects of corrosion; forms of corrosion/protection techniques; basics of metallurgy; corrosion-resistant alloys; biocorrosion; corrosion control in fertilizer industries.

Target group: Directors/managers, consultants, researchers.

Qualifications: Graduate engineers in mechanical, civil, instrumentation, chemical or electrical engineering with some practical experience.

Commencing date: November. *Duration:* 3 weeks. *Deadline for application:* 2.5 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: M/S Fluid Control Research Institute
India

Systematic approach to electric/electronic troubleshooting

Short description: Eliminating trial and error or random-checking approach; training on logical step-by-step approach to troubleshooting.

Target group: Directors/managers, researchers, electrical technicians in industries.

Qualifications: Minimum Trade Test I/OND with 4 years of working experience; or Higher National Diploma, City and Guilds full tech. or their equivalents.

Commencing date: June. *Duration:* 5 days. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Electrical appliances maintenance

Short description: Maintenance techniques for electrical appliances; diagnose and eliminate faults in installations, fittings and domestic appliances.

Target group: Directors/managers, researchers, electrical maintenance technicians.

Qualifications: Basic training in electrical trade/works.

Commencing date: July. *Duration:* 5 days. *Deadline for application:* May. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Quality control, materials testing/Contrôle de la qualité, essai des matériaux/ Control de calidad, ensayo de materiales

ISO 9000 - a universal standard for quality control

Short description: Quality management and quality assurance standards, quality systems, final inspection and criteria for registration under ISO 9000 standards.

Target group: Directors/managers, policy makers, consultants, trainers.

Qualifications: University graduates of engineering and non-engineering disciplines involved in factory management.

Commencing date: To be arranged. *Duration:* 3 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 120.

Organizer: Pakistan Industrial Technical Assistance Centre (PITAC)
Pakistan

Quality system ISO 9000

Short description: Participants will be enabled to understand the requirements of the standard and introduce the quality system; to determine existing status of company's quality system; to document quality system (policy manual, procedures, plans); to conduct internal audits and to undertake audits of subcontractors.

Target group: Directors/managers.

Qualifications: Middle-level executives/functional heads, responsible for establishment and maintenance of quality system.

Commencing date: To be arranged. *Duration:* 3 days. *Deadline for application:* 1 week before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 200.

Organizer: Electronics Regional Test Laboratory (West)
India

ISO 9000 quality management system

Short description: Providing knowledge and experiences on management responsibility for quality assurance, documentation and documents control, contract, review, design, purchasing and process control, inspection and testing, internal quality audit, training and motivation, statistical techniques, implementing a quality system as well as certification and audit.

Target group: Directors/managers, consultants, trainers.

Qualifications: University degree.

Commencing date: November. *Duration:* 5 days. *Deadline for application:* October. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: HNC for EOQ
Hungary

Quality management in the food industry

Short description: Enhance participants' expertise and skills in formulating and implementing quality management plans and activities in their companies.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 4 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,500.

Organizer: Continuing Education Center
Thailand

On-line troubleshooting of high-speed rotating machines by spectro-mech-analysis technique (level I)

Short description: Machine vibration and measurement of vibration parameters; displacement and velocity probes; on-line vibration monitoring; vibration data acquisition and presentation; machine trend tracking.

Target group: Various.

Qualifications: Supervisory personnel engaged in machinery maintenance.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

On-line troubleshooting of high-speed rotating machines by spectro-mech-analysis technique (level II)

Short description: Advanced dynamic data acquisition techniques; spectrum, bode, polar and cascade plots, shaft centre line orbit analysis, vibration analysis and on-line troubleshooting of rotating machine; establishing vibration signature base line.

Target group: Various.

Qualifications: Supervisory personnel engaged in machinery maintenance; completion of level I course.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Reactive power compensation and voltage regulations

Short description: Methods of compensation for reactive power; selection, installation, maintenance and operational performance of capacitor banks; voltage regulations; limitations and precautions.

Target group: Various.

Qualifications: Degree in electrical engineering.

Commencing date: August. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Industrial instrumentation and control engineering - level I

Short description: Introduction to process control, construction and functional details of control components, calibration and maintenance of measuring and control instruments, troubleshooting of control loops.

Target group: Various.

Qualifications: Instrument maintenance personnel with at least 1 year of experience.
Commencing date: April. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.
Organizer: Training Institute for Chemical Industries
Bangladesh

Industrial instrumentation and control engineering - level II

Short description: Dynamic behaviour of control loops with the help of various loop assemblies; troubleshooting and maintenance of sequential logic and process interlock instrumentation; installation and commissioning of instrumentation and control system.

Target group: -

Qualifications: Instrument maintenance supervisory personnel or personnel having completed level I course.

Commencing date: May. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200 (board and lodging: US\$ 25 per day).

Organizer: Training Institute for Chemical Industries
Bangladesh

Industrial instrumentation and control engineering

Short description: Basic instrumentation and process control technology, construction and functional details of control components, hook-up, calibration and maintenance of measuring and control instruments, sequential logic and process interlock instrumentation.

Target group: Various.

Qualifications: Academic background in physical science or technology.

Commencing date: January, July. *Duration:* 6 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Training Institute for Chemical Industries
Bangladesh

Measurement and control of process parameters (level I)

Short description: Study of control components, process-loop behaviour study with the help of multiple-process control assembly consisting of pumps, vessels, columns, recorders, indicators, transmitters, controllers, control valves.

Target group: Various.

Qualifications: Personnel engaged in process plant operation with at least 1 year of experience.

Commencing date: February. *Duration:* 2 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 600.

Organizer: Training Institute for Chemical Industries
Bangladesh

Measurement and control of process parameters (level II)

Short description: On-line process control and monitoring instrumentation; on-line supervisory instrumentation, cascade and ration control, sequential logic and process interlock instrumentation, auto-control and system stability.

Target group: Various.

Qualifications: Supervisory personnel engaged in process plant operation.

Commencing date: November. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.

Organizer: Training Institute for Chemical Industries
Bangladesh

Quality control in fertilizer industry

Short description: Instrumental and analytical procedure for physical and chemical quality control of fertilizers raw materials and by-products.

Target group: Various.

Qualifications: Degree, preferably in chemistry.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: Fertilizer Research and Development Institute (Pvt) Ltd.
Pakistan

Process control

Short description: New technologies and process-control applications in the iron and steel industry; output, quality and environmental protection.

Target group: Specialists, designers.

Qualifications: University degree; high level of process control applications in iron and steel industries.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* -.

Organizer: UNIDO/Czech Republic Joint Programme for Cooperation
Czech Republic

Quality management

Short description: Various aspects of quality management, including different perspectives in total quality management and the use of statistical methods in process control and product design.

Target group: Senior executives in production, marketing and other functional areas, who are concerned with quality management.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Quality control

Short description: Total quality management - state of the art; integrating QFD, DOE and SPC; changing corporate culture; ISO 9000 - revisions and its impact on businesses.

Target group: Directors/managers, policy makers, consultants, specialists, researchers, trainers, quality practitioners.

Qualifications: Directors, heads of HRD production/training and development, quality control department, personnel dealing with quality control activities, total quality management professionals/consultants.

Commencing date: February. *Duration:* 7 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 100 per day.

Organizer: WCTQ Secretariat
India

Selection of materials for manufacturing processes

Short description: Materials specifications, selection of processes, determining optimum materials, material case study, useful standards of materials in use, advanced principles of heat treatment.

Target group: -

Qualifications: Engineers, heads of manufacturing/production plants or factories, workshop teachers, trainers.

Commencing date: February, May, August, November. *Duration:* 8 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 5,000 including study tours.

Organizer: Mbeya Technical College
United Republic of Tanzania

Instrumentation and control system

Short description: Knowledge and skills for operating, maintaining and designing industrial control systems.

Target group: Engineers.

Qualifications: Degree diploma.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* 1 week before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 800.

Organizer: SEC Technical Training Centre (Pvt) Ltd.
Pakistan

Fluid flow - measurement and control techniques

Short description: Differential pressure flow meters, electromagnetic flow meter, mall flow meter, positive displacement flow meter, turbine type flow meters, testing of valves and actuators; two phase flow measurement techniques.

Target group: Directors/managers, consultants, researchers.

Qualifications: Graduate engineers in mechanical, civil, instrumentation, chemical or electrical engineering with some background of instrumentation and control of fluid flow; participants may be from industry, R and D organizations or academic institutions.

Commencing date: October. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: M/s Fluid Control Research Institute
India

Production and testing of high-quality ceramic powders and high-performance ceramics for different applications

Short description: Different technologies for preparation of fine and ultrafine powders; production of high-performance alumina, zirconia-based ceramics for different industrial applications, bioceramics; bioinert implants and prostheses, bioactive-bioinert composites, glass-bioceramics.

Target group: Researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Developing, examining and utilization technology of inorganic fibres

Short description: Quality characteristics of inorganic fibres, developing new types of silicate fibres and special-type fibres, researching, developing, examining and utilizing technology of asbestos-free, environment-friendly products with fibre-strengthening.

Target group: Specialists, researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Structure analysis with diffraction techniques

Short description: Comprehensive knowledge for specialists engaged in material and material-structure analysis about up-to-date methods.

Target group: Researchers.

Qualifications: University or high school.

Commencing date: January. *Duration:* 2 weeks. *Deadline for application:* September/October 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,800.

Organizer: Central Research and Design Institute for Silicate Industry
Hungary

Tool room inspectors

Short description: Training in the proper use of profile projector, digital height master, toolmakers' microscope, three-coordinate measuring machine and different types of inspection and measuring equipment.

Target group: Specialists.

Qualifications: Diploma in mechanical or production engineering.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Nettur Technical Training Foundation
India

Quality engineering

Short description: Diagnosis of technological lines and systems, reliability of control systems, independent or integrated quality control technologies, manufacturing capability testing, product quality, application of control automata, computer-aided control equipment, test standards.

Target group: Specialists, researchers.

Qualifications: Degree from a technical university.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* 7 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200.

Organizer: ICTCM S.A.
Romania

Instrumental analysis of food, cosmetics and packaging materials

Short description: Theoretical and practical education and training in modern analytical methods using AAS, GC, GC-MS, HPLC and TLC to determine heavy metals, pesticide residues, several food additives and other special ingredients in food, cosmetics and packaging materials.

Target group: Specialists, researchers.

Qualifications: Chemists or equivalent university degree.

Commencing date: March, October. *Duration:* 20 days. *Deadline for application:* January-August. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: HHNC for EOQ
Hungary

Contrôle de la qualité

Breve description: Il est désormais essentiel pour soutenir la concurrence et respecter les normes internationales de maîtriser la qualité, ce qui constitue un nouveau défi pour les entreprises marocaines et suppose une réorganisation complète.

Groupe cible: Directeurs/gestionnaires.

Qualifications: Quelques années d'expérience en gestion; bonne connaissance des unités de production.

Début du cours : Avril. *Durée* : 2 semaines. *Date limite d'inscription* : Janvier. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : US\$ 15 000.

Organisateur: Université Cadi Ayyad
Maroc

Quality control systems in laboratories

Short description: Good Laboratory Practice (GLP), evaluation of results, round robin tests, chemical analytical examples.

Target group: Researchers, specialists.

Qualifications: University or high school degree plus 3 years of experience.

Commencing date: Spring or autumn. *Duration*: 2 weeks. *Deadline for application*: January. *Language*: English. *Tuition fees (accommodation excl.)*: 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Aluterv-FKI Ltd.
Hungary

Phase analysis of materials by X-ray diffraction, XRD method - theory and practice

Short description: Sample preparation for XRD; practice of XRD tests; computer-aided evaluation of results; combination of chemical analysis and XRD results; evaluation of complex material systems.

Target group: Researchers, specialists.

Qualifications: University or high school degree plus 3 years experience.

Commencing date: Spring or autumn. *Duration*: 2 weeks. *Deadline for application*: January. *Language*: English. *Tuition fees (accommodation excl.)*: 1 person: US\$ 300 per day; 2-3 persons: US\$ 200 per day; 4 persons and above: US\$ 150 per day.

Organizer: Aluterv-FKI
Hungary

Engineering materials and their uses

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: ...

Qualifications: Bachelor's degree in engineering or science.

Commencing date: To be arranged. *Duration*: 2-4 weeks. *Deadline for application*: December 1994. *Language*: English. *Tuition fees (accommodation excl.)*: US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Measuring equipment and automatic control

Short description: Basic concepts, main theoretical aspects, application in industry, field training.

Target group: Technician.

Qualifications: Technician (secondary school).

Commencing date: To be arranged. *Duration:* 2-4 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 per week.

Organizer: Tabbin Institute for Metallurgical Studies (TIMS)
Egypt

Audidores internos en ISO 9000

Breve descripción: Capacitar al personal de las empresas para realizar las auditorías internas de calidad requeridas por el sistema de calidad, según las normas ISO 9000.

Grupo objetivo: Directores/gerentes, especialistas, instructores.

Calificaciones: Liderazgo, buenos conocimientos de su profesión.

Fecha de iniciación: Febrero. *Duración:* 3 jornadas. *Fecha límite de inscripción:* Enero. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 450 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

Industrial risk management and loss control

Short description: Risk and management, risk management process, risk control tools, safe production, environmental factors in product safety, minimizing operator error, practical assignment in industry.

Target group: -.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 6 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Industrial Training Fund (ITF)
Nigeria

Internal auditing and fraud control

Short description: Basics of accounting principles, practices and audit procedures with a view to updating knowledge and skills in detection and prevention of fraud.

Target group: Chairmen, chiefs and senior executives of private and public companies, audit personnel.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Industrial Training Fund (ITF)
Nigeria

Total quality management

Short description: Total quality management concepts, techniques and applications.

Target group: Directors/managers.

Qualifications: Middle-management staff.

Commencing date: September. *Duration:* 3 days. *Deadline for application:* August.

Language: English. *Tuition fees (accommodation excl.):* US\$ 250.

Organizer: SGS Ghana Ltd.
Ghana

Quality assurance for industrial products

Short description: Knowledge and techniques of quality assurance systems.

Target group: Various.

Qualifications: Degree/diploma in science/engineering.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* July.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: International School of Quality Assurance
India

Non-destructive methods

Short description: Diagnose concrete constructions by non-destructive methods; application of these methods to determine the quality of produced concrete constructions and elements.

Target group: Directors, specialists, trainers.

Qualifications: Graduates of universities, technical universities, or secondary technical school or trade school of building.

Commencing date: February. *Duration:* 3 or 6 months. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500-1,800.

Organizer: Building Diagnostics
Slovakia

Auditoria de la calidad

Breve descripción: Al término del seminario, los participantes estarán en condiciones de elaborar una metodología que les permita conocer, periódicamente, el nivel de calidad con el que opera su empresa.

Grupo objetivo: Directores/gerentes, encargados de la formulación de políticas, especialistas.

Calificaciones: Buen conocimiento de su profesión, condiciones para aprender.

Fecha de iniciación: Julio. *Duración:* 10 horas. *Fecha límite de inscripción:* Junio.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 200 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

Mechanization, robotics, automation/Mécanisation, robotique et automation/ Mecanización, robótica, automatización

Machine shop technology

Short description: To introduce concepts of basic machine shop practice. To demonstrate and practice proper use of precision tools and instruments. Introduction to advanced machining processes such as EDM, CNC etc.

Target group: Technicians, craftsmen.

Qualifications: Reading and writing skills in English.

Commencing date: April, October. *Duration:* 8 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 120 per day.

Organizer: Metal Industries Company Limited
Trinidad and Tobago

Industrial machining technology

Short description: Versatile machining system: NC-CNC machining, computer-aided machining technologies, practical training programme.

Target group: Specialists.

Qualifications: Degree in mechanical engineering.

Commencing date: To be arranged. *Duration:* 2 months. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Novoproject Consulting Engineering Co.
Hungary

Metal machining systems

Short description: Electrodischarge, electrochemical, laser, ultrasonics and plasma machining technologies; technique of very high hydrostatic pressure processing.

Target group: Specialists, researchers.

Qualifications: University degree in fine mechanics.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* 6 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: ICTCM S.A.
Romania

International standardization in advanced manufacturing technology

Short description: The growing role, structure and major fields of international standardization in CAD/CAM/CIM; trends, case studies on application of CAD/CAM/CIM standards, methods of successful project planning based on key standards.

Target group: Consultants, specialists, trainers.

Qualifications: CAD/CAM/CIM professional project planners/implementors.

Commencing date: April, October. *Duration:* 3 weeks. *Deadline for application:* March, September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,250.

Organizer: Sage Ltd. and Hungarian Office for Standardization
Hungary

Selection of CAD/CAM systems for industrial application

Short description: Introduction to, and hands-on practice on, workstation and PC-based CAD/CAM systems; systems specification, manufacturing environment, parts spectrum, experimental comparisons, guidelines for purchase decisions.

Target group: Consultants, specialists, trainers.

Qualifications: CAD/CAM project planners/implementors, potential CAD/CAM users.

Commencing date: May, November. *Duration:* 4 weeks. *Deadline for application:* April, October. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 3,000.

Organizer: Sage Ltd. and Hungarian Office for Standardization
Hungary

Combinational and sequential logic circuits

Short description: Use and design of logic circuits, and/or NOR, NAND, XOR, NOR; comparator, adder, coder-decoder; flip-flops (D, T, RS, JK); registers, counters; software package for the design of logic circuits.

Target group: ...

Qualifications: High school graduate.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,250.

Organizer: National Power Authority - Vocational Training Center
Romania

Automatic assembly systems

Short description: Rigid and flexible automatic and mechanized assembly systems for mechanical and electrotechnical subassemblies and products; standard assembly equipment; new assembly processes; handling systems with manipulators and robots for manufacturing, assembly, plating, painting and storage.

Target group: Specialists, researchers.

Qualification: University degree in mechanical engineering.

Commencing date: May. *Duration:* 2 weeks. *Deadline for application:* 8 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: ICICM S.A.
Romania

Mechatronics

Short description: For technical personnel of small and medium scale industries: the merits of mechatronics, fluid power, electrical and electronic controls for increasing productivity through better utilization of labour, machine and material.

Target group: Directors/managers, consultants, specialists.

Qualifications: Degree/diploma in mechanical, production, electronic and other disciplines of engineering.

Commencing date: January. *Duration:* 11 weeks. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,650.

Organizer: Central Institute of Tool Design
India

Electromechanics

Short description: Industrial machine control, pneumatics/hydraulics, industrial automation control, electrical machine design and assembly.

Target group: -.

Qualifications: Basic knowledge/working experience.

Commencing date: To be arranged. *Duration:* 80-120 hours. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Office of Manpower Skills Development
Philippines

Computer-integrated manufacturing (CIM)

Short description: Automation and CAD/CAM; application of computers in design; creating the manufacturing database; computer-assisted part programming; DNC and CNC systems, computer-integrated production planning and control, integration of computer-aided quality control with CAD/CAM and 3D measuring; the benefits of CIM.

Target group: -.

Qualifications: Degree or diploma in mechanical engineering with relevant experience.

Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Central Institute of Tool Design
India

CNC programming and CAAP

Short description: CNC systems; manual programming; computer-aided part programming, structural model of manufacturing processes; process control strategies; distributed control versus central control; retrieval-type process planning systems; generative process planning system; computer-general time standards.

Target group: -.

Qualifications: Degree or diploma in mechanical engineering with relevant experience.

Commencing date: October. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Central Institute of Tool Design
India

Computer-aided manufacturing and flexible manufacturing systems

Short description: The emerging CNC scenario in the modern manufacturing technology; how NC hardware differs from conventional machining; manual part programming; computer-aided part programming; NC data generation; process planning; parts classification and inspection.

Target group: Production/manufacturing engineers.

Qualifications: Degree or diploma in mechanical engineering with experience in production engineering.

Commencing date: November. *Duration:* 10 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Central Institute of Tool Design
India

Occupational and product safety/Sécurité du travail et sûreté des produits/ Seguridad en el trabajo e inocuidad de los productos

Process technology and operational safety

Short description: Process technology: operation of process units such as flow assembly, heat exchange, sorption, water treatment, solids handling, evaporation, crystallization, distillation, neutralization, boiler, pump, compressor and turbine; measuring and control of process parameters; industrial safety.

Target group: Various.

Qualifications: Academic background in physical science or technology.

Commencing date: January, July. *Duration:* 6 months. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Training Institute for Chemical Industries
Bangladesh

Managing safety performance

Short description: Recognize potential hazards; prevent accidents and fire; formulate effective and practical safety policy and understand occupational health and safety legislation.

Target group: Engineers; persons responsible for operation and maintenance of different industrial plants.

Qualifications: Graduation.

Commencing date: September. *Duration:* 1 week. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500.

Organizer: NCC Technical Training Centre (Pvt) Ltd.
Pakistan

Industrial safety and health

Short description: Importance of safety and health, human and social aspects of occupational safety, the hazards of work systems, safety management, organization and administration, working environments, fire protection, materials handling, transportation and storage, people and technical equipment, daily occupational health and safety, safety routine inspection.

Target group: ...

Qualifications: Industrial health officers, engineers, safety officers, technical officers involved in production and maintenance activities.

Commencing date: January, April, July, October, December. *Duration:* 4 weeks.

Deadline for application: 1 month before commencing date. *Language:* English.

Tuition fees (accommodation excl.): US\$ 2,500 (including study tours within the United Republic of Tanzania).

Organizer: Mbeya Technical College
United Republic of Tanzania

Industrial safety training workshop

Short description: Accident investigation analysis and identification of appropriate corrective measures that will provide safety at all time so as to avoid future occurrence and reduce man-hour and financial losses.

Target group: Safety officers.

Qualifications: ...

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* 4 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Industrial Training Fund (ITF)
Nigeria

Logistics and storage/Logistique et stockage/Logística y almacenamiento

Logistics management

Short description: Explore ways and means of achieving better coordination between various departments in an organization and between the users, suppliers and regulators of logistics for more effective physical distribution management, transportation and warehousing; relevant managerial concepts, quantitative techniques, and computer applications to achieve more efficient logistics.

Target group: Middle and senior managers involved in distribution, purchasing, shipping (traffic) or warehousing; executives from railways, trucking companies, warehousing corporations, shipping companies, port authorities, stevedores, clearing and forwarding agencies and others involved in freight movement and regulations.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation incl.):* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Logistics management for infrastructure and core sector

Short description: To understand the significance of logistics and related policies in achieving more effective supply and distribution management, transportation and warehousing in the infrastructure and core sector; relevant managerial concepts, quantitative techniques and computer applications to achieve more efficient logistics.

Target group: Middle and senior managers from railways, trucking companies, warehousing corporations, shipping companies, ports, stevedores, commodity based coordination committees (oil, fertilizers etc.) involved in freight movement and regulation; logistics executives from core sector industries such as coal, oil and petrochemicals, cement, steel, fertilizers and food grain.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

6. MANAGEMENT/GESTION/GESTIÓN

Factory management: productivity improvements/Gestion de l'unité de production: gains de productivité/Gestión de fabricas: aumentos de la productividad

Industrial production management

Short description: Aims to enhance the capabilities of participants to plan, direct and control production and plant operation activities.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: February. *Duration:* 2 weeks. *Deadline for application:* January.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Just-in-time manufacturing management

Short description: Aims to provide executives with effective know-how on just-in-time (JIT) manufacturing management, a valuable tool for improving manufacturing efficiency.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: July. *Duration:* 1 week. *Deadline for application:* June.

Language: English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Continuing Education Center
Thailand

How to increase enterprise productivity

Short description: Provide information on manufacturing and managerial aspects of productivity.

Target group: Directors/managers, consultants, trainers, production engineers.

Qualifications: Preferably qualified engineers.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 250 per week.

Organizer: Pakistan Industrial Technical Assistance Centre (PITAC)
Pakistan

Refresher course for plant operators

Short description: Plant operating techniques and major unit operations/processes.

Target group: Plant operators.

Qualifications: High secondary certificate/diploma in relevant technology.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* 1 week before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 800.

Organizer: NFC Technical Training Centre (Pvt) Ltd.
Pakistan

Operation of process plants

Short description: Process plant operation and process control with the help of graphic interactive dynamic simulation (keyboard and control-panel operation), plant operation practice.

Target group: -.

Qualifications: First-line supervisory personnel engaged in process-plant operation.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,200 (board and lodging: US\$ 25 per day).

Organizer: Training Institute for Chemical Industries
Bangladesh

Restructuring and development projects - management of manufacturing activities

Short description: Training for managers of industrial and commercial companies in restructuring and development due to the transition to a free market economy.

Target group: Directors/managers, consultants.

Qualifications: Bachelor's degree in economics or a technical discipline, actual and future managers.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* To be arranged. *Language:* Romanian, English, French. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institutul Roman de Management
Romania

Modelling manufacturing systems

Short description: Application of modern control techniques, including the latest modelling techniques, to make best use of expensive manufacturing resources (machines, systems).

Target group: Directors/managers, consultants, trainers.

Qualification: Mechanical engineers, knowledge of production management.

Commencing date: March, May, October. *Duration:* 10 days. *Deadline for application:* 6 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,100.

Organizer: Computer and Automation Institute
Hungary

Factory management

Short description: Management skills to improve productivity (quality and quantity of products); product design and process selection, layout of physical systems; job design and work measurement; maintenance of factory equipment.

Target group: -.

Qualifications: Workshop managers, heads of workshops, production engineers supervisors and others responsible for factory management.

Commencing date: February, May, August and November. *Duration:* 8 weeks.

Deadline for application: 1 month before commencing date. *Language:* English.

Tuition fees (accommodation excl.): US\$ 5,000 including study tours within the United Republic of Tanzania.

Organizer: Mbeya Technical College
United Republic of Tanzania

Factory management, productivity improvements

Short description: Starting with main production problems (breakdown, defect products, operating speed), methods and techniques for reducing or eliminating production-related causes are developed; total productive maintenance; human resources management in production department.

Target group: Directors/managers.

Qualifications: Degree in economics or engineering.

Commencing date: May. *Duration:* 5 days. *Deadline for application:* March.

Language: English. *Tuition fees (accommodation excl.):* lei 1,150,000.

Organizer: Institute of Management and Informatics
Romania

Production and operations

Short description: Inventory analysis; materials management; project management and control; safety on the shop floor; work methods study and productivity improvement.

Target group: Directors/managers.

Qualifications: -.

Commencing date: January to November. *Duration:* 1-3 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* MS 300-940.

Organizer: Management House
Malaysia

Material management

Short description: Modern methods of material management, covering stores, procurement, inventory control and materials planning, including use of computers for materials management and material requirement planning; develop a framework for integrated materials management; materials management as an important aspect of organizational performance.

Target group: Senior executives involved in materials management, materials planning, production planning, purchasing or stores management.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Innovations in manufacturing

Short description: In-depth study of recent innovations in manufacturing: nature and scope, strengths and weaknesses, measures for evaluation, methodologies for implementation and impact assessment; implications of manufacturing innovations for the development and implementation of new management systems.

Target group: Professionals directly involved in manufacturing or related functions such as R and D, supplier management, production planning and control, product/process design and engineering, quality control.

Qualifications: 5 years of relevant managerial experience.

Commencing date: January. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Industrial management/Gestion industrielle/Gestión industrial

Statistical process control

Short description: Basic concepts of quality control; various statistical methods to achieve the quality objective.

Target group: Consultants, specialists, trainers, practising production engineers.

Qualifications: Qualified graduate engineers.

Commencing date: To be arranged. *Duration:* 3 days. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 120.

Organizer: Pakistan Industrial Technical Assistance Centre (PI-TAC)
Pakistan

Raw material procurement for agro-processing industries

Short description: Develop appreciation of recent changes in the policy environment and their implications for agro-processing industries; skills in procurement management and strategy formulation in the light of the changing competitive environment.

Target group: Senior and middle level executives from agro-processing enterprises in private, cooperative and public sectors dealing with procurement of agricultural commodities, and personnel from financial and consulting organizations.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Technological development in the process of transition

Short description: Preparing the restructuring of a firm: relationship between economical and technological development; management of change; implementation of new technologies and technical training; strategies.

Target group: Specialists.

Qualifications: Engineers working in the field of production.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* To be arranged. *Language:* Romanian, English, French. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institutul Roman de Management
Romania

Management of instrumentation services

Short description: Planning, establishment and management of instrumentation services and their organizational units using the systems approach (Stokum system).

Target group: Consultants.

Qualifications: B.Sc. or M.Sc., or degree in engineering, 3 years of experience in management.

Commencing date: To be arranged. *Duration:* 1-2 weeks. *Deadline for application:* Throughout the year. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Instruments and Measuring Technique Servicing and Trading Co. Ltd.
Hungary

Industrial management

Short description: Concepts and principles of industrial management; methods, techniques and tools for concrete managerial work; strategic management, financial management, production management and human resources management.

Target group: Directors/managers.

Qualifications: Degree in economics or engineering.

Commencing date: March. *Duration:* 5 days. *Deadline for application:* January. *Language:* English. *Tuition fees (accommodation excl.):* lei 1.150.000.

Organizer: Institute of Management and Informatics
Romania

Software export management

Short description: Provide an understanding of the software business; export potential of software and competitive advantage of Indian organizations; managerial inputs for starting software export companies; managing the early periods of growth and planning and implementation of software products.

Target group: Owners/managers of small or medium enterprises, managers of small or medium software export companies and software professionals.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Middle management programme

Short description: To enhance managerial skills of middle-level executives to enable them to shoulder increasing responsibilities through an understanding of managerial concepts and techniques relevant for formulating and implementing strategies in functional areas such as marketing, finance, production and personnel; exposure to the concept of corporate strategy.

Target group: Middle-level managers in functional departments, between 28 and 35 years of age.

Qualifications: 10 years of relevant managerial experience.

Commencing date: July. *Duration:* 4 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees:* US\$ 2,600 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Senior management programme

Short description: To examine important managerial issues and to develop fresh insight into formulating plans, evaluating performance, and exercising control and coordination in functional areas in the context of organizational goals and objectives; the organization as a total enterprise with an overall strategy that determines, and is influenced by, functional strategies and capabilities in marketing, production, personnel, finance, etc.

Target group: Executives who should have demonstrated ability and potential for undertaking managerial responsibilities in more senior positions; should be heads of functional departments reporting to top management team in their organizations; about 40 years of age.

Qualifications: 10 years of relevant managerial experience.

Commencing date: September. *Duration:* 3 weeks. *Deadline for application:* August. *Language:* English. *Tuition fees:* US\$ 2,000 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Top management programme on business environment and corporate strategy

Short description: Recent changes in the business environment call for a comprehensive review and reformulation of current corporate strategies, interlinkages between the business environment and the corporate strategy.

Target groups: Members of top management team who are actively involved in policy-making and managing an organization or major parts of organizations such as subsidiaries, business groups and products/divisions with independent multifunctional responsibilities.

Qualifications: 5 years of relevant managerial experience.

Commencing date: January. *Duration:* 6 days. *Deadline for application:* December 1994. *Language:* English. *Tuition fees:* US\$ 1,000 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Management of technology

Short description: Emerging problems of technology management; concepts for the effective management of these resources; new approaches to managing technology; strategic and functional implications of new technologies.

Target groups: Top management personnel, corporate planners, senior managers from R and D, manufacturing, engineering, quality control, marketing and other functional areas closely interacting in decision making in technology management. Particularly useful for a team drawn from the above functional areas of a company.

Qualifications: 5 years of relevant managerial experience.

Commencing date: To be arranged. *Duration:* 6 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Strategies for competitive advantage

Short description: Identify sources of competitive advantage and devise strategies to exploit them as well as to create them; linkage between overall strategy and functional strategies such as marketing and financial strategies.

Target groups: Top and senior managers who are, or will be, associated with formulating and implementing the overall corporate strategies in a competitive environment.

Qualifications: 5 years of relevant managerial experience.

Commencing date: January. *Duration:* 6 days. *Deadline for application:* December 1994. *Language:* English. *Tuition fees:* US\$ 950 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Shipping management

Short description: Improve decision-making capacity in the shipping industry through exposure to management concepts, analytical skill, provide an opportunity for managers

Senior executive programme
Short description: Strategic approach and decision-making skills for executives with high potential for top-level responsibilities.
Target group: Directors/managers.

Organization: Indian Institute of Management, India
 and lodging incl.
 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 1,100 (board).
Commencing date: To be arranged. *Duration:* 10 days. *Deadline for application:*
Qualifications: 5 years of relevant managerial experience.

Implementing applications software.
 Computer professionals involved in developing specifications, designing systems and
Target group: Software project managers, systems managers, systems analysts, other
 anded software engineering (CASE) tools; hands-on experience on a CASE tool.
 software projects for better planning and utilization of resources; benefits of computer-
 improved productivity; model for estimation of software costs and monitoring of
 maturity levels of SFC; factors influencing software productivity; methodologies for
 importance of quality in the production of software; introduction to ISO 9000 and process
Short description: Principles, tools and techniques for managing software projects;
 Software project management and CASE

General management
Short description: Increasing participants' general managerial competence and thus
 contribute towards the company's higher profitability and performance.
Target group: Directors/managers.
Qualifications: Graduates with at least 3 years of experience at senior managerial level.
Commencing date: July. *Duration:* 10 weeks. *Deadline for application:* May.
Language: English. *Tuition fees/accommodation incl.:* Man Rs 30,000.
Organization: Faculty of Law and Management, Mauritius

of various shipping and related organizations to interact with each other, especially on
 problem-resolution methods.
Target group: Middle and senior managers from shipping companies, ship management
 companies, banks and ship financing institutions, ship insurance companies, shipping
 agents, stevedores, ports and other shipping-related organizations.
Qualifications: 5 years of relevant managerial experience.
 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 800 (board)
 and lodging incl.
Organization: Indian Institute of Management, India

Qualifications: Opportunity-alert top-level executives, entrepreneurs of internationally oriented enterprises, managing directors, general managers or equivalent.

Commencing date: August. *Duration:* 3 weeks. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 8,000.

Organizer: Sasin Graduate Institute of Business Administration
Chulalongkorn University
Thailand

Industrial administration

Short description: Industrial management theory and science; the nature and purpose of planning; nature and purpose of organization; nature and purpose of staffing, managing the human factor; system and process of controlling.

Target group: Directors/managers.

Qualifications: Bachelor's degree in an industrial field, with at least 2 years of related experience.

Commencing date: November. *Duration:* 5 days. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Iran Management Association
Islamic Republic of Iran

Organización y métodos

Breve descripción: Capacitar a profesionales y/o funcionarios que se desempeñan en el área de organización y métodos en las técnicas de racionalización del trabajo, que incluyen entre otras aquellas relacionadas con el establecimiento de nuevos métodos.

Grupo objetivo: Consultores, especialistas, instructores.

Calificaciones: Formación universitaria, experiencia profesional.

Fecha de iniciación: Abril. *Duración:* 9 meses. *Fecha límite de inscripción:* Abril.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 1,600.

Organizador: Pontificia Universidad Católica del Perú
Perú

Management development skills/Développement des capacités de gestion/Técnicas de formación de personal de gestión

Cross-cultural management

Short description: Critical importance of a company's culture, how organizational cultures develop, knowledge for operating in different cultural environments.

Target group: Directors/managers.

Qualifications: University degree some working experience.

Commencing date: November. *Duration:* 2 weeks. *Deadline for application:* October. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Management of change and conflict in organization

Short description: The phenomenon called change, planning for change, change initiation, dynamics of change, proactive resolution of consequent conflicts.

Target group: Policy makers.

Qualifications: University degree, some working experience.

Commencing date: October. *Duration:* 2 weeks. *Deadline for application:* September.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Shop-floor supervisors

Short description: For shop-floor supervisors/foremen in manufacturing and processing who, because of their experience, skills and/or seniority, have the formal or informal responsibility of leading others.

Target group: Trainers, supervisors/shop-floor foremen.

Qualifications: High school graduate.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 250 per week.

Organizer: Pakistan Industrial Technical Assistance Centre (PITAC)
Pakistan

Management development skills

Short description: Team-building and leadership; effective communication skills; creativity and problem-solving; management of technology on the shop floor; profile analysis of managers.

Target group: Directors/managers.

Qualifications: Degree/diploma in engineering/science with 8-10 years of experience in an organization.

Commencing date: February. *Duration:* 15 days. *Deadline for application:* December 1994. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 150.

Organizer: IIT
India

Marketing management

Short description: All aspects of marketing management, techniques of training and general management; topics on marketing: developing a marketing plan for fertilizers, forecasting sales/demand, economics of fertilizer use, fertilizer pricing, distribution, packaging, warehousing, credit, finance for marketing operations, promotional work, legal aspects of fertilizer marketing, training of dealer/sales force; fertilizer marketing and the situation of agriculture in some of the developing countries of Asia.

Target group: Directors/managers.

Qualifications: Middle level marketing managers with 3 years of experience.

Commencing date: September. *Duration:* 11 days. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,100 (board and lodging incl.).

Organizer: The Fertiliser Association of India
India

Venue: Colombo, Sri Lanka

Supervisory development

Short description: Developing supervisory skills; effective supervision; leadership and human relations skills for supervisors; the supervisor in management.

Target group: Directors/managers.

Qualifications: -.

Commencing date: January to December. *Duration:* 2-5.5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* M\$ 470-985.

Organizer: Management House
Malaysia

Managerial/executive development

Short description: Basic management programme; developing managerial skills; effective middle management; management skills for engineers and technical specialists.

Target group: Directors/managers, specialists, engineers.

Qualifications: -.

Commencing date: January to November. *Duration:* 3 days-2 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* M\$ 760-2,150.

Organizer: Management House
Malaysia

Skills for managers working in industry

Short description: Increased efficiency of engineers; work organization and time scheduling; human relations in the process of transition; managerial skills and productivity.

Target group: Specialists.

Qualifications: Shop-floor foremen.

Commencing date: To be arranged. *Duration:* 2 weeks. *Deadline for application:* To be arranged. *Language:* Romanian with simultaneous translation into English, French. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institutul Roman de Management
Romania

Management development skills

Short description: Management skills and tools for efficient leadership; time management, delegation, personal management audit, decision making, communication.

Target group: Directors/managers.

Qualifications: Degree in economics or engineering.

Commencing date: March. *Duration:* 5 days. *Deadline for application:* January.

Language: English. *Tuition fees (accommodation excl.):* lei 1.150.000.

Organizer: Institution of Management and Informatics
Romania

Assistant manager

Short description: Knowledge and skills necessary for assistant managers in firms and organizations of the private or public sector - organization of firms and institutions, administration, computers and communication technologies, psychology of work, time and work management, leadership, assessment and control.

Target group: Directors/managers, specialists.

Qualifications: Completed secondary school.

Commencing date: August 1995. *Duration:* 5 months. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,500.

Organizer: Institute for Advanced Education and Managerial Training
Slovakia

Industrial management and industrial administration

Short description: Systematic training for executives in general management: managerial skills of communication, interpersonal relations, decision-making, stress management, creativity and achievement.

Target group: Directors/managers, consultants, specialists, trainers.

Qualifications: Some industrial organizational experience.

Commencing date: May, December. *Duration:* 5-7 days. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 500 (board and lodging incl.).

Organizer: Advanced Institute of Management
India

Management skills

Short description: Achieving positive impact; coaching for commitment - managerial strategies for obtaining superior performance; creative thinking and problem-solving; how to develop your personal influence, assertiveness, negotiation and conflict management skills; how to manage your time, yourself and your boss; how to motivate employees and build high performance teams; how to think more creatively; leadership motivation and dynamic team-building skills; positive managing through assertion; problem-solving and decision making.

Target group: Directors/managers.

Qualifications: .

Commencing date: January to December. *Duration:* 1-3 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* MS 300-830.

Organizer : Management House
Malaysia

Le métier de consultant

Breve description : Maîtrise du métier : acquisition des outils de gestion nécessaires au développement de leur cabinet; maîtrise des techniques d'élaboration des propositions de négociation des contrats, d'exécution des contrats; maîtrise des procédures des bailleurs de fonds.

Groupe cible : Consultants.

Qualifications : Consultant débutant ou expérimenté.

Début du cours : Mars, juillet, novembre. *Durée* : 2 semaines. *Date limite d'inscription* : 15 jours avant le début du cours. *Langue du cours* : Français. *Droits d'inscription (à l'exclusion du logement)* : USS 1 000.

Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADE)
Senégal

Finance for non-financial managers

Short description : Basic accounting concepts, interpretation of financial statements, role of managers in financial management and control, working capital management, management of cash, preparation and use of budgets and relevance, role and function of auditing.

Target group : Managers and executives who are not professional accountants.

Commencing date : To be arranged.

Qualifications : . *Duration* : 4 weeks. *Deadline for application* : 3 months before commencing date. *Language* : English. *Tuition fees (accommodation excl)* : To be arranged.

Organizer : Industrial Training Fund (ITF)
Nigeria

Cultura de calidad

Breve description : Al término del seminario, los asistentes estarán en condiciones de aplicar una metodología que les facilite conocer, manejar y/o cambiar la cultura organizacional prevaleciente en la empresa.

Grupo objetivo : Directores/gerentes, encargados de la formulación de políticas, consultores, instructores.

Calificaciones : Motivación para lograr objetivos, excelente adaptabilidad a nuevas situaciones.

Fecha de iniciación : Marzo. *Duración* : 20 horas. *Fecha límite de inscripción* : Febrero. *Idioma del curso* : Español. *Derechos de matrícula (excluido el alojamiento)* : USS 220 + I.G.V. (18 %).

Organizador : Sociedad Nacional de Industrias
Peru

Técnicas para el trabajo en equipo

Breve descripción: Mejorar la comunicación entre los miembros del grupo; crear un ambiente propicio para el trabajo cooperativo y participar; iniciar un proceso de mejoramiento continuo de la organización empresarial.

Grupo objetivo: Directores/gerentes, consultores, instructores.

Calificaciones: Liderazgo, motivación por el trabajo, adaptabilidad.

Fecha de iniciación: Abril. *Duración:* 3 jornadas. *Fecha límite de inscripción:* Marzo.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 330 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

Technical training and human resource development: Formation de formateurs et mise en valeur des ressources humaines/ Capacitación técnica y perfeccionamiento de recursos humanos

Human resource management

Short description: Strategies and techniques for optimal human resource utilization enhancing individual/organizational compatibility, motivation and involving employees in group efforts.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: March. *Duration:* 2 weeks. *Deadline for application:* February.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

HRD skills for functional managers

Short description: Knowledge and behavioural skills for managing effectively.

Target group: Directors/managers.

Qualifications: University degree, some working experience.

Commencing date: September. *Duration:* 2 weeks. *Deadline for application:* August.

Language: English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Continuing Education Center
Thailand

Management of training centres

Short description: Successful employee development and improved organizational performance through training activities.

Target group: Trainers.

Qualifications: University degree, some working experience.

Commencing date: June. *Duration:* 4 weeks. *Deadline for application:* May.
Language: English. *Tuition fees (accommodation excl.):* US\$ 2,500.
Organizer: Continuing Education Center
Thailand

Development and production of training materials

Short description: Skills in designing, developing and producing training materials for their specific subject areas.

Target group: Trainers.

Qualifications: University degree, some working experience.

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* July.
Language: English. *Tuition fees (accommodation excl.):* US\$ 3,600.

Organizer: Continuing Education Center
Thailand

Technical training and human resource development

Short description: Application of per/cpm in industries; value engineering in project management; maintenance management techniques; and self-development processes.

Target group: Directors, managers.

Qualifications: Degree/diploma in engineering with 8-10 years of experience in industry.

Commencing date: March. *Duration:* 10 days. *Deadline for application:* January.
Language: English. *Tuition fees (accommodation excl.):* US\$ 150.

Organizer: IIT
India

Assessment of trainees in industry/commerce

Short description: The aim of the course is to help improve the ability of institutions to meet the needs of industry/commerce; the specific objective of the course is to investigate the assessment of work experience for trainees and thus, indirectly, look at how the institution collaborates with employers in the supervision of on-the-job training.

Target group: Trainers.

Qualifications: At least 5 years in a workshop setting; actively involved in training, especially on the job.

Commencing date: July. *Duration:* 3 weeks. *Deadline for application:* March.
Language: English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: GII
Gambia

International management teachers' training

Short description: Teaching methods for skill focused management education, course material development, teaching and communication; develop a course outline; draft an experiential exercise/game; develop teaching strategies and write the teaching note for the case/exercise/game.

Target group: Schools of business administration officials/management, university schools/department of business administration/management, institutes of business administration/management, training departments of large business groups, of government, industry, commerce or trade associations.

Qualifications: 5 years of relevant experience.

Commencing date: To be arranged. *Duration:* 4 weeks. *Deadline for application:* To be arranged. *Language:* English. *Tuition fees:* US\$ 2,600 (board and lodging incl.).

Organizer: Indian Institute of Management
India

Training for trainers of public sector training institutions

Short description: The principles of adult learning; different training techniques and choices of suitable techniques so that trainees can make best use of training provided.

Target group: Trainers in training institutions in government and public sector enterprises.

Qualifications: 5 years of relevant managerial experience.

Commencing date: April. *Duration:* 6 days. *Deadline for application:* March. *Language:* English. *Tuition fees:* US\$ 800 (board and lodging incl.).

Organizer: India: Institute of Management
India

Personnel/training

Short description: Course leaders' course: how to be an effective trainer; how to design and use learning activities effectively to increase the value of training; human resources planning; successful selection interviewing. Training and development: establishing needs and assessing the effectiveness of training programmes in meeting these needs.

Target group: Trainers, directors/managers.

Qualifications: -.

Commencing date: March-November. *Duration:* 2-5.5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* M\$ 530-1,550.

Organizer: Management House
Malaysia

Senior management

Short description: Human resource information systems (HRIS): supporting better human resource decision making by turning data into information; HRIS technology and development of an HRIS plan applicable to participants' own organization. Human resource strategies: human resource policies matching business and personal goals and providing a competitive advantage in today's global economy. The ALLEN programme for management leaders: essentials on how to increase your success as a manager in a dynamic business environment.

Target group: Directors/managers.

Qualifications: -.

Commencing date: January-September. *Duration:* 2-4.5 days. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* MY\$ 1,300-2,200.

Organizer: Management House
Malaysia

Technical training and human resource development

Short description: Highly specialized and practical training in international standards in the fields of plastics technology, engineering and testing; practical problems involved in the areas of study.

Target group: -

Qualifications: -

Commencing date: August. *Duration:* -. *Deadline for application:* June. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: CIPET
India

Technical training and human resource development

Short description: Ways to organize human resources development from hiring to retirement, planning training requirements, training methods and tools, evaluating personal skills.

Target group: Directors/managers.

Qualifications: Degree in economics or engineering.

Commencing date: May. *Duration:* 5 days. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* Lei 1,150,000.

Organizer: Institute of Management and Informatics
Romania

Human resource planning, development and management

Short description: Human resource development, productivity and management; training of trainers; planning and management of human resources; manpower planning in the context of ongoing structural adjustment; human resource planning and development for adoption of advanced technologies by industry. Programmes designed to enhance managerial skills, to perform HRD related functions effectively; to improve organizational climate and culture; to develop an insight into the behaviour dynamics of self and others and to develop skills related to motivation, leadership and teamwork; to formulate workable strategies for higher productivity; to ensure productivity and international competitiveness and to resolve conflicts of human nature in organizational development.

Target group: Directors/managers, policy makers, consultants.

Qualifications: Bachelor's degree or equivalent; employed with public/para-statal/semi-governmental organizations; proficiency in spoken and written English.

Commencing date: January, February, August, September, October. *Duration:* 1-2 weeks. *Deadline for application:* 2 weeks before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: Institute of Applied Manpower Research
India

Training of trainers and human resource development

Short description: Improve skills in human resource development and training; HRD dynamics, communication skills; decision-making, development of creativity and achievement, interpersonal relations and dynamics of training.

Target group: Directors/managers, consultants, specialists, trainers.

Qualifications: Good knowledge of English, relevant experience.

Commencing date: July, December. *Duration:* 3-4 weeks. *Deadline for application:* 1 month before commencing date. *Language:* English. *Tuition fees:* US\$ 1,500 (board and lodging incl.).

Organizer: Advanced Institute of Management
India

Formation de formateurs

Brève description : Approfondir les connaissances et compétences en matière de formation d'adultes afin de pouvoir planifier, exécuter et évaluer des programmes et séances de formation.

Groupe cible : Formateurs.

Qualifications : 1^{er} cycle universitaire.

Début du cours : Janvier, août. *Durée :* 3 semaines. *Date limite d'inscription :* 15 jours avant le début du cours. *Langue du cours :* Français. *Droits d'inscription (à l'exclusion du logement) :* US\$ 1 200.

Organisateur : Institut supérieur africain pour le développement de l'entreprise (ISADE)
Sénégal

Training of trainers

Short description. Objectives of training; learning theories; training needs identification; training methods and audiovisual aids and training evaluation.

Target group: -

Qualifications: University graduates.

Commencing date: September, December. *Duration:* 4 weeks. *Deadline for application:* -. *Language:* English, Arabic. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Sudan Academy for Administrative Sciences
Sudan

Advanced course for training personnel

Short description. The programme consists of 4 phases: classroom learning; supervised field work; presentation and evaluation of project report; implementation of skills learned.

Target group: -

Qualifications. TTE train the trainer or instructional techniques workshop; university graduate with 2 years of related experience, or non-graduate training personnel with 5 years of related experience.

Commencing date: August. *Duration:* 4 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £2,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Training techniques for master craftsmen in the informal sector

Short description: Sequence training activities, monitor, evaluate effectiveness of training, safety/hygiene rules and regulations, planning OJT application of role learning, assessment of OJT.

Target group: Master craftsmen.

Qualifications: Master craftsmen in informal workshops, responsible for training of apprentices in craft skills trades, 6 years of formal education.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* 3 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £2,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Technical training needs analysis

Short description: Basic skills in general needs analysis; procedures for the identification and diagnosis of skills and non-skills problems, their causes, symptoms and solutions.

Target group: Training managers, senior instructors, coordinating instructors, programme designers, curriculum developers.

Qualifications: Bachelor's degree, higher diploma or relevant qualification with 5 years of experience.

Commencing date: To be arranged. *Duration:* 3 weeks. *Deadline for application:* 2 months before commencing date. *Language:* English. *Tuition fees (accommodation excl.):* £2,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Training methods and skills

Short description: Understand and gain insight into the training process; develop skills in the choice and use of different training methods and materials; develop competence in planning curricula; develop personal and role effectiveness as trainers.

Target group: Trainers.

Qualifications: Bachelor's degree.

Commencing date: October. *Duration:* 8 weeks. *Deadline for application:* September. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,540.

Organizer: National Institute of Small Industry Extension Training
India

Systems approach to skills training

Short description: National skills performance standard, ensuring accurate interface between workers' skills profiles and those required by industry; establishment of systematic training.

Target group: -.

Qualifications: Degree in engineering and allied occupations; 2 years of working experience.

Commencing date: April. *Duration:* 2 weeks. *Deadline for application:* February. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

On-the-job training techniques

Short description: How to cope with changes in technology and the working environment, best ways to initiate and manage change.

Target group: Foremen, supervisors.

Qualifications: HND, OND/FTC certificates, City and Guilds Final or their equivalents.

Commencing date: June. *Duration:* 5 days. *Deadline for application:* April. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Training techniques for master craftsmen in the informal sector

Short description: Designed to update participants' performance in their apprentice training activities, monitor/evaluate training effectiveness, observe and inculcate safety/hygiene rules and regulations.

Target group: Master craftsmen in the informal sector.

Qualifications: 6 years of formal education in the relevant skill.

Commencing date: September. *Duration:* 5 days. *Deadline for application:* July. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 1,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Industrial skills development

Short description: Plan, organize and implement training by effective instruction in a class setting; design and use of suitable training aids; use of training aids and equipment.

Target group: Instructors in business or industry.

Qualifications: National diploma in technical education, industrial psychology or higher technical certificates with 2 years of working experience.

Commencing date: May. *Duration:* 2 weeks. *Deadline for application:* March. *Language:* English. *Tuition fees (accommodation excl.):* US\$ 2,000.

Organizer: Industrial Training Fund (ITF)
Nigeria

Training management

Short description: Training of trainers, distance learning and applied problem-solving methods for enhancing management, re-engineering and development of learning organizations.

Target group: Directors/managers, trainers.

Qualifications: -.

Commencing date: To be arranged. *Duration:* 2-4 weeks, to be arranged. *Deadline for application:* -. *Language:* English. *Tuition fees (accommodation excl.):* To be arranged.

Organizer: The College of Public Health
Chulalongkorn University
Thailand

Lineamientos básicos para el diseño curricular de puestos de trabajo

Breve descripción: Fortalecer la relación entre el mundo del trabajo y la capacitación mediante la implementación de diseños curriculares realizados específicamente para cada puesto de trabajo, con conceptos de eficiencia y flexibilidad de los mismos.

Grupo objetivo: Instructores.

Cualificaciones: Instructor de formación profesional con 3 años como mínimo frente a cursos; ser diseñador pedagógico o tener amplios conocimientos sobre el diseño curricular en formación profesional.

Fecha de iniciación: Julio. *Duración:* 2 semanas. *Fecha límite de inscripción:* Marzo. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* -.

Organizador: Subsecretaría de Formación Profesional - MTSS
Argentina

Entidad a contactar:

Centro de Desarrollo de la Formación Profesional para el Empleo
Bolívar 191, Piso 3ro., 1066 Buenos Aires, Argentina
Tel: 343 2365 Fax: 343 2365

Gestión de los recursos humanos

Breve descripción: Preparar a los profesionales y/o funcionarios de las empresas comerciales, industriales y de servicios en aspectos fundamentales concernientes a la gestión de los recursos humanos.

Grupo objetivo: Consultores, especialistas, instructores.

Cualificaciones: Formación universitaria, experiencia profesional.

Fecha de iniciación: Abril. *Duración:* 9 meses. *Fecha límite de inscripción:* Abril. *Idioma del curso:* Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 1.600.

Organizador: Pontificia Universidad Católica del Perú
Perú

Sistematización del propio trabajo

Breve descripción: Utilizar eficientemente el tiempo de las personas; definir claramente las tareas correspondientes; evitar la duplicidad de funciones; aumentar la eficiencia organizacional.

Grupo objetivo: Directores/gerentes, instructores.

Calificaciones: Liderazgo, potencial para transmitir conocimientos, iniciativa.

Fecha de iniciación: Agosto. *Duración:* 16 horas. *Fecha límite de inscripción:* Julio.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 330 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

Facilitadores de calidad

Breve descripción: Capacitar al personal de las empresas encargado de promover la implementación de programas de calidad; dotar de las condiciones y características para ejecutar esta tarea.

Grupo objetivo: Directores/gerentes, consultores, especialistas, instructores.

Calificaciones: Liderazgo, hábitos de trabajo, potencial para futuras contribuciones en su área, iniciativa.

Fecha de iniciación: Mayo. *Duración:* 45 horas. *Fecha límite de inscripción:* Abril.

Idioma del curso: Español. *Derechos de matrícula (excluido el alojamiento):* US\$ 700 + I.G.V. (18 %).

Organizador: Sociedad Nacional de Industrias
Perú

Chapter II. Training opportunities offered by UNIDO

UNIDO organizes group-training programmes for technical and managerial personnel in industry and industrial institutions in developing countries, in cooperation with Governments, firms and organizations having specialized knowledge and experience in a particular field. The training offered includes in-plant group-training programmes, which normally last from two to five months, and seminars and other group-training programmes, lasting for several weeks.

The objectives of the in-plant group-training programmes are to furnish the participants with intensive practical experience in a relatively short time and to upgrade their theoretical knowledge. The programmes are monitored by experts and usually include four elements: a theoretical introduction, lectures, in-plant training and study tours. During an evaluation session at the end of each programme, participants assess the value and applicability of their newly acquired skills and knowledge in the light of conditions in their home country. Seminars and other group-training programmes have the same objectives: they offer theoretical instruction and, to the extent feasible, practical work.

This chapter contains UNIDO training activities scheduled for 1995, their implementation being subject to the availability of funds. For each training event it is indicated whether the programme is regional or interregional, as well as the language in which it will be conducted; participants must be proficient in that language in order to derive maximum benefit from the programme.

Formal applications should be submitted to UNIDO through appropriate government channels and UNDP resident representatives, only after the official invitation requesting nomination of candidates has been received. Apart from that, however, Governments are requested to notify UNIDO as early as possible of their interest in participating, and any queries regarding these programmes should reach UNIDO as far in advance as possible.

The general requirements for admission are a university degree or equivalent and several years of practical experience in the particular field.

Further information may be obtained from:

Human Resource Development Branch
Human Resource, Enterprise and Private Sector Development Division
United Nations Industrial Development Organization
P.O. Box 300
A-1400 Vienna, Austria Fax: (431) 237280

Chapitre II. Possibilités de formation offertes par l'ONUDI

L'ONUDI organise, en coopération avec les gouvernements des pays hôtes et avec le concours d'entreprises industrielles et d'institutions spécialisées dans les domaines considérés, des stages de formation en groupe à l'intention du personnel techniques et des cadres de gestion des entreprises et instituts industriels des pays en développement. La formation proposée comprend des stages de formation collective en entreprise, qui durent normalement de deux à cinq mois, et des séminaires ou autres stages de formation collective, qui durent plusieurs semaines.

Les stages de formation collective en entreprise ont pour objectifs 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 parties, à savoir une introduction théorique, des conférences, une formation pratique dans des entreprises et des visites d'établissements. Tous les stages se terminent par une session d'évaluation au cours de laquelle les participants évaluent l'intérêt et la valeur pratique des compétences et des connaissances qu'ils viennent d'acquérir à la lumière des conditions existant dans leurs pays d'origine. Les séminaires et autres stages de formation collective répondent aux mêmes objectifs et comportent une formation théorique et, dans la mesure du possible, des travaux pratiques.

Le présent chapitre mentionne toutes les activités de formation de l'ONUDI prévues pour 1995 sous réserve que l'ONUDI dispose des fonds nécessaires à leur exécution. Les programmes sont organisés sur une base régionale ou interrégionale; ceci est clairement indiqué pour chacun des programmes figurant dans la liste, de même que la langue dans laquelle il se déroulera: il est essentiel que les participants maîtrisent cette langue pour retirer le maximum de bénéfice du programme.

Les candidatures ne doivent être présentées par l'intermédiaire des services officiels compétents et du représentant résident du PNUD qu'après réception de l'invitation officielle demandant l'envoi de candidatures. Les gouvernements sont en outre priés de faire savoir le plus rapidement possible à l'ONUDI s'ils envisagent de présenter des candidats à tel ou tel stage. Toute demande d'information concernant les programmes doit parvenir à l'ONUDI le plus tôt possible.

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

De plus amples renseignements peuvent être obtenus à l'adresse suivante:

Division de la valorisation des ressources humaines et du développement
des entreprises et du secteur privé
Service de valorisation des ressources humaines
Organisation des Nations Unies pour le développement industriel
B.P. 300
A-1400 Vienne, Autriche Télécopier: (43-1) 237280

Capítulo II. Oportunidades de capacitación ofrecidas por la ONUDI

La ONUDI, con la colaboración de diversos gobiernos así como empresas y organizaciones poseedoras de experiencia y conocimientos especializados en determinadas esferas, organiza programas de capacitación colectiva destinados a personal administrativo y técnico de categoría superior de la industria y las instituciones industriales de países en desarrollo. La capacitación ofrecida incluye programas de capacitación colectiva en el trabajo, que duran normalmente de dos a cinco meses, y seminarios y otros programas de capacitación colectiva, de varias semanas de duración.

Los objetivos de los programas de capacitación colectiva en el trabajo consisten en dar a los participantes, en un espacio de tiempo relativamente corto, la posibilidad de adquirir experiencia práctica intensiva y de ampliar sus conocimientos teóricos. Los programas son supervisados por expertos y, en general, constan de cuatro elementos: una introducción teórica, conferencias, capacitación en el trabajo y viajes de estudio. En una sesión de evaluación que tiene lugar al final de cada programa, los participantes juzgan, a la luz de las circunstancias existentes en sus respectivos países, la utilidad y posibilidad de aplicación de la competencia y conocimientos recién adquiridos. Los seminarios y demás programas de capacitación colectiva tienen los mismos objetivos: ofrecen enseñanza teórica y, en la medida de lo posible, estudios prácticos.

Este capítulo contiene actividades de capacitación de la ONUDI previstas para 1995, si bien su realización está sujeta a la disponibilidad de fondos. Se indica, para cada actividad de capacitación ofrecida, si el programa tiene carácter regional o interregional, así como la lengua que se usará para dicha actividad; los participantes han de conocer bien esta lengua para sacar el máximo provecho del programa.

Las solicitudes oficiales de participación deben presentarse a la ONUDI a través de los conductos gubernamentales apropiados y por medio de los representantes residentes del PNUD, pero solo 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 ONUDI, lo antes posible, su interés por participar en estos programas; asimismo, cualquier pregunta concerniente a los programas debe ser recibida en la ONUDI con la mayor antelación posible.

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

Puede obtenerse información más amplia escribiendo a:

Division de Desarrollo de los Recursos Humanos, las Empresas y
el Sector Privado
Subdivisión de desarrollo de los Recursos Humanos
Organización de las Naciones Unidas para el Desarrollo Industrial
P.O. Box 300
A-1100 Viena, Austria Fax: (431) 237280

JANUARY/JANVIER/ENERO

Formation des formateurs dans le domaine de l'emballage et du conditionnement des produits agro-alimentaires

Brève description: Identifier les besoins de formation, définir les formations correspondantes, plan de formation pour le personnel des entreprises, production de matériel didactique, en vue de permettre aux participants de devenir formateurs ou responsables de formation.

Durée: 4 semaines.

Pays invités: Programme régional pour l'Afrique.

Qualifications: Diplôme universitaire ou équivalent d'ingénieurs, techniciens supérieurs ou gestionnaires et expérience pratique dans le domaine de l'emballage et du conditionnement dans les entreprises agro-alimentaires. Français.

Organisme hôte: Institut marocain d'emballage et de conditionnement (IMEC)
Casablanca, Maroc

MARCH/MARS/MARZO

Technology management

Short description: Skills and techniques of technology management, to increase efficiency in the handling of technology in participant's respective organization, be it public or private.

Duration: 2 weeks.

Invited countries: Interregional programme.

Qualifications: Professionals and officers from industry, government, science and technology and research and development institutions, with responsibility in the area of technology management. Participants will be selected so as to ensure a multiplier effect concerning the acquired skills. English.

Host institution: UNIDO
Vienna, Austria

APRIL/AVRIL/ABRIL

Technology management and industrial development

Short description: Programme focusing mainly on policy and strategy applied to technological development for industrial development in the host country.

Duration: 3 weeks.

Invited countries: Regional programme for Asia.

Qualifications: University degree; at least 3 years of experience in technology management and industrial development at the regional, sectoral or industrial level;

employed with a ministry of industry, chamber of commerce, association of industries or regional council for industrial development. English.

Host institution: International Development Centre of Japan
Tokyo, Japan

MAY/MAI/MAYO

Small-scale foundry operations for least developed countries

Short description: Theoretical and practical training in various subjects of foundry technology, selected on the basis of questionnaires received from participants; environmental control, energy saving and training of trainers; study visits to foundries near Istanbul and Bursa.

Duration: 8 weeks.

Invited countries: Least developed countries.

Qualifications: Degree in foundry technology, metallurgy, chemical engineering or equivalent; 1-6 to six years of practical experience in foundry operations; 25-35 years of age. English.

Host institution: Marmara Research Centre
Gebze, Turkey

SEPTEMBER/SEPTEMBRE/SEPTIEMBRE

Utilization of medicinal and aromatic plants in the pharmaceutical industry

Short description: Upgrading of knowledge and skills in industrial processing, quality control, and research and development involved in the utilization of medicinal herbs and aromatic plants in the pharmaceutical industry; post harvest treatment; standardization; techniques of extraction, pharmaceutical screening, formulation of plant abstracts into dosage forms, management of research and development, toxicity testing procedures.

Duration: 3 weeks.

Invited countries: Interregional programme.

Qualifications: Degree in pharmacy, chemistry or chemical engineering; 2-10 years of experience in the field of medicinal and aromatic plants. English.

Host institution: Medicinal Plant Research Centre
Eskisehir, Turkey

Fruit and vegetable processing

Short description: Fruit and vegetable technology; fruit and vegetable processing; mechanical processes, pasteurization, sterilization, canning, drying, cooling, freezing, packaging; quality control, biochemistry and microbiology of fruits and vegetables, marketing and economics.

Duration: 6 weeks.

Invited countries: Interregional programme.

Qualifications: University degree or equivalent in food technology, nutrition, chemical or agricultural engineering; 1-5 years of experience; 25-40 years of age. English.

Host institution: Marma Scientific Industrial Research Institute
Gebze-Kocaeli, Turkey

Cement industry technology

Short description: Technical aspects of the cement industry, including feasibility studies, raw materials, production management and technologies, quality control, maintenance, energy conservation, pollution and pollution control.

Duration: 5 weeks.

Invited countries: Interregional programme.

Qualifications: Degree in chemical, mechanical, electrical or other relevant branches of engineering; 1-5 years of practical experience; employed in the cement industry. English.

Host institution: Cement Research and Development Centre
Ankara, Turkey

Sugar production

Short description: Economic and technical aspects of sugar production, including feasibility studies, raw material surveys, maintenance, production technologies and quality control. The programme comprises theoretical training in a sugar research institute, specialized in-plant training as well as study visits.

Duration: 8 weeks.

Invited countries: Interregional programme.

Qualifications: Degree in chemical, agricultural, mechanical or electrical engineering; 2-6 years of experience; employed in the sugar industry. English.

Host institution: Sugar Research Institute
Ankara, Turkey

Iron and steel industry

Short description: Theoretical and practical training and study visits with emphasis on: individual practical training in basic oxygen furnace operations; hot rolling-mill process control; quality control; electrical and mechanical maintenance; environmental control, energy saving, industrial safety, participative management and training of trainers.

Duration: 11 weeks.

Invited countries: Interregional programme.

Qualifications: University degree in metallurgy, chemistry, mechanical or electrical engineering; 1-5 years of practical experience in the iron and steel industry (flat products); 25-35 years of age. English.

Host institution: Ereğli Iron and Steel Works
Karadeniz Ereğlisi, Turkey

Electric welding

Short description: Application of modern welding processes and equipment under industrial conditions and acquaintance with basic advanced concepts such as physical and metallurgical aspects of welding, evaluation of welds and quality control, economic and organizational aspects of welding production and training methodology.

Duration: 12 weeks.

Invited countries: Interregional programme.

Qualifications: University degree or equivalent; at least 3 years of practical experience as engineers or technologists working in industry or educational/research institute at middle management level. English.

Host institution: E. O. Paton Institute of Electric Welding
Kiev, Ukraine

Information resources management at enterprise level

Short description: Information resources management and extensive use of industrial, technological and business information resources to improve the productivity of wood-processing and pulp and paper enterprises, and to facilitate decision-making.

Duration: 10 days.

Invited countries: Global programme for 10 selected countries.

Qualifications: Advanced university degree; 3-5 years of experience in the management of computerized information systems. English.

Host institution: The Life Long Learning Institute Dipoli at the Helsinki
University of Technology
Helsinki, Finland

OCTOBER/OCTOBRE/OCTUBRE

Textiles processing, testing and quality control

Short description: Upgrading of knowledge and skills in textiles processing and quality control and updating of experience in all manufacturing steps from textile raw materials to finished products; environmental problems and effluent treatment.

Duration: 2 weeks.

Invited countries: Interregional programme.

Qualifications: Degree in textile technology or chemical engineering; 2 years of experience in textiles processing and quality control; 25-40 years of age. English.

Host institution: Sumerbank Holding Inc. SAGEM
Research and Development Training Establishment
Bursa, Turkey

Electronic mail systems (Internet)

Short description: Practical training in establishing and using computer interactive networks (Internet and other) for sharing industrial information and teleconferencing.

Duration: 5 days.

Invited countries: Regional programme for Central American INTIB National Focal Points.

Qualifications: University degree; at least 3-5 years of experience in information processing and networking. Spanish/English.

Host institution: Instituto Tecnológico y de Estudios Superiores de
Monterrey (ITESM)
Monterrey, Mexico

DATES NOT YET SPECIFIED/DATES NON ENCORE PRÉCISES/ FECHAS TODAVIA NO DETERMINADAS

Industrial project preparation and appraisal

Short description: To widen the application of modern proven methodologies of investment project preparation and appraisal.

Duration: 4 weeks.

Invited countries: Central Asia (including selected CIS countries) and Eastern Africa.

Qualifications: University degree with experience in pre-investment work (women candidates preferred). English.

Host institution: Entrepreneurship Development Institute of India (EDI)
Ahmedabad, India

Training programme of the Technology Acquisition Unit

The Technology Acquisition Unit of UNIDO is regularly organizing training programmes addressed to government officials, entrepreneurs and professionals in charge of conducting technology transfer negotiations or evaluating technology transfer agreements. They are arranged upon request of interested counterparts in developing countries and designed to meet specific needs of the target groups concerned.

Requests for these programmes on technology transfer negotiations should be sent through official channels, preferably by the government agency concerned through the United Nations Development Programme office, to:

Technology Acquisition Unit
Investment and Technology Promotion Division
United Nations Industrial Development Organization
P.O. Box 300
A-1400 Vienna, Austria Fax: (431) 2095332

The following examples illustrate the different formats of workshops which can be offered:

Basic course on technology transfer

Short description: Basic and general issues of technology transfer, including: the role of transfer of technology in the development process; technological infrastructure for development; characteristics of the technology market; structure and types of contracts; principles of contract drafting; payments in technology transfer contracts; guarantees and warranties; technology transfer through joint ventures; factors for success in technology transfer.

Duration: 3-5 days.

Qualifications: Entrepreneurs, technology transfer practitioners, government officials dealing with technology transfer operations in developing countries. English or French (Spanish can also be considered).

Comprehensive course on technology transfer

Short description: The organization of the course requires a substantive involvement by counterpart institutions in the host country in terms of both facilities and locally available expertise. Modules included in the course are:

Technology transfer and development: basic notions of technology and transfer of technology, appropriateness of the technology, technological infrastructure, the innovation process, trends in technology transfer and emerging issues;

Technology transfer contracts: legal foundation of contracts, general structure of contracts, licensing agreements and analysis of contractual clauses and conditions, principles of drafting contracts;

Contracting for industrial projects: sources of financing and their implications, components of the technology package and establishing alternative contractual relationships;

Special considerations: contract law and its implications, guarantees, warranties and insurance in technology transfer transactions, arbitration and conciliation, methods and evaluation of technology;

International legal issues: protection of intellectual property and its role in technological development and technology transfer, legal environment for technology transfer in industrialized countries, regulations in developing countries;

Technology transfer through joint ventures: types of joint ventures, policy issues and the role of governments, structure of joint venture agreements;

Process of negotiation: intercultural and interpersonal issues, methods of negotiating, strategies and tactics;

Case studies: case studies based on real situations are used in simulated negotiations, which allow the participants to exchange experience and sharpen their negotiation skills.

Duration: 2-4 weeks.

In 1995, national workshops of this type are expected to take place in Czech Republic, Egypt, Pakistan, Russian Federation and Sudan.

Qualifications: Entrepreneurs, technology transfer practitioners, government officials dealing with technology transfer operations. English or French (Spanish can also be considered).

Specialized workshops

Short description: Specialized workshops focusing on the acquisition of equipment and process technology for industrial plants can be offered on the following topics:

General issues related to the technology transfer process: proprietary nature of technology - copyright, patents, trade marks, know-how and trade secrets;

Anatomy of an industrial project and possible forms of contracting: turn-key contracts, cost-reimbursable schemes; disaggregating the technology package;

Contents of the invitation to bid: prequalification, procedures of the bidding system, criteria for the evaluation of bids;

Negotiation of contracts: meaning, content and implications of contractual clauses such as the obligations of the parties; bonds and guarantees, possible forms of payment, price escalation formulation, claim procedures;

Implementation of the project: the project team, commissioning and start-up procedures, management and post-contractual responsibility.

Duration: 1 week.

Qualifications: Entrepreneurs, technology transfer practitioners, government officials dealing with technology transfer operations in developing countries. English or French (Spanish can also be considered).

Training programme of the Feasibility Studies Branch

Application of Computer Model for Feasibility Analysis and Reporting (COMFAR III Expert)

Short description: For existing and future users of COMFAR: in-depth training on how to fully utilize all features and functions offered by the new generation of the COMFAR III Expert program. The program is especially suitable for appraisal of: new investment projects; rehabilitation, modernization and expansion projects; joint-venture projects. It offers greater flexibility to the user in terms of depth of analysis, from opportunity study to full fledged feasibility study level.

Duration: 2 weeks.

Invited countries: Global programme.

Qualifications: Project analysts using or planning to use COMFAR program.

Host institution: UNIDO
Vienna, Austria

Note: This is a self-financed programme, implemented upon registration of a minimum of 10 participants. The cost of participation in the workshop (covering tuition fee, the

use of training facilities and support services, books and training materials) is US\$ 1,900 per participant which should be remitted to UNIDO at the time of registration. All other costs incidental to participation in the workshop are to be borne by the participants themselves.

Tailor-made workshops of shorter duration can also be organized upon request.

For more information, those interested should contact:

Feasibility Studies Branch
Investment Services
Investment and Technology Promotion Division
United Nations Industrial Development Organization
Vienna International Centre
P.O. Box 300
A-1400 Vienna, Austria Fax: (431) 2192733

**ANNEX I. ADDRESSES OF ORGANIZER OF
TRAINING COURSES**

**ANNEXE I. ADRESSES DES ORGANISATEURS DE STAGES
DE FORMATION**

**ANEXO I. DIRECCIONES DE LOS ORGANIZADORES DE
PROGRAMAS DE CAPACITACIÓN**

**A. Developed countries and areas/Pays et zones développés/
Países y zonas desarrollados**

Austria/Autriche/Austria

Festo Didactic Ges.m.b.H.
Lützowgasse 14
1141 Vienna
Tel.: 431947501/122 Fax: 1947501302

Belgium/Belgique/Bélgica

Centre for Environmental Sanitation
University of Ghent
J. Plateaustraat 22
9000 Ghent
Tel.: 3292643769 Fax: 3292643772

Helping S.A.

Dieweg 196
1180 Brussels
Tel.: 3223742330 Fax: 3223751028

Laboratoire C.E.L.A.C.

Avenue du Parc 38
4650 Chaineux (Herve)
Tel.: 3287313047 Fax: 3287340702

TECHWARE, c/o CIBE/BIWM

Rue aux Laines 70
1000 Brussels
Tel.: 3225188893 Fax: 3225026735

Université catholique de Louvain

Laboratoire de traitement des minerais
Place Sainte Barbe 2
1348 Louvain-la-Neuve
Tel.: 3210472481 Fax: 3210472483
Telex: 59037 ucl-b

Canada/Canada/Canadá

NDE Institute of Canada
Fennell Avenue West
Hamilton, Ontario L8N 3T2
Tel.: 905387165 Fax: 9055746080

Nordion International Inc.

447 March Road
Kanata, Ontario K2K 1X8
Tel.: 6135922790

Denmark/Danemark/Dinamarca

F.L. Smidth and Co. A/S
Parts and Services Training Department
Vigerslev Allé 77
2500 Valby
Tel.: 4536181000 Fax: 453462870
Telex: 27040 flsco dk

FORCE Institutes

Park Allé 345
2605 Broendby
Tel.: 4543968800 Fax: 4543962636
Telex: 33388 svc dk

Technical College Slagelse

Bredahlsgade 1
4200 Slagelse
Tel.: 4553525860 Fax: 4553522046
Telex: 4545377

France/France/Francia

CESELEC - Centre d'études supérieures
sur l'enseignement de l'électricité
8, avenue des Minimes
94306 Vincennes Cedex
Tel.: 33143983444 Fax: 33143981206
Telex: 261729 f tecform

CESMECA - Centre d'études supérieures
sur l'enseignement de la mécanique
8, avenue des Minimes
94306 Vincennes Cedex
Tel.: 33143982992 Fax: 33143981206
Telex: tecform 261729 f

CRATerre-EAG
Mme. Marine Trappeniers
B.P. 2636
38036 Grenoble Cedex 2
Tel.: 3376401439. 76406625
Fax: 3376227256 Telex: 308658

INSA de Lyon
Mission formation continue
20, avenue Albert Einstein
69621 Villeurbanne Cedex
Tel.: 3372438142 Fax: 337243508

INSEAD
Mme. Chantal Poget
Boulevard de Constance
77305 Fontainebleau Cedex
Tel.: 33160724290 Fax: 33160724242
Telex: 690389 f

Laboratoire d'hydrologie
Orstom B.P. 5045
34032 Montpellier Cedex 1
Tel.: 3367617545 Fax: 3367411806
Telex: orst mpl 485507 f

Université Pierre Mendès France de
Grenoble
Faculté des sciences économiques
B.P. 47
38040 Grenoble Cedex 9
Tel.: 3376825458 Fax: 3376825095
Telex: unisag 980910 f

Germany/Allemagne/Alemania

Deula-Rheinland GmbH
Mr. W. Nolden
Lehranstalt fuer Ag.artetechnik
Krefelder Weg 41
47906 Kempen
Tel.: 49215251581 Fax: 49215253125

Festo Didactic KG
Seminar Abteilung
P.B Box 624
73707 Esslingen
Tel.: 4971134670 Fax: 497113467461

**German Institute for Management
Consulting**
Tannenweg 7
61184 Karben
Tel.: 49603943805 Fax: 49603943852

**Gesellschaft fuer Biotechnologische
Forschung mbH**
International Training Programme Office
Mascheroder Weg 1
38124 Braunschweig
Tel.: 495316181272 Fax: 495316181278
Telex: 952667 gebiod

Haus der Technik e.V.
P.O. Box 101543
45117 Essen
Tel.: 4920118031 Fax: 492011803269
Telex: 857669 hdt

**MC Marburg Consult für
Selbsthilfeförderung**
Bahnhofstrasse 1
35037 Marburg
Tel.: 496421681168 Fax: 4962187

Printpromotion
Lyonerstrasse 18
60528 Frankfurt
Tel.: 49696603451 Fax: 49696603675

RIWA-GmbH Richard Wagner
Spergauer Str. Bau 1882
06237 Leuna
Tel.: 493461434707 Fax: 493461433820

**Schweisstechnische Lehr- und
Versuchsanstalt Halle GmbH**
Welding Training and Research Institute
Koethener Str. 33 a
P.O. Box 106
06036 Halle/S.
Tel.: 493458150 Fax: 49345815366,
340105 Telex: 318211

**Schweisstechnische Lehr- und
Versuchsanstalt (SLV) Mannheim GmbH**
Kaethe-Kollwitz-Strasse 19
P.O. Box 121752
68068 Mannheim
Tel.: 496213004114 Fax: 49621304091

Hong Kong

Manufacturing Engineering Division
5/F HKPC Building
78 Tat Chee Avenue
Yau Yat Chuen, Kowloon
Tel.: 7885544 Fax: 7885543

Ireland/Irlande/Irlanda

ESB International Ltd.
Stephen Court
18/21 St. Stephen's Green
Dublin 2
Tel.: 35317038000 Fax: 35316610675
Telex: 30691 esbc ei

Institute of Public Administration,
IT Unit
57 - 61 Lansdowne Road
Dublin 4
Tel.: 35316686233 Fax: 35316689135

International Development Ireland
Industry Support Centre
Shannon Free Zone
Shannon, Co Clare
Tel.: 35361472922 Fax: 35361475264
Telex: 72020 idil ei

International Development Ireland
Wilton Park House
Wilton Place
Dublin 2
Tel.: 35316687555 Fax: 35316601733
Telex: 90806 idi ei

Italy/Italie/Italia

ARS Sutoria
Istituto Tecnico Internazionale Arte
Calzaturiera
Via Ippolito Nievo 33
20145 Milano
Tel.: 392315951 Fax: 3923491097
Telex: 330555 arsmil i

Domus Academy
Mr. D. Donegani
Strada 2 Edificio C2
Milanofiori 20090 Assago
Tel.: 3928244017 Fax: 3928257496

ICE - International Training Department
Via Liszt, 21
00144 Rome
Tel.: 39659921 Fax: 39659929599
Telex: icerm i 610160

Netherlands/Pays-Bas/Paises Basjos

CBI - Centre for the Promotion of Imports
from developing countries
P.O. Box 30009
3001 DA Rotterdam
Tel.: 31102013434 Fax: 31104114018
Telex: 27151

Center for European Studies
Witmakersstraat 10
6211 JB Maastricht
Tel.: 3143212627 Fax: 3143257324

Center for Management and Industrial
Development (CBO)
Exchange Building
P.O. Box 21468
3001 AL Rotterdam
Tel.: 31104139020 Fax: 31104118732

EMDA Institute
P.O. Box 100
7590 AC Denekamp
Tel.: 31541355000 Fax: 31541354973

Gemco Industrial Development B.V.
Science Park
Eindhoven 5053
5692 EB SON
Tel.: 3140643643 Fax: 3140643770
Telex: 59388 gemco nl

Growth Dynamics University Institute
P.O. Box 1738
3000 DR Rotterdam
Tel.: 31104032226 Fax: 31102120545

Institute for Housing and Urban
Development Studies - IHS
P.O. Box 1935
3000 BX Rotterdam
Netherlands
Tel.: 31104021523 Fax: 31104045671
Telex: 24548 ihs nl

International Institute for Technology
and Management - IITM
P.O. Box 1075
7500 BB Enschede
Tel.: 3153871390 Fax: 3153321495
Telex: 72390

International Centre for Quality and
Management Sciences - ICQMS
P.O. Box 2082
3000 CB Rotterdam
Tel.: 31104361694 Fax: 31104365186
Telex: 20010 pms-nl/icqms

IPC-D/Barneveld College
P.O. Box 64
3770 AB Barneveld
Tel.: 31342014881 Fax: 31342092813
Telex: 70018 bacol nl

IPC-D/Dairy Training Centre Friesland
P.O. Box 85
9062 ZJ Oenkerk
Tel.: 31510361562 Fax: 31510361628
Telex: 46838 diefr nl

Maastricht School of Management
RVB/MSM
Dr. R. Samson
P.O. Box 1203
Endepolsdomein 150
6201 BE Maastricht

Management for Development
Foundation - MDF
P.O. Box 430
6710 BK Ede
Tel.: 31838050060 Fax: 31838014503
Telex: 35353 mdf nl

TNO Centre for Leather and Shoe
Research
P.O. Box 135
5140 AC Waalwijk
Tel.: 31416084222 Fax: 31416041735

TNO Centre for Packaging Research
PO Box 6034
2600 JA Delft
Tel.: 3115696487 Fax: 3115696280

University of Limburg
Faculty of Arts and Culture
Ms. M. Vara, ESST Bureau
P.O. Box 616
6200 MD Maastricht
Tel.: 3143883384 Fax: 3143210498

Spain/Espagne/España

Dirección de Estructura y Política de
Directivos de Teneo
Plaza del Marques de Salamanca, 8
28071 Madrid
Tel.: 913961279 Fax: 915776389

E.O.I., Telefónica
Gregorio del Amo, 6
28040 Madrid
Tel.: 913495600 Fax: 915542394

Fundación Centro Internacional de
Hidrología Subterránea
Beethoven 15, 3
08021 Barcelona
Tel.: 2015255 Fax: 2098886

Instituto de la Grasa
Avd. Padre García Tejero, no. 4
41012 Sevilla
Tel.: 954611550 Fax: 954616790
Telex: 72497 igse e

Sweden/Suede/Suecia

Friborg Instrument AB
P.O. Box 1
73821 Norberg
Tel.: 4622322867 Fax: 4622322877

The Education Centre of Kristianstad
Götgatan 2
29133 Kristianstad
Tel.: 4644135883 Fax: 4644109360

Vilhelmina Advanced Training and
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Oddział Technologii i Materialoznawstwa
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Research Institute of Medicinal Plants
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Technical University of Szczecin
Department of Civil Engineering and
Architecture
Szczecin
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Romania/Roumanie/Rumania

ICTCM S.A.
Sos. Oltenitei 103, Sector 4
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Infochem Ltd.
P.O. Box 1228
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Tel.: 4016236383 Fax: 4013123397

Institute of Management and Informatics
Bd. Timisoara 6, Sector 6
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Institutul Roman de Management
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71124 Bucharest
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National Power Authority - Vocational
Training Center
3, Gheorghe Sincai Blvd.
75164 Bucharest
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IDEP
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I.T.A.
Route des Pères Mariste Hann
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Tel.: 221321955 Fax: 221328295

Institut supérieur africain pour le
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Building Diagnostics
Papova ul. 278
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Institute for Advanced Economic Education
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University of Economics
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Welding Research Institute
Welding Education Department
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Continuing Education Center
(Chulalongkorn University)
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Institute of Food Research and Product
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Kasetsart University
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Machinery Maintenance Technology
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The College of Public Health
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**Trinidad and Tobago/Trinité-et-
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Metal Industries Company Limited
Private Bag 121
Port of Spain
Tél: 1800663126974 Fax: 18006636055

**United Republic of Tanzania/République
Unie de Tanzanie/Républica Unida de
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High Precision Technology Centre

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Dar es Salaam

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Mbeya Technical College

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Tel.: 255653016, 3017, 3861

Telex: 51240 regcom tz

Zambia/Zambie/Zambia

ISTC

P.O. Box 310099

Lusaka

Tel.: 2601224615 Fax: 2601223027

Annex II

NATIONAL PLACEMENT AND SUPERVISING AGENCIES ADMINISTERING UNIDO FELLOWSHIPS AND STUDY-TOUR PROGRAMMES

The National Placement and Supervising Agencies (NPSAs) listed below assist UNIDO in many ways throughout the execution of fellowships and study-tour programmes. They help in placing fellows and study-tour participants at training institutions indicated by UNIDO or in suggesting appropriate training institutions and arranging placement in the country of their residence. At the request of UNIDO, NPSAs provide administrative assistance before and during the training of UNIDO fellows or study-tour participants by arranging and reserving appropriate accommodation; by paying stipends or daily subsistence and other allowances, registration fees, tuition fees etc.; by meeting travellers at the airport or other point of arrival; by arranging and booking local transportation; by giving information on visa and vaccination requirements and assisting in obtaining visas; by arranging for interpretation/translation services, when requested; by informing UNIDO on the cost of accommodation, tuition fees, and on any other costs which may arise during the training; by providing information to trainees on the terms of medical insurance and providing assistance in the case of accident or illness; by giving any assistance that fellows or study-tour participants may need with local authorities and, where possible, by arranging leisure time activities; and by informing UNIDO on all major changes or anticipated changes of conditions which may affect UNIDO fellows and study-tour participants staying in or planning to travel to their country.

NPSAs act as the focal point in the country of study where fellows and study-tour participants can turn for assistance in all matters during their training assignment.

Annexe II

AGENCES NATIONALES DE PLACEMENT ET DE SUPERVISION CHARGÉES D'ADMINISTRER LES PROGRAMMES DE BOURSES ET DE VOYAGES D'ÉTUDE DE L'ONUDI

Les agences nationales de placement et de supervision dont la liste figure ci-dessous apportent leur concours à l'ONUDI de nombreuses façons pour l'exécution des programmes de bourses et de voyages d'étude. Ainsi, elles aident à placer des boursiers et des participants à des voyages d'étude dans les institutions de formation indiquées par l'ONUDI, ou encore elles recommandent des institutions appropriées et s'occupent du placement dans le pays où elles sont implantées. A la demande de l'ONUDI, ces agences fournissent une assistance administrative avant et pendant la formation des boursiers ou des participants à des voyages d'étude de l'ONUDI en assurant de multiples services : réservation d'un logement approprié; paiement des salaires ou indemnités journalières de subsistance et autres; des frais d'inscription, frais de scolarité, etc.; accueil des voyageurs à l'aéroport ou autres points d'arrivée; réservation des moyens de transport locaux; information sur les formalités

nécessaires en matière de visas et de vaccinations et assistance pour obtenir les visas; organisation, sur demande, de services d'interprétation et de traduction; communication à l'ONUDI de renseignements sur le prix des logements, les frais de scolarité et toutes autres dépenses auxquelles pourrait donner lieu la formation; informations aux stagiaires sur les conditions de l'assurance médicale et assistance en cas d'accident ou de maladie; aide aux boursiers ou aux participants à des voyages d'étude pour leurs démarches éventuelles auprès des autorités locales et, dans la mesure du possible, organisation d'activités de loisirs; enfin, communication à l'ONUDI de tous les changements importants ou prévus des conditions intéressant les boursiers et les participants à des voyages d'étude qui séjournent dans leur pays ou qui comptent s'y rendre.

Les agences nationales de placement et de supervision constituent, dans le pays où se rendent les boursiers et les participants à des voyages d'étude, un centre de liaison où ceux-ci peuvent trouver une aide dans tous les domaines au cours de leur affectation.

Anexo II

ORGANISMOS NACIONALES DE COLOCACIÓN Y SUPERVISIÓN QUE ADMINISTRAN LOS PROGRAMAS DE BECAS Y DE VIAJES DE ESTUDIOS DE LA ONUDI

Los Organismos Nacionales de Colocación y Supervisión (ONCS) que más adelante se indican proporcionan asistencia a la ONUDI de muy diversas maneras durante la ejecución de los programas de becas y viajes de estudios. Tales organismos ayudan a colocar becarios y participantes en viajes de estudios en instituciones de capacitación indicadas por la ONUDI, o sugieren instituciones de capacitación apropiadas y disponen lo necesario para la colocación de los becarios en el país de residencia. A petición de la ONUDI, los ONCS proporcionan asistencia administrativa antes y durante la capacitación de los becarios o de los participantes en viajes de estudios de la Organización, y ello de la siguiente manera: haciendo las necesarias gestiones y las reservas del alojamiento adecuado; pagando estipendios o dietas y otros subsidios, derechos de inscripción, honorarios de enseñanza, etc.; ocupándose de recibir a los viajeros en el aeropuerto o en cualquier otro punto de llegada; organizando y reservando el transporte local; proporcionando información sobre requisitos de vacunación y visados y prestando ayuda para la obtención de estos últimos; organizando servicios de interpretación/traducción cuando tales servicios sean solicitados; informando a la ONUDI sobre el costo del alojamiento, los honorarios de enseñanza y sobre cualesquiera otros costos en que pueda incurrirse durante la capacitación; facilitando información a los capacitandos sobre las condiciones del seguro médico y proporcionándoles asistencia en caso de accidente o enfermedad; prestando a los becarios o a los participantes en viajes de estudios cualquier asistencia que puedan necesitar en relación con las autoridades locales y, cuando ello sea posible, organizando actividades recreativas; y, por último, informando a la ONUDI acerca de todos los cambios importantes, o de los cambios previstos, de las condiciones que puedan afectar a los becarios y a los participantes en viajes de estudios de la ONUDI que se encuentren en el país huésped o que proyecten trasladarse al mismo.

Los ONCS actúan como centro de coordinación en el país en que se cursen los estudios, y los becarios y participantes en viajes de estudios pueden dirigirse a ellos en solicitud de asistencia de todo tipo mientras dure su capacitación.

Australia

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1040 Vienna

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coopération au développement (AGCD)

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Telex: belext 84621376

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Ministry of Foreign Affairs

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3592703484

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Telephone: 16132374820

Telex: cbie ott 0533255

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POLYTECHNA Foreign Trade Agency

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Praha 1

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Telephone: 004226835001

Cable: polytechna praha

Telex: 121585 poly c

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Ministry of Foreign Affairs

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Fax: 0045540533

Telex: 31292 etr dk

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The Finnish Centre for International
Mobility and Exchange Programmes

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00530 Helsinki

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industrielle et économique (ACTIM)

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75116 Paris

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5000 Cologne 1

Fax: 00492212098111, 502

Telephone: 004922120980

Telex: 8881762

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Technical Assistance Division
Ministry of National Economy
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Organization for International Technical
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Development Corporation Division
Department of Foreign Affairs
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(or Via dei Cestari 34)
00186 Rome
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Japan International Cooperation
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Luxembourg

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Netherlands

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International Cooperation in Higher
Education (NUFFIC)
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35361 nufic nl
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New Zealand

CITEC Training Solutions
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Norway

The International Learning
Cooperative (IMTEC)
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0351 Oslo
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Poland

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State Committee for Scientific Research
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Portugal

Bureau de la Coopération Internationale
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Spain

Agencia Española de Cooperación
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