
JICA THIRD COUNTRY TRAINING PROGRAMME

Management Consulting Training Course (5th)

General Information

21 February - 11 March 2005



Budapest



**Bay-Logi
Methodological
Centre**

INTRODUCTION

Third Country Training Programme

There are two classifications of JICA's Technical Training Scheme: Training courses conducted in Japan and Training courses held in the host countries outside Japan (Third Country Training Programme).

The Third Country Training course enrolls participants from the host country and neighboring countries for training at research and educational institutions within the host country. This course has several advantages: participants can study in the climate and socio-cultural environment which are similar to their own, they can acquire technologies relatively easy to apply in their own countries, and thus technical cooperation among countries in the respective region is promoted.

Organisers

Japan International Cooperation Agency:

The Japan International Cooperation Agency (JICA) is responsible for the technical cooperation aspect of Japan's ODA (Official Development Assistance) programmes. Technical cooperation is aimed at the transfer of technology and knowledge that can serve the socio-economic development of the developing countries and countries on economic transition.

Bay Zoltán Foundation for Applied Research Institute for Logistics and Production Systems (Bay-Logi) Methodological Centre:

The Bay-Logi Methodological Centre aims at contributing to the improvement of the competitiveness of the companies and to increase employment through the dissemination of proven productivity enhancement processes.

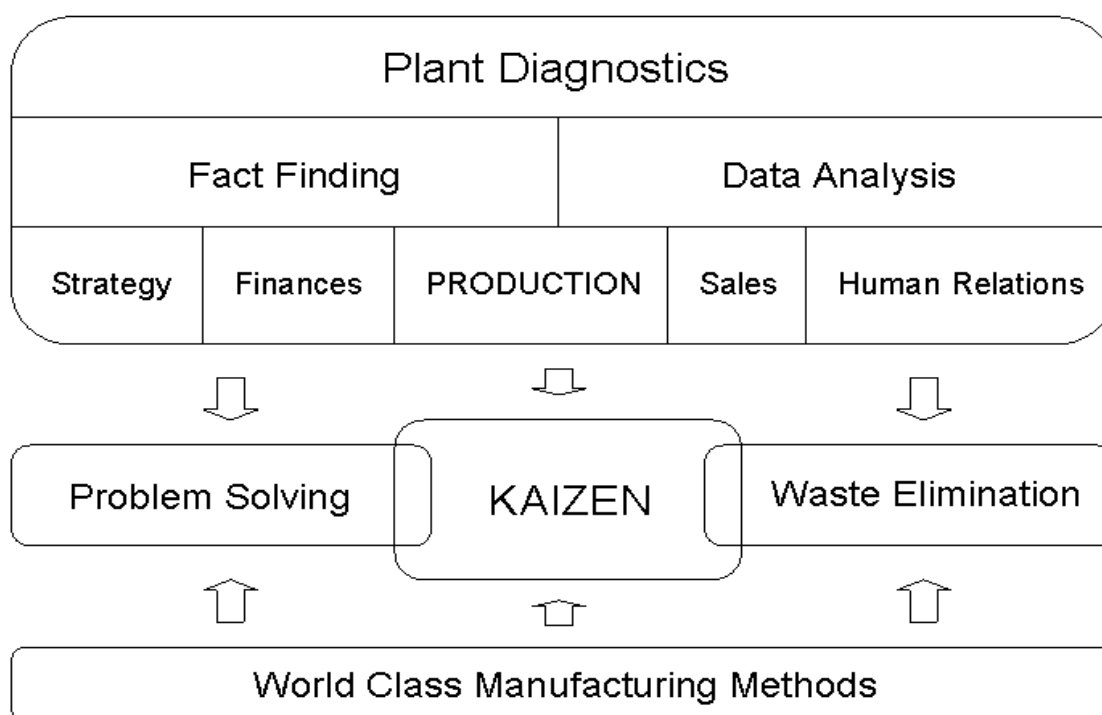
STRUCTURE OF THE COURSE

The Japan International Cooperation Agency (JICA) and the Bay-Logi Methodological Centre are jointly organising the “Management Consulting Training Course” in 2005 under the JICA’s Third Country Training Programme.

The purpose of the course is to provide the participants from Central and East European countries with an opportunity to improve their knowledge and skills on Management Consulting.

At the end of the course, the participants are expected to have acquired management consulting skills in the fields of productivity and quality improvement and production management.

The overall structure of the course is shown below. With the optimal combination of theory and practice, participants will learn what the main features of the modern management systems are and how those systems work in the practice at company level.



PROGRAMME

20 Feb (Su)	Arrival of participants
21 Feb (Mo)	Lecture (1): Planning and implementation of Management Consulting, Preliminary preparations Lecture (2): Company Overview, SWOT Analysis, Analysis of External Business Environment
22 Feb (Tu)	Lecture (3): Systematic process of problem solving Lecture (4): Analysis of Management Strategies
23 Feb (We)	Lecture (5): Analysis of Production Performance – part I Lecture (6): Analysis of Production Performance – part II
24 Feb (Th)	Lecture (7): Analysis of Sales Performance, Distribution Analysis Lecture (8): Analysis of Human Relations / Labour Relations
25 Feb (Fr)	Lecture (9): Financial Performance (Financial Statements, Break-Even Point Analysis, Financial Analysis) Lecture (10): Improvement of current situation – KAIZEN approach
26 Feb (Sa)	<i>Free</i>
27 Feb (Su)	<i>Free</i>
28 Feb (Mo)	Preparation for Field Practice - learn about target company
1 March (Tu)	VI. Hungarian Productivity Conference
2 March (We)	Company visit - World class implementation of management systems
3 March (Th)	Field Practice (day 1)
4 March (Fr)	Field Practice (day 2)
5 March (Sa)	<i>Free</i>
6 March (Su)	<i>Free</i>
7 March (Mo)	Field Practice (day 3)
8 March (Tu)	Field Practice (day 4)
9 March (We)	Field Practice (day 5)
10 March (Th)	Field Practice (day 6)
11 March (Fr)	Group Presentations Evaluation of the Course & Closing Ceremony
12 March (Sa)	<i>Free</i>
13 March (Su)	Departure of Participants

GUIDELINES

Seminar title	Management Consulting Training Course
Duration	21 February - 11 March 2005
Number of participants	<p>The Governments of the following countries are invited to apply by nominating two applicants for the course: Bulgaria, Moldova, Romania, Slovakia, Slovenia and Ukraine.</p> <p>The Governments of the following countries are invited to apply by nominating one applicant for the course: Estonia, Latvia and Lithuania.</p> <p>15 Hungarian participants are invited. Total number of participants is 30.</p>
Language	English
Venue & accommodation	<p>Accommodation and facilities will be provided at the Hotel Benczúr in Budapest.</p> <p>Address: H-1068 Budapest, Benczúr utca 35.</p> <p>Telephone: (36-1)-342-7970</p> <p>Fax: (36-1)-342-1558</p> <p>Homepage: www.hotelbenczur.hu</p>
Allowances and expenses	<p>Participants (non-Hungarian) of the course will be provided by the following:</p> <ol style="list-style-type: none">1. Air ticket (economy round trip) between an international airport in participant's country and Hungary.2. Accommodation, per-diem, medical insurance, transportation between Budapest Airport and Hotel Benczúr.
Certificate	Certificate will be given to participants at the closing ceremony of the course.

REQUIREMENTS FOR PARTICIPATION

Applicants for the course should:

1. be nominated by their respective Governments
2. have working experience as management consultant
or be expected to work as management consultant
3. have a good command of spoken and written English
4. be in good health in order to complete the course
5. be under 50 years of age

Participants are required:

1. not to change course subjects or extend the course period
2. not to bring any members of their families
3. to return their home countries at the end of the course
in accordance with the programme
4. to observe the rules and regulations of their place of
accommodation and not to change accommodation

APPLICATION FORM - page one

A. COURSE APPLIED

1. Title of the course: MANAGEMENT CONSULTING TRAINING COURSE
(21 February - 11 March 2005)

B. PERSONAL IDENTIFICATION

1. ☐ Mr. ☐ Ms. ☐ Mrs.

Family name:

First name:

2. Passport Number:

3. Date of Birth:

4. Citizenship:

5. Postal address:

6. Telephone:

7. E-mail:

C. POST

1. Post held:

2. Date of appointment:

3. Employer's name:

4. Employer's address:

5. Telephone:

6. Fax:

7. Type of organisation: ☐ Governmental ☐ Semi Governmental ☐ Private ☐ Other

APPLICATION FORM - page two

8. Duties:

D. EDUCATIONAL BACKGROUND

1. Academic qualification:

2. Vocational qualification:

Institution	Specialisation	Year
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

E. WORKING EXPERIENCE

Institution	Specialisation	Year
<hr/>	<hr/>	<hr/>
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I declare that all the above particulars are correct. I am fit to attend the course.

Date

Applicant's signature

Date

Employer's signature

Please send the Application Form:
by fax
to the Bay-Logi Methodological Centre (Fax: 36-1-373-0188, Attn. Norbert MÁTRAI)
before 4 February 2005.

CORRESPONDENCE

For enquiries and further information, please contact the Bay-Logi Methodological Centre.

Officer in charge: Norbert MÁTRAI



**Bay-Logi
Methodological
Centre**

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