
JICA THIRD COUNTRY TRAINING PROGRAMME

Management Consulting Training Course (4th)

General Information

19 January - 6 February 2004



Budapest



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.

Hungarian Productivity Center:

The Hungarian Productivity Center (HPC) aims at contributing to the improvement of the competitiveness of the companies and to increase employment through the dissemination of proven productivity enhancement processes.

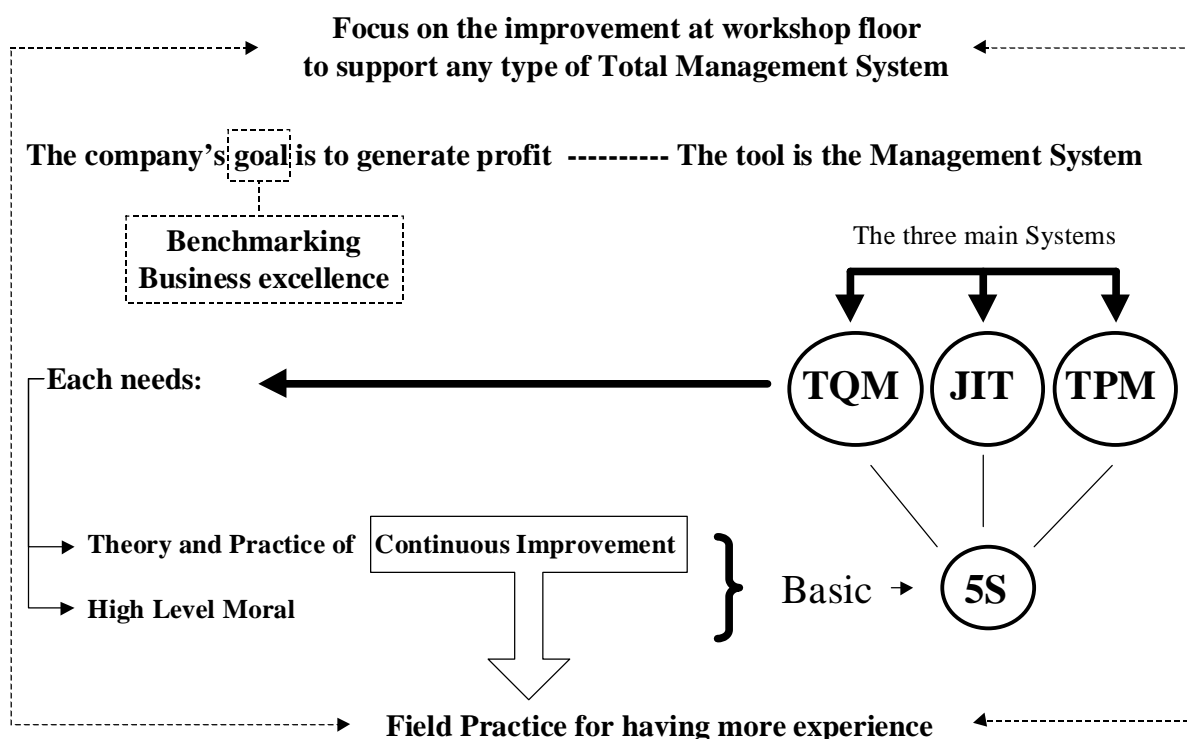
STRUCTURE OF THE COURSE

The Japan International Cooperation Agency (JICA) and the Hungarian Productivity Center (HPC) are jointly organising the “Management Consulting Training Course” in 2004 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

18 January (Su)	Arrival of participants
19 January (Mo)	Opening Ceremony, Welcome Address and Guest Speaker Lecture (1): Management Consulting in Manufacturing Sector
20 January (Tu)	Lecture (2): Fundamentals of modern management systems and 5S method Lecture (3): Push-Pull and JIT production system
21 January (We)	Lecture (4): Total Quality Management - comprehensive approach (TQM) Lecture (5): Total Quality Management - how it works in Japan (TQM)
22 January (Th)	Lecture (6): Total Productive Maintenance (TPM) Lecture (7): Benchmarking - “Good, but comparing to what?”
23 January (Fr)	Company visit - World class implementation of management systems
24 January (Sa)	<i>Free</i>
25 January (Su)	<i>Free</i>
26 January (Mo)	Lecture (8): Continuous improvement (part I) - “The KAIZEN mind” Lecture (9): Continuous improvement (part II) - Practical KAIZEN
27 January (Tu)	Lecture (10): Quick Waste Analysis Orientation for Field Practice
28 January (We)	Participation in the 5th Hungarian Productivity Conference
29 January (Th)	Field Practice (day 1)
30 January (Fr)	Field Practice (day 2)
31 January (Sa)	<i>Free</i>
1 February (Su)	<i>Free</i>
2 February (Mo)	Field Practice (day 3)
3 February (Tu)	Field Practice (day 4)
4 February (We)	Field Practice (day 5)
5 February (Th)	Field Practice (day 6)
6 February (Fr)	Group Presentations Evaluation of the Course & Closing Ceremony
7 February (Sa)	<i>Free</i>
8 February (Su)	Departure of Participants

GUIDELINES

Seminar title	Management Consulting Training Course
Duration	19 January - 6 February 2004
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 (19 January - 6 February 2004)		
B. PERSONAL IDENTIFICATION		
1. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> 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: <input type="checkbox"/> Governmental <input type="checkbox"/> Semi Governmental <input type="checkbox"/> Private <input type="checkbox"/> 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 mail to the Hungarian Embassy in your country **AND** *a copy by fax*
to the Hungarian Productivity Center (Fax: 36-1-373-0188, Attn. Norbert MÁTRAI)
before 12 December 2003.

CORRESPONDENCE

For enquiries and further information, please contact the Hungarian Productivity Center.

Officer in charge: Norbert MÁTRAI



Address:

Hungarian Productivity Center

H-1055 Budapest, Honvéd utca 20/A.

Telephone: (36-1)-474-9750, Fax: (36-1)-373-0188

E-mail: matrai@hpc.hu, matrai.norbert@gazdasagelemzo.hu