

THE INTERNATIONAL TRAINING CENTRE OF THE ILO

A non-profit body, the International Training Centre (ITC) in Turin, Italy, is the training arm of the International Labour Organization (ILO), the specialized agency of the United Nations which seeks the promotion of social justice and internationally recognized human and labour rights.

The Centre seeks to assemble, package and deliver the best thinking, practice and experience – at global level – concerning issues related to the world of work with special focus on fundamental principles and rights at work, employment and income generating opportunities, social protection for all, tripartism and social dialogue, and management of the development process.

Fully residential training takes place at the Centre's compact and functional campus - which is the UN system's only residential training campus - where participants from all over the globe meet, live and learn together, in a stimulating international environment.

Today, its alumni network of over 80,000 men and women is present in 172 countries.

LE CENTRE INTERNATIONAL DE FORMATION DE L'OIT

Le Centre international de formation (CIF) à Turin, Italie, est un organisme à but non lucratif et constitue la branche de formation de l'Organisation internationale du Travail (OIT), l'institution spécialisée des Nations Unies qui poursuit la promotion de la justice sociale et des droits de l'homme et du travail universellement reconnus.

Le Centre rassemble, élabore et diffuse les meilleures théories, pratiques et expériences – au plan mondial – concernant les questions liées au monde du travail, mettant l'accent sur les thèmes suivants : les principes et droits fondamentaux au travail; l'emploi et les possibilités de revenu pour les femmes et les hommes; la protection sociale pour tous; le tripartisme et le dialogue social; la gestion du processus de développement.

La formation se déroule en régime d'internat au campus du Centre, où des participants venant du monde entier se rencontrent, vivent et apprennent ensemble, dans une ambiance internationale stimulante.

Actuellement, ses anciens participants constituent un réseau de plus de 80 000 hommes et femmes dans 172 pays.

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INTRODUCTION

This catalogue lists all publications of the International Training Centre of the ILO, Turin (Italy), available for sale as of 1st August 2000.

Monographs are listed in a separate section because they are considered essays, although some of them can be used in training seminars as textbooks. The section on *Training Material*, on the contrary, lists publications specifically conceived for teaching. Most of them are composed of a series of modules containing exercises, case studies, evaluation tests, etc. These packages may include graphics, transparencies, diskettes, videocassettes, and other multimedia tools to be applied in training sessions.

Prepared by authors with wide experience in the subjects they treat, these publications will be of interest to all those concerned with human resources development and training.

LANGUAGES

Monographs and training materials are presented in the language in which they are edited and published. When versions in other languages are available, this is also indicated.

COPYRIGHT

All publications listed in this catalogue enjoy copyright. The Centre will consider requests for local market adaptation, translation and reprints.

HOW TO ORDER

Publications of the International Training Centre may be ordered directly from:

PUBLICATIONS

International Training Centre of the ILO
Viale Maestri del Lavoro 10
10127 - TURIN, Italy
Tel: +39-011-6936 693 • Fax: +39-011-6936 352
E-mail: MDP@itcilo.it
Website: <http://www.itcilo.it/english/publications/index.htm>

or through the intermediary of local ILO offices. Please note that all prices, titles and bibliographic details are subject to change without notice.

INTRODUCTION

Ce catalogue contient la liste de toutes les publications du Centre international de formation de l'OIT à Turin, en stock au 1^{er} août 2000.

Les monographies figurent dans des listes séparées, puisqu'elles sont considérées comme des essais, bien que certaines d'entre elles soient utilisées comme textes de référence dans les cours. La section du *matériel didactique*, par contre, énumère les publications qui ont été conçues pour être utilisées dans l'enseignement; pour la plupart, il s'agit de séries de modules incluant des exercices, des études de cas, des tests d'évaluation, etc. Il y a également des trousseaux, ou mallettes, pédagogiques assorties de transparents, de graphiques, de disquettes, de cassettes vidéo et d'autres outils multimédia, qui sont couramment utilisées au cours des séances de formation. Ces publications sont conçues par des experts chevronnés dans les divers sujets, et revêtent donc un intérêt certain pour tous ceux qui s'occupent de questions de mise en valeur des ressources humaines et de formation.

LANGUES

Les monographies et le matériel didactique sont présentés dans la langue dans laquelle ils ont été rédigés et publiés. Lorsque la traduction en d'autres langues existe, elle est signalée.

DROIT D'AUTEUR

Toutes les publications de ce catalogue sont protégées par les normes en matière de droit d'auteur. Le Centre examinera toute demande concernant leur adaptation, traduction et réédition.

LES COMMANDES

Les publications du Centre international de formation peuvent être commandées à l'adresse suivante:

PUBLICATIONS

Centre international de formation de l'OIT
Viale Maestri del Lavoro 10
10127 - TURIN, Italie
Tél: +39-011-6936 693 • Fax: +39-011-6936 352
E-mail: MDP@itcilo.it
Website: <http://www.itcilo.it/english/publications/index.htm>

ou par l'intermédiaire des Bureaux extérieurs de l'OIT. Veuillez noter que les prix, les titres et les détails bibliographiques sont susceptibles de variation sans préavis.

PRICES AND MAILING

The prices in the catalogue are quoted in US dollars. When placing orders, please use the **Order Form** enclosed (see page 29).

Please be advised that outside Europe surface deliveries may take a few months to reach their destination. Quotations for special large shipments may be obtained from the Publications Unit of the International Training Centre of the ILO. Goods will be sent at the purchaser's risk; they will only be registered or insured upon request and billed extra.

PAYMENT

Payments under US\$ 1,000 must be sent by non-transferable cheque or bank transfer. For orders above US\$ 1,000 an invoice/debit note will be issued and dispatched together with the goods.

PRIX ET EXPEDITION

Les prix sont libellés en dollars des États-Unis. Lorsque vous passez une commande, veuillez remplir le **bon de commande** ci-joint (voir page 29).

Veuillez noter qu'en dehors de l'Europe le courrier ordinaire arrive à destination parfois après quelques mois. Pour des commandes importantes, vous pouvez demander un devis à "Publications". Les articles sont envoyés aux risques de l'acheteur; ils peuvent être envoyés par courrier recommandé ou être assurés à la demande et aux frais de l'acheteur.

PAIEMENT

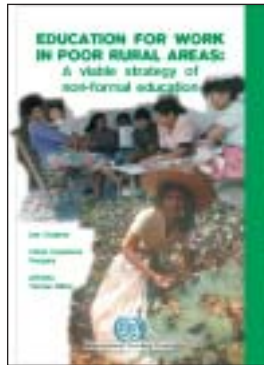
Les sommes inférieures à 1 000 dollars des États-Unis doivent être réglées au moment de la commande par chèque non transférable ou virement bancaire. Dans le cas des commandes pour une valeur supérieure à 1 000 dollars des États-Unis une facture est dressée et envoyée avec les articles demandés.

EDUCATION FOR WORK IN POOR RURAL AREAS: A VIABLE STRATEGY OF NON-FORMAL EDUCATION

OOIJENS Jan, ESPINOZA VERGARA Mario and TAMPE BIRKE Alfredo

2000 214 pages

ISBN 92-9049-372-1 12.00 US\$



This book contains a proposed model of Education for Work applicable to lower income rural and urban populations. The model presented here is the product of the Education for Work Project (POCET), an experimental project conducted in the Republic of Honduras between 1990 and 1996, although knowledge drawn from the experiences of adult education in other countries has also been taken into account.

The proposed model is the product of a process of experimentation and systematic analysis. As such it may be considered a scientific method applicable to other populations with similar characteristics, that is to say rural populations engaged in subsistence agriculture with low levels of education, a high rate of illiteracy and precarious social services. It may also be applied to poor semi-urban populations.

This book is intended to be used by high level directors, professionals and technicians with operational responsibilities at the middle level of public institutions, and the directors of private organizations that participate in the development of youth and adult education for both men and women.

Also available in French.

GRASSROOTS' ORGANIZATIONS, DECENTRALIZATION AND RURAL DEVELOPMENT: AFRICAN EXPERIENCES IN THE 1990s

Edited by HOLMÉN Hans and LUZZATI Enrico

1999 410 pages

ISBN 92-9049-367-4 18.00 US\$

Proceedings from a workshop involving the Università di Torino (Italy), Linköping University (Sweden), the Centro Piemontese di Studi Africani and the International Training Centre of the ILO. The participants represented aid agencies, universities, the International Cooperative Alliance, FAO and the World Bank. Their essays in French and English deal with decentralization and grassroots' organizations effects on natural resources, finance, and various socio-political aspects.

I LAVORATORI IMMIGRATI E IL LORO EFFETTO SUL MERCATO DEL LAVORO IN ITALIA / L'IMMIGRAZIONE DAI PAESI DEL MAGHREB IN EUROPA

L. FREY, R. LIVRAGHI, A. VENTURINI, A. RIGHI, L. TRONTI, D. GIUBILARO

1997 158 pages

ISBN 92-2-810688-3 12.00 US\$

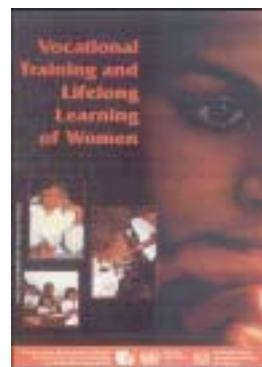
Le prime tre ricerche "I lavoratori immigrati e il loro effetto sul mercato del lavoro in Italia" forniscono una visione generale di introduzione alle problematiche economiche e sociali legate al controverso tema del lavoro degli stranieri in Italia. L'analisi si concentra sui lavoratori extra-comunitari assunti con contratti a tempo determinato e sugli stranieri che entrano illegalmente, o che entrano legalmente come turisti o studenti e che in seguito cercano un lavoro anche se non hanno l'autorizzazione. La quarta ricerca "L'immigrazione dai paesi del Maghreb" rappresenta la sintesi di uno studio elaborato nel quadro del "Programma Maghreb", finalizzato a promuovere l'impiego nei paesi di origine degli immigrati ed a definire un quadro di analisi per determinare l'evoluzione delle migrazioni potenziali originarie di questa regione.

VOCATIONAL TRAINING AND LIFELONG LEARNING OF WOMEN

Edited by HARTL Maria

1997 108 pages

ISBN 92-9049-345-3 15.00 US\$



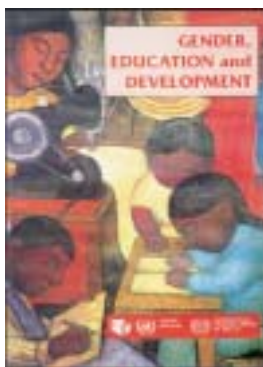
This publication contains the report of an Expert Group Meeting, organized by the UN Division for the Advancement of Women, Department for Policy Coordination and Sustainable Development, in cooperation with ILO and UNESCO, at the International Training Centre of the ILO in Turin (Italy), as well as conclusions, recommendations, and extracts from papers presented at the meeting.

The **report** highlights education and training of women as a means for increasing and improving opportunities for women in the world of work, for increasing their economic and social power, and for enabling them to fulfil their potential in contributing to the development of both, societies and themselves. The **experts' papers** focus on current labour market conditions and employment trends for women, on obstacles to women's access to vocational training and lifelong learning, and on strategies to overcome these obstacles. Some experts describe experiences and initiatives taken at national level.

GENDER, EDUCATION AND DEVELOPMENT

Edited by HARTL Maria and MATHIASON John

1997 330 pages
ISBN 92-9049-344-8 32.00 US\$



This publication is a collection of papers presented at an Expert Group Meeting convened by the UN Division for the Advancement of Women, Department for Policy Coordination and Sustainable Development at the International Training Centre of the ILO in Turin (Italy). It provides insight into the progress achieved at all levels of female education and describes the obstacles in access and achievements that still persist at regional and subregional levels. Also

included are the meeting's main conclusions and recommendations in the field of educational policy, learning environment and access to quality education. Experts also suggested action to address the educational needs of girls and women in especially difficult circumstances such as refugee and minority or socially disadvantaged girls and women.

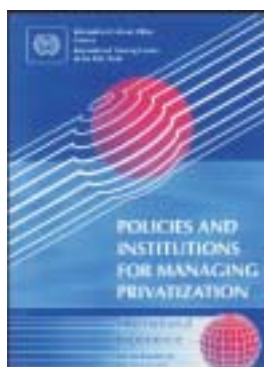
POLICIES AND INSTITUTIONS FOR MANAGING PRIVATIZATION: INTERNATIONAL EXPERIENCE

RONDINELLI Dennis and IACONO Max

1996 184 pages
ISBN 92-9049-338-X 20.00 US\$

This volume describes, assesses and draws lessons from international experience in the field of privatization. It explores the relationship between privatization and economic development, the growing worldwide interest in privatization, and its historic relationship to economic development. It identifies problems and constraints in implementing privatization policies and describes approaches to address these effectively and equitably with particular focus on social aspects.

Also available in Russian.



TRAINING FOR SELF-EMPLOYMENT THROUGH VOCATIONAL TRAINING INSTITUTIONS

Edited by GRIERSON John P. and McKENZIE Iain

1996 156 pages
ISBN 92-9049-333-0 14.00 US\$



This book helps vocational training managers and trainers to address the issue of reorienting vocational training towards self-employment from the perspective of enterprise development. Part I provides an Assessment Framework for vocational training institutions in considering self-employment reorientation of programmes; part II contains detailed guidelines for reorienting vocational training to self-employment;

part III presents case studies from India, Colombia, Kenya, Ghana and Chile; part IV draws together the findings from the case studies and provides a planning framework for the design of self-employment support programmes.

NEW TRAINING TECHNOLOGIES

HERREMANS Albert

1995 98 pages
ISBN 92-9049-299-6 8.00 US\$

This handy book, written by a reputed expert and trainer, provides training managers and trainers with easily understandable guidelines on how New Training Technologies can be best used in individual and group learning. It suggests a methodology to select the most appropriate NTTs using cost models. The reader will be able to learn about NTTs' trends and technical aspects, supported by a glossary to facilitate understanding.

APORTE DE LAS COOPERATIVAS A UN PROCESO DE DESARROLLO CON EQUIDAD EN AMERICA LATINA

NAVAS VEGA Daniel

1995 108 páginas
ISBN 92-9049-302-0 18.00 US\$

El patrón de desarrollo que rigió en America Latina a partir de la segunda guerra mundial y que le permitió alcanzar porcentajes de crecimiento significativos mostró su agotamiento a fines de los años setenta y comienzos de los ochenta. Este libro nos entrega antecedentes que demuestran que las empresas cooperativas, como modelo económico y como modelo social, pueden cumplir un activo rol en la implementación de la nueva propuesta para el desarrollo elaborada por la CEPAL, que establece como tarea común y prioritaria la transformación de las estructuras productivas de la región en un marco de progresiva equidad social.

VOCATIONAL EDUCATION AND TRAINING IN CENTRAL AND EASTERN EUROPE: CURRENT CONSTRAINTS AND CHALLENGES

VIERTEL Evelyn

1994 48 pages
ISBN 92-9049-279-1 7.00 US\$

The study reviews elements of the vocational education and training systems in the Central and East European countries that are in most urgent need of reform. Comparative analyses are made with systems of some West European countries. The study addresses the modernization of the vocational and training systems in Central and East European countries, and makes proposals for a concerted action among these countries and foreign donor organizations.

THE DUAL FORM OF VOCATIONAL TRAINING AND ITS REPLICABILITY IN CENTRAL AND EASTERN EUROPE

VIERTEL Evelyn

1994 36 pages
ISBN 92-9049-280-2 7.00 US\$

The study illustrates the structure and principles of the dual form of vocational training, and assesses the potential for explicating its positive features in Central and East European countries. In its first part the study illustrates the structures and principles of the dual vocational training system in Germany. The second part addresses the conditions required to introduce dual structures and some internationally accepted considerations about further shaping the vocational training systems in Central and East European countries.

ATTI DEL CONVEGNO: STRATEGIE FORMATIVE ATTE A FAVORIRE L'IMPRENDITORIALITA' FEMMINILE

BERTINO Daniela and SHALABI Jeannette

1992 106 pages
ISBN 92-9049-270-8 10.00 US\$

Da alcuni anni il Centro realizza una serie di attività volte a promuovere la partecipazione delle donne ai processi di sviluppo, dedicando particolare attenzione alle pari opportunità in ambito lavorativo e cercando di catalizzare le analisi e le sperimentazioni più significative realizzate in Europa sulla promozione dell'imprenditorialità femminile. Tali esperienze sono trasformate in materiale didattico, struttura portante di attività formative in Africa, Asia, ed America Latina. Gli atti di questo convegno raccolgono gli interventi particolarmente rappresentativi dei vari approcci ai problemi che un'imprenditrice incontra nel creare e gestire la propria azienda.

INNOVATIONS IN EDUCATIONAL AND TRAINING TECHNOLOGIES

De MOURA CASTRO Claudio, WILSON David N. and OLIVEIRA Joao

1991 296 pages
ISBN 92-9049-238-4 16.00 US\$

This volume deals with the economics of using technologies for training and technical education. It is intended to broaden the limits of the field of educational technology, which has, until now, primarily addressed the needs of the academically centred educational process. The case studies which have been included are drawn from countries all over the globe. A world-wide perspective is extremely important for this dynamic field, because innovations are being transferred not only from North to South but also from South to South, and from South to North. The book is divided into four sections: Educational cost analysis; Innovative technical and vocational training programmes; Distance education programmes and projects; Computer-based education and simulation.

RURAL VOCATIONAL TRAINING: RECENT EXPERIENCES AND LESSONS LEARNED

ESPINOZA Arsenio and GORHAM Alex

1991 80 pages
ISBN 92-9049-229-5 10.00 US\$

Income generation in the non-farm sector is an essential component of strategies aimed at increasing standards of living in rural areas, which can be achieved through appropriate training programmes and support services for self-employment. This book reviews recent experiences of ILO-supported provision of rural training in developing countries, including approaches which are participatory, community-based and focused specifically on the income-generating potential of local economies in the non-farm sector.

MANAGEMENT OF TRAINING INSTITUTIONS

FERRARI Sergio and LANCASTER David F.

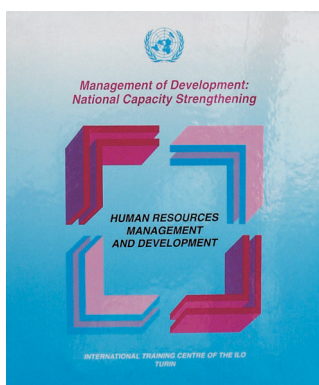
ISBN 92-9049-119-5 21.50 US\$

Training institutions have a vital role in the development process in both the modern and the traditional sectors of the economy of a country. This manual assists managers of training institutions in improving the effectiveness with which they respond to conflicting problems and opportunities and contribute to the achievement of the training sector in their country. The framework adopted in this manual - Planning, Organizing, Staffing and Leading, Controlling - is presented as a general strategy for improving institutional performance.

Also available in French and Spanish.

MODULAR SERIES ON MANAGEMENT OF DEVELOPMENT: NATIONAL CAPACITY STRENGTHENING

This series consists of independent and complementary modules designed to respond with utmost flexibility to the beneficiaries' needs. They first address national training teams which include experienced trainers from training institutions, national staff of external offices of United Nations agencies operating in the field of training, and government delegates. At a later stage, these teams will train the ultimate beneficiaries by means of modular training material which they will have previously adapted to their national contexts.



TECHNICAL COOPERATION AMONG DEVELOPING COUNTRIES (TCDC)

1996	444 pages, 57 transparencies	
ISBN	92-9049-337-2	96.00 US\$
	without transparencies	49.00 US\$

TCDC, or "South-South" cooperation, is a way for developing countries to benefit from one another's expertise and technology. This module explores the advantages of appropriateness, sustainability and cost-effectiveness that make TCDC a complement to more traditional forms of technical cooperation. Trainees will learn steps to strengthen their capacities in organizing technical cooperation exchanges with other developing countries, including institutional strengthening sensitization, information dissemination and financing.

HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

1995	234 pages, 39 transparencies	
ISBN	92-9049-301-1	68.50 US\$
	without transparencies	36.50 US\$

This module assists staff responsible for the management and development of human resources (needs identification, interviewing and selection techniques, the most appropriate approach and strategy for the best use of human potential).

POLICY ANALYSIS AND PLANNING

1995	300 pages, 57 transparencies	
ISBN	92-9049-300-3	84.00 US\$
	without transparencies	38.50 US\$

This module assists national or sectoral planners in integrating policy planning into the national development strategy, analysing and planning through a five-step process: problem analysis, selection of alternatives for action, foreseeing consequences, evaluating results and taking decisions.

ADAPTATION AND TRAINING SKILLS

1995	384 pages, 61 transparencies	
ISBN	92-9040-295-3	93.00 US\$
	without transparencies	43.00 US\$

This module enables trainers to adapt training material to specific contexts and needs. It guides trainers in choosing appropriate methods of organizing and conducting workshops. The module covers the systems approach to training, including training needs assessment, setting training objectives, training design and evaluation.

INTRODUCTION TO ORGANIZATIONAL DEVELOPMENT

1995	178 pages, 40 transparencies	
ISBN	92-9049-296-X	63.50 US\$
	without transparencies	30.50 US\$

This module guides the managers and decision-makers of the various organizations in the implementation of methods and strategies for organizational change and development.

PROJECT FORMULATION

1995	220 pages, 19 transparencies	
ISBN	92-9049-297-0	52.50 US\$
	without transparencies	36.50 US\$

This module assists staff in charge of project design in the analysis of a project proposal and the formulation of appropriate recommendations for the project document.

PROJECT MANAGEMENT

1995	352 pages, 52 transparencies	
ISBN	92-9049-298-8	86.00 US\$
	without transparencies	43.00 US\$

This module assists staff in effectively managing a development project by formulating measurable objectives (key sectors for project effectiveness, performance criteria, monitoring), drafting a plan of action, defining follow-up and evaluation procedures.

BUDGETING, REVIEW AND CONTROL FOR PROJECTS

1994	148 pages, 9 transparencies	
ISBN	92-9049-293-7	43.50 US\$
	without transparencies	34.00 US\$

This module assists staff responsible for the financial management of development operations in preparing a project budget from a work plan and establishing a system for monitoring and analysing information.

PUBLIC PROCUREMENT FOR DEVELOPMENT

1994	186 pages	
ISBN	92-9049-294-5	34.00 US\$

This module assists staff occasionally responsible for procurement in taking appropriate decisions for each project. Its major features are the role of public markets and procurement planning, procurement processes and methods, including tender evaluation and contract administration.

CAPACITY BUILDING: PREMISES AND PRACTICE

1994	128 pages	
ISBN	92-9049-292-9	32.00 US\$

This module aims at making staff in charge of management development aware of the need to plan and manage the development process, giving priority to strengthening capacities at institutional and individual levels, through the analysis of the development process and capacity development as a dynamic means of integration.

GESTION DU DEVELOPPEMENT: RENFORCEMENT DES CAPACITES NATIONALES

Cette série se compose de modules autonomes et complémentaires conçus essentiellement pour répondre, avec un maximum de flexibilité, aux besoins des bénéficiaires. Dans un premier temps, ce programme s'adresse à des équipes nationales de formation composées de formateurs expérimentés appartenant à des institutions de formation, de personnel national des bureaux extérieurs d'institutions des Nations Unies exerçant des responsabilités dans le secteur de la formation, et de délégués gouvernementaux. Dans un second temps, ces équipes formeront les bénéficiaires ultimes à l'aide du matériel didactique modulaire, qu'elles adapteront préalablement au contexte national.



GESTION ET DEVELOPPEMENT DES RESSOURCES HUMAINES

1996	238 pages, 39 transparents	
ISBN	92-9049-317-8	68.50 US\$
	sans transparents	36.50 US\$

Ce module aide le personnel responsable de la gestion et du développement des ressources humaines à gérer de façon efficace le personnel d'une organisation (identification des besoins, entretien et techniques de sélection, approche et stratégie les plus adéquates pour valoriser au mieux le potentiel humain).

LES MARCHES PUBLICS POUR LE DEVELOPPEMENT

1996	218 pages	
ISBN	92-9049-339-9	34.00 US\$

Ce module est destiné à aider les responsables de projets à acquérir les moyens nécessaires pour analyser le processus de passation de marchés afin d'améliorer leur compétence en matière de prise de décision. Son contenu traite essentiellement du rôle des marchés publics et de la planification de la passation de marchés; du processus et des méthodes de passation de marchés dont l'adjudication, l'évaluation des soumissions et l'administration de contrats.

LE DEVELOPPEMENT DES CAPACITES: PRINCIPES ET PRATIQUE

1995 174 pages
 ISBN 92-9049-305-4 32.00 US\$

Ce module se propose de faire prendre conscience aux personnels chargés de la gestion du développement de la nécessité de planifier et de gérer le processus de développement, en considérant en priorité le renforcement des capacités aux niveaux institutionnel et individuel, par l'analyse du processus de développement et le renforcement des capacités comme moyen dynamique d'intégration.

ANALYSE ET PLANIFICATION DES POLITIQUES

1995 300 pages, 57 transparents
 ISBN 92-9049-315-9 84.00 US\$
 sans transparents 38.50 US\$

Ce module aide les planificateurs nationaux ou sectoriels à intégrer la planification des politiques à la stratégie du développement national, à analyser et à planifier par une démarche en cinq étapes: l'analyse des problèmes, la sélection d'alternatives pour l'action, la prévision des conséquences, l'évaluation des résultats et la prise de décisions.

INTRODUCTION AU DEVELOPPEMENT ORGANISATIONNEL

1995 178 pages, 40 transparents
 ISBN 92-9049-306-2 63.50 US\$
 sans transparents 30.50 US\$

Ce module amène les gestionnaires et les décideurs des organisations à mettre en oeuvre des méthodes et des stratégies de changement et de développement organisationnel.

LA FORMULATION DE PROJETS

1995 232 pages, 21 transparents
 ISBN 92-9049-307-9 52.50 US\$
 sans transparents 36.50 US\$

Ce module aide le personnel chargé de la conception et de la formulation de projets à analyser une proposition de projet et à émettre les recommandations appropriées pour rédiger le document de projet.

LA GESTION DE PROJETS

1995 296 pages, 65 transparents
 ISBN 92-9049-308-3 86.00 US\$
 sans transparents 43.00 US\$

Ce module aide le personnel concerné à gérer efficacement un projet de développement, notamment dans la définition d'objectifs mesurables (tâches clés d'efficacité du projet, critères de performance, information de contrôle), la préparation d'un plan d'action, l'établissement de procédures de suivi et d'évaluation.

BUDGETISATION, ETUDE ET CONTROLE DES PROJETS

1995 198 pages, 9 transparents
 ISBN 92-9049-316-4 43.50 US\$
 sans transparents 34.00 US\$

Ce module aide le personnel chargé de la gestion financière d'opérations de développement à préparer le budget d'un projet et à établir un cadre de contrôle, de suivi et d'examen de l'information.

TECHNIQUES DE FORMATION ET D'ADAPTATION

1995 366 pages, 61 transparents
 ISBN 92-9040-309-6 93.00 US\$
 sans transparents 43.00 US\$

Ce module permet aux participants d'adapter des outils de formation à des besoins et des contextes spécifiques. Il guide les formateurs dans leur choix de méthodes appropriées pour l'organisation et la conduite d'ateliers. Le module traite de l'approche systémique de la formation, y compris l'évaluation de programmes de formation.

LOCAL ECONOMIC DEVELOPMENT

Since the late 1980s, economic development worldwide has been characterized by rapid economic change with increasing unemployment. The impact of structural adjustment policies and changing tasks of the State have given additional importance to concepts such as Sustainable Human Development (SHD) and Local Economic Development (LED). In order to adequately include LED in SHD policies and efforts, the International Training Centre of the ILO and other Agencies and Institutions of the UN system have carried out several initiatives to analyse, discuss and develop concrete LED strategies and activities. Within this framework, the United Nations Staff College Project/LedLink Programme's main objective is to offer a pool of services based on research and systemization of ongoing LED experiences to recipient countries, institutions developing international LED projects and UN system specialized Agencies and Institutions.

STRATEGIES FOR LOCAL ECONOMIC DEVELOPMENT WITHIN THE FRAMEWORK OF SUSTAINABLE HUMAN DEVELOPMENT: INPUTS TO CAPACITY BUILDING

Edited by NIELSON SHORT Dorthe, LINDENTHAL Roland, VIDAL ALONSO Angel L.

1996 110 pages
 ISBN 92-9049-334-8 13.00 US\$

This first Working Paper of the LedLink Programme brings together a number of articles with the purpose of encouraging discussion on this rather complex subject. It provides an overview of existing approaches and examples of concrete experiences and achievements of ongoing activities in developing countries, former centrally planned economy countries and industrialized countries.

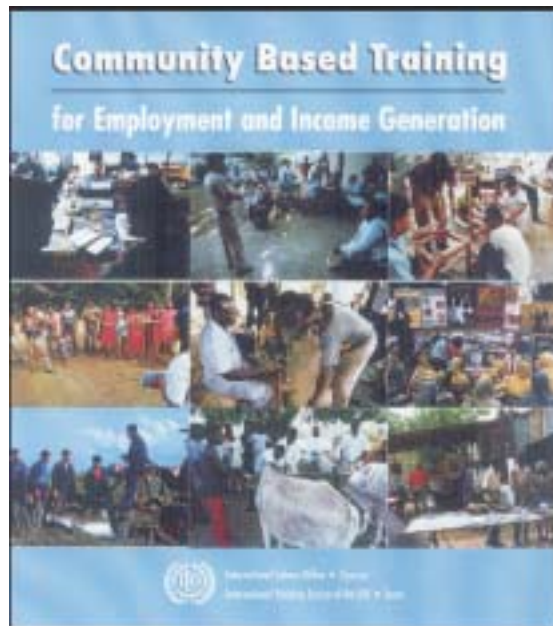
COMMUNITY BASED TRAINING

This programme develops a methodological strategy to train youth and women in rural areas of developing countries for employment and income-generating opportunities, through a comprehensive approach composed of training actions, post-training support, and credit to entrepreneurs, placing particular emphasis on identifying employment opportunities before carrying out training to match the opportunities. This methodology is based on experiences gained through implementation of the Skill Development for Self-Reliance (SDSR) approach in Eastern and Southern Africa (Kenya, Swaziland, Tanzania, Zambia) as well as on the Training for Rural Gainful Activities (TRUGA) approach in Asia (Nepal, Phillipines), the Russian Federation and Belarus.

COMMUNITY BASED TRAINING FOR EMPLOYMENT AND INCOME GENERATION (CBT)

1996 352 pages
 ISBN 92-9049-341-9 70.00 US\$

This manual has been prepared as a guide for applying the CBT methodology and it is addressed to staff who have already acquired some training and experience with the CBT programme. Where this is not the case then additional exercises may be needed. It is recommended that use of the manual in staff development projects be guided by national and/or international experts experienced in implementing the procedures, and that training sessions be immediately followed by direct field application.



MODULAR SERIES ON PROCUREMENT

EQUIPMENT PROCUREMENT MANAGEMENT

This package consists of six modules and one volume containing the answers to questions and assignments. The training package has been developed by the World Bank's Procurement Policy and Coordination Unit (Washington, D.C., USA) in collaboration with the International Training Centre of the ILO, Turin, Italy.

The set of seven modules costs 143.70 US\$

Module E/WPM I may be purchased separately, at the cost of 28.00 US\$

PROCUREMENT IN WORLD BANK FINANCED PROJECTS

Module E/WPM I (Fourth edition)

1999 302 pages

ISBN 92-9049-264-3 28.00 US\$

This module provides an overall view of the procurement policy and process in projects financed by the World Bank and other regional development financial institutions, such as the African Development Bank. It also aims to familiarize the learner with the principal elements of the Loan/Credit Agreement, Staff Appraisal Report (SAR), and World Bank Guidelines of procurement.

PREPARATION OF EQUIPMENT SPECIFICATIONS

Module EPM II (Fourth edition)

1999 108 pages

ISBN 92-9049-265-1

The general objective of this module is to enable the trainee to review equipment technical specifications in order to ensure suitability for competitive bidding.

THE BIDDING DOCUMENTS

Module EPM III (Fourth edition)

1999 312 pages

ISBN 92-9049-266-0

This module covers the preparation of bidding documents for International Competitive Bidding (ICB) for the procurement of equipment in accordance with the World Bank Guidelines and its Standard Bidding Documents.

BID OPENING AND BID EVALUATION

Module EPM IV (Fourth edition)

1999 130 pages

ISBN 92-9049-267-8

This module covers the management of public bid opening, and the evaluation of bids for the procurement of equipment using acknowledged evaluation methods.

CONTRACT AWARD AND IMPLEMENTATION

Module EPM V (Fourth edition)

1999 86 pages

ISBN 92-9049-268-6

This module covers the basic contract principles, contract award and implementation for the procurement of equipment.

PAYMENT PROCEDURES AND PRACTICES

E/WPM VI (Fourth edition)

1999 178 pages

ISBN 92-9049-269-4

This module aims to familiarize the learner with the World Bank's disbursement procedures, operation of the project's special account, preparation of withdrawal applications in conformity with payment conditions as specified in the bidding documents.

ANSWERS TO TESTS/ASSIGNMENTS

1999 68 pages

ISBN 929049-318-6

All the answers to the test questions, case studies and assignments included in the Modules I to VI have been assembled in this booklet. It serves as a useful tool for both the teacher and the learner.

WORKS PROCUREMENT MANAGEMENT

This package consists of seven modules and one volume containing the answers to questions and assignments. The training package has been developed by the World Bank's Procurement Policy and Coordination Unit (Washington, D.C., USA) in collaboration with the International Training Centre of the ILO, Turin, Italy.

The set of eight modules costs 181.00 US\$

Module E/WPM I may be purchased separately, at the cost of 28.00 US\$



PROCUREMENT IN WORLD BANK FINANCED PROJECTS

Module E/WPM I (Fourth edition)

1999 302 pages
ISBN 92-9049-264-3 28.00 US\$

This module provides an overall view of the procurement policy and process in projects financed by the World Bank and other regional development financial institutions, such as the African Development Bank. It also aims to familiarize the learner with the principal elements of the Loan/Credit Agreement, Staff Appraisal Report (SAR), and World Bank Guidelines for procurement.

THE BIDDING DOCUMENT: TYPES OF WORKS CONTRACT

Module WPM II (Fourth edition)

1994 110 pages
ISBN 92-9049-286-4

This module introduces common types of works contracts and the factors influencing the choice of contract type. It also defines the purpose of the basic components of a typical works bidding document.

THE BIDDING PROCESS: STANDARD BIDDING DOCUMENTS

Module WPM III/1 (Fourth edition)

1999 192 pages
ISBN 92-9049-287-2

THE BIDDING PROCESS: STANDARD BIDDING DOCUMENTS

Module WPM III/2 (Fourth edition)

1999 174 pages
ISBN 92-9049-288-9

This module in two volumes covers the preparation of bidding and prequalification documents for International Competitive Bidding (ICB) in conformity with World Bank Guidelines and its Standard Bidding Documents for Major and Smaller Works. It defines the responsibilities of the Borrower/Employer and the Bank in conducting the prequalification process and the bidding process.

BID OPENING AND BID EVALUATION

Module WPM IV (Fourth edition)

1999 180 pages
ISBN 92-9049-289-3

This module covers the management of public bid openings and the evaluation of bids. It outlines how to deal with deviations in the bids and how to compile the evaluation report.

CONTRACT IMPLEMENTATION AND MANAGEMENT

Module WPM V (Fourth edition)

1999 212 pages
ISBN 92-9049-290-1

This module covers the preparation and implementation of works contracts. It deals with common claim situations and procedures available for the resolution of disputes. It also covers contract management functions of the Borrower/Employer/Engineer, and the role of the Bank as it relates to contract execution.

PAYMENT PROCEDURES AND PRACTICES

E/WPM VI (Fourth edition)

1999 178 pages
ISBN 92-9049-269-4

This module aims to familiarize the learner with the World Bank's disbursement procedures, the operation of the project's special account and the preparation of withdrawal applications in conformity with payment conditions as specified in the bidding documents.

ANSWERS TO TESTS/ASSIGNMENTS

1999 124 pages
ISBN 92-9040-291-8

All the answers to the test questions, case studies and assignments included in the Modules I to VI have been assembled in this booklet. It serves as a useful tool for both the teacher and the learner.

PUBLIC PROCUREMENT MANUAL

JADOUN George and WESTRING Gösta

1996 302 pages
ISBN 92-9049-340-2 47.50 US\$



This Manual is the product of joint collaboration between OECD/SIGMA and ILO/TURIN. It is intended as a reference/working document targeted at public procurement practitioners and aims at presenting the principles of internationally accepted public procurement regimes (with reference to UNCITRAL,

WTO/GATT, EU and IFI procurement regulations/directives) in addition to imparting the business skills required for the successful implementation of the procurement process (pre- and post-award phases). It covers the procurement of goods, construction works and services and is sub-divided into three sections as follows: **Section I:** Generic principles of public procurement and typical institutional framework; **Section II:** Managing the procurement process; **Section III:** Contract administration and related implementation instruments.

INTERNATIONAL LABOUR STANDARDS AND HUMAN RIGHTS

The publications in this series are designed into a modular, flexible but accurate, information kit on international labour standards and human rights, to be placed at the disposal of trainers or practitioners particularly concerned with national or international law (civil servants, judges, lawyers, representatives of trade unions, employers' associations, non-governmental organizations, etc.). These publications can also be beneficial to those who wish to acquire comprehensive information on international labour standards and human rights, such as scholars, students, and officials in technical cooperation services.

CHILD LABOUR BRIEFING MATERIAL

CHIARABINI Alessandro, TAJGMAN David and THIJS Guy

2000 154 pages, 1 CD-ROM
ISBN 92-9049-370-4 54.00 US\$

This material is designed to help trainers prepare and make presentations in training activities on child labour and on the role of the ILO in the fight against the economic exploitation of children.

It consists of two units ("the problem" and "the response"), a user's guide and a PowerPoint presentation on CD-ROM which is also available on paper.



LES NORMES INTERNATIONALES DU TRAVAIL ET LE DEVELOPPEMENT: GUIDE DU FORMATEUR

1995 230 pages, 46 transparents, 1 livret, vidéocassette
ISBN 92-9049-282-1 77.00 US\$
sans vidéocassette 66.00 US\$

Ce guide a été conçu pour diffuser la connaissance des normes; il se compose de quatre parties qui ont trait aux processus d'élaboration des normes ainsi qu'à la coopération technique, les moyens d'action complémentaires de l'OIT. Le guide décrit l'interaction du Code international du Travail avec les activités pratiques; il illustre également les normes les plus importantes et leur impact sur les programmes d'action de l'OIT dans un certain nombre de secteurs techniques. La vidéocassette et le livret constituent une partie intégrante du guide du formateur.

Egalement disponible en langue arabe (sans vidéocassette).

LAS NORMAS INTERNACIONALES DEL TRABAJO Y EL DESARROLLO: GUIA PARA FORMADORES

1995 230 páginas, 46 transparencias, 1 folleto, cinta de vídeo
ISBN 92-9049-283-0 77.00 US\$
sin cinta de vídeo 66.00 US\$

Esta guía tiene por objeto fomentar el conocimiento de las normas; se divide en cuatro partes que abordan la actividad normativa y la cooperación técnica como medios de acción complementarios a disposición de la OIT. La guía describe el Sistema de Normas Internacionales del Trabajo y sus interrelaciones con las actividades prácticas; por otra parte, ilustra algunas de las normas principales y la forma en que resultan pertinentes a las actividades prácticas de la OIT en un cierto número de sectores técnicos. La cinta vídeo y el folleto integran la Guía para formadores.

INTERNATIONAL LABOUR STANDARDS AND DEVELOPMENT: TRAINER'S GUIDE

1992 230 pages, 46 transparencies, 1 video VHS (NTSC, PAL or SECAM), 1 booklet
ISBN 92-9049-245-7 77.00 US\$
without video 66.00 US\$

This guide is designed to develop awareness concerning standards. It is structured in four parts addressing the standard-setting process and technical cooperation which are complementary means of action available to the ILO. The guide describes how the International Labour Code interacts with operational activities, and illustrates some of the main standards and their pertinence to the operational activities of the ILO in a number of technical fields. A videotape and a booklet are included.

Also available in Arabic (without video).

WORKERS' EDUCATION

This series offers trade union trainers and workers' educators a ready reference package which can be used to meet their local training needs. It is designed for active and participative learning. Active learning implies that course participants are fully involved in all aspects of training, that they are not passive, silent recipients of knowledge. It implies also that the courses - objectives, methods and materials - recognize the value of participants' trade union experiences.



ACTIVE LEARNING METHODS IN WORKERS' EDUCATION: LEARNING ACTIVITIES FOR COURSES ON THE MANAGEMENT OF TRADE UNION TRAINING SYSTEMS

DOYLE Mel and CAIROLA Enrico

1993 166 pages

ISBN 92-9049-277-5 30.00 US\$

This package places particular emphasis on educational methodology and evaluation. It is divided into three parts: educational methodology, methodology of evaluation, learning activities.

Also available in French.



ACTIVE LEARNING METHODS IN WORKERS' EDUCATION: THEIR APPLICATION TO OCCUPATIONAL SAFETY AND HEALTH COURSES

ATKINS John, CRANE Sue and HOPE Ann

1992 150 pages

ISBN 92-9049-240-6 30.00 US\$

The selection of materials presented in this folder is the outcome of two training programmes held in Turin in 1990. The materials were designed by the trainers responsible for conducting such programmes and further developed by an experienced trainer in the fields of workers' education and women's education. Structurally, the package is built around five themes: educational methodology; health and safety experiences; practical teaching and training skills; evaluation techniques; personal action plans.

Also available in French and Portuguese.

ENTREPRENEURSHIP TRAINING

DÉVELOPPEMENT D'UNE POLITIQUE NATIONALE DE PRODUCTIVITÉ: MANUEL DE FORMATION

HOSSENMAMODE *Hakim*

1999 151 pages, 13 transparents
ISBN 92-9049-368-2 92.60 US\$

La productivité...enjeu du troisième millénaire!

enjeu nécessitant les efforts de toutes les forces vives à l'échelle de la nation...pour cela, une des premières conditions est que les différentes entités apprennent à travailler ensemble...

Le présent manuel de formation a été conçu afin de permettre aux divers responsables de gouvernement, d'organisations des travailleurs et du secteur privé de prendre en compte les conséquences des conditions changeantes de l'environnement dans une optique d'amélioration de la productivité. Dans la mesure où la globalisation demande aux nations entières d'être compétitives, la productivité n'est plus la responsabilité de la seule entreprise, elle devient l'objectif de tous les opérateurs. Dans cet esprit, le manuel propose une approche tripartite.

Organisé autour de cinq pôles principaux, ce manuel se veut un outil de travail permettant de déboucher sur un plan de création d'un Centre National de Productivité.

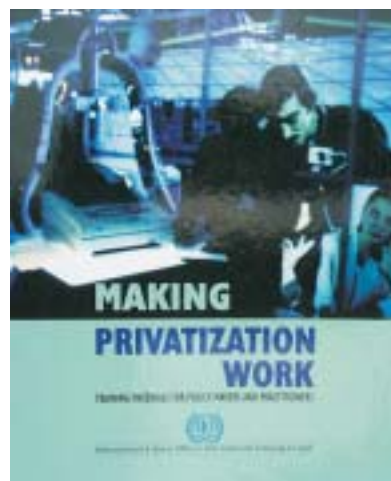
De nombreux exemples des réalisations concrètes dans diverses régions du monde sont autant d'illustrations de nouvelles possibilités.



MAKING PRIVATIZATION WORK: TRAINING MATERIALS FOR POLICY-MAKERS AND PRACTITIONERS

MANU *George and KHAW Ken*

1998 228 pages
ISBN 92-9049-363-1 43.00 US\$



This training package contains an introductory guide and 7 Modules. It aims at strengthening the capabilities of the social partners and other stakeholders to dialogue effectively with each other and to put in place participative measures for privatization in their countries. More specifically, the purpose of the package is to enable the target group to:

- identify and analyse the requirements for privatization in their countries;
- formulate clear goals for privatization in the context of economic reforms and private sector development;
- develop appropriate strategies and methods for privatization, highlighting employment and social concerns and involving all the social partners;
- design and implement participative programmes for privatization, with employment and social dimensions fully integrated.

The materials are designed primarily for senior officials in Government, Employers' and Workers' organizations as well as professional staff of agencies charged with the responsibility for privatization. In addition, they may also be used by development agencies, trainers, consultants, academics, managers and other stakeholders in the privatization process in the provision of training, policy advice and other assistance on the subject.

INTRODUCTORY GUIDE

Provides the user with a general outlook of the package, including background, purpose, target group, contents, format and duration of the modules as well as a guidance in the use of materials and training methods.

STRATEGIES FOR PRIVATIZATION AND PRIVATE SECTOR DEVELOPMENT

Module 1

Enables participants to appreciate the real nature of privatization as a process of re-balancing the roles of the State and the private sector and the issues it raises in terms of its objectives, the risks and choices involved and the

formulation of a strategy to manage the change and minimize the risks.

METHODS OF PRIVATIZATION

Module 2

Enables participants to make informed choices on the various options for the privatization of state-owned enterprises.

MANAGING PRIVATIZATION

Module 3

Enables participants to understand the basic requirements for successfully managing the privatization process.

VALUATION OF ENTERPRISES

Module 4

Provides techniques for arriving at a value for enterprises and assets.

FINANCING PRIVATIZATION

Module 5

Allows participants to appreciate the issues concerning the development of domestic sources of finance not only to meet privatization requirements but also to enable the financial sector to respond to the challenges and opportunities arising from the privatization process itself.

EMPLOYMENT DIMENSIONS OF PRIVATIZATION

Module 6

Enhances the capability of participants for identifying and tackling the employment issues associated with privatization as well as to integrate employment dimensions into privatization programmes.

SOCIAL DIMENSIONS OF PRIVATIZATION

Module 7

Enables participants to appreciate the vital importance of the social dimensions of privatization to the extent that they are concerned not only with mitigating the negative social impact of privatization but also with improving social welfare and services and protecting the environment.

KNOW ABOUT BUSINESS (KAB)

MANU George, NELSON Robert and THIONGO John

This training package contains a trainer handbook and eight modules. It is primarily intended for trainers in vocational education and training institutions. It aims at raising trainees' awareness of self-employment opportunities as a career option as well as developing positive attitudes and basic knowledge for small business and enterprise development

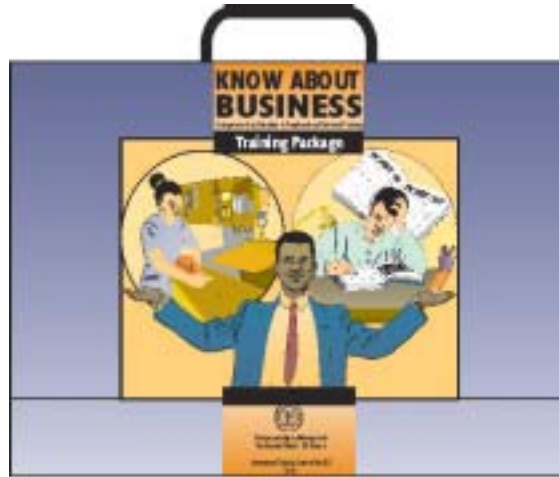
1996 438 pages

ISBN 92-9049-342-9 80.00 US\$

TRAINER HANDBOOK

Provides the trainer with an overview of the KAB package, including background, objectives and target group as well as guidance in the use of materials and training methods.

WHAT IS ENTERPRISE?



Module 1

Defines the scope of enterprise and illustrates different forms of enterprise, in particular the small-scale enterprise.

WHY ENTREPRENEURSHIP?

Module 2

Discusses the meaning and importance of entrepreneurship alongside the reasons for entrepreneurship and self-employment.

WHO ARE ENTREPRENEURS?

Module 3

Identifies the characteristics of entrepreneurs and what it takes for success.

HOW DO I BECOME AN ENTREPRENEUR?

Module 4

This module examines the key competencies required for successful entrepreneurship. It also analyses the entrepreneurial decision.

HOW DO I FIND A GOOD BUSINESS IDEA?

Module 5

Provides techniques on how to generate business ideas, how to identify business opportunities and how to assess them.

HOW DO I ORGANIZE AN ENTERPRISE?

Module 6

This module deals with more technical aspects such as financing, staff selection, organizing premises and equipment, selecting suppliers, legal matters and the use of professional services, e.g. lawyers, accountants.

HOW DO I OPERATE THE ENTERPRISE?

Module 7

Participants are introduced to small business management including marketing, record keeping, organizing production, dealing with people, etc.

WHAT ARE THE NEXT STEPS TO BECOMING AN ENTREPRENEUR?

Module 8

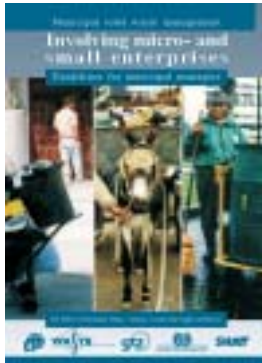
Provides a starting point for entrepreneurship and includes preparing a business plan as well as sources of information and assistance.

Also available in French.

MUNICIPAL SOLID WASTE MANAGEMENT INVOLVING MICRO- AND SMALL ENTERPRISES: GUIDELINES FOR MUNICIPAL MANAGERS

HAAN Hans Christiaan, COAD Adrian and LARDINOIS Inge

1998 154 pages
 ISBN 92-9049-365-8 20.00 US\$



This book is written for managers, engineers and administrators who have some responsibility for municipal solid waste management and who are looking for ways to improve the service or economise.

It covers the “Why?” and “How?” of involving new entrepreneurs and small community-based groups in the collection of solid waste (garbage) from streets, homes and businesses. The book is primarily concerned with situations found in

middle- and lower-income countries, and draws extensively on experiences in Latin America, South-east Asia and Africa.

The annexes provide backup information on topics such as current waste management issues, sociological aspects and recycling, and include a range of case studies and sample contracts.

Ce guide est destiné aux conseillers-formateurs de PME, aux responsables de structures d’appui et d’assistance aux PME, aux responsables d’institutions de formation. Il se compose:

- d’un manuel décrivant, de façon systématique, les démarches de la création d’entreprise;
- d’un jeu d’outils de conseil, permettant aux conseillers-formateurs de mieux diagnostiquer et prévenir les causes de défaillance des jeunes entreprises;
- d’un jeu d’outils de formation.

Disponible aussi en portugais.

APPRENDRE L’ENTREPRISE POUR MIEUX LA SERVIR

BOISROBERT Daniel et FAUCHET Paul

2ème édition, révisée

1994 1 mallette, 14 unités modulaires, jeu de transparents

ISBN 92-9049-243-0 150.00 US\$

Il s’agit d’un ensemble modulaire destiné à faire acquérir au personnel exerçant des activités d’encadrement et de formation au sein des entreprises publiques et privées l’ensemble des compétences nécessaires pour comprendre l’entreprise, ses rapports avec l’environnement, le fonctionnement de ses services, la structure de ses fonctions et le rôle des hommes qui les exercent.

Disponible aussi en portugais.

GUIDE PRATIQUE DE LA CREATION D’ENTREPRISES A L’USAGE DU CONSEILLER FORMATEUR DE PME

FAUCHET Paul et SANCHES Adérito A.

1994 250 pages, 40 grilles d’analyse, jeu de transparents et questionnaires

ISBN 92-9049-281-3 75.00 US\$



COLLECTION PEDAGOGIQUE POUR LA REGION AFRIQUE

Les outils présentés ici appartiennent aux collections élaborées par le Centre pour servir de base aux programmes de formation que celui-ci propose actuellement aux institutions et aux organismes des pays Membres de l'organisation. Ces collections pédagogiques, utilisées pour former ou perfectionner du personnel, comprennent des outils visant à aider les conseillers et les décideurs des organismes publics ou privés et des entreprises, à choisir les actions les plus appropriées à leur pays, leurs institutions ou leurs entreprises.

DEVELOPPEMENT DU SYSTEME DE FORMATION PROFESSIONNELLE ET TECHNIQUE: GUIDE PRATIQUE

KARABORNI Najet et HOSSENMAMODE Hakim

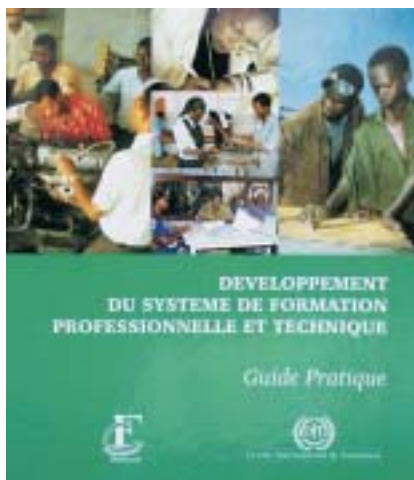
1998 153 pages
ISBN 92-9049-366-6 34.00 US\$

Ce guide a été conçu pour permettre aux divers responsables du développement de la formation professionnelle et technique de motiver leurs décisions face à l'évolution des conditions changeantes de leur environnement pertinent. Il s'inspire essentiellement des différentes études menées depuis 1992 par le Centre international de Formation de Turin en collaboration avec la Coopération Française dans les pays de l'Afrique francophone.

Organisé autour de quatre pôles principaux: les objectifs, les acteurs, les structures et les moyens, ce guide se veut une "boîte à outils" pour proposer des pistes de réforme du système de formation professionnelle et technique.

De plus, les nombreux exemples des actions réalisées dans les divers pays sont une source d'idées nouvelles dans toute tentative de réforme.

Des exercices et des espaces pour des notes personnelles contribuent à donner au guide un caractère convivial.



COMPRENDRE LA PRIVATISATION EN AFRIQUE FRANCOPHONE

HOSSENMAMODE Hakim en collaboration avec COMBOT Guy

1997 146 pages, jeu de transparents,
2 textes de référence
ISBN 92-9049-343-7 79.00 US\$



Que nous soyons chef d'entreprise, directeur des ressources humaines, syndicaliste, responsable politique, étudiant, etc., la privatisation d'une entreprise publique nous touche comme bon nombre d'acteurs de la vie économique. Cependant, la privatisation est un processus complexe qui demande très souvent à être mieux appréhendé et surtout mieux expliqué. L'objectif de ce mémento, qui s'est voulu didactique, est de permettre à son utilisateur de trouver facilement les réponses aux questions qu'il se pose dans l'exercice de sa mission: faut-il privatiser une entreprise publique? Qu'est-ce qu'une privatisation? Quelles sont les risques inhérents et les préalables nécessaires à la privatisation? Quelles leçons peut-on tirer des opérations déjà réalisées?

Les différents thèmes auxquels renvoient ces interrogations sont présentés sous la forme d'une étude de cas, de 11 présentations de privatisation européennes et africaines, ainsi que de 21 leçons, contenant des indications utiles sur la manière de les appréhender et de les présenter dans le cadre d'une formation.

LA THEORIE DE LA COMMUNICATION AU SERVICE DE L'ETUDE DES EMPLOIS

BOISROBERT Daniel et FAUCHET Paul

1996 3 volumes, 320 pages
ISBN 92-9049-343-7 65.00 US\$

Cet outil décrit les activités de l'emploi (**analyse**), met en évidence les exigences permanentes et fondamentales nécessaires pour réaliser ces activités (**qualification**) et apprécie, par rapport à des critères de références, le niveau de qualification requis pour obtenir les résultats escomptés (**évaluation**). Il s'adresse aux responsables du personnel, aux responsables d'institutions de formation, aux formateurs, aux cadres dirigeants d'entreprises, aux responsables syndicaux, aux spécialistes de l'analyse du travail, etc.

METHODES**Volume 1**

Ce premier volume présente la méthode d'analyse, de qualification et d'évaluation des emplois fondée sur la théorie de la communication. Il présente également les principales applications de l'analyse et l'évaluation des emplois dans les domaines de la gestion du personnel, de la formation du personnel et de l'organisation du travail.

GUIDE D'UTILISATION**Volume 2**

Ce deuxième volume propose une procédure complète et détaillée d'analyse, de qualification et d'évaluation des emplois suivant la méthode décrite dans le premier volume. Il sert également d'outil de formation à utiliser soit en étude de cas et simulation en classe soit comme guide à appliquer sur le terrain. Il s'adresse plus particulièrement à tous les praticiens de l'étude du travail, désireux d'utiliser un outil pragmatique et rigoureux.

MATRICES DE QUALIFICATION ET D'EVALUATION**Volume 3**

Ce troisième volume est le référentiel qui permet de qualifier de d'évaluer l'emploi sur la base de 17 critères préétablis. Il est adaptable aux particularités des pays ou des organismes utilisateurs.

HUMAN RESOURCES MANAGEMENT IN THE PUBLIC SECTOR

CAUDEN Joël

1995 1200 pages, 100 transparencies
ISBN 92-9049-285-6 210.00 US\$

This package consists of a series of modules covering such aspects as civil service organization, manpower planning, information systems in the public service, training systems and development of training skills. It has been designed for senior civil servants in charge of human resources management and trainers responsible for the design and delivery of training programmes in public administration and training institutes.

Also available in Portuguese.

GUIDE PRATIQUE POUR LA RESTRUCTURATION DE LA FORMATION PROFESSIONNELLE EN AFRIQUE SUBSAHARIENNE

SANCHES Adérito A. et CAUDEN Joël

1995 672 pages (4 tomes)
ISBN 92-9049-304-6 86.00 US\$

Cet ouvrage est destiné à faciliter la réorganisation des appareils nationaux d'enseignement technique et de formation professionnelle dans les pays subsahariens d'expression française. Conçu comme une boîte à outils, il s'adresse aux décideurs et aux hauts responsables de la formation professionnelle, aux cadres gestionnaires des appareils nationaux ou régionaux de formation, aux directeurs de centres de formation, aux dirigeants des organisations professionnelles, aux experts du secteur et aux bailleurs de fonds.

GESTION DES RESSOURCES HUMAINES DANS LA FONCTION PUBLIQUE

CAUDEN Joël

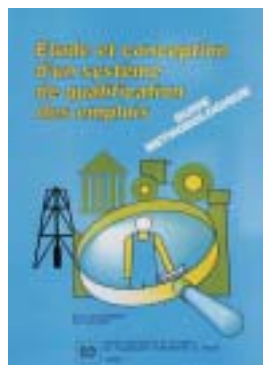
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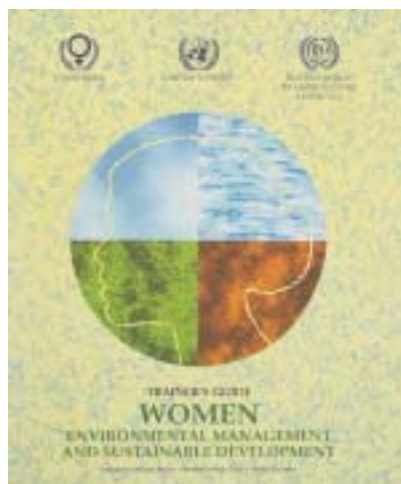
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LEIBOWICZ Julieta, con la colaboración de PUJOL Jaime y GUASTAVI Adelina

Esta serie modular fue concebida con el objeto de contribuir a la modernización y flexibilización de los sistemas de formación por medio de la adopción de tecnologías innovadoras y de gestión dinámica, para responder rápida y eficazmente a las demandas del mercado de trabajo en materia de formación, actualización y reconversión de los recursos humanos. La serie está acompañada de:

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El apoyo a los participantes es otro de los componentes clave de la formación flexible y el diseño de un sistema efectivo de apoyo es esencial para la implementación de este enfoque formativo. En el diseño de un sistema de apoyo se consideran la organización y la articulación de los recursos a nivel institucional con los del contexto externo, sugerencias de implementación de las estrategias de apoyo y de obtención de información para el monitoreo de las distintas etapas del proceso de formación.

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GESTION DE LA FORMACION FLEXIBLE**Módulo 9**

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La adopción de la formación flexible plantea nuevos problemas de gestión. La variedad de opciones estratégicas para alcanzar los objetivos de aprendizaje y la remoción de barreras de tiempo y espacio, entre otros aspectos, exigen modificar los roles de los recursos humanos y las funciones de los departamentos o secciones involucrados en este tipo de formación. Del conjunto de tareas que le corresponden a la gestión, se tratan tres relativas al ámbito interno: la planificación y gestión de los recursos, la planificación de las acciones y el monitoreo de un sistema flexible.

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La evaluación como proceso de análisis crítico de un programa combina tres tipos de revisión sobre los siguientes aspectos: el contenido, la coherencia interna del programa y su impacto. En este módulo se presentan cada uno de ellos y se sugiere una serie de interrogantes a considerar cuando se ponen en práctica estos tipos de análisis y técnicas para efectuar las evaluaciones mencionadas.

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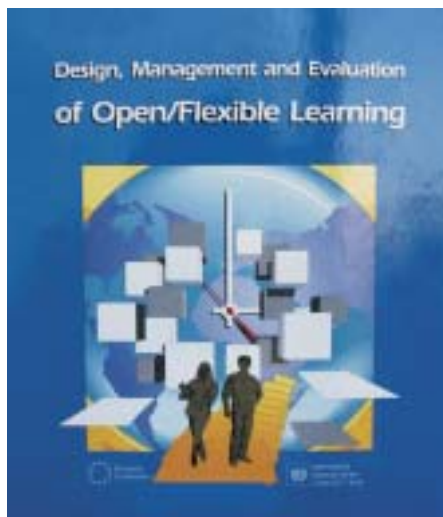
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DESIGN, MANAGEMENT AND EVALUATION OF OPEN/FLEXIBLE TRAINING

*LEIBOWICZ Julieta in collaboration with PUJOL Jaime and
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This modular collection contributes to the reorientation of training systems through the adoption of innovative technologies and dynamic management, with the aim to give a just-in-time, effective response to training demands arising from the labour market. The collection includes:

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