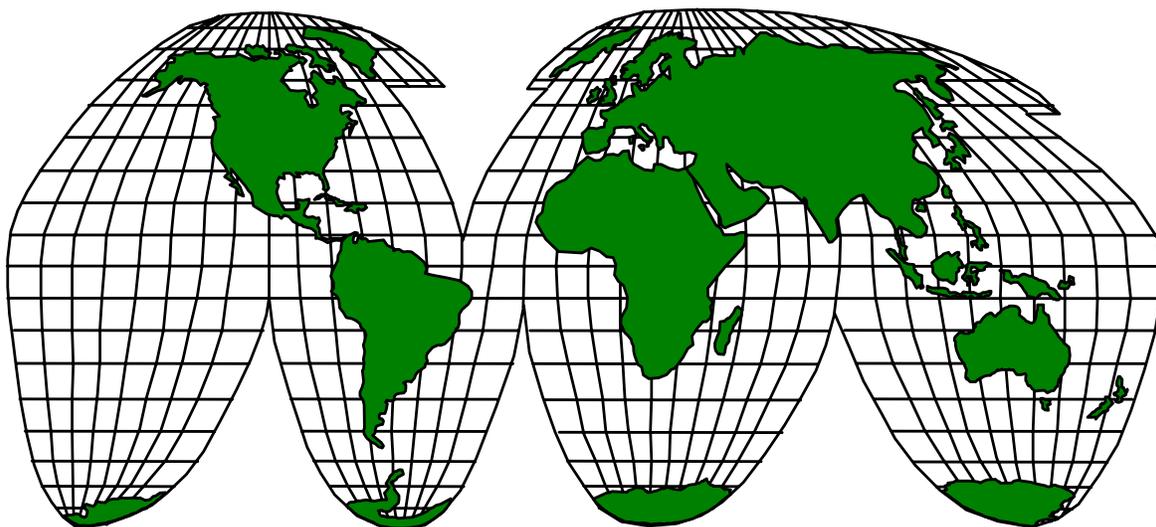


International Training Programs in Labor Statistics, 2005

U.S. Department of Labor
Bureau of Labor Statistics
International Labor Statistics Center



Annual Seminars

Labor Market Information Systems

Technology and Survey Processing

Wages, Earnings, and Benefits

Employment & Unemployment Statistics

Constructing Price Indexes

Projecting Tomorrow's Workforce Needs

Economic Indicators

Managing Statistical Programs

Analyzing Labor Statistics

Training of Trainers (3 days)

Offered after most seminars

Special Topics

Survey Methods

Data Dissemination

Occupational Safety and Health Statistics

Measuring Productivity

Customized Programs

Arranged upon request

Overseas Seminars

Consultations

2005 Seminar Schedule

Seminars	Tuition
<i>Labor Market Information Systems</i> (3 weeks) May 2 – 20, 2005	\$4,335
<i>Technology and Survey Processing</i> (2 weeks) May 9 – 20, 2005	\$2,890
<i>Wages, Earnings, and Benefits</i> (3 weeks) * June 6 – 24, 2005	\$5,135
<i>Employment & Unemployment Statistics</i> (3 weeks) * July 11 – 29, 2005	\$5,135
<i>Constructing Price Indexes</i> (4 weeks) * July 11 – August 5, 2005	\$6,580
<i>Projecting Tomorrow's Workforce Needs</i> (2 weeks) August 8 – 19, 2005	\$2,890
<i>Survey Methods</i> (1 week) [NEW] September 12 – 16, 2005	\$1,445
<i>Economic Indicators</i> (3 weeks) * September 12 – 30, 2005	\$5,135
<i>Managing Statistical Programs</i> (2 weeks) October 17 – 28, 2005	\$2,890
<i>Analyzing Labor Statistics</i> (3 weeks) * October 17 – November 4, 2005	\$5,135
<i>Training of Trainers</i> (3 days) Training of Trainers is held the first 3 work days of the week following most seminars.	\$867

Seminars Under Development

<i>Advanced Topics on Employment & Unemployment Statistics</i> (1 week) August 1 – 5, 2005	\$1,445
<i>Advanced Topics on Price Indexes</i> (1 week) August 8 – 12, 2005	\$1,445
<i>Data Dissemination</i> (1 week) August 29 – September 2, 2005	\$1,445

* Note: These seminars will include a field trip.

Overview

The Bureau of Labor Statistics (BLS) is one of the largest labor statistics organizations in the world and has provided international training since 1945. Each year the BLS International Labor Statistics Center conducts seminars of 1 to 4 weeks' duration at its training facilities in Washington, DC.

These seminars bring together statisticians, economists, analysts, and other data users from countries all over the world. Each seminar is designed to strengthen the participants' ability to collect and analyze economic and labor statistics. A seminar may include a field trip, as well as lectures, discussions, and workshops.

In addition to the scheduled seminars, customized programs in labor statistics and price indexes may be arranged. Customized programs may be scheduled between seminars for participants attending more than one program, or at any other time during the year.

In addition to its Washington-based training, BLS may conduct seminars overseas on request. Such seminars may be held either for a single country or for several countries in the same region. BLS also makes available technical experts to serve overseas, at the request of individual governments or international organizations.

Short-term international visitors are welcome at BLS, free of charge. Visitors include economists, statisticians, researchers, analysts, managers, academics, trade union representatives, business leaders, and journalists.

For additional information about any of the seminars or training programs, please contact:

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Washington, DC 20212-0001

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E-mail: itcinfo@bls.gov

More information may be viewed on the Internet at the BLS International Technical Cooperation Web site: <http://www.bls.gov/itc>

Seminar Descriptions

Labor Market Information Systems (3 weeks):

Labor market information is essential for tracking and analyzing the economy of a country. National and local governments need labor market information to reduce unemployment, generate employment, or plan training programs to meet the needs of industry. Labor market studies also are valuable to local and regional planning agencies as well as industries and businesses looking for site locations, seeking ways of attracting and retaining skilled workers, or assessing the scope and size of potential markets. Labor unions also find these studies useful for determining comparable wage and compensation levels, local working conditions, and training needs. This seminar will show participants how to develop information from various sources; to interpolate from existing data; to conduct sample surveys, if needed; and finally, to bring the various pieces of data together for analysis.

Technology and Survey Processing (2 weeks):

Information technology is moving forward at an ever-increasing pace. New products, concepts, applications, and productivity tools are being introduced continually. It is increasingly difficult for users and information technology professionals to keep abreast of the changes. The seminar will detail new information technologies, application areas, and support services being used at the Bureau of Labor Statistics. Presentations will include discussion of costs, directional trends, the decision process used to determine the appropriate technologies, and operational issues. This information will help participants develop their own set of strategies for acquiring and using new information technologies.

Wages, Earnings, and Benefits (3 weeks): Wages, salaries, and benefits account for a substantial part of a country's national income. The magnitude of these figures underscores the importance of an adequate statistical program measuring employee compensation. Reliable statistics on wages, salaries, and benefits are useful to labor and management in collective bargaining and other labor negotiations. Governments also use such statistics when formulating public and monetary policy. Knowledge of levels of and trends in pay rates by occupation, industry, and locality is important in the analysis of current economic developments

and in studies relating to wage dispersion and

differentials. This seminar focuses on the design, data collection, survey processing, and analysis of wages, salaries, and benefits by occupation.

Employment & Unemployment Statistics (3 weeks):

This seminar focuses on a variety of household and business establishment surveys used to measure the labor force, employment, unemployment, hours and earnings. All aspects of the surveys will be discussed including concepts and definitions, sample selection, questionnaire design, collection methodologies, estimation procedures, analysis and dissemination of data. Techniques for using data from administrative sources to develop a universe list of business establishments will be discussed. Two new surveys measuring time use and tracking job openings and labor turnover will be presented. A variety of related issues will be explored, ranging from the impact of immigration on labor markets to child labor.

Constructing Price Indexes (4 weeks):

This seminar is designed to present the theory, techniques, and methodologies for planning, designing, maintaining, and implementing statistical programs for the measurement of prices and expenditures. This seminar covers consumer expenditure surveys, consumer price indexes, producer and industrial price indexes, and export and import price indexes. Techniques for analyzing data on prices and expenditures will be discussed.

Projecting Tomorrow's Workforce Needs (2 weeks):

This seminar focuses on the use of various sources of data for projecting future workforce needs, and on the analysis of projections for planning and developing human resource programs and policies. The program describes various sources of workforce information, their uses and adequacy, methods of collecting the information, and the analysis and adjustment of data for use in workforce projections. A portion of this seminar will be devoted to methods and techniques of projecting workforce needs by industry and occupation. The application of employment projections and supply of workforce will be covered, including the development of policies and programs for education and training, employment services, and employment opportunities.

Economic Indicators (3 weeks): Economic and business decisions are based on economic information and the status of economic activity. Policy-makers, businesses, consumers, and governments constantly utilize economic information to assess how well the economy is performing. This seminar identifies key economic indicators, and how they signal changes in the direction of the economy or economic activity. The program develops participants' abilities to analyze the impact of and correlation among important economic indicators. Economic indicators to be discussed include: employment, wages, productivity, prices, industrial production, manufacturing and trade statistics, currency exchange rates, money supply and interest rates, and employment projections.

Managing Statistical Programs (2 weeks): The key to a successful survey or census is the ability to properly manage it from beginning to end and to produce accurate and objective data that are useful to the public and government. There are many obstacles to be faced. This seminar will demonstrate the decision process experienced managers have followed in the administration of statistical programs. It will examine management structures for field organizations, training regimens, handling turnover, and multiple surveys with the same staff. Scheduling of sequential activities in design, data collection, and processing of data will be discussed.

Analyzing Labor Statistics (3 weeks): This seminar will draw on the experience of BLS staff and others in selecting, analyzing, interpreting, and reporting statistical data. Participants will learn how to identify sources of data that can be applied to particular problems. The types of data needed to analyze a labor market will be explored. Effective methods to present statistical reports and data clearly to decision-makers and other users will be discussed. Presentations are included on the ways in which outside sources use BLS data. A wide variety of labor statistics will be presented for analysis including statistics on employment and unemployment, price indexes, labor force projections, compensation, and productivity.

Training of Trainers (TOT): This is a three-day program designed to promote the sustainability of training by providing participants with the necessary skills to effectively train their colleagues on material learned in a BLS seminar. No previous experience as a trainer is required. All seminar participants are encouraged to apply. This program will examine the principles of adult learning, designing training courses, training strategies and techniques, platform skills, and evaluating learning. The TOT program is held

the first 3 workdays of the week following the end of most seminars described in this brochure.

Customized Programs:

In addition to scheduled seminars, the International Labor Statistics Center may arrange customized programs upon request on any topic related to labor statistics for individual participants or small groups. Such programs usually range in duration from one to four weeks. The content of each program is individually designed to meet the needs of the participant(s). The cost of each customized program depends upon program duration, the amount of domestic travel required, and any administrative costs incurred.

Special Topics:

Survey Methods: The foundation to any survey is its design, survey methods, and principles. This program presents basic statistics as well as information on sampling techniques, survey design, non-response issues, interview techniques, focus groups, and analysis of time series.

Data Dissemination: The most important step after data analysis is data dissemination. BLS follows rigid guidelines for releasing labor statistics. Data confidentiality, dissemination practices and methods of dissemination, and international standards for data dissemination will be presented.

Occupational Safety and Health Statistics: Safety in the workplace is an important concern for all employers and workers. Occupational safety and health statistics are receiving more attention in the international statistical community. The Bureau collects data on the number of workplace injuries, illnesses, and fatalities in private industry. In addition, demographic data, nature of the disabling condition, part of the body injured, the cause of the injury, and the length of stay away from work are identified for a sample of the incidences.

Measuring Productivity: Productivity is one of the major determinants of the standard of living. Techniques for compiling productivity measures for the total economy, major sectors, industries, and individual production units or firms are explored. Topics covered include: definitions and concepts; methodology for calculating output per hour and multifactor productivity measures; sources of data; trend analysis; uses of productivity measures; and techniques for making international productivity comparisons. Offered in even years, next session in 2006.

General Program Information

Participants. The seminars are designed primarily for economists, statisticians, analysts, researchers, and managers. Participants should have an elementary knowledge of statistics and some experience in analyzing labor or social data.

Seminar Objectives. The objectives of the seminars offered by the Bureau of Labor Statistics (BLS) are to strengthen the participants' ability to produce and analyze all types of labor statistics and price indexes and to demonstrate how such data may be used in policy and program development and decision making.

Methodology. Specialists from BLS, other U.S. government agencies, and international organizations will work with participants during the training programs. The seminars emphasize highly specialized techniques not taught in university courses and, most importantly, the practical aspects of conducting labor statistics programs on a day-to-day basis. Some seminars include a field trip, as well as lectures, discussions, and workshops.

Materials. BLS will provide each participant with the necessary texts and reference materials at the beginning of a training program. Some optional materials may be recommended for purchase. Participants are encouraged to bring with them the following materials: 1) methodologies on how data related to the training topic are collected in their country; 2) forms or questionnaires used for obtaining those data; and 3) sample publications.

Language. The language of instruction is English and all materials are provided in English. A reading knowledge of English is desirable. BLS has no interpreters on the staff, but can hire simultaneous interpretation services on a contractual basis. The average cost of hiring an interpreter is \$600 per day. The cost will vary depending on the language required.

Certificates. Each participant will receive a certificate upon the successful completion of a training program.

Program Cost and Financial Arrangements. Participants typically are sponsored by their national governments, the United Nations and its affiliated agencies, the World Bank, regional or nonprofit organizations, or, in some cases, by USAID country missions.

The Bureau of Labor Statistics regrets that it cannot provide financial support or petition sponsors on behalf of participants.

Medical Insurance Required. All participants must have medical insurance. Sponsors should arrange for medical insurance in advance. Otherwise, participants will be required to purchase commercial insurance upon arrival at BLS.

Arrival Date and Orientation. Participants should arrive in Washington 1 or 2 days before their training program begins in order to adjust to time or weather changes. An orientation session will be held on the first day of the seminar.

Housing and Transportation. The Bureau of Labor Statistics staff will make housing reservations for participants only if requested at least 4 weeks before the start of the training program. In addition, arrival information must be received at least two weeks before the start of the training program. Otherwise, participants must make their own housing arrangements. Participants will be required to pay for additional lodging if there is a seminar field trip. Participants are responsible for their own transportation while in Washington, D.C.

Location of U.S. Seminars. The seminars are conducted in the International Labor Statistics Center of the Bureau of Labor Statistics, Room 2195, Postal Square Building, 2 Massachusetts Avenue, N.E., Washington, D.C. 20212. All visitors must use the First Street, N.E. entrance and must show photo identification to the building security guards on a daily basis.

2005 TRAINING APPLICATION

Elizabeth A. Taylor, Director
 International Labor Statistics Center, Bureau of Labor Statistics
 2 Massachusetts Avenue, NE, Room 2190, Washington, DC 20212-0001

Telephone: (202) 691-5666

Fax: (202) 691-7900

E-mail: itcinfo@bls.gov

<http://www.bls.gov/itc>

APPLICANT INFORMATION

SURNAME		GIVEN NAME		DATE	
SEX Male <input type="checkbox"/>	Female <input type="checkbox"/>	DATE OF BIRTH Month Day Year	PLACE OF BIRTH City Country	PASSPORT Number	Country
EDUCATION (Highest Degree)			FIELD OF STUDY		
JOB TITLE AND DESCRIPTION OF JOB DUTIES					
EMPLOYER					
MAILING ADDRESS (Street or P.O. Box)					
CITY			COUNTRY		
TELEPHONE		FAX		E-MAIL	
<input type="checkbox"/> Proficient in Reading English? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Proficient in Speaking English? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Proficient in Writing English? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Interpretation Requested: NO YES, in this language: _____
 Note: The average cost of interpretation is \$600 per day. You will be notified of the specific cost for the language you requested.

COURSES REQUESTED

<input type="checkbox"/> Labor Market Information Systems (\$4,335) May 2 – 20, 2005	<input type="checkbox"/> Projecting Tomorrow's Workforce Needs (\$2,890) August 8 – 19, 2005
<input type="checkbox"/> Technology and Survey Processing (\$2,890) May 9 – 20, 2005	<input type="checkbox"/> Data Dissemination (\$1,445) August 29 – September 2, 2005
<input type="checkbox"/> Wages, Earnings, and Benefits (\$5,135) June 6 – 24, 2005	<input type="checkbox"/> Survey Methods (\$1,445) September 12 – 16, 2005
<input type="checkbox"/> Employment & Unemployment Statistics (\$5,135) July 11 – 29, 2005	<input type="checkbox"/> Economic Indicators (\$5,135) September 12 – 30, 2005
<input type="checkbox"/> Advanced Topics: Employment Statistics (\$1,445) August 1 – 5, 2005	<input type="checkbox"/> Managing Statistical Programs (\$2,890) October 17 – 28, 2005
<input type="checkbox"/> Constructing Price Indexes (\$6,580) July 11 – August 5, 2005	<input type="checkbox"/> Analyzing Labor Statistics (\$5,135) October 17 – November 4, 2005
<input type="checkbox"/> Advanced Topics: Price Indexes (\$1,445) August 8 – 12, 2005	<input type="checkbox"/> Training of Trainers (\$867) Held the first 3 workdays following most seminars.
<input type="checkbox"/> Customized Program - Specify the topic(s) and preferred dates: _____	

ACCOMODATIONS

- Yes, reserve hotel accommodations for me. (Requires flight arrival information 2 weeks prior to seminar.)
 No, I will arrange my own accommodations.

FINANCIAL SPONSOR INFORMATION

- I have not yet started to seek financial sponsorship.
 Financial sponsorship has been requested from the following organization:

NOTE: Sponsor must complete the BLS Training Payment Agreement.

TRAINING PAYMENT AGREEMENT

Elizabeth A. Taylor, Director
International Labor Statistics Center
Bureau of Labor Statistics
Room 2190, 2 Massachusetts Avenue, NE
Washington, DC 20212-0001

Telephone: (202) 691-5666

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E-mail: itcinfo@bls.gov

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TRAINEE INFORMATION

SURNAME

GIVEN NAME

JOB TITLE

EMPLOYER

MAILING ADDRESS (Street/PO, City, Country)

TELEPHONE

FAX

E-MAIL

TRAINING AND COST INFORMATION

TRAINING PROGRAM

DATES OF TRAINING

TUITION: \$ _____

INTERPRETATION: \$ _____

TOTAL AMOUNT Payable to the Bureau of Labor Statistics (BLS): \$ _____

Payment, in U.S. dollars, is due before or upon the trainee's arrival at BLS. Do not include money that should be paid directly to the trainee including allowances for housing, meals, and medical insurance.

Check enclosed (make check payable to Bureau of Labor Statistics)

VISA MasterCard

Card Number _____ Expiration Date _____

Cardholder Name (print clearly) _____

Cardholder Signature _____

Cardholder Billing Address _____

FINANCIAL SPONSOR INFORMATION

ORGANIZATION

MAILING ADDRESS (Street/PO, City, Country)

TELEPHONE

FAX

E-MAIL

PRINT OR TYPE NAME AND TITLE OF OFFICIAL RESPONSIBLE FOR PAYMENT OF TUITION

SIGNATURE OF OFFICIAL RESPONSIBLE FOR PAYMENT OF TUITION

DATE