PROFESSIONAL TRAINING PROGRAM
ON

ESSENTIAL MANAGEMENT SKILLS USING IT

1.   Timing
The training program will be held during **27 June – 8 July 2011 (excluding travel time**)

2.   Program Objectives
The program as a whole aims to provide with best practices and innovative learning for effective management skills development with the use of application of information tools and techniques as an enabler.

3.   Expected Outcome
 At the end of the program the participants are expected to:
- gain understanding on the various management issues confronting the modern managers. Management techniques coupled with IT tools will be discussed to develop insights into the subject and help to build necessary skills to deal with them
- acquire relevant knowledge on best practices for developing effective management skills
- enhance knowledge in communication skills and team building
- integrate proven strategies for different management skills in oil and gas industries
- learn how to effectively use information technology, especially financial tools to meet the challenges in project evaluation
- construct a plan for developing strategies for human resource management
- develop insights into the different aspects of PPP
- plan for working in team and build up leadership abilities
- sharpen their learning on effective communication
- enhance the skills and learning on environmental issues and challenges in oil and gas industries and work out in resolving the key issues in environmental management

Practical applications of productivity tools will improve their existing skills to meet the current and future need/challenges of office management.

4.   Approach
The course combines classroom theory lectures, computer hands on sessions, field visits to the relevant organizations and interaction with resource persons. All sessions will have focus on participative discussions geared towards enhancing participants' technical and practical knowledge on technical and developmental issues.

One of our approaches will center on face-to-face discussion between the resource persons in the theory classes and laboratory sessions on the set contents (curriculum) outlined below. Elements of experiential learning will be imparted where the participants construct knowledge, skill and value from direct experience. Case studies will be used to develop a consistent conceptual understanding of critical content through prototype situations.

A second approach will be hands on sessions where the participants will practice on the use of IT for developing essential management skills. The participants will be guided throughout the session and will have enough practice session to build confidence in applying the skills.

The third approach will be based on study visits to relevant organization so as to gain practical understanding on the diagnosis and appropriate responsive actions. Diagnosis will help in tracing out

the differences in the current practices and the desired state. Appropriate responsive actions will allow in reducing the differences between the existing and desired practices. They will often be called upon to further interact through discussions, face to face contact with counterparts, review the situation with the experts in integration sessions to account for an effective learning. Such a participatory approach is believed to achieve a more clarified and consolidated outcome of the course.

5.   Course Outline
The program comprises classroom lectures, discussions, case studies, practical computer sessions, field visits, interaction with professionals and sharing of experiences.

- **Module 1:**   **Team building, interpersonal skills and leadership**
  Best practices in project team building, interpersonal skills development, and leadership with case studies
- **Module 2:**   **Effective Business Communications**
  Effective Oral Presentation skills
  Skills in effective written correspondence both manual and with IT
  Tools for Preparing Presentation
- **Module 3:**   **Developing Strategic Plans**
  Overview of Strategic Planning
  Strategic Planning
  Establishing strategic direction (mission, vision, values), establishing goals and objectives and identifying strategies
  Project/Program Planning
  Defining program/project results, the LFA as a planning tool, constructing a logframe based on LFA, setting performance/results indicators
  Finalizing the Strategic Plan
  Developing the strategic implementation plan and the strategic plan document, planning the management framework
  Action Planning
- **Module 4:**   **Office Management Skills**
  Tools and techniques for using application software for business transactions and reporting day-to-day
  Handling data and information
- **Module 5:**   **Financial Analysis using IT**
  Time value of money, capital budgeting techniques, hands on computer sessions
- **Module 6:**   **Public-Private Partnership (PPP) in Infrastructure Development**
  Introduction to PPP
  PPP Structure and models
  Issues in PPP development
  Policy and Finance
- **Module 7:**   **Study Visit to relevant organizations in Thailand**

The participants are not required to be IT professionals or experts in IT. IT will be applied as an enabler in different modules.

6.   Duration
Two weeks

7.   Cost proposal

The training fee **per participant is USD 2,500** (US Dollar Two thousand and five hundred)

Remarks
1. The total training fee **does not cover** the expenses for international travel, daily subsistence allowance, accommodation, visa fees, and airport taxes. Client organizations will bear the above costs.

2. Major medical treatment, health insurance and travel insurance are not covered in the course fee. Participants must secure their entry visa for Thailand, along with their medical and travel insurances.

3. The training fee includes the training, course materials, books or periodicals relevant for the class, study visit to local host organizations, pick up and transfer from Suvannabhummi International Airport Bangkok and AIT.

Accommodation
Accommodation can be reserved by AIT Extension on the basis of confirmation of the client at least three weeks before the start of the program. The tariff for the accommodation in the Main Wing of AIT Conference Center (AITCC) is as follows:

Double accommodation **without breakfast** @ USD 47/night
Single accommodation **without breakfast** @ USD 40/night

8.   Payment Information
Payment can be made by bank draft or bank transfer to:

Account Name:	Asian Institute of Technology
Account Number:	359-3-00001-2
Bank name and address:	Siam Commercial Bank Co., Ltd. AIT Sub Branch 59 Moo 9, Phaholyothin Highway Klong Luang, Pathum Thani, 12120 Thailand
Type of A/C:	Current
Swift Code:	SICOTHBK

9.   Contact
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