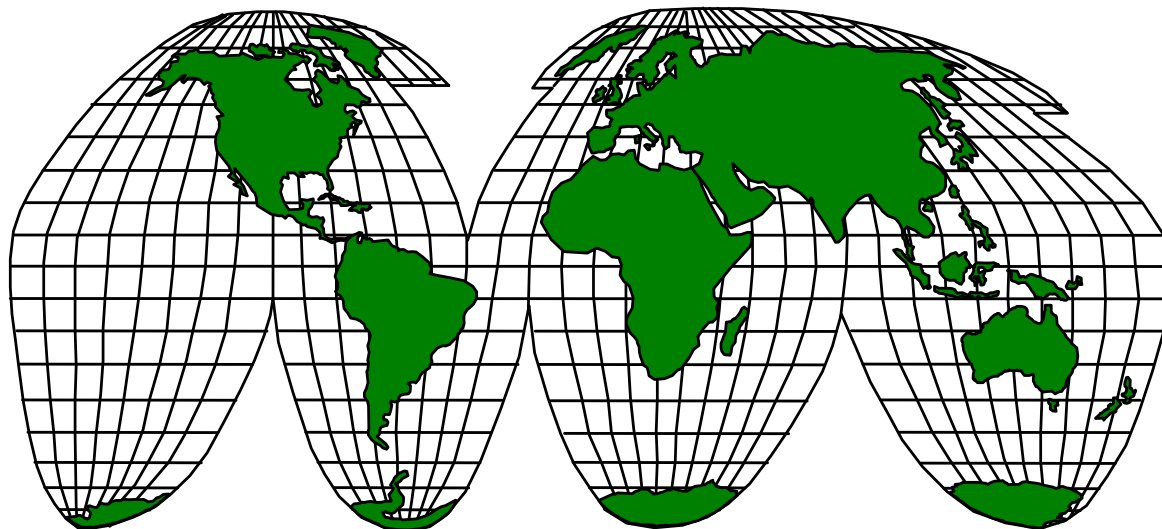


# International Training and Technical Cooperation in Labor Statistics, 2008

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U.S. Department of Labor  
Bureau of Labor Statistics



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## **Scheduled Seminars:**

Economic Indicators  
Labor Market Information Systems  
Measuring Productivity  
Survey Methods  
Wages, Earnings, and Benefits  
Constructing Price Indexes  
Advanced Topics on Price Indexes  
Employment and Unemployment Statistics  
Projecting Tomorrow's Workforce Needs  
Analyzing Labor Statistics

## **Training of Trainers (3 days)**

Offered as a supplemental program to participants who first attend a subject matter seminar or customized program

## **Seminars arranged upon request:**

Data Dissemination  
Managing Statistical Programs  
Occupational Safety and Health Statistics  
Technology and Survey Processing  
Advanced Topics on Employment and Unemployment Statistics

## **Customized Programs**

## **Overseas Seminars**

## **Consultations**

# Preliminary Schedule of Seminars and Tuition for 2008<sup>1</sup>

Seminars	Tuition
<b><i>Economic Indicators</i></b> (2 weeks) April 14 – 25, 2008	\$3,180
<b><i>Labor Market Information Systems</i></b> (2 weeks) May 5 – 16, 2008	\$3,180
<b><i>Measuring Productivity</i></b> (2 weeks) June 2 – 13, 2008	\$3,180
<b><i>Survey Methods</i></b> (1 week) June 16 – 20, 2008	\$1,590
<b><i>Wages, Earnings, and Benefits</i></b> (2 weeks) July 14 – 25, 2008	\$3,180
<b><i>Constructing Price Indexes</i></b> (3 weeks) * August 4 – 22, 2008	\$5,670
<b><i>Advanced Topics on Price Indexes</i></b> (1 week) August 25 – 29, 2008	\$1,590
<b><i>Employment and Unemployment Statistics</i></b> (3 weeks) * September 8 – 26, 2008	\$5,670
<b><i>Projecting Tomorrow's Workforce Needs</i></b> (9 days) October 14 – 24, 2008	\$2,880
<b><i>Analyzing Labor Statistics</i></b> (9 days) November 3 – 14, 2008	\$2,880
<b><i>Training of Trainers</i></b> (3 days) Training of Trainers is held the first 3 work days of the week following most seminars. This program is only offered to participants who first attend a subject matter seminar.	\$900

\* Note: These seminars will include a field trip.

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<sup>1</sup> Schedule and tuition are subject to change with advance notice.

# 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, BLS conducts seminars of 1 to 3 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*. Visits are arranged for individuals, as well as for groups of all sizes. Visitors include economists, statisticians, researchers, analysts, managers, academics, trade union representatives, business leaders, and journalists.

**For additional information, please contact:**

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# Seminar Descriptions

**Economic Indicators (2 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.

**Labor Market Information Systems (2 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.

**Measuring Productivity (2 weeks):** 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.

**Survey Methods (1 week):** The foundation of 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.

**Wages, Earnings, and Benefits (2 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. The seminar focuses on the design, data collection, survey processing, and analysis of wages, salaries, and benefits by occupation.

**Constructing Price Indexes (3 weeks):** This seminar presents 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.

**Advanced Topics on Constructing Price Indexes (1 week):** The program focuses on the specific needs and interests of the individual participants with respect to the construction of price indexes. Participants identify those topics that they would like to explore in more detail and depth. Participants do not necessarily have to attend the seminar on Constructing Price Indexes in order to participate in the Advanced Topics program. Examples of potential topics include: sampling techniques – areas, outlets, and items; seasonal adjustment methods; hedonic quality adjustment methods; questionnaire design; alternative modes of data collection; pricing methodologies; data collection issues; alternative index calculation; and measuring housing in the CPI.

**Employment and 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.

**Projecting Tomorrow's Workforce Needs (9 days):** 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.

**Analyzing Labor Statistics (9 days):** 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)**

Training of Trainers (TOT) 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. This supplemental program is only offered to participants who first attend a subject matter seminar or customized program. 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 offered the first 3 workdays of the week following the end of most seminars described in this brochure.

## Seminars Arranged Upon Request

**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.

**Managing Statistical Programs:** 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, staff turnover, and conducting multiple surveys with the same staff. Scheduling of sequential activities in design, data collection, and processing of data will be discussed.

**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 seminar will focus on collecting data on the number of workforce injuries, illnesses, and fatalities in private industry. In addition, the seminar will discuss how to collect demographic data and details on the nature of the disabling condition, the part of the body injured, the cause of the injury, and the length of stay away from work for a sample of the incidences.

**Technology and Survey Processing:** 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.

**Advanced Topics on Employment and Unemployment Statistics:** The program focuses on the specific needs and interests of the individual participants with respect to the construction and analysis of employment and unemployment statistics. Participants identify those topics that they would like to explore. Participants do not necessarily have to attend the seminar on Employment and Unemployment statistics in order to participate in the Advanced Topics program. A variety of issues related to employment and unemployment may be explored such as seasonal adjustment of data, tracking job openings and labor turnover, time use studies, the impact of immigration on labor markets, and child labor.

# Customized Programs

## Customized Programs at BLS

In addition to scheduled seminars, BLS may arrange customized programs upon request on any topic related to labor statistics or price indexes for individual participants or small groups. Such programs usually range in duration from a few days to several weeks. The content of each program is individually designed to meet the needs of the participant(s). Customized programs may include attendance at selected seminar sessions, discussions with subject matter specialists, or work on research projects to provide practical experience in the subject area. Programs may include field trips to other U.S. cities. The cost of each customized program depends upon program duration, the amount of domestic travel required, and any administrative costs incurred.

## Overseas Seminars

The Bureau of Labor Statistics will conduct one or two-week training programs overseas. These programs are custom-designed to meet the specific needs of the participants, their organizations, and sponsors. The programs may be in any area of BLS's expertise. The cost of overseas seminars depends upon the number of instructors required, the duration of the seminar, travel and per diem costs, and the cost of simultaneous interpretation and translation of materials (if needed). An overseas seminar may be cost-effective when a number of participants from one country or region need training in the same subject area. Due to the time required to plan an overseas seminar, requests for such programs should be submitted to BLS at least 6 months in advance of the desired starting date.

## Consultations

BLS also makes available technical experts to serve as consultants. The consultant works with country statisticians to improve or implement labor statistics or price programs; they may also provide training during their visits. Consultant trips are usually for two weeks and may be part of a program comprised of training in Washington, DC, and overseas consulting and training. The cost of these services includes the expert's salary and benefits for the duration of the consultation, airfare, lodging, meals, and other expenses, as well as an administrative fee. Requests for technical experts should include a clear statement of the purpose of the consultation. Due to the planning time required, requests for consultations should be submitted to BLS at least 6 months in advance of the desired starting date.

## International Visitors

Short-term international visitors are welcome at BLS, **free of charge**. Visits are arranged for individuals, as well as for groups of all sizes. A typical visit lasts about 2 hours. Meetings are conducted in English. Non-English speaking visitors must bring their own interpreter. Every visit is unique and is organized to meet the needs and interests of the visitor(s). Requests for visits to BLS should be made as far in advance as possible, and include the following information: preferred dates and time of visit to BLS; names of visitors and their organizations; names of interpreters (when applicable); and a detailed description of the topic(s) of interest.

**Requests for customized programs, overseas seminars, consultations, and visits may be made by letter, telephone, fax, or e-mail.**