



**2010**  
***Development Program***  
***for***  
***Global Delegates***

**USA**

***TRANSFER OF “KNOW HOW”***

***Executive - Management - Supervisory – Operations – Engineering – Technology***

# *Transfer of “Know How”*



ITS offers specialist courses in Baton Rouge, Louisiana, USA for global delegates.

A series of four (4) high impact short specialist courses and a Global Seminar for Women are available for global delegates during 2010. These courses are designed to provide delegates with the very latest management technology and engineering “know how” utilized in industry.

We offer delegates an ideal opportunity to strengthen existing knowledge and understanding of subject matter and to gain exposure to the very latest information, concepts and practices used in leading industries.

ITS’s high impact programs are designed to provide easy learning and transfer of information through PowerPoint presentations, debate and interaction with subject matter experts, site visits, case studies and individual project assignments.

## **2010 GLOBAL COURSES AND SEMINAR**

### **Course 1**

#### ***Heavy Equipment Fleet Management***

August 2 - 13

### **Course 2**

#### ***Road Maintenance Management***

September 6 - 17

### **Course 3**

#### ***Waste Management and Landfill Operations***

October 4 - 15

### **Course 4**

#### ***Agricultural Land Development***

November 8 - 19

### **Global Seminar for Women**

#### ***“The Way Forward for Women -- 2010”***

August 16 - 27



## **COURSE 1. Heavy Equipment Fleet Management**

### **The Course:**

This course provides delegates with an opportunity to learn ways to reduce equipment owning and operating costs through planning and organizing maintenance and operating practices. During this course, delegates will discuss and debate their equipment issues with the experts and leading equipment manufacturers so they can develop an action plan to improve and strengthen their equipment management system. The course will demonstrate how computer based informational systems can play an important role in tracking and controlling fleet operating and maintenance costs.

### **Target Group:**

This course is designed especially for workshop managers, mechanical supervisors and senior technicians from public and private organizations who are responsible for the management of heavy equipment fleet operations.

### **Topics:**

- Introduction to computer based fleet maintenance management systems
- Analysis of owning and operating costs
- Workshop technology, environmental and safety practices
- Planning, organizing, directing and controlling maintenance activities
- Manufacturers' recommended maintenance best practices
- Training and personnel development – technical skills, supervisory and management
- Spare parts procurement, stock control and computerized inventory systems
- Purchasing options for new equipment
- Budgeting and cost control – return on investment (ROI)
- Maintenance organization structure
- Case studies and exercises
- Contract maintenance, equipment leasing and disposal of assets
- Fuel, oil and lubricant – technology and equipment

## **COURSE 2. Road Maintenance Management**

### **The Course:**

The aim of the course is to present the latest road maintenance engineering, technology and concepts for strengthening the effectiveness of road maintenance practices. Road maintenance as it relates to highways, urban roads and city streets will be covered in detail. The application of road and work zone traffic control and safety precautions will also be featured.

Course presenters are qualified and experienced practicing engineers, managers and subject matter experts who manage the maintenance of roads in Louisiana. A wide variety of learning styles are employed, including formal training sessions, case studies, project assignments, group exercises, and visits to road maintenance project sites around Louisiana.

### **Target Group:**

The course is specifically intended for road maintenance planners, maintenance managers, superintendents and road engineers who have a responsibility for budgeting, planning, organizing, managing and supervising road maintenance activities, whether at district, city, regional or national level.

### **Technical Visits:**

To reinforce practical application of the course, visits are made to:

- Federal and state road agencies responsible for road maintenance
- Road maintenance and construction project sites
- Heavy equipment workshops and repair facilities
- Road research and development facilities.

### **Topics:**

- Road Maintenance Management Systems - Global Perspective
- Maintenance and the Environment
- Labor Based Maintenance and Appropriate Technology
- Organizational Strengthening of Maintenance Departments
- Economics of Road Maintenance - repairs versus up-grading through rehabilitation
- Pavement Condition and Inventory Survey Methods
- Crack Sealing Technology for Extending Pavement Life
- Sustainable Road Repairs
- Heavy Equipment Owning and Operating Costs for Road Maintenance Activities
- Maintenance Work Methods
- Introduction to World Bank Global Road Safety Facility
- World Bank Training Production Unit (TPU) concept for training maintenance workers



## **COURSE 3. Waste Management and Landfill Operations**

### **The Course:**

This course covers the collection, processing and disposal of municipal, industrial and hazardous waste (solid/fluids/sludge) materials. It brings together in one program all aspects of waste management from collection through to landfill operations.

It will provide delegates with the very latest technology and management concepts in Waste Management and Landfill Operations. Environmental issues, transportation, recycling technology, landfill equipment and financial planning are just a few major areas that are presented during this comprehensive program.

### **Target Group:**

The course is designed for managers, engineers, superintendents and graduate engineers from public works or private contractors who are involved with or responsible for the operation, management, safety and environmental monitoring of waste collection and disposal or landfill operations.

### **Technical Visits:**

- Material Recycling Facility
- Municipal and Private Landfill Operation
- Equipment Workshop Facility
- Federal Environmental Agency

### **Topics:**

#### **Part 1. Waste Materials Collection and Disposal**

- Introduction to Waste Management
- Global Perspective and Environmental Concerns
- Integrated Pollution Prevention
- Material Recycling Facilities and Technology
- Hazardous Waste Collection and Containment
- Household and Industrial Waste Collection
- Transportation and Cost of Collection Services
- Health and Safety Concerns for Public and Workers
- Case Studies and Group Exercises

#### **Part 2. Landfill Operations**

- Introduction to Landfill Operations
- Selection of Landfill Sites
- Design of Landfill and Cell Geometry
- Factors and Calculations for Material Density
- Heavy Equipment Types, Equipment Maintenance and Rebuild Schedules
- Economics and Financial Management of Landfill Operations
- Surveying and Monitoring Landfill Volumes
- Safety and Health Issues
- Environmental Management and Control
- Case Studies and Group Exercises

## **COURSE 4. Agricultural Land Development (Sugar Cane, Cotton, Rice and Soy Beans)**

### **The Course:**

Poor land leveling methods, preparation and cultivation techniques can lead to low crop yields and high operation costs. This course focuses on the benefits of using global positioning systems (GPS) and laser machine control systems (Lasers) to obtain optimum utilization of water resources and to optimize crop irrigation to achieve the highest crop yields possible at a minimum costs per acre.

The key to increasing crop yields and subsequent production in many developing areas is to determine how to move from an appropriate technology based farming operation to full mechanization. The economics of such a transition will be covered by our agricultural land development experts.

### **Target Group:**

Agricultural managers, section managers, agronomists, field managers, agri-engineers, irrigation engineers

### **Technical Visits:**

- Equipment Manufacturers' Workshops
- Agricultural Land Leveling Field Operations
- Crop Preparation
- Cultivation Field Operations (Rice, Sugar Cane, Soy Bean, Cotton)
- Sugar Cane Harvesting and Transportation Operation

### **Topics**

- Global Perspective on Land Development and Food Production Requirements
- Cost Analysis of Food Production – rice, sugar cane, soy bean, cotton
- Appropriate Technology vs. High Technology
- Equipment Owning and Operating Costs Analysis
- Land Leveling Methods Utilizing Laser Machine Control Systems
- Planning and Programming of Agricultural Activities – Computer Based
- Maintenance of Agriculture Equipment and Workshop Technology
- Water Resource Utilization and Irrigation Systems
- Case Studies and Group Exercises
- Round Table Debates with Subject Matter Experts and Farmers
- Sugar Cane Harvesting and Transportation Systems



## **GLOBAL SEMINAR FOR WOMEN. “The Way Forward for Women -- 2010”**

### **The Seminar:**

This seminar provides delegates a dynamic and high impact program focusing on helping women move forward in their respective fields. It will include round table debates and discussions with leading educators, workforce development specialists, and industry leaders; technical visits to private businesses owned by women and government agencies run by women; and team building exercises conducted by professors from a local university. Also included will be special visits to the universities of Tulane in New Orleans, Southern University and LSU in Baton Rouge and visits to other local private and public technical educational facilities to observe how Louisiana is preparing our young women for the next generation. Delegates may work on their own strategies utilizing the support from the industry experts and subject matter experts with interaction and networking with their peers.

### **Target Group:**

This dynamic and high impact global seminar will focus on women in technical and higher education, human resources and workforce development.

### **Topics**

- Women Leaders in Today’s Industry – Global Perspective
- Creating Education and Training Curriculum to Support Women in Education
- Global Environmental, Health and Safety Concerns
- Managing the Working Environment
- At Risk Youth Training – Options
- Preparing Young Women for Leadership in Industry
- Executive Challenges for Women
- Women in Public Service
- Women in Private Enterprise
- Importance of Women Educators
- How Major US Corporations Recruit and Retain Women in their Workforce
- Case Studies
- Focus Groups
- Delegate Personal Study and Research



## ***Course and Seminar Costs Include***

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- ✓ Letter of Invitation to Support USA Visa Application
  - ✓ Tuition and Course Manual
  - ✓ Airport Pickup and Drop Off
  - ✓ Breakfast and Lunch on training days
  - ✓ Weekend Sightseeing Trip
  - ✓ Certificate of Training and Transcripts

### ***Payment:***

Course fees are payable prior to the start of the course or seminar.

### ***Cancellation & Substitutions:***

Cancellations or transfer requests must be made in writing (email, letter or fax) and reach ITS headquarters in Baton Rouge 20 working days prior to the course commencement date. Cancellations will incur a \$300 administration charge which will be deducted from the course fee.

### ***Visa Information:***

Please allow enough time to obtain a visa to attend our USA courses (8 to 10 weeks). ITS is able to assist by providing a visa support letter provided a booking has been made and full payment of tuition fees has been received.

### ***Insurance:***

Please make the necessary arrangements for personal, medical and travel insurance prior to travelling to the USA.

### ***Accommodation:***

All our training courses and seminars are priced on a non-residential basis enabling participants to choose accommodation to match their needs and budgets. We are able to provide advice and guidance on the discounted accommodation available. Please contact us for more information.

### ***Language:***

International Training Services (USA) training courses are delivered in English.



# Delegate Registration Information

## How to Register:

Please fill out the registration form below listing the course/seminar, date(s), and participant(s) attending. Provide a name and address to whom we can return a confirmation of the enrollment by filling out the form below. You may also register by phone, mail, fax or e-mail.

- **By Mail** – Print this page and mail it to the company address.
- **By Fax** – FAX this page to 225-932-9386
- **By E-Mail** – [ITS1@cox.net](mailto:ITS1@cox.net)

<i>Confirmation of Enrollment</i>			
Name:	Company Name:		
Street Address:	City:	State:	ZIP:
Phone:	E-Mail:		

<i>Registration</i>			
Student Name:	Course Name:	Course Date:	\$ Amount:
Student Name:	Course Name:	Course Date:	\$ Amount
Payment by Wire Transfer ---- Contact us for wire transfer details.			

**Send Completed Form To:**  
**International Training Services (USA)**  
**7575 Jefferson Hwy, Suite 168**  
**Baton Rouge, La 70806**

For More Information call 225-767-0704 or e-mail: [ITS1@cox.net](mailto:ITS1@cox.net)  
[www.itsfortraining.com](http://www.itsfortraining.com)

