

Internal Revenue Service  
Department of the Treasury  
United States of America

# **Training Center Management and Administration Seminar**

**for Foreign Tax Enforcement Officials**

**September 10 – October 7, 2000**

Washington, DC

*Important Notice:*

*Participants must be fluent in English. A copy of this brochure should be given to each nominee. More detailed instructions will be sent to participants at a later date.*

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# Training Center Management and Administration Seminar

## Seminar Overview

This four-week program is designed for training center administrators and training specialists responsible for designing, delivering or administering training programs.

## Objectives

After completing the Training Center Management and Administration Seminar, you will have:

- Basic skill training in process analysis, course design methodology, and effective instructor techniques
- An opportunity to:
  1. visit government and private sector training facilities to compare and analyze space and equipment requirements
  2. interact with IRS Corporate Education (training) managers and specialists
  3. apply training theories in a problem solving exercise

## Who Should Attend and Eligibility Requirements

Training center administrators and training specialists responsible for designing, delivering or administering training programs.

The minimum requirements are:

- Be fluent in English with minimum scores as follows:

ALIGU (both listening and reading) 80

British Council Acceptable Level

TOEFL 525

- Have health/accident insurance applicable in the United States for the duration of the course (short-term medical insurance is available in the United States for approximately US \$100 per month)

## Session

There is one session scheduled for the year 2000:

### *For Session Dates. . .*

September 10 –  
October 7, 2000

### *The Nominations Are Due. . .*

July 24, 2000

## Session Location

The course will be conducted in Washington, DC.

## Methodology

The course uses experiential methods concentrating on:

- Practical exercises
- Case studies
- Field visits

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## Materials

Students are provided with manuals, reference materials and case studies to use in the classroom and take home for future reference.

## Participant Presentation

Participants are expected to make a ten-minute presentation during the first week of the course discussing their current training operations, mission statement, and responsibilities in their country.

## Participant Evaluation

A written evaluation is prepared for the sponsoring agency.

## About Our Instructors

The instructors are training specialists drawn from the Internal Revenue Service.

## Session Fee

Participants should bring a check for the course fee:

*IRS Training Fee* — US \$2,900

Fee includes: materials, administrative costs, award luncheon, and opening reception.

## Hotel and Meal Expenses

Participants will need approximately US \$4,700 for hotel and meal expenses.

This figure is based on the 1999 U.S. Government per diem rate of US \$168 per day, which is subject to change. All participants are required to stay at the selected hotel. Participants should indicate if they wish to share a room (if possible).

## Financial Data

Participants should bring cash, check, or traveler checks to pay for the course. **Checks should be made payable to Internal Revenue Service.**

The participant can pay for the fees, or the participant's sponsoring agency or an international organization such as the United Nations or the United States Agency for International Development (USAID) may pay the fees.

## Nomination Procedures

Submit your nomination or inquiries to:

Internal Revenue Service  
Office of Overseas Operations  
and Tax Administration  
Advisory Services  
OP:IN:OO:TAAS  
950 L'Enfant Plaza South, SW  
Washington, DC 20024

Phone: 202-874-1350

FAX: 202-874-1838

E-mail:

TAAS@m1.irs.gov (please note new e-mail address)

Or see the IRS website for more information:

[www.IRS.GOV](http://www.IRS.GOV)

## Nomination Information

All nominations must include the following information:

- Contact person, including e-mail, phone and fax numbers
- Participant's name
- Present job title
- Date of birth
- Gender
- Passport number
- Participant's e-mail, phone and fax numbers, home and work addresses
- Description of duties and responsibilities
- Former work experience
- Educational background
- Extent of out-of-country travel
- Copies of ALIGU, TOEFL or British Council competency scores (see eligibility requirements)
- Smoking/non-smoking preference

## In-Country Option

This program can be modified and conducted in your country if there are a sufficient number of participants. This would allow more people to be trained at a lower overall cost.

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[www.irs.gov](http://www.irs.gov)

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**Internal Revenue Service**  
*Office of Overseas Operations  
and Tax Administration*  
**Advisory Services**  
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Washington, DC 20024  
USA

AIR MAIL/PAR AVION