

HARVARD UNIVERSITY  
GRADUATE SCHOOL OF BUSINESS ADMINISTRATION  
GEORGE F. BAKER FOUNDATION

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CEETP Participant:

Next October, a workshop will be held in your country to begin a process of helping you to develop skills for writing cases. In preparation for this session, you should attempt to organize a case writing project that could result in producing useful teaching material. Specifically, this means finding a company that is willing to cooperate in this effort, developing a concept for the case, preparing an outline of the case, writing the introductory section (first page), and drafting as much of the remaining text as might be possible. A sufficient number of copies of the written materials should be available for distribution to all participants attending the workshop (between 5 and 15, depending on the country). At least one copy should be in English for my use.

Not everyone will be able to accomplish so much in the short time available. Should you find it helpful, you might join with one or two of your colleagues in a common effort. The case can be written about any business firm -- state or private, large or small -- on any business issue that you might want to address in a course or seminar. To gain access to a company site, it is important to reassure management that all information will be treated in a confidential manner and that a case draft must be approved by the company before it is published. Financial data and other information can be disguised when necessary.

The case writing workshops are scheduled as follows:

October	2	Riga
	6	Moscow
	9	Kiev
	12	Warsaw (for all participants from Poland)
	14	Berlin (for all participants from Germany)
	16	Prague (for all participants from Czechoslovakia)
	19	Bucharest (for all participants from Romania)
	21	Budapest (for all participants from Hungary)
	23	Sofia