INVESTING IN PEOPLE

MINISTRY OF LABOUR AND SOCIAL POLICY

CENTRE FOR HUMAN RESOURCE DEVELOPMENT AND REDIONAL INITIATIVES

BULLETIN

EDITOR'S PICK

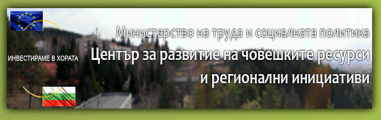


THE DIGITAL PRODUCTS OF THE CENTER AS INNOVATIVE APPROACH TO IMPROVE QUALITY OF TRAININGS



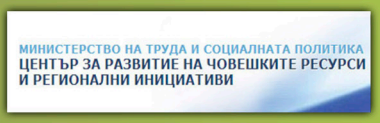


APRIL'S CHEDULE OF TRAININGS

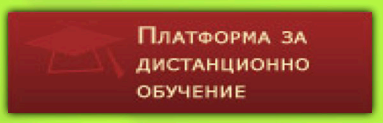












April 2015

CONTENT

EDITOR'S PICK

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APRIL'S CHEDULE OF TRAININGS

EDITOR'S PICK



Milena Kyoseva – chief expert, methodologist and editor of the bulletin

In April this year in CHRDRI will be launched vocational trainings for qualification and requalification of social workers from the Social Assistance Agency, which will be held in blended form – face to face and distance learning ones. The programs have been successfully implemented since 2009 and from its beginning up to now under it have been trained over 240 participants.

There is also a forthcoming introductory training on the National Programme "Activation of inactive persons" for youth mediators. It is aimed at fulfilling the commitments under the National Action Plan for implementing the European guarantee for identification of young people who do not work, do not study and are not registered in the "Labour office" directorates. Youth mediators will be an intermediary between the inactive young people participating in the program and institutions that provide services complementary to effective mediation services provided by the "Labour Office" directorates.

There are six seminars in April, two of them are new to the Centre. They focus on living standards, employment and combating poverty, and social inclusion in the context of Operational Programme "Human Resource Development" 2014-2020.

THE DIGITAL PRODUCTS OF THE CENTER AS INNOVATIVE APPROACH TO IMPROVE QUALITY OF TRAININGS

Digital products enter in education and training worldwide in order to provide wider opportunities of users. Of course, every innovation brings doubts about its value, but the digital products of the Center already made their first steps and are already starting to emerge as a leading element of innovative nature in training of adults. CHRDRI has digital products, developed in accordance with the specifics of the training programs and suitable for use by all participants in the learning process - employees of the Center, lecturers, external consultants, and trainees.

CHRDRI's external website address is located at http://www.hrdevelopmenteu.com/. Through it everyone interested can get quickly and conveniently information on the activities at the Centre using the menu buttons. The site has been developed in Bulgarian and English with a view to the possibility to be used by foreign users.



The e-library is an important digital product for everybody connected to the activities of the Centre. Access to it is not restricted by additional registration or specialized knowledge of use. At http://www.e-libraryeu.com/ each user can find needed reference material from various fields. This product plays an essential role in the self-training of trainees. In electronic form on this

site there is uploaded educational material related to specific trainings. This gives all our partners equal access to information, which contributes to improving the quality of education in CHRDRI.

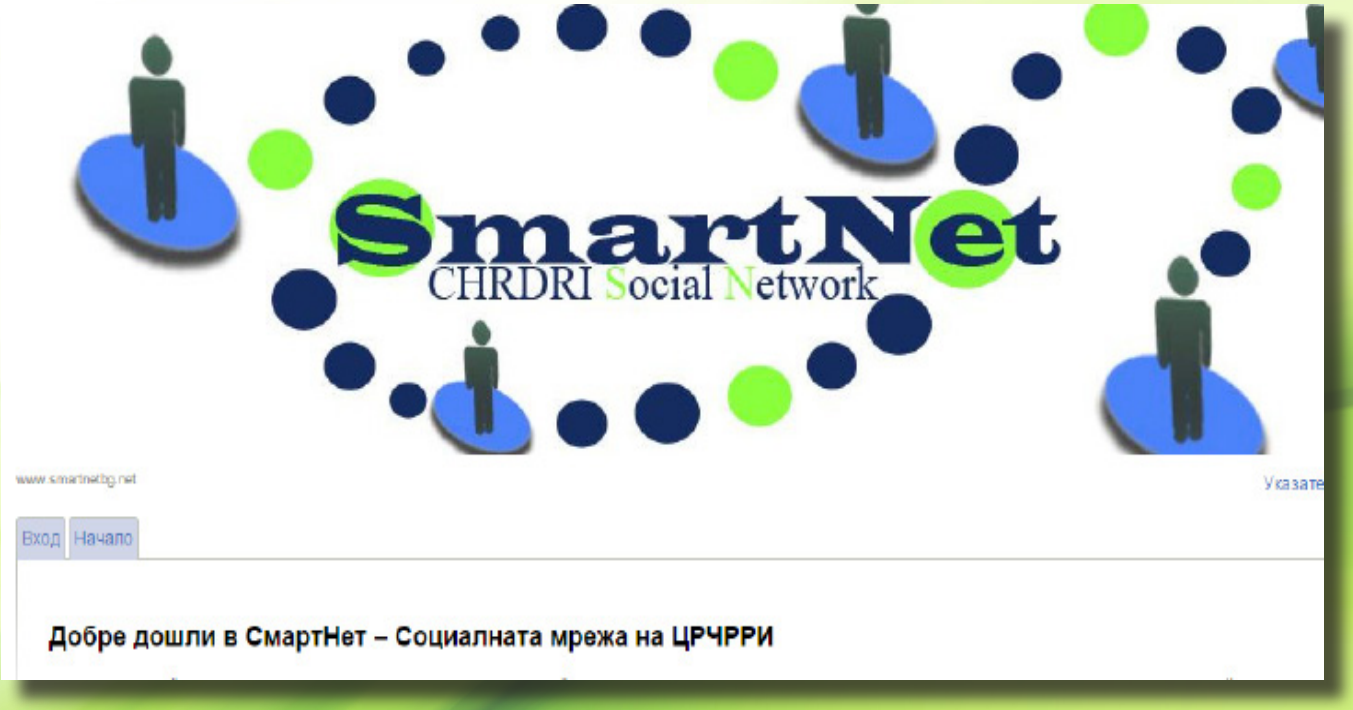


CHRDRI has a **distance learning platform**, which is located at http://distancelearning.ncpedu.net/. The registration is extremely relieved and usually accompanied by a competent consultation by the manager of the platform. Access to the system is unlimited for the duration of the course. This allows each learner to have a choice in what time of day to work on a task.



At the moment the CHRDRI's distance learning trainings are focused on enhancing competencies of labor mediators, social workers, and experts involved in the project cycle management, as well as induction trainings of new employees from different levels of expertise from the respective institutions. Annually in distance learning trainings participate about 160 persons.

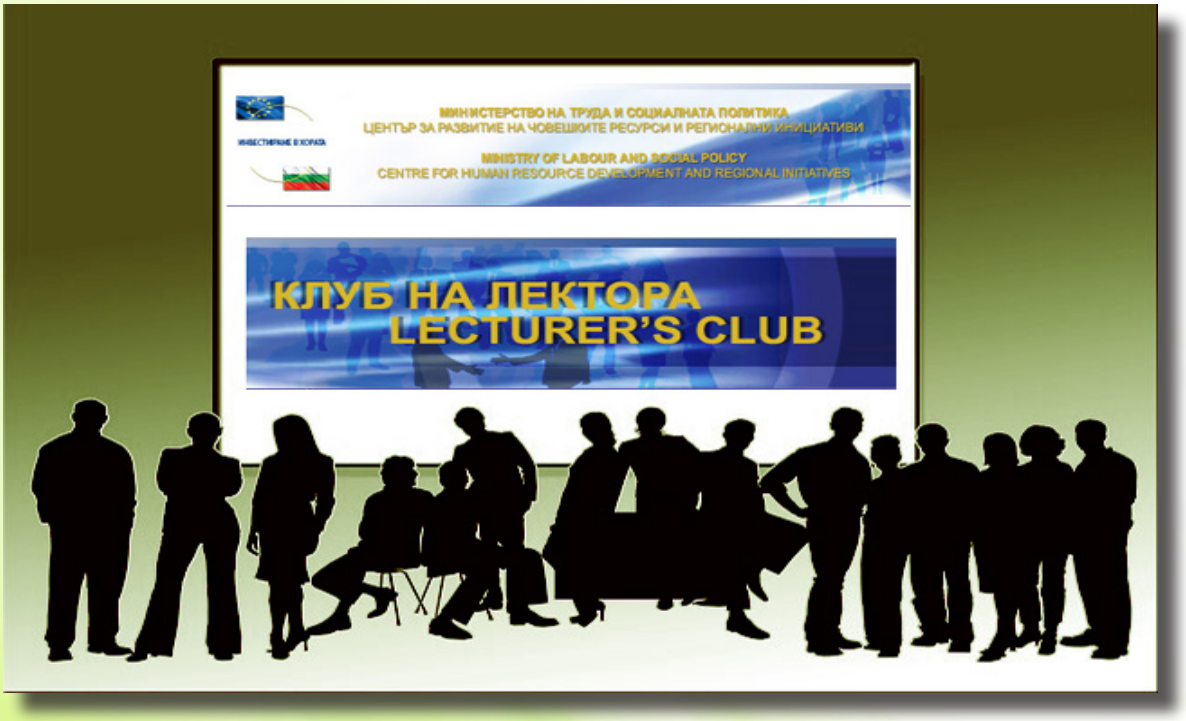
SMARTNET is our digital product using which every single student, lecturer, methodologist, or associate can create a profile and get access to a space with a variety of information. It is available at http://www.smartnetbg.net/. Using it requires a registration profile, which does not need and does not store personal data. The purpose of SMARTNET is to continue dialogues that occurred during trainings at the Centre, to maintain contacts among participants, including lecturers, and to support the professional interests of all stakeholders associated with a specific training.



SMARTNET is not just a social network. It is a space for people working in the social sphere and trained at the Center who have similar professional interests and problems. Emphasis is placed on active professional communication by which each participant could obtain satisfaction after his/her participation in trainings at the Centre.

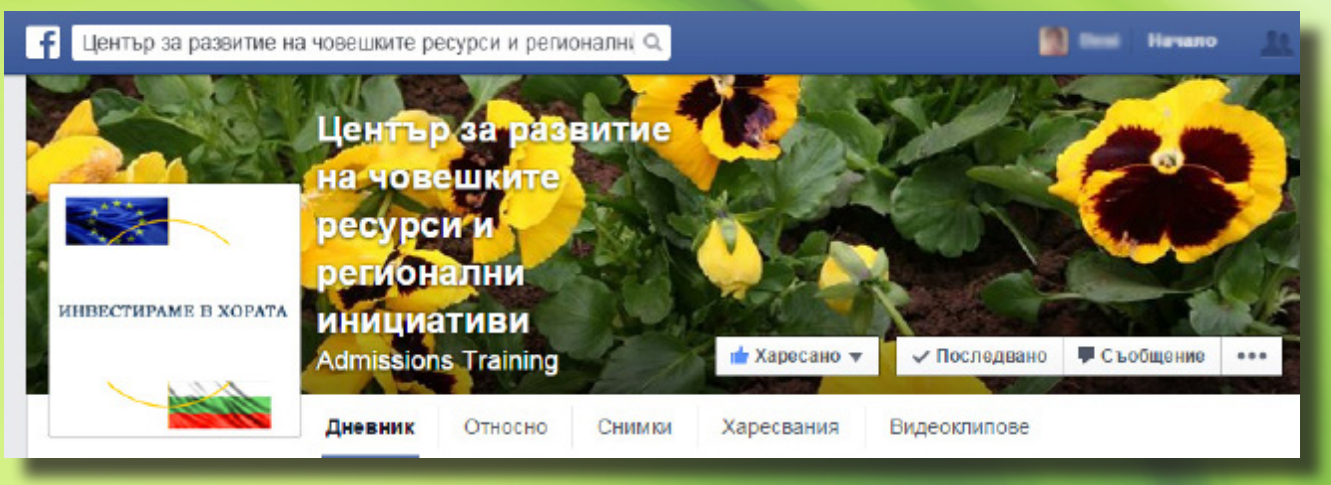
The Lecturer club is an extremely useful and relevant digital product of CHRDRI. Using it lecturers teaching at the Center, regardless of their professional sphere, are able to conduct discussions on various methodological issues raised by our experts in advance. The results of the Lecturer club discussions become resource for further analysis and re-

search that elaborates on methods and techniques in trainings of the Centre. The Lecturer Club is a very important issue in the overall activity of CHRDRI because it brings together all the participants in the learning process – methodologists, lecturers and trainees.



In its development since 2010 the Lecturer club has been an arena of 15 thematic discussions, with the result that the Centre has developed and implemented four methods in trainings and published a collection of methodological materials under the title “Approaches and techniques in adult education”.

CHRDRI takes part in the Facebook social network. You can find us at **https://www.facebook.com/chrdri.kremikovci?fref=ts.**



Last but not least, we should mention is the electronic bulletin of CHRDRI that monthly informs our colleagues and partners about current events at the Centre.

APPROACHES AND METHODS FOR MONITORING LIVING STANDARTS OF THE POPULATION. DATA SOURCES AND DATABASES OF LABOUR INCOMES AND LIVING STANDARTS

seminar, 7 -8 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The training is designed for employees on expert positions form MLSP, Ministry of Economy, Ministry of Health, and Employment Agency, whose expertise requires knowledge of approaches and methods to monitor standard of living and ability to analyze such data. These experts participate in formulation and monitoring of policies on labor income and living standards.

The program contains definition of the concept of "living standard" and familiarization with the system of indicators for measuring quality of life, taking into account the well-being, satisfaction, inequality, polarization, and poverty in society. Emphasis will be placed on relationship among these indicators as a whole and their interconnection with micro- and macro-indicators to measure the socio-economic development of the country. Participants will become familiar with approaches and methods for monitoring of living standard will be presented mandatory elements for preparation and implementation of statistical analysis and how to handle data sources and databases on labor income and living standard, including basic techniques for visualization of information.

The seminar will finish with evaluation of the role of modern methods of data analysis for labor income and living standards in management practice in the context of the requirements of the European Union.

Successful graduates of the seminar will receive certificates.

GARDENING AND FLORICULTURE

14 April – 12 May 2015

Training for unemployed persons under the National Action Plan for Employment – 2015

The training will be attended by 15 unemployed persons registered in labor offices of residence. They will gain knowledge about rules for safe work in the specifics of the profession and handling relevant tools and instruments; morphological features of plants, their biological characteristics, specifics of park plants; main types of ornamental plants and methods for their production and farming; preliminary site preparation for planting; rules and requirements for preparing composition of planned park sites.

The theoretical training will be used in practice, during which trainees will be able to identify main types of ornamental and landscape plants; to multiply, produce and grow various plants; they will be able to land and grass planted ornamental trees, shrubs and flowers according to the technological requirements of the profession. In the training is included also creating appropriate park compositions and methods for their maintenance.

All successful participants will obtain a vocational certificate for part of profession under the form of MES.

EFFECTIVE TIME MANAGEMENT

Seminar, 16 – 17 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The training is designed for employees on managerial and expert positions form MLSP and SLUs to the Minister of Labour and Social Policy, and other central and local administrations who need to learn about techniques of efficient time management in order to effectively manage personal and professional obligations and / or organize teams.

During the two-day program the participants will be presented theoretical principles for effective time management. The training will enable participants to develop individual solutions to their problems and make planning associated with effective time management according to the time they have for accomplishing particular tasks. During the training will be examined and exercised different models for prioritizing tasks and preparation of daily, weekly and monthly schedules.

There will be also presented techniques for developing skills for "delegation" and "denial" of tasks that are a key to effective time management. During the seminar will be also clarified basic models for decision-making.

Successful graduates of the seminar will receive certificates.

SOCIAL ASSISTANCE TO PEOPLE AND FAMILIES

Face to face form: 20 – 24 April;

Distance learning form: 25 April – 20 May

Training for qualification and re-qualification

The training is intended for social workers of the "Social Assistance" Directorates having a Bachelor degree in the profession and / or experience of over two years in the position.

After completion of the training participants will be able to apply the principles of modern social policy, contributing to implementation of deinstitutionalisation process according to current legislation, they will be able to solve effectively cases and to use residential services as a tool in their practice, to apply safeguards in a high risk environment in terms of performance of their duties, and to carry out preventive work among vulnerable groups. Participants will also be able to create, store and record relevant documentation in the SAA document flow system, and to use mechanisms for interaction with institutions and civil society organizations and coordinate their work on case.

The training is organized in blended form – face to face and distance learning ones and after successful participation in the provided 120 hours the trainees will graduate receiving vocational certificate under form №4 of the Ministry of Education.

INFORMATION SECURITY AND MANAGEMENT SYSTEMS

Seminar, 20 – 21 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The training has a building on nature and is designed for senior management and expert staff from MLSP and SLUs to the Minister of Labour and Social Policy working in the field of information security and its management systems, who have participated in a training on these problems in 2014.

The program includes the following topics: information and network security in the pub-

lic sector - how to guard against hacks and viruses; SPAM and systems for protection against SPAM; main threats and vulnerabilities of computer networks and systems; methods and means of protection of information in computer networks and systems; Public Key Infrastructure; Firewalls and systems for intrusion detection (Intrusion Detection Systems), and others.

During the training will be used interactive and group methods, focusing on communication and dialogue in the process of training. The lecturer conducting the training will use presentations of training material in the form of exposés, reviews, reviews of good practices, procedures, analysis of situations, lectures and discussions, as well as other forms of training that provoke interest and participation of trainees in classes. For better understanding of theoretical material will be applied the dialogue method of communication between the lecturer and students to adapt theoretical knowledge to the specifics of the practical realization.

Successful graduates of the seminar will receive certificates.

PREPARATION, ORDINANCE AND IMPLEMENTATION OF THE PUBLIC PROCUREMENT UNDER THE PUBLIC PROCUREMENT LAW – PRACTICAL AND LEGAL ISSUES

Seminar, 22 – 23 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The training is designed for employees of MLSP and SLUs to the Minister of Labour and Social Policy, and other state and municipal administrations, social partners, and NGOs that are involved in preparation of contracts. Participants need to have professional experience between 1 and 3 years, as well as participation in Committees on public procurement, including ones in connection with the implementation of projects financed by the Structural Funds of the European Union.

The program has been developed as entirely practical one. The content covers basic steps of public procurement in the context of recent changes in the Public Procurement Law of 2014.

Focus of the training will be the practice in relation to part of the last substantial changes in the PPL, updated in 2012 and 2014 (correction of published notice, criteria for selection, awarding a contract through public invitation, buyer profile, participation of subcontractors, participation of organizations of persons with disabilities, etc.).

Based on the knowledge obtained during the training, participants will be able to apply the new legislative requirements in the field of public procurement in their work and to avoid legal violations and common mistakes in procurement.

Successful graduates of the seminar will receive certificates.

PRIORITY AXES, INVESTMENT PRIORITIES AND SPECIFIC OBJECTIVES OF HRD OP 2014 – 2020. PRACTICE GUIDELINES IN THE IMPLEMENTATION OF PROJECTS

Seminar, 27 – 28 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The seminar is designed for senior management and expert staff form MLSP and SLUs to the Minister of Labour and Social Policy, employers, social partners and municipalities.

Operational Programme “Human Resources Development” 2014-2020 is a strategic document for utilization of funds, financed by the European Social Fund of the European Union and the national budget during the 2014-2020 programming period.

The training will start with the contribution of HRD OP 2014 - 2020 to the objectives of the Union strategy for smart, sustainable and inclusive growth (Europe 2020 Strategy) in the field of employment and social inclusion, information on the financing funds under the HRD OP (European Social Fund and Youth Employment Initiative), strategic focus on investment of OP HRD 2014 - 2020, and its thematic objectives. Participants will learn about priority axes and investment priorities of OP HRD in the field of labor market and social inclusion, specific objectives of HRD OP 2014 - 2020, indicative activities, target groups and potential beneficiaries. The first day will be closed with the topic of what results are expected in investment priorities and specific objectives, and what are the performance and outcome indicators.

The second day will examine the application form, program documents and regulations, how to prepare project proposal application (concept) for HRD OP 2014 - 2020, and what are its possibilities for realization.

Successful graduates of the seminar will receive certificates.

BUSINESS SKILLS TO CONDUCT MEETINGS AND NEGOTIATIONS. PRESENTATION SKILLS. IMAGE AND SUCCESS

Seminar, 28 – 30 April

The training is implemented under Agreement between ITC-ILO and CHRDRI

The training is designed for employees on managerial and expert positions form MLSP and SLUs to the Minister of Labour and Social Policy, and other central and local administrations whose work presupposes conducting or participating in business meetings and negotiations.

Civil servants communicate daily with each other, with customers or visitors. The training is consistent with the need to increase the knowledge and competences in implementation of business contacts. That's why the emphasis in the program is on the essence and peculiarities of business communication in conducting or participating in meetings and negotiations.

During the seminar will be clarified the relationship between business communication and administrative culture of employees in administration, and will be presented techniques and practices for building professional image through various modes of communication.

The focus of the training is aimed at improving skills for effective presentation. There will be analyzed in detail the factors that ensure a successful presentation and will be shared specific techniques that practically contribute to it.

Seminar participants will have an opportunity to engage with a view to implementation of practical presentation skills in a variety of simulations and role plays.

Successful graduates of the seminar will receive certificates.

UPCOMING TRAININGS IN MAY:

- Stages of Planning and Implementing the Process of Bringing out Children from Specialized Institutions, Mechanisms for Inter-Institutional Cooperation. Network Development of Social Services;
- Key Indicators and Regularities on Labour Market in Bulgaria. Forecasting of Labour Market;
- Qualification Training Program for Labour Mediators;
- Inspection of Activities of Enterprises Providing Temporary Work and Enterprises – Users. Labour Inspectors'Control Challenges in the New Forms of Employment;
- Programme for Qualification and Re-qualification "Social Work with Children and Families at Risk" ;
- Qualification Programme for Induction Training for Newly Appointed Directors from Employment Agency "Good Management";
- Specificity in working with Children, Victims and/or Crime Witnesses or Victims of Violence;
- International Seminar on European Challenges to the Minimum Incomes. Minimum Wages and Minimum Insurance Income – problems and interrelations (with ILO Budapest).

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