INVESTING IN PEOPLE

MINISTRY OF LABOR AND SOCIAL POLICY

CENTRE FOR HUMAN RESOURCE DEVELOPMENT AND REGIONAL INITIATIVE



SEPTEMBER 2015

BULLETIN



IN FOCUS



CHRDRI OFFERS INFORMATION RESOURCES TO ITS TRAINEES THROUGH ELECTRONIC AND TRADITIONAL LIBRARIES



SEPTEMBER'S SCHEDULE OF TRAININGS

ЕЛЕКТРОННА БИБЛИОТЕКА
WWW.E-LIBRARYEU.COM

КЛУБ НА ЛЕКТОРА
WWW.LECTURERCLUB.COM

SmartNet
CHRDRI Social Network

ПЛАТФОРМА ЗА ДИСТАНЦИОННО ОБУЧЕНИЕ
DISTANCELEARNING.NCPEDU.NET

IN FOCUS

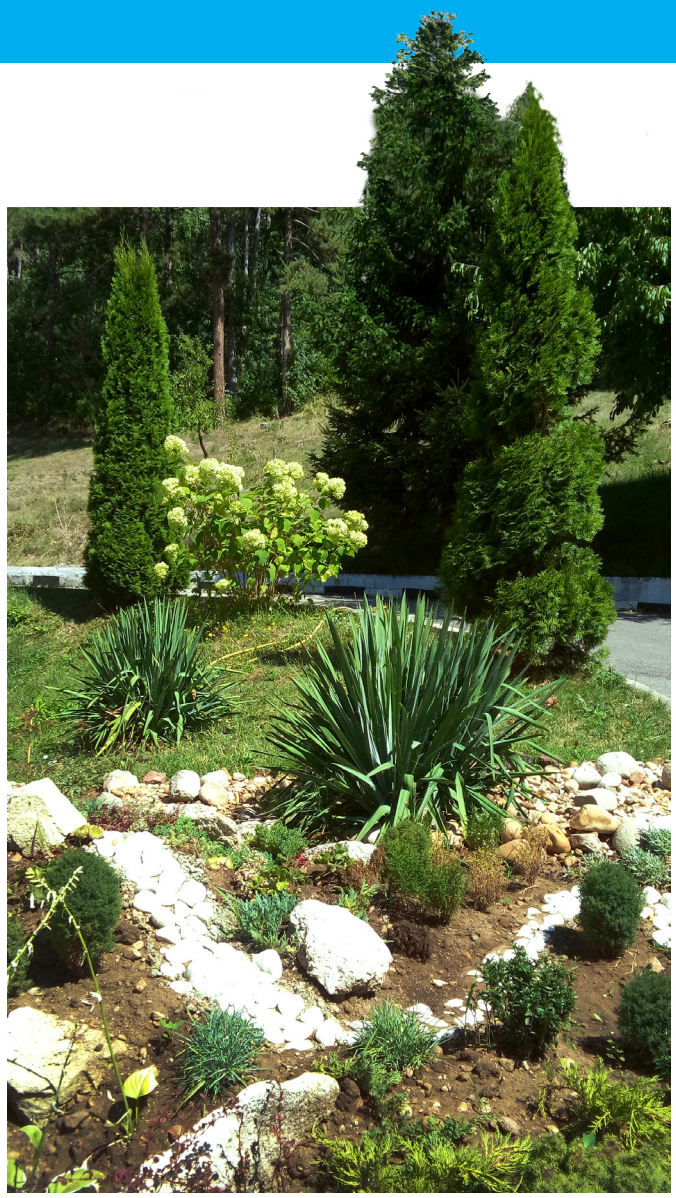
In summer, the training and creative processes in CHRDRI did not breach its intensity. There were completed six courses for unemployed persons. Among them there are the most attractive trainings – the ones for cooks and gardeners. Traditionally, the end of the course „Production of culinary and beverages" is accompanied by a culinary exhibition, organized by the participants. Each of them presented his/her dish at a commission of experts of the Center, chaired by Mr. Rosen Tumbev. After the presentation, participants received their certificates personally by the Director. The best trainees were proposed appropriate

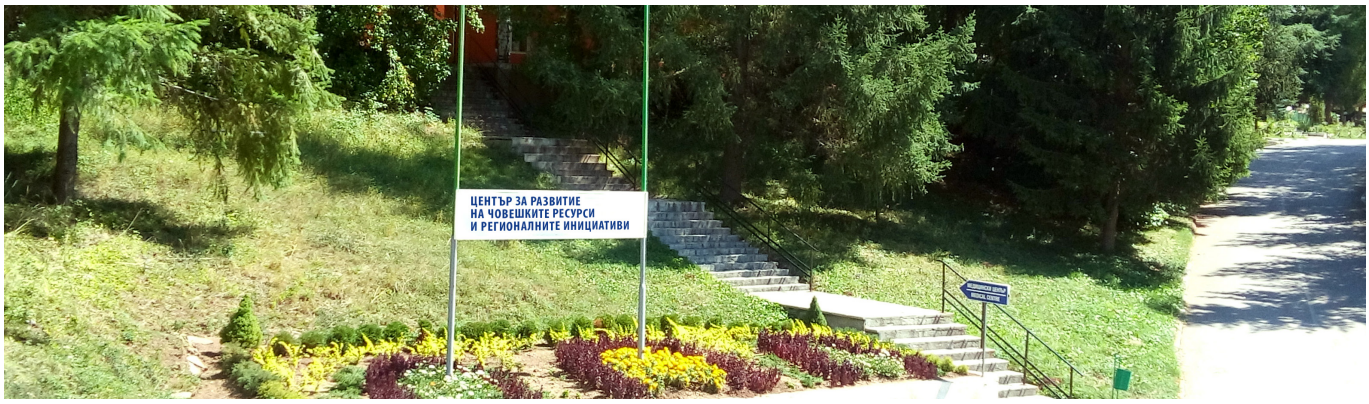






workplaces in restaurants in the capital.
The last two courses in „Gardening and Floriculture“ renovated the decorative flora of the Center and turned the gardens in beautiful places.
In August, was launched the last for this year course in „Word processing“ for unemployed persons, and in the beginning of September start courses for room attendants and operational accounters.
In September will be launched also three professional trainings for public administration - two for social workers and one for labor mediators. They will be held in blended form - a week-long training in face to face form, which will continue in one month training on the distance learning platform of CHRDRI.
Four seminars will be held in September, respectively in the fields of the social service „foster care“, the National Strategy for long-term care, risk management in the public sector, and development of business skills and dealing with conflicts and crises.









CHRDRI OFFERS INFORMATION RESOURCES TO ITS TRAINEES THROUGH ELECTRONIC AND TRADITIONAL LIBRARIES

In order to provide a more accessible environment for data collection and in favor of improving the quality of the learning process in CHRDRI, there are traditional and electronic libraries available for training participants.

The traditional library is part of the Information Unit of the Center and is located on the second floor. In a comfortable environment users can find suitable materials in a fund of over 4000 titles in Bulgarian and other languages.

Besides books, there can be found periodicals, advertising brochures, reference books, dictionaries, manuals, etc.

The electronic library of CHRDRI is on address **www.e-libraryeu.com** It has been recently redesigned and enriched in content. Access is free, via an integrated button on the external website of the Centre or directly through the electronic address. The electronic library is structured into categories and subcategories. For users' convenience, all materials and documents are divided thematically to the main directions in which are being conducted trainings. Before the start of each training the library is enriched with pre-prepared training materials. This allows trainees a preparation in advance, as well as an additional training, but also creates an opportunity for access to electronic newsletters, catalogues and brochures of CHRDRI.

Both libraries offer extensive information on the development of social policy in the European Union and other international organizations, the development of the labor market, migration, labor law, gender equity, human resource management, etc.



SEPTEMBER'S CHEDULE OF TRAININGS

ROOM ATTENDANT

Dates: 7 September – 3 November 2015

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

The training is designed for unemployed persons who after completing the training will know the economic feasibility and organization of hotel services, legal regulation of the labor process in this field, and professional ethics in customer service. Participants are taught to the standards for safety and security at workplace, as well as in a module „Foreign Languages".

After completing the course, the trainees will have theoretical and practical knowledge to work on various projects in tourism, service skills for working with Bulgarian and foreign groups, skills for teamwork and productive team interaction.
Graduates will gain first level of professional qualification and will receive appropriate certificates for their competencies.

OPERATIONAL ACCOUNTING

7 September 2015 – 17 March 2016

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

The training will be attended by unemployed persons who have declared their willingness to take part in a training course at the relevant labor offices.
Participants will become acquainted with the general theoretical part of the profession that will develop in practical sessions. Graduates will know the accounting law and the principles and methods of accounting. They will have competences to prepare accounting records, will know the rules of organization of accounting in all spheres of economy and will be able to work with specialized accounting software, which is provided by the state administration - National Revenue Agency, National Social Security Institute, and others.
Graduates will receive third degree of qualification and relevant document certifying their competence.



INDUCTORY TRAINING FOR YOUTH MEDIATORS

7 - 17 September 2015

The training is implemented under project "Activating of inactive persons" to MLSP

Target group of the training are young people under 29 years registered in the „Labour office" Directorates to the Employment Agency, who have higher education.
The training aims to familiarize participants with the legislation in the field of social work, with the main program documents determining the policy of the labor market in the country and the structure of state administration in the field of social services.
The training aims to teach students to differentiate target groups subject to social assistance and support. They will be able to carry out mediation and contact between unemployed persons and institutions.
They will be able to handle the necessary information for directing unemployed persons to employment programs and trainings, prescribing measures for implementation of social cooperation in the field of education and sport for activation of inactive persons on the labor market.
During the course, participants should gain knowledge of working methods, as well as skills to apply psychological techniques in counseling of unemployed persons form risk groups.
The results of the program will be checked through a final exam in the form of test. Successful participants will receive certificates of qualification.

SOCIAL ASSISTANCE TO PEOPLE AND FAMILIES

14 – 18 September 2015, face to face form;

19 September – 19 October 2015 , distance learning form

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



The training is designed for social workers with Bachelor degree in the profession and / or experience of over two years on the position.
The purpose of the training is to acquaint participants with the principles of modern social policy, the process of deinstitutionalization and regulations in the field of social activities. They will acquire skills to work independently or in a team, make decisions, summarize and report results.
The participated social workers will also know the essence of resident services, will support contacts between clients and suppliers of services, and will be acquainted with the mechanisms for interaction with institutions and civil society organizations to coordinate work on the case.
The methodology includes theory presentations, discussions, and participation in practical work. At stake is the approbation of the coach methodology of CHRDRI in the distance learning platform.
After successful completion of the course participants will receive certificates of qualification in part of the profession.

CRISIS AND CONFLICTS MANAGEMENT. EFFECTIVE TEAM COMMUNICATION

Seminar, 23 – 25 September

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

The training is designed for employees in managerial and expert positions in MLSP and SLUs to the Minister of Labour and Social Policy, and other central and local administrations.
The focus of the training is placed on clarifying the strategies of behavior of individuals in conflict situations. In this regard, will be presented different models of negotiation and effective ways of organization. In this context will be considered the role of interpersonal communication for management of conflicts and crises, peculiarities of verbal and non-verbal communication in resolving conflict situations, communication barriers and typical errors that occur in business contacts.
Special attention will be paid to the rules of ethical communication during the negotiation process. Participants will be revealed appropriate pathways in business communication and factors that influence their positive or negative direction.
During the training will be analyzed business etiquette and business dress code as an ethical code, as well as the possibilities for non-verbal psycho-diagnostics.
Successful participants will receive certificates.



RISK MANAGEMENT IN THE PUBLIC SECTOR ORGANIZATIONS

Seminar, 24 – 25 September 2015

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

The training is designed for senior management staff of MLSP and SLUs to the Minister of Labour and Social Policy who are engaged in risk management.
The focus of the seminar is placed on the overall process of risk management - essence of the term, risk types and stages of the process of risk management. During the training will be clarified the framework for assessment and risk management, how to prepare a strategy and how risk assessment is implemented by identifying risk areas, including what are the appropriate responses to it.
The main part of the sessions include practical work to exercise the principles of risk management and familiarizing with the term „residual risk".
Based on the knowledge obtained during the training, participants will be able to manage risk at individual level, identify risks and risk areas, assess risk and establish risk - register and register of residual risks.
Successful graduates will receive certificates.



DEVELOPMENT AND REFORM OF SOCIAL SERVICES IN THE CONTEXT OF NATIONAL STRATEGY FOR LONG TERM CARE. EUROPEAN PRACTICES IN THE PROVISION OF LONG TERM CARE SERVICES

Seminar, 28 – 29 September 2015

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

To participate in the training will be invited employees from the regional social assistance directorates of the Social Assistance Agency and NGOs involved in the implementation of policies, strategies and plans related to long term care.

Participants will learn about key strategic documents regulating the provision of long-term care services. During the training will be presented analysis of specialized institutions for elderly people and people with disabilities, which will be the basis for developing a plan for implementing the National Strategy for long-term care.

During the seminar will be discussed the current status and key challenges to the system of services for elderly and disabled people, achievements and problems associated with the development of services and opportunities to fund various activities connected with institutionalization of adults .

Participants will be presented the Manual for use of EU funds for transition from institutional care to community-based care and best practices for provision of long term care services at European level.

After completing the seminar, participants will have information and knowledge about national and European documents, as well as European practices in the field of long term care. They will have competences to deal with key challenges and problems in the process of institutionalization of elderly people and people with disabilities.

Successful graduates will receive certificates.

QUALIFICATION TRAINING PROGRAM FOR LABOUR MEDIATORS

28 September – 2 October 2015, face to face form

3 October – 2 November 2015, distance learning form

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

The training is intended for employees of „Labour office" Directorates to the Employment agency conducting activities related to recruitment.

The program aims to promote the professional development of employees of the „Labour office" Directorates by increasing their competence in the field of recruitment and upgrading specific knowledge and skills in the profession.

The training will take place in combined form: 40 lessons in face to face form and 80 hours on the distance learning platform.

After successfully completing the training, participants will receive a certificate of qualification in part of the profession, according to Ordinance №4 / 16.04.2003 of the Ministry of Education.



SOCIAL WORK FOR CHILDREN AND FAMILIES IN RISK

28 September – 02 October 2015, face to face form

03 October – 02 November 2015, distance learning form

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

The training is designed for social workers with Bachelor degree in the profession and / or experience of over two years on the position.

The aim of the program after completion of the training cycle is the participants to have learned and to be able to apply the principles of modern social policy, contributing to the implementation of the process of deinstitutionalization of children, according to current legislation.

They will acquire skills to work on cases of children with deviant and delinquent behavior, as well as skills for supervision and monitoring during and after interaction. They will be able to identify cases of violence and trafficking of children and arrange adequately and professionally their work, including preventive activities. Participants will establish adequate evaluation criteria for identifying cases of necessity for inclusion in school for parents. They will get acquainted with the nature and manifestations of parental alienation syndrome and will be able to use mechanisms for interaction with institutions and civil society organizations in coordination of work on case.

An important part of the training process is to familiarize participants with the risks in the work of the social worker, following the models of safe behavior and carrying out preventive work among risk groups.

The methodology of training includes theory presentations, practical tasks, and discussions.

After successful completion of the training in face to face and distance learning forms, trainees will receive a certificate of professional qualification of the profession.



Editorial staff:

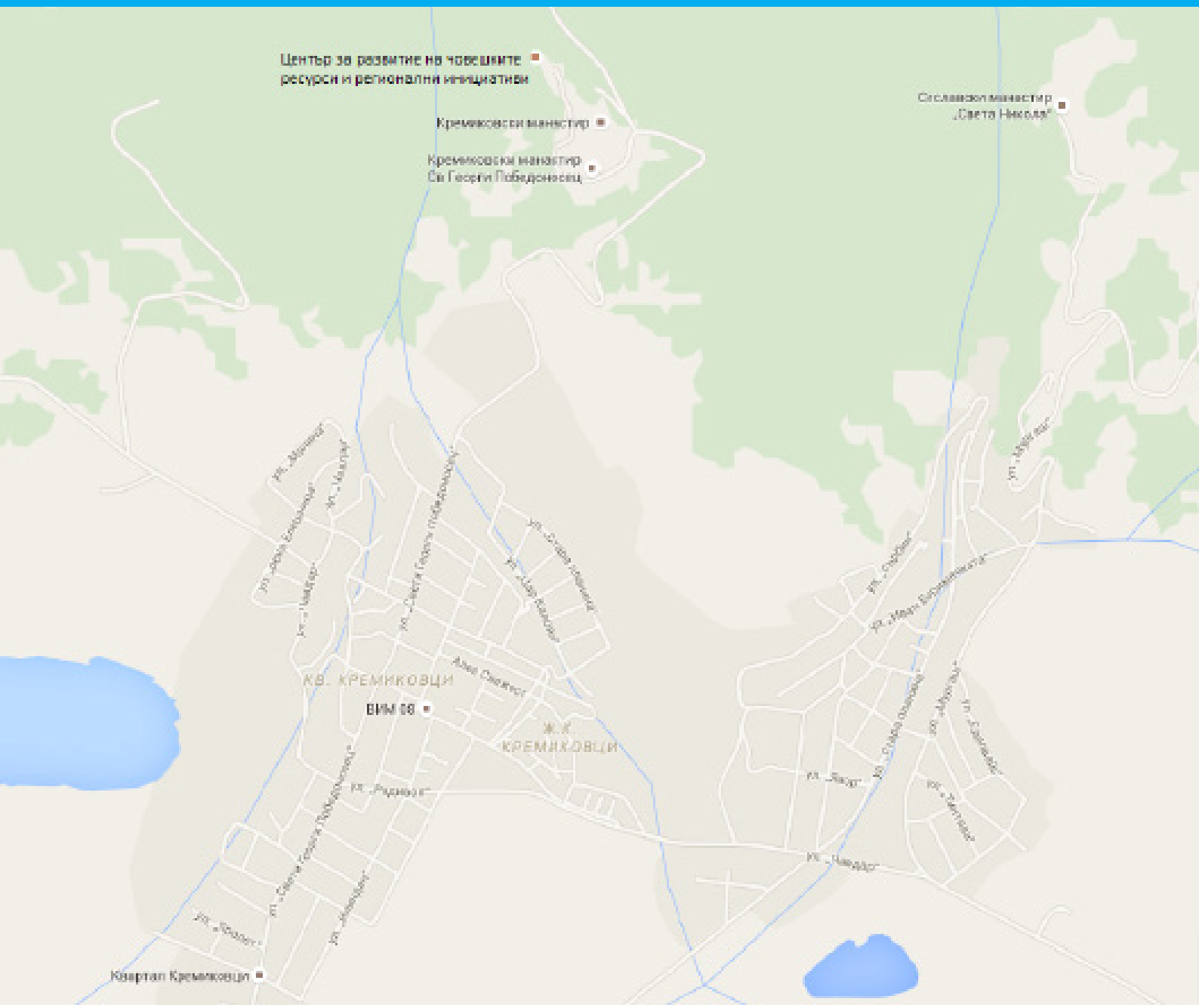
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АЛТЕРНАТИВЕН ТРАНСПОРТ ДО ЦРЧРРИ

Автобусна линия 117

делник – в сила от 04.03.2015

От спирка кв. Кремиковци към спирка Автостанция Изток

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Автобусна линия 117

предпразник, празник – в сила от 11.10.2014

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От спирка Автостанция Изток към спирка гр. Бухово

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