



ИНВЕСТИРАМЕ В ХОРАТА

MINISTRY OF LABOR AND SOCIAL POLICY
CENTER FOR HUMAN RESOURCES DEVELOPMENT AND
REGIONAL INITIATIVES



FEBTUARY 2022

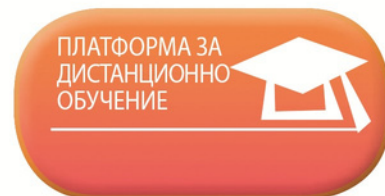
BULLETIN

ON FOCUS

HIGH RESULTS OF THE TRAININGS
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REPORTS

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TRAINING SCHEDULE



ON FOCUS

In pursuance of the Strategy for Development of CRRDRI in the period 2021 - 2022, the team of the Center is working hard on the preparation of activities set out in the Action Plan for 2022. The main part of them relate to qualification courses for the unemployed. This year, 25 professional trainings, 9 courses for development of key competencies and 479 persons are planned to be organized for this target group. The scope of the courses is expanding, both thematically and in number compared to the previous year. Trainings for the unemployed this year are 33% more than those conducted in 2021.

Along with the traditional specialties such as "Word Processing", "Administrative Services", "Manufacture of Culinary Products and Beverages", etc., which are of great interest, CHRDRI plans to organize new ones, such as "Manicure, Pedicure and Nail Art"., "Marketing Research", etc., for which the Center has a license from 2021. The courses in these specialties are developed on the basis of marketing research conducted by experts of the Center and subsequent analysis of the needs of the labor market. The schedule of courses for the months of February and March is given below in the newsletter and is uploaded on the Center's website www.chrdri.net/.

The application conditions are also published on our website. The full list of trainings, as well as a description of each of them will be available in the Catalog of Professional Qualification Courses, which will be published by the end of March on the external website of the Center. Given the still existing epidemic situation in the country, the Center will conduct trainings and other events, observing the safety requirements ordered by the health authorities. Until the situation changes, all trainees must have a "green certificate" or be tested in a laboratory provided by the Center. Another important direction in the activity of the Center is the trainings for the public administration, employed in the institutions on the labor market and in the social sphere. In the first half of 2022, nine events are planned to be organized, which include - meetings - discussions, workshops, information and methodological seminars. The topics for the trainings were formulated on the basis of a survey conducted among the employees of the administration at the end of last year, on the needs for raising their qualification.

HIGH RESULTS OF THE TRAININGS REPORTED IN THE ANNUAL QUALITY REPORTS

The work on the implementation of the activities of the Center is subject to constant monitoring, both for the trainings financed on a project basis and for the courses in implementation of the National Action Plan for Employment. To report on them, annual reports are prepared on the quality of the seminars held for the public administration, as well as on the conducted professional courses for the unemployed. The preparation of this report is based on the estimates developed according to the ROIT methodology of each conducted training, taking into account the return on investment. This methodology allows for objective reporting of training results and is actively used in planning the next ones. The mentioned methodology works on the principle of objective measurement of the results through a set of different indicators, including the degree of satisfaction of the participants from different aspects of the passed course or seminar, knowledge transfer and applicability of the acquired knowledge and skills. Based on the data received at the end of 2021, a report was prepared on the assessment of the quality of trainings and initiatives organized in the period 2019-2021 under the project "Integrated trainings for the administration of the labor market and social sphere" and "Annual a report on the results of the self-assessment of the quality of vocational training for the unemployed '.

The data show the following results: the total average grade of the seminars for employees of the administration under the project "Integrated trainings of the administration on the labor market and in the social sphere" is 4.58 out of the maximum 5.00. The overall average score of vocational training for the unemployed is 4.46. The total transfer of knowledge for the trainings under the project is 22%, and in the professional courses - almost 29%, which are relatively high percentages. The achieved good results are due exclusively to the teams for preparation and conduct of the trainings, as well as to the preliminary methodical work of the experts - methodologists for each course and seminar.

STUDENTS SHARE

At the beginning of March 2022, he completed a course in Software, which began at the end of 2021. This training has a very high rating among students, because successful graduates have very good theoretical and practical training and have the opportunity to are successfully realized on the labor market.

We asked some of them to answer three short questions:

What are your expectations for this course?

Did the center meet these expectations?

What would you recommend to upgrade or improve in the organization of training in the specialty "Software"?

Maya Kirilova Belemmezova - Zaharieva

Before I started the course, I had told myself that I was already tired of finding hot water. However, when I was offered at the labor office, I decided that this was the chance that life gave me.

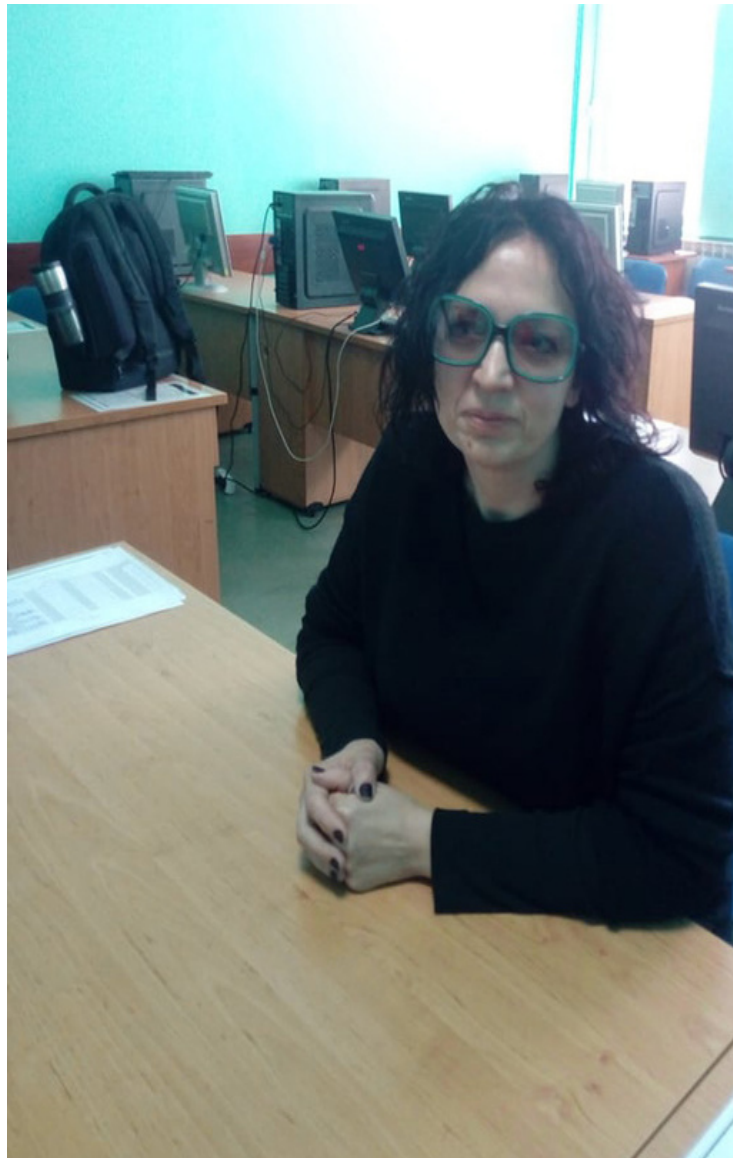
I have always had an interest in this field and now was my time to make my days meaningful. I did not see this step at all as an opportunity for future professional development ... until this whole adventure began.

First: the meeting with the people and lecturers at the Center. Each of them - ready to help, to be useful not only to feel good, but also to progress, to see the meaning.

Second: Teachers are not just professionals - they are people who want to infect us with their love for the subject, for what they do. To show us its depth and beauty. With each lecture you upgrade, but with references to what you have already learned. So the logical framework is whole, complete.

Now comes the last and most valuable step - the practice - "the hour of truth"! The moment when the theory answers real questions and it is clothed in meaning.

Because to understand "do you understand", you need a lot of "code to write", many examples to solve ...



Zarya Belova

My expectations were to learn more about software and in particular about system programming in order to expand my opportunities to find a suitable job, to adapt to new requirements of the labor market, to improve my professional qualities.

CHRDRI not only answered, but also exceeded my expectations and here I will describe some of their strengths:

- Excellent organization;
- The disciplines included in the study are appropriately selected as consistency, labor market demand, usability (popularity);
- Absolutely all employees of the Center are responsive and make successful efforts to assist students so that they can obtain the necessary information, expand and upgrade their knowledge .;
- I was pleasantly surprised that I not only learned completely new things, but also found answers and upgraded knowledge about problems encountered so far in my previous professional field. The training is professionally and adequately designed for both company managers and future investors. I would recommend that after the completion of the training, the trainees (those who wish) be given the opportunity to do six months of internship in a discipline of their choice.

Thank you for the excellently organized course and for all the efforts you make!



Galina Zoin

My development in the world of information technology began with a QA course, after which I enrolled in a basic programming course. I needed more comprehensive programming knowledge, and the Software course offered just that. Detailed information about his program was available in the CHRDMI brochure.

Yes, the Center met my expectations. The experience that the different lecturers share with us gave me a clearer picture. I received valuable knowledge and advice for my development.

The Software course provides basic skills in all areas of the IT industry. Their assimilation takes time. Providing additional tasks for self-preparation of students would contribute to a deeper mastery of the subject.



TRAINING SCHEDULE

WORD PROCESSING

Period of holding 14.02.-12.04.2022

Course for acquiring the first degree of professional qualification by unemployed persons. The course is open to persons registered as unemployed at the employment offices at the place of residence. They will be trained within 320 school hours, according to the Vocational Education and Training Act and the state educational requirements for the profession "Computer Operator". During the training, students will undergo general professional training, including training on safe working conditions in the workplace, economics and entrepreneurship. In the branch professional training they will study general theory of law, foreign language in the profession, ethics in communication, information technologies and operating systems. Specialized training includes building skills for working with MS Word, MS Excel, MS Power Point and others. specific knowledge and skills necessary for the profession. Participants who successfully complete the course will be issued a certificate of professional qualification - first degree, according to Ordinance 2 / 22.06.2018 of the Ministry of Education and Science, concerning the documents for vocational training of persons over 16 years of age.

Organizer: Gergana Stoimcheva, gergana_stoimcheva@chrdri.net

MANICURE, PEDICURE AND NAIL ART

Period of holding 14.02.-23.06.2022

Course for acquiring the second degree of professional qualification by unemployed persons. The course may include persons registered as unemployed at the employment offices at the place of residence. They will be trained within 660 school hours, according to the Law on Vocational Education and Training and the state educational requirements for the profession "Manicurist - pedicurist". During the course, students will master in addition to general and industry disciplines for the profession, will study specific subjects, including biological and anatomical knowledge of skin and nails, pathologies and diseases, hygiene and disinfection, manicure and pedicure techniques, how to work with tools and accessories, etc. Successful graduates will be issued a certificate of professional qualification - second degree, according to Ordinance 2 / 22.06.2018 of the Ministry of Education and Science on documents for vocational training of persons over 16 years.

Organizer: Nadia Georgieva, nadya_georgieva@chrdri.net

ADMINISTRATIVE SERVICE

Period of holding - 21.02.-30.06.2022

Course for acquiring the second degree of professional qualification by unemployed persons.

Persons registered as unemployed at the employment offices at the place of residence have the right to enroll in this course. They will be trained within 660 school hours, according to the Vocational Education and Training Act and the state educational requirements for the profession "Office - Secretary". During the training, students will undergo general professional training, including training on safe working conditions in the workplace, economics and entrepreneurship. In the branch professional training they will study general theory of law, foreign language in the profession, team work, business communication, business communication, etc. The specialized training includes acquaintance with the company's economy, work with office and computer equipment, company protocol for organizing meetings, etc. specific knowledge and skills necessary for the profession. Participants who successfully complete the course will be issued a certificate of professional qualification - second degree, according to Ordinance 2 / 22.06.2018 of the Ministry of Education and Science on documents for vocational training of persons over 16 years of age.

Organizer: Milan Milanov, milan_milanov@chrdri.net

COMMUNICATION SKILLS

Period of holding - 21.02.-25.02.2022

Key Competence Training "Learning Skills".

The training is linked to participation in a professional course in the specialty "Small and Medium Business". It is designed to develop key skills for practicing the profession. Within 40 lessons the students will get acquainted with the essence of emotional intelligence, business - communication, strategies for conflict and crisis management, effective team communication.

After passing the topics of the program, the participants will receive a certificate on the model of CHRDMI.

Organizer: Gergana Stoimcheva, gergana_stoimcheva@chrdri.net

SMALL AND MEDIUM BUSINESS

Period of implementation - 28.02.-28.05.2022

Course for acquiring qualification in part of a profession for unemployed persons. Persons registered with the employment offices at the place of residence will take part in the training. They will be trained within 150 school hours, gaining a qualification in part of the profession "Associate in small and medium business". The program includes modules of general vocational training in health and safety at work, economics and entrepreneurship. In the branch disciplines the students will study labor law, ethics in communication, business - communications and business meetings. The legislation in Bulgaria regulating the small and medium business in the country, the market research, the nature and elaboration of a business plan are modules of the specific professional training. Successful graduates will be issued a certificate in part of the profession, according to Ordinance 2 / 22.06.2018 of the Ministry of Education and Science on the documents for vocational training of persons over 16 years of age.

Organizer: Gergana Stoimcheva, gergana_stoimcheva@chrdri.net

MANUFACTURE OF CONFECTIONERY

Period of implementation - 28.02.-07.07.2022

Course for acquiring the second degree of professional qualification by unemployed persons.

Persons registered with the employment offices at the place of residence will take part in the training. They will be trained within 660 school hours, according to the Law on Vocational Education and Training and the state educational requirements for the profession "Baker - confectioner". Students will undergo general professional training, including training in safe working conditions in the workplace, economics and entrepreneurship. In the branch professional training they will study labor organization, food hygiene and food legislation, labor law and others. The specialized training covers acquaintance with the technology of food products, processes and devices, raw materials in the food industry, technology of the specialty, etc. Participants who successfully complete the course will be issued a certificate of professional qualification - second degree, according to Ordinance 2 / 22.06.2018 of the Ministry of Education and Science on documents for vocational training of persons over 16 years.

Organizer: Virginia Todorova, virginia_todorova@chrdri.net

CURRENT ISSUES OF HUMAN RESOURCES MANAGEMENT IN PUBLIC ADMINISTRATION

Meeting-discussion on February 28, 2022
Form of holding: present

Representatives of the human resources development units of the Ministry of Labor and Social Policy and the VRB under the Minister of Labor and Social Policy and the Directorate for Modernization of the Administration of the Council of Ministers are invited to take part in the meeting. The subject of discussion will be the current moments in the policy for modernization of the state administration and the development of the competencies of the employees. It is also planned to exchange experience and good practices between the institutions, as well as to present the trainings for the state administration, envisaged in the plan of the CHRDMI for 2022.

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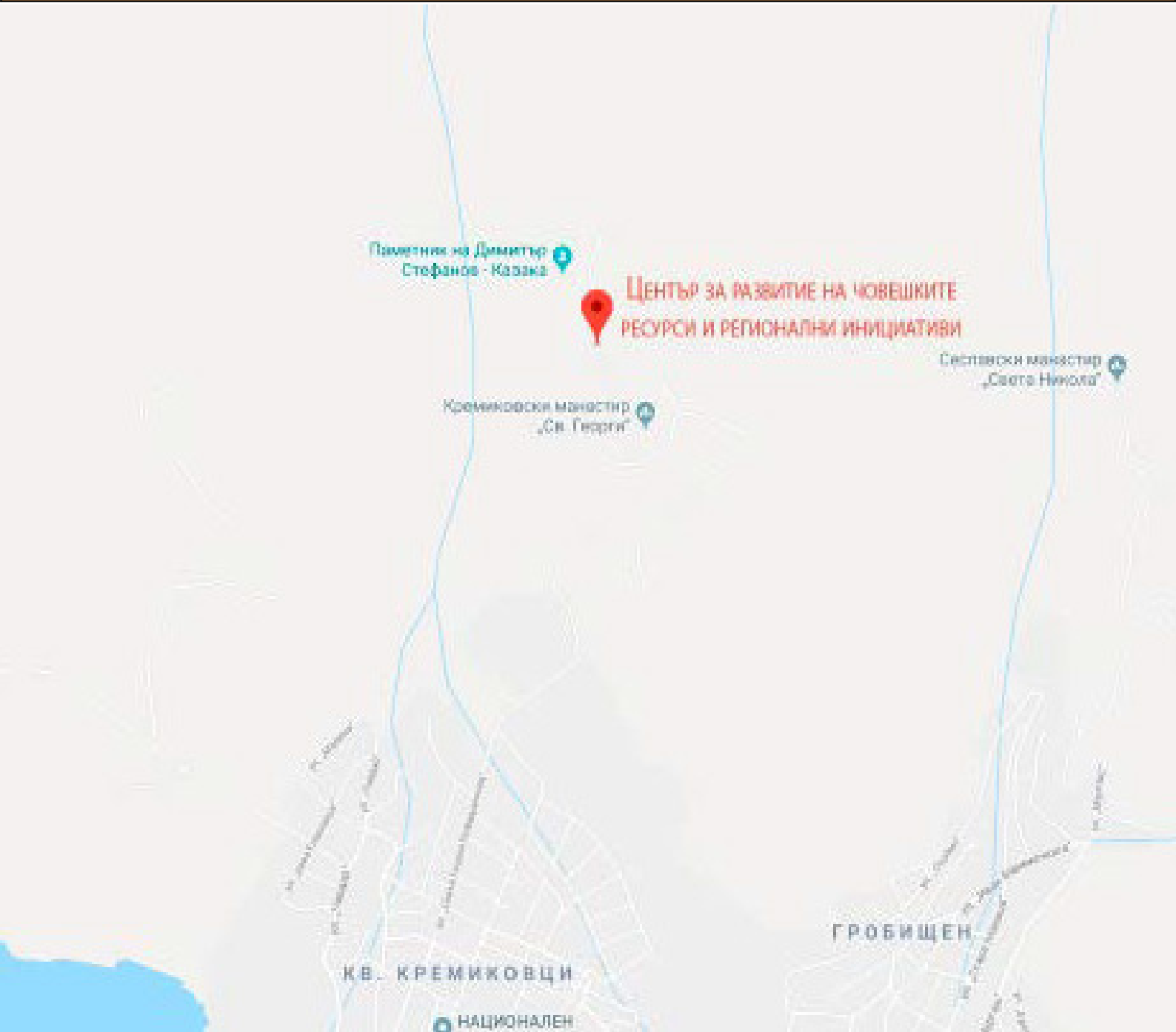
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