



INVESTING IN PEOPLE



MINISTRY OF LABOR AND SOCIAL POLICY
**CENTRE FOR HUMAN RESOURCE DEVELOPMENT
AND REGIONAL INITIATIVES**

JUNE 2017

BULLETIN



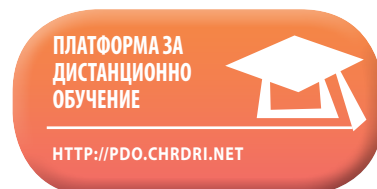
IN FOCUS



SUCCESSFUL ROAD
FROM TRAINEE TO TRAINER



JUNE'S SCHEDULE OF
TRAININGS



IN FOCUS

Within the framework of the Agreement between the International Training Center (ITC) of the International Labour Organization (ILO) and CHRDR, five trainings will take place in June 2017.

On the first day of the month, seminar on „Practical skills for coping with stress when working with clients“ will be launched. The attendees will learn about modern approaches to effective overcoming of stressful situations.

Emphasis in a seminar for social workers from the Social Protection Departments of the Social Assistance Agency and NGOs will be amendments and supplements to the Law on Family Allowances for children, as well as proposed changes to its Implementing Regulations.

Effective labour market policies are the focus of a seminar, which will start on 8 June and is intended for experts from MLSP and SLUs to the Minister of Social Policy, other central and territorial administrations, and social partners.

„Quick Start“ is an inductory qualification course for newly recruited employees of the Social Assistance Directorates of the Social Assistance Agency, which will be held in a distance learning form between June 12 and July 7, 2017.

At the end of the month, the Center will organize a two-day seminar to discuss issues affecting the development of human resources in the state administration. In pursuance of the National Action Plan for Employment - 2017, on June 12th,

the second of the three courses this year on word processing for acquisition of vocational qualification in the profession „Computer Operator“ will begin. It addresses needs of unemployed persons registered in the Labour Offices and aims at acquiring knowledge and skills that will increase their chances for realization in the primary labor market.



SUCCESSFUL ROAD FROM TRAINEE TO TRAINER

An interview with architect Ivan Proynov

Architect Ivan Proynov was lecturer of „Landscaping and Floriculture“ training course, which took place in the period April-May this year. The training had a very busy as a program, as it blended theory and outdoor practice, and was rich with dynamics and very positive mood. Therefore, only on the last day, after the solemn part of handing over the certificates to the trainees, architect Proynov managed to take time for a short interview for the Center's electronic bulletin.



architect Ivan Proynov

Architect Proynov says that he has been actively involved in restoration and carving in the past 27 years, besides landscaping, parks and farmland maintenance. He graduated from the National Art Academy, specializing in "Restoration and conservation of wood-carving works" and is a Master in Landscape Architecture with a specialization in "Park Development" at the University of Forestry. He graduated from the Faculty of Public Professions with specialty "Associate, Correspondent of Mass Communications" - engineering journalism and art photography. He holds a masterly testimony of the artisans of woodcarving.

You are in the Center for the third time. Tell us about the reasons of your previous visits here.

Architect Proynov: I first visited the Center in 2008 as a participant in the Text Processing course. This course was very important to me because I acquired basic computer knowledge and skills. I am very grateful to the lecturers Maya Bozhilova and Darinka Nikolova. I was like a first-grader who studied the letters, and they were really patient and careful.

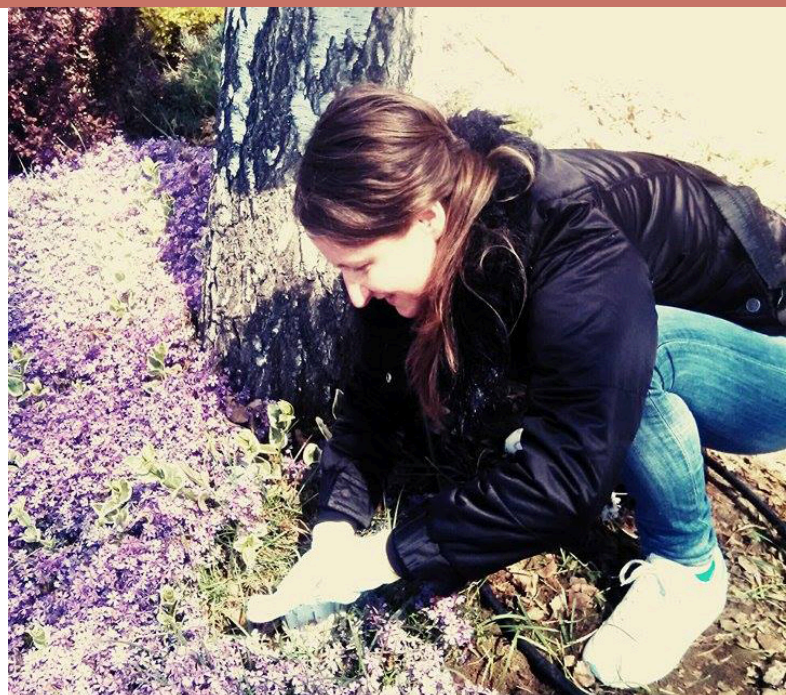
Two years ago I successfully completed the "Administrative Service" course. From it I got excellent communication skills with people and institutions, I learned a lot about business

correspondence, organization of documents, their storage, etc.

How did it happen that from a trainee in “Administrative Service” training you became a lecturer in the course “Landscaping and Floriculture”?

Architect Proynov: I am at the CHRDMI for the third time. This time as a lecturer. I present lectures and practical classes in the course “Landscaping and Floriculture” at the invitation of Mr. Milan Milanov, Senior Expert in Activities under the NAPE.

It is extremely useful for a lecturer to know from which level of teaching to begin. Being a student first helped me to select the right materials and topics that are relevant and interesting to the participants in the training. I took into account the short training time and the amount of knowledge and skills the trainees need to acquire. And I wanted to be sure that what they learn will be remembered and applied.



Is cultivation of flowers art or work? Is love of art needed first to be a florist? Or is the floriculture first to bring love to art?

Architect Proynov: Flowers have always been present in people’s lives, starting from their presence in rituals and traditions. Flowers are present on happy and sad occasions. There are also in fine arts, in woodcarving. Nowadays flowers can also be used as a living building material, which is great because this is how the eye is delighted. A person who creates a colorful composition with flowers has a sense of beauty and art.

Can care of flowers make our lives more beautiful, more peaceful, and better?

Apart from knowledge and skills for a new professional realization, what else do you want to teach the participants?

Architect Proynov: In the last years, when attention is paid to material world, when people are alienated and locked in themselves, such a course, especially for people left out of work, is useful because it will give them a sense of beauty, a touch of inspiration, of liberation, of finding something of their own. They will have an opportunity to turn to themselves and then look at the world with other eyes in a new way.







What are your observations about the trainees at the beginning of the training and now, at its end?

Architect Proynov: Here I will share what one of my trainees said to me, which I accepted as an assessment: "Do you know, now that I am walking around the city, I notice nature. I see trees, flowers, I say myself I know them, and try to remember the names of others. "

This is important to me! Not to make them remember all the names but to wake up people's interest in the environment!

What is your opinion on the organization of the training?

Architect Proynov: For me this is the best training center I know. I have taught elsewhere, but here is a good organization and an excellent team. Everything is done as it should be - professionally.

What recommendations would you make to organization of work during the next course on Landscaping and Floriculture to be held

in July this year?

Architect Proynov: I have recommendations above all about myself and my lessons. For



further training, we need to create a sense of teamwork in trainees. They come here as individualists, with a desire to impose. But building a composition requires dialogue and compromise in making decisions.

To the Center's management, I have a proposal to extend the field of practice. Besides the emphasis on flowers, we can also think about building alleys, gazebos, pergolas, pavements, architectural elements. In this way, the participants will get acquainted with the overall picture of the landscaping because a park is a collection of flowers, trees, alleys, benches.

In your opinion, is it important for a man to plant at least one tree in his/her life?

Architect Proynov: It is important and also obligatory! When a person plants a tree, he/she sees life. Because, by looking after the tree, he/she sees a living organism that grows and gives fruit. Looking after a tree is like raising a child.



Can cultivation and landscaping work bring forth virtues?

Architect Proynov: Of course it does! It develops a sense of beauty. Man acquires the ability to observe



and contemplate. And most importantly: we learn to create, to change! Because the flowers change, the living nature changes. By caring for it and reflecting change, we create and see new things!

How do you want to be remembered by the trainees?

Architect Proynov: I want to be remembered by being one of them, as the one who is close to them. That there is no boundary between us. That we can freely share what we think and what we want. I will be glad to keep in touch after the end of the course. This will be the best.

Thanks for your time and attention! We wish you success and creative inspiration!



JUNE'S SCHEDULE OF TRAININGS

PRACTICAL SKILLS FOR COPING WITH STRESS WHEN WORKING WITH CLIENTS

SEMINAR, PERIOD OF IMPLEMENTATION: 1 – 2 JUNE 2017

FORM OF TRAINING: FACE TO FACE

THE TRAINING IS IMPLEMENTED UNDER AGREEMENT BETWEEN ITC-ILO AND CHRDRİ

The seminar is intended for social workers from the Social Assistance Directorate and employees of the Regional Social assistance Directorates of the Social Assistance Agency whose duties require customer service.

Communicating with clients is an important element of everyday work of social workers. They often work with a large amount of information, in the absence of time and constant interaction with clients or colleagues, which creates a prerequisite for stress at the workplace.

The training aims at acquainting with essence of stress, reactions of individual and potential harm to health, as well as use of different methods and techniques to deal with it.

During the two training days, participants will acquire knowledge and skills for effective stress management through time planning and different approaches to working effectively with different types of clients.

Certificates will be issued to successful graduates.



REGULATIONS GOVERNING THE GRANTING OF FAMILY ALLOWANCES FOR CHILDREN UNDER THE LAW ON FAMILY ALLOWANCES FOR CHILDREN AND ITS IMPLEMENTING RULES

SEMINAR, PERIOD OF IMPLEMENTATION: 6 – 7 JUNE 2017

FORM OF TRAINING: FACE TO FACE

THE TRAINING IS IMPLEMENTED UNDER AGREEMENT BETWEEN ITC-ILO AND CHRDRI



The training is intended for social workers from the Social Protection Departments of the Social assistance agency, who use the stated legal framework in practice.

The seminar will be opened with an introduction on the amendments made to the Law on Family Allowances for Children and the amendments to its Implementing Rules. The trainees will be acquainted in detail with the procedure for granting monthly family allowances for children with permanent disabilities and the procedure for granting family benefits through vouchers for underage mothers.

The training will continue with emphasis on conditions and requirements for granting one time allowances for childbirth and adoption. In this connection, there will be discussions and concrete case studies. The participants will share their own experience in implementation of specific normative documents and in the final discussion they will have an opportunity to make proposals for changes in the legal framework.

Certificate will be issued to successful graduates.

RAISING THE EFFECT OF PROGRAMMES, PROJECTS AND MEASURES ON ACTIVE LABOUR MARKET POLICY

SEMINAR, PERIOD OF IMPLEMENTATION: 8 – 9 JUNE 2017

FORM OF TRAINING: FACE TO FACE

THE TRAINING IS IMPLEMENTED UNDER AGREEMENT BETWEEN ITC-ILO AND CHRDRI

The training is intended for experts from the Ministry of Labour and Social Policy and Second Level Units to the Minister of Labour and Social Policy and other central and territorial administrations, social partners, NGOs working and participating in formation and implementation of active labour market policy and programmes.

The main components of the programme are related to introduction into methods, principles and approaches of research into effective labour market policies; types and purpose of evaluations; content of ex-post evaluation approach to projects, training and employment programmes and measures; investigated effects in the ex-post evaluation.



The work will continue with determination of the net effect of active labour market policy on individual level - focus, relevance to the EU 2020 strategy, economy, effectiveness and efficiency; presenting results of conducted net assessments in Bulgaria; developing guidelines for incorporating the results of evaluations into the process of shaping and implementing active labour market policy.

Successful graduates will be awarded certificates.



WORD PROCESSING

PERIOD OF IMPLEMENTATION: 12 JUNE – 4 AUGUST 2017

TRAINING FOR OBTAINING VOCATIONAL QUALIFICATION BY UNEMPLOYED PERSONS UNDER THE NATIONAL ACTION PLAN FOR EMPLOYMENT 2017

The training is intended for unemployed persons who, after completing the training, will be able to use basic computer programs necessary for standard office tasks - finding information, participating in development of technical and technological documentation, carrying out operational activities related to the processing of documents: typing, printing, exchanging text files, working with spreadsheets.

After completing the training, the trainees will be familiar with the requirements and provisions of normative documents regulating the activities in use of computer equipment and they will be able to cope with office administrative procedures.

Successful graduates will acquire first degree of vocational qualification in "Computer Operator" profession and will receive corresponding certificate for the competencies obtained.

INDUCTION TRAINING FOR NEWLY APPOINTED SOCIAL WORKERS "QUICK START"

QUALIFICATION PROGRAMME

PERIOD OF IMPLEMENTATION: 12 JUNE – 7 JULY 2017

FORM OF TRAINING: DISTANCE LEARNING

THE TRAINING IS IMPLEMENTED UNDER AGREEMENT BETWEEN ITC-ILO AND CHRDRI

The programme is designed for newly appointed social workers from the Social Assistance Agency.

The training will take place on the distance learning platform and within 80 hours will provide the necessary knowledge and skills for the participants to start working successfully on their new workplace.

The programme aims to provide knowledge about the contemporary values and objectives of the social assistance system, the social inclusion

policies, and social protection and integration of people with disabilities in the Republic of Bulgaria. The main normative documents in these areas in the EU and the Republic of Bulgaria will also be discussed. The training will provide knowledge about approaches and methods in social work.

Participants will also be acquainted with activities for performing administrative services, knowing and observing ethical rules for working with clients.

CURRENT ISSUES ON IMPLEMENTATION OF REGULATIONS IN THE MANAGEMENT OF HUMAN RESOURCES IN PUBLIC ADMINISTRATION

SEMINAR, PERIOD OF IMPLEMENTATION: 29 – 30 JUNE 2017

FORM OF TRAINING: FACE TO FACE

THE TRAINING IS IMPLEMENTED UNDER AGREEMENT BETWEEN ITC-ILO AND CHRDRI

The training is designed for experts from the human resources management units at the Ministry of Labor and Social Policy and the Second Level Units to the Minister of Labor and Social Policy.

The personnel of the human resources management units in the state administration system work in a dynamic environment, implementing in their work a considerable number of normative acts, which are amended and supplemented according to the requirements of the Law on the normative acts.

The program envisages discussing continuity

planning and expanding the opportunities for flexible working time as an alternative to efficient use of human resources, as well as attracting and retaining qualified young people by including them in scholarship program. There will be also discussed issues related to staff performance appraisal, and in particular “management of performance” approach, as well as the role of human resources units in implementing the envisaged instruments aimed at reducing subjectivism. Topics related to wage management will be discussed.

Successful graduates will be awarded certificates.

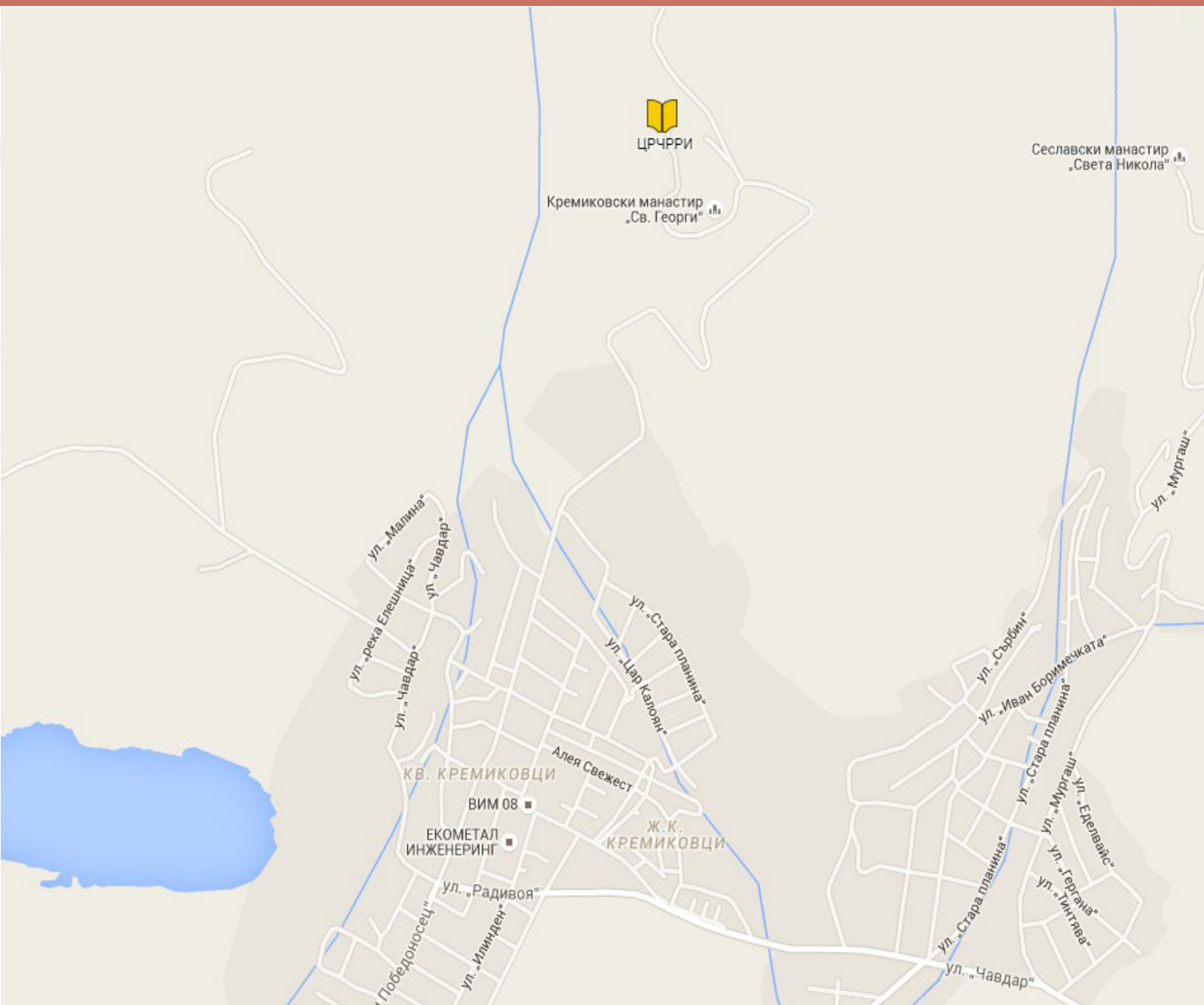


Editorial Staff:

Galina Ivanova, PhD - chief expert

Milena Kyoseva, PhD - chief methodologist

This bulletin is funded under Agreement between ITC ILO and CHRDMI.
The copyright of this bulletin is property of the Information centre to CHRDMI.
No part of this product may be copied or used without the consent of CHRDMI.
Violators will be treated under the Law for copyright protection.



HOW TO GET THERE

BUS 117 weekdays

Kremikovci-Iztok Autostation

5	6	7	8	9
5:45	6:05 6:25 6:44	7:02 7:20 7:39 7:59	8:19 8:39 8:59	9:19 9:44
10	11	12	13	14
10:09 10:39	11:09 11:39	12:09 12:39	13:09 13:39	14:14 14:49
15	16	17	18	19
15:24 15:59	16:34	17:09 17:38	18:04 18:30 18:56	19:22 19:49
20	21	22	23	
20:17 20:47	21:17 21:48	22:53	23:58	

Iztok Autostation-Buhovo

4	5	6	7	8
4:30 4:50	5:10 5:30 5:49	6:08 6:27 6:46	7:05 7:24 7:44	8:09 8:34
9	10	11	12	13
9:04 9:34	10:04 10:34	11:04 11:34	12:04 12:39	13:14 13:49
14	15	16	17	18
14:24 14:59	15:34	16:04 16:30 16:56	17:22 17:48	18:14 18:41
19	20	21	22	
19:10 19:40	20:15	21:20	22:30	

BUS 117 weekends

Kremikovci-Iztok Autostation

6	7	8	9	10
6:05	7:05	8:05 8:45	9:25	10:05 10:50
11	12	13	14	15
11:36	12:21	13:02 13:43	14:25	15:07 15:52
16	17	18	19	20
16:37	17:22	18:07 18:47	19:27	20:07 20:52

Iztok Autostation-Buhovo

4	5	6	7	8
4:40	5:40	6:40	7:20	8:00 8:40
9	10	11	12	13
9:25	10:10 10:55	11:35	12:16 12:58	13:40
14	15	16	17	18
14:25	15:10 15:55	16:40	17:20	18:00 18:40
19	20	21	22	
19:25	20:15	21:15	22:15	