



INVESTING IN PEOPLE



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

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BULLETIN



IN FOCUS



TRAINEES IMPROVED
THE FLOWER GARDENS OF
THE CENTRE



PROPOSAL FOR AN INNOVATIVE
METHOD OF ADULT EDUCATION WAS
DISCUSSED IN THE LECTURER CLUB



JUNE'S SCHEDULE
OF TRAININGS



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IN FOCUS

During the month of June at the Centre for Human Resource Development and Regional Initiatives three trainings in face-to-face form aimed at employees from the state administration will be conducted.

Social workers and experts from the Agency for Social Assistance will have the opportunity to deepen their knowledge regarding the methods and approaches when working with children, accommodated in foster families. They will explore the practical guidance in the implementation of the legislative framework for delivering the "foster care" service.

Experts from the Ministry of Labour and Social Policy and Secondary Level Units to the Minister of Labour and Social Policy, as well as other state administrations, who work and participate in the process of forming and implementing the active labour market policies, will get acquainted with the opportunities for increasing the impact of implemented programs, projects and measures of active policy on the labor market

Annually, in the month of June, the Centre organizes training for employees in the Human Resource Departments from the Ministry of Labour and Social Policy and Secondary Level Units to the Minister of Labour and Social Policy, during which training the participants discuss the current issues on the implementation of the legislation on human resources management in public administration.

This year, the training will be mostly practical and it is planned for the digital product SmartNet to be included in the program www.smartnetbg.net.

The training on the Distance learning platform of the Centre continue during the summer period, as during the month of June a Specialized training for newly employed social workers will launch. Their colleagues, who have professional experience, will continue developing their knowledge and skills in other two programs for gaining professional qualification in part of the profession in vocational trainings, which have started in the previous month.

The second for the year distance learning course for managerial staff in the system of the Employment Agency on topic "Good Manager" will launch in the end of the month.



A photograph of a garden bed. In the foreground, there are several clusters of red flowers with white centers, likely Verbena. Behind them, there is a large area of purple flowers. In the background, there are yellow-green shrubs and a concrete wall.

Unemployed persons, trained under the National Action Plan for Employment 2018, will have the opportunity to participate in two training courses for acquiring vocational qualification in "Gardening and Floriculture" and "Word-processing".

The gardens of the Centre

FLOWER TRAINEES IMPROVED THE FLOWER GARDENS OF THE CENTRE

It is the active period for the courses for gardeners implemented under the National Action Plan for Employment 2018, during which unemployed persons not only gain knowledge in the profession “Worker in the Landscaping”, but also put in practice their skills by taking care for the flower gardens around the training premises.

Almost 30 trainees participated in the planting of flowers in the yard, as they planted spring flowers, bushes and trees. In the courses for gardener people with different interest are included, all united in their love for the nature.





Zhivko Katzarov

He is 37 years old from Sofia. Ex active sportsman and loves the nature very much. He participated in the course, because he wants to learn more about the flowers and, as he says "the soul gets richer with information" during trainings like this one. He shared, that he would turn the knowledge he will have after the course is over in career, if it is paid well enough.

Paraskeva Georgieva

A former financial controller, but floriculture is a hobby of hers. She has a great desire to turn it into a profession and to be involved in landscaping and maintenance.



PROPOSAL FOR AN INNOVATIVE METHOD OF ADULT EDUCATION WAS DISCUSSED IN THE LECTURER CLUB

In the Lecturer Club /www.lecturerclub.com/ a project for approbation of a new training method, elaborated especially from the CHRDRIs' methodologist, was discussed. Given the name "Rotational method", the project aims at increasing the effectiveness of so called "soft skills" of a small group of trainees, mostly with established professional functions or who need to validate and upgrade their skills.

Under "Rotation" in this method the methodologist means the rotational principle in the function of the trainee. This means, that every single trainee will have the opportunity to be in the lecturers' shoes, parallel with his/hers function as a trainee, as well as evaluator.

With implementing the Rotational method in the training is aimed to achieve more efficient participation of all participants in the training program. The change of places in the scheme of the training process will engage on the maximum the attention of the participants, and in the same time will stimulate them to be more creative and consistent, because each and every one will have to manage successfully with the role of the lecturer.

When the trainee is in the lecturers' position, he/she will have to present in front of the other participants a blitz lection. Therefore, he/she will be in competition with the others and will have the motivation to show the best of himself/herself in order to be understood and evaluated from

the group. The role of the evaluator is the last rotation in the method.

When placed in the center of the training, the participants could present themselves or fail in their blitz lection, but in all cases this useful experience to get in different roles (trainee/lecturer/evaluator) just as the other participants, is very useful tool for self-evaluation trough the view of the group, as well as through the personal view.

The project of the method, described in detail, was given to the members of the Club for discussion, which was developed in several ways:

1. thematic areas of implementation;
2. target groups;
3. duration;
4. form of training (face-to-face or distance).



The new method was met with interest by the lecturers, who consulted each other not only in the Club but in informal meetings with the methodologists of the Centre. Their activity in the Club eloquently shows that this forum has its important purpose in the Center's training activities - to support the development of methodological resources to achieve higher quality of training.

The lecturers believe that the proposed method is innovative, consistent with the new, modern training formats and will assist in the development of presentation and analytical skills and can help the learning of the material being taught. A very important moment for involving the participants in rotational training is their motivation, which has already been discussed in the Lecturer's Club, and during the discussion of the new method re-emerges in the foreground. Lecturers believe that the Rotational method is applicable only to

highly motivated participants because it creates much more conditions for engagement and commitment to learning. Undoubtedly, one of the greatest advantages of the Rotational method is its practical direction and applicability, as well as the possibility to apply it in various forms – distance, blended, homogeneous groups, etc.

As everything new, the project of the Rotational method takes into account not only approval but also reserves. This draws the attention of the Center's methodological department to correcting the written content and refining the project, based on the opinion of all lectures.

Following is the process of approbation of the Rotational training, which will practically allow us to check its effectiveness.

JUNE'S SCHEDULE OF TRAININGS

GARDENING AND FLORICULTURE

PERIOD OF IMPLEMENTATION: JUNE 4 – 28, 2018

TRAINING COURSE FOR ACQUIRING VOCATIONAL QUALIFICATION FOR UNEMPLOYED PERSONS UNDER THE NATIONAL ACTION PLAN FOR EMPLOYMENT 2018

The course will be attended by 15 unemployed persons registered in the Labour Offices of place of residence. They will acquire knowledge of: the rules for safe work according to the specifics of the profession and handling of the relevant tools and instruments, morphological features of plants, biological characteristics and life of the park plants, main types of decorative vegetation and ways of its production and cultivation, preliminary preparation of the landscaping area, rules and requirements for preparing a planned composition of park objects.

The theoretical training will be turned into practice under the guidance of the lecturer, as a result of which the trainees will be able to: recognize main types of decorative and park vegetation; to multiply, produce and grow different plant species; they will be able to lawn terrain and plant decorative trees, shrubs and flowers according to the technological requirements of the profession. The training includes preparation of suitable park compositions, as well as ways of their maintenance.

All successful graduates will acquire certificates according to a model of the Ministry of Education

and Science for a part of the profession "Worker in landscaping".



INDUCTION TRAINING FOR NEWLY APPOINTED SOCIAL WORKERS “QUICK START”

PERIOD OF IMPLEMENTATION: 4 JUNE – 2 JULY, 2018

FORM OF TRAINING: DISTANCE LEARNING

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



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

Successful graduates of the seminar will be issued a certificate of participation according to an established standard of CHRDMI.

WORKING WITH FOSTER PARENTS AND CHILDREN IN FOSTER FAMILIES – EVALUATION AND EXAMINATION OF APPLICANTS FOR FOSTER FAMILIES, QUALITY OF SERVICE “FOSTER CARE”

SEMINAR, JUNE 5 – 6, 2018

FORM OF TRAINING: FACE-TO-FACE

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

The seminar is intended for employees of the territorial structures of the Social Assistance Agency - social workers and experts from the Child Protection Department of the Social Assistance Directorate. Experts from the State Agency for Child Protection and experts from the non-governmental sector will be invited to participate.

The social service “foster care” is of utmost importance for institutionalized children and children at risk. It provides growth and upbringing of adolescents in a safe family environment.

Priority in the work of the staff of the Child Protection Departments at the relevant Social Assistance Directorates in the country is the development and improvement of foster care as a social service in the community. In this regard, the training of the employees of the territorial structures of the Social Assistance Agency aims to increase the efficiency and quality of their work and, accordingly, to strengthen the capacity of Child Protection Directorates’ staff to the Social Assistance Directorates in foster care.

As a result of the seminar, the participants will apply the adequately updated legal framework regarding the foster care social service and will work to improve the quality of foster care for accommodated children, which will contribute to the effect of the process of deinstitutionalization.

Successful graduates of the seminar will be issued a certificate of participation according an established standard of CHRDRİ.



WORD PROCESSING

PERIOD OF IMPLEMENTATION: 11 JUNE – 3 AUGUST, 2018

*TRAINING COURSE FOR ACQUIRING VOCATIONAL QUALIFICATION FOR UNEMPLOYED PERSONS UNDER
THE NATIONAL ACTION PLAN FOR EMPLOYMENT 2018*



The training is intended for unemployed persons who, after completing it, will be able to use basic computer programs required for standard office tasks - finding information, participating in development of technical and technological documentation, carrying out operational activities related to processing of documents: import, print, exchange of text files, and work with spreadsheets.

After completing the training, the trainees will be familiar with the requirements and provisions

of normative documents regulating activities in the use of computer equipment and they will be able to cope with office administrative procedures.

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

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

SEMINAR, JUNE 12 –13, 2018

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.

Active policy is a subject to increased interest and analyzes, not only because of expectations of tangible social effects but also due to the significant financial resources needed for its implementation. Monitoring and evaluation of the effectiveness of the active policies are among the priority tasks in the European Employment Strategy and is essential in shaping and guiding employment policy.

The aim of the training is to acquire knowledge on the information provision of the decision-making process in the labor market and to increase the administrative capacity of employees and stakeholder representatives to analyze the effects of active labor market policy.

Successful graduates of the seminar will be issued a certificate of participation according an established standard of CHRDRI.



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

SEMINAR, JUNE 28 – 29, 2018

FORM OF TRAINING: FACE-TO-FACE

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

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 seminar will examine key aspects of human resources management in the state administration. First and foremost, in line with the new regulatory issues, the human resources planning mechanism and the methods for analyzing and assessing their needs will be discussed. Subsequently, the changes in the regulations for the positions related to the design of positions will be discussed, depending on the specific needs of the administrative structure and the specificity of its activity, as well

as the changes aimed at the development of adequate job descriptions.

The seminar aims to build on the knowledge of human resources management in the state administration in the context of changes in the legal framework and to share good practices and experience in human resources management in the MLSP system.

Successful graduates of the seminar will be issued a certificate of participation according an established standard of CHRDRİ.



SPECIALIZED TRAINING FOR SENIOR MANAGEMENT STAFF IN THE SYSTEM OF THE EMPLOYMENT AGENCY – GOOD MANAGER

SEMINAR, JUNE 27 – JULY 27, 2018

FORM OF TRAINING: DISTANCE LEARNING

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

The training is intended for senior management staff from the Labor Office Directorates of the Employment Agency.

The program aims to promote the professional development of senior management through the enhancement of their competencies and the development of specific knowledge and skills.

The training will take place entirely in distance learning form through the Center's Distance Learning Platform. All participants will be able to get acquainted with course materials in management and leadership, creative problem solving, and conflict management, once they

have registered on the platform. The materials will help them solve the tasks assigned by the tutor through "Individual Assistance" in the platform or discussing specific case studies and teamwork discussions in the forum.

Successful graduates of the seminar will be issued a certificate of participation according an established standard of CHRDRİ.





CENTRE FOR HUMAN RESOURCES DEVELOPMENT
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