



**Training Institute of Public Administration**

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# **TRAINING PLAN**

## **for 2006**

**Tirana**  
**2006**

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## AIMS OF THE TRAINING PLAN FOR 2006

The Training Institute of Public Administration of Albania with this **Training Plan for 2006** seeks:

- 1. To improve civil servants' management and function related skills with regard to the modernisation and reform processes in the Civil Service of Albania**
- 2. To catalyze Euro integration processes in Albania by up-grading and improving EU and especially Stabilisation and Association Agreement related knowledge and skills for all civil servants and for special target groups**

All training programmes and modules that are focused on the **first aim** we put to the training package that is called:

### **TRAINING ON IMPROVING MANAGEMENT & FUNCTION RELATED SKILLS.**

In this package there are 10 target groups which cover all managerial levels within the Civil Service and several function specific groups:

1. Top level managers
2. Middle level Managers
3. Operational level Managers
4. Directors, chiefs of sectors and specialists of Personnel Departments
5. Specialists and senior specialists
6. Specialists and senior specialists of Judicial Departments
7. Civil servants dealing with EU integration
8. Newcomers in the Civil Service
9. Civil Servants in the Local Authorities
10. Specialists and senior specialists of Financial Departments

Accordingly, all training modules that are focused on the **second aim** we put to the training package that is called:

### **TRAINING ON EU RELATED MATTERS.**

In this package there are 11 target groups which cover only EU-related function specific groups:

1. Civil servants involved in financial, taxation, licenses issuing, customs, projects matters in line ministries
2. Civil servants involved in project monitoring & evaluation matters, legal issues and financial procedures
3. Civil servants involved in International Relations, Policy Formulation and Analysis, and project cycle management (especially MoIA, MoLSAEO)
4. Negotiators and their working groups, lawyers and Civil servants involved in approximation of Law
5. Civil servants involved in financial matters, local governmental issues and project cycle management. Foreign Relations Departments

6. Civil servants from MoETE, MoF, MoJ, etc involved in competition matters
7. Civil servants from MoE and their counterparts in line ministries
8. Civil servants involved in trade and industrial related issues, legislation drafting process, and lawyers
9. Civil servants involved in Licenses Issuing and Intellectual and Industrial Properties (MoETE, MIE, MoAF)
10. Civil servants involved in licenses issuing procedures, and lawyers, and economists
11. Civil servants involved in licenses issuing procedures, standardization and certification procedures

**PLANNED FIGURES**

<b>Nr.</b>	<b>Indicators</b>	<b>2006</b>
<b>1</b>	Number of the Courses	71
<b>2</b>	Trainning Day	530
<b>3</b>	Number of Curricula	26
<b>3.1</b>	News	15
<b>3.2</b>	other	11
<b>4</b>	Days Curricula	100
<b>4.1</b>	News	69
<b>4.2</b>	other	31
<b>5</b>	Participants(CS)	980
<b>6</b>	Civil servantsXTrainning day	10 760
<b>7</b>	Quality (shkalle 1-7)	6.3

Plus tailor-made courses related with new developments - on request of the institutions and agencies. The new developments are targeted on:

- Training needs analysis
- Performance evaluation
- Job evaluation
- Job description
- Salary system
- Recruitment process
- Anticorruption and ethic in PA

**TRAINING ON IMPROVING MANAGEMENT & FUNCTION  
RELATED SKILLS**  
Contents of training programmes

**ADVANCED STRATEGIC MANAGEMENT PROGRAMME**

**Target group: Top level managers** (Heads of institutions, Heads of Administrations of institutions, i.e. Secretaries General, etc.)

Training modules	Type of training	Duration (in days)
<b>1. Achieving policy/strategy coherence and integration</b>	Difficult skills, practicing	<b>2</b>
<b>2. Effective communications</b>	Difficult skills, practicing	<b>2</b>
<b>3. Making performance management real</b>	Skills, practicing	<b>2</b>
<b>4. Effective delegation and coordination</b>	Skills, practicing	<b>2</b>
<b>5. Describing jobs – guidelines for Top management</b>	Skills, practicing	<b>2</b>
<b>6. Harnessing the value of Personnel Departments</b>	Awareness raising	<b>1</b>
<b>7. Becoming European – adopting sector specific EU standards</b>	Awareness raising	<b>1</b>
<b>8. Management information strategy</b>	Skills, practicing	<b>1</b>
<b>9. Harnessing the power of IT based information</b>	Skills, practicing	<b>1</b>
	<b>Total</b>	<b>14</b>

**SENIOR MANAGEMENT PROGRAMME**

**Target group: Middle level Managers** (Directors of Directorates)

Training modules	Type of training	Duration (in days)
<b>1. Getting the best from your people</b> (Part I and Part II)	Difficult skills, practicing	<b>2 (part I)</b> <b>2 (part II)</b>
<b>2. Managing the communicating organisation</b>	Difficult skills, practicing	<b>2</b>

<b>3. Bigger problems – better solutions</b>	Skills, practicing	<b>2</b>
<b>4. The well focused organisation – shared targets, clear roles</b>	Skills, practicing	<b>2</b>
<b>5. Becoming European – adopting sector specific EU standards</b>	Awareness raising	<b>1</b>
<b>6. Harnessing the power of IT based information</b>	Skills, practicing	<b>2</b>
	<b>Total</b>	<b>13</b>

### **HUMAN RESOURCE MANAGEMENT PROGRAMME**

**Target group: Directors, chiefs of sectors and specialists of Personnel Departments**

Training modules	Type of training	Duration (in days)
<b>1. Effective HRM communications</b>	Difficult skills, practicing	<b>2</b>
<b>2. Job descriptions for successful human resource management</b>	Skills, practicing	<b>2</b>
<b>3. Effective application of functional analysis</b>	Skills, practicing	<b>2</b>
<b>4. Achieving effective performance evaluation</b>	Skills, practicing	<b>2</b>
	<b>Total</b>	<b>8</b>

### **OPERATIONAL MANAGEMENT PROGRAMME**

**Target group: Operational level Managers (Chiefs of sectors, units, divisions)**

Training modules	Type of training	Duration (in days)
<b>1. Building better performance – getting better results (Part I and Part II)</b>	Difficult skills, practicing	<b>2 (part I)</b> <b>2 (part II)</b>
<b>2. Communications for Operational level managers</b>	Difficult skills, practicing	<b>2</b>
<b>3. New problems – new solutions</b>	Skills, practicing	<b>2</b>
<b>4. Role analysis – getting Job Descriptions right</b>	Skills, practicing	<b>2</b>
<b>5. Becoming European – adopting sector specific EU standards</b>	Awareness raising	<b>1</b>
<b>6. Harnessing the power of IT based information</b>	Skills, practicing	<b>2</b>

	<b>Total</b>	<b>13</b>
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**FUNCTIONAL DEVELOPMENT PROGRAMME**

**Target group: Specialists and senior specialists**

Training modules	Type of training	Duration (in days)
<b>1. Making communications work</b>	Difficult skills, practicing	<b>2</b>
<b>2. Job planning skills</b>	Skills, practicing	<b>2</b>
<b>3. Tackling problems – new creativity techniques</b>	Skills, practicing	<b>2</b>
<b>4. Integration to EU standards</b>	Awareness raising	<b>1</b>
	<b>Total:</b>	<b>7</b>
<b>8. Legislation skills</b> (for Judicial departments)	Skills, practicing	<b>2</b>
<b>9. European Integration</b> (for Judicial departments)	Skills, practicing	<b>2</b>
	Total	<b>4</b>

**PREPARING FOR EUROPE PROGRAMME**

**Target group: Civil servants dealing with EU integration**

Training modules	Type of training	Duration (in days)
<b>1. EU and Albanian Standards</b>	Awareness raising	<b>2</b>
<b>2. Requirements of the Stabilisation and Association Agreement</b>	Awareness raising	<b>2</b>
	<b>Total:</b>	<b>4</b>

**INDUCTION COURSE**

**Target group: Newcomers in the Civil Service**

Training modules	Type of training	Duration (in days)
<b>1. Republic of Albania Constitution</b>	Awareness raising	<b>0.5</b>
<b>2. Law enforcement</b>	Awareness raising	<b>1</b>
<b>3. President</b>	Awareness raising	<b>1</b>
<b>4. Independent constitutional Institutions</b>	Awareness raising	<b>0.5</b>
<b>5. Executive and Public Administration</b>	Awareness raising	<b>1</b>
<b>6. Organisation and functioning of Local Government</b>	Awareness raising	<b>1</b>
<b>7. Public Finance</b>	Awareness raising	<b>1</b>
<b>8. Financial Administrative Control</b>	Awareness raising	<b>1</b>
<b>9. Administrative Procedure (Code of Administrative Procedure)</b>	Awareness raising	<b>1</b>
<b>10. Knowledge about the European Union</b>	Awareness raising	<b>0.5</b>
<b>11. Other International Institutions: OSBE, FMN, BB, KE</b>	Awareness raising	<b>0.5</b>
<b>12. Civil servant</b>	Awareness raising	<b>1</b>
<b>13. Management skills</b>	Awareness raising	<b>1</b>
<b><i>Test of the acquired knowledge</i></b>	Test	<b>1</b>
	<b>Total</b>	<b>11</b>

**LOCAL AUTHORITIES TRAINING PROGRAMME**

**Target group: Civil Servants in the Local Authorities**

Training modules	Type of training	Duration (in days)
<b>1. Running Water Supply Issues</b>	Skills, practicing	<b>2</b>
<b>2. Tax Collection</b>	Skills, practicing	<b>2</b>
<b>3. Local and Regional Development</b>	Awareness raising	<b>2</b>
<b>4. Budgeting Procedures</b>	Skills, practicing	<b>2</b>
<b>5. Public Property Management</b>	Skills, practicing	<b>2</b>
	<b>Total:</b>	<b>10</b>

**FINANCIAL DEVELOPMENT PROGRAMME**

**Target group: Specialists and senior specialists**

Training modules	Type of training	Duration (in days)
<b>1. Budgeting procedures</b>	Skills, practicing	<b>2</b>
<b>2. Public procurement</b>	Awareness raising	<b>1</b>
<b>3. State Treasure and procedures</b>	Skills, practicing	<b>2</b>
	<b>Total:</b>	<b>5</b>