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| GENERAL TRAINING PROGRAMME FOR CIVIL SERVANTS IN 2019 |
| INTRODUCTORY TRAINING PROGRAMME |
| INTRODUCTORY PROGRAMME FOR CIVIL SERVANTS WITH ACQUIRED SECONDARY EDUCATION |
| I.1. obligatory programme section |
| INTRODUCTION TO THE SYSTEM OF STATE ADMINISTRATION AND CONSTITUTIONAL ORDER |
| INTRODUCTION TO THE SYSTEM OF EUROPEAN UNION |
| INTRODUCTION TO THE SYSTEM OF EMPLOYMENTS AND EMPLOYMENTS IN STATE AUTHORITIES |
| ADMINISTRATIVE PROCEDURE WITH THE ELEMENTS OF OFFICE WORK |
| I.2. ELECTIVE PROGRAMME SECTION |
| SUCCESSFUL COMMUNICATION – WRITTEN AND ORAL |
| TEAM WORK |
| ETHICS AND INTEGRITY |
| INTRODUCTORY PROGRAMME FOR CIVIL SERVANTS WITH ACQUIRED COLLEGE OR UNIVERSITY EDUCATION |
| II.1. obligatory programme section |
| CONSTITUTIONAL ORDER |
| INTRODUCTION TO THE SYSTEM OF EUROPEAN UNION |
| INTRODUCTION TO THE SYSTEM OF STATE ADMINISTRATION |
| ADMINISTRATIVE PROCEDURE WITH THE ELEMENTS OF OFFICE WORK AND ADMINISTRATIVE DISPUTES |
| LABOUR LEGISLATION |
| II.2. ELECTIVE PROGRAMME SECTION |
| А) ELECTIVE SECTION 1 |
| INTRODUCTION TO PUBLIC POLICIES AND LEGISLATIVE PROCESS |
| PUBLIC FINANCES |
| SUCCESSFUL COMMUNICATION – WRITTEN AND ORAL |
| ADMINISTRATION ORIENTED TOWARD CITIZENS AND DIGITALISATION |
| TEAM WORK |
| PROJECT CYCLE MANAGEMENT |
| ETHICS AND INTEGRITY |
| FACING CHANGES BY LEARNING |
| B) ELECTIVE SECTION 2 - MENTORSHIP |
| PROGRAMME OF CONTINUOUS PROFESSIONAL DEVELOPMENT OF CIVIL SERVANTS IN STATE AUTHORITIES |
| MANAGING THE SYSTEM OF PUBLIC POLICIES |
| PUBLIC POLICIES – CREATING, IMPLEMENTING AND EFFECTS ANALYSIS |
| DRAFTING PUBLIC POLICIES DOCUMENTS |
| MONITORING IMPLEMENTATION AND EVALUATION IN THE PROCESS OF PUBLIC POLICIES MANAGEMENT |
| MID-TERM PLANNING |
| ACTION PLAN FOR IMPLEMENTING THE GOVERNMENT PRGRAMME |
| USING THE SINGLE INFORMATION SYSTEM FOR PLANNING, IMPLEMENTATION MONITORING, COORDINATION OF PUBLIC POLICIES AND REPORTING |
| GOVERNANCE AT THE SERVICE OF CITIZENS |
| THE CONCEPT OF GOOD GOVERNANCE |
| ETHICS AND INTEGRITY IN PUBLIC ADMINISTRATION |
| CODE OF GOOD GOVERNANCE |
| QUALITY STANDARDS IN GOVERNANCE |
| E- GOVERNANCE AT THE SERVICE OF CITIZENS |
| META-REGISTRY AND LISTING OF OFFICIAL RECORDS |
| OPTIMISATION OF ADMINISTRATIVE PROCEDURES |
| LISTING AND OPTIMISATION OF ADMINISTRATIVE PROCEDURES |
| LEGISLATIVE PROCESS MANAGEMENT AND ADMINISTRATIVE ACTS |
| COORDINATION AND COOPERATION IN THE PROCEDURE OF REGULATION DRAFTING |
| PLANNING, DRAFTING AND IMPLEMENTATION OF REGULATIONS |
| IMPLEMENTING GRAMMATICAL, STYLE AND SPELLING RULES IN REGULATION DRAFTING |
| ANALYSIS OF REGULATIONS EFFECTS – REACHING GOOD QUALITY REGULATIONS |
| HARMONISING NATIONAL LEGISLATION WITH THE EUROPEAN UNION ACQUIS |
| ASSESSING THE RISK OF CORRUPTION IN REGULATIONS AS THE MECHANISM FOR CORRUPTION PREVENTION |
| GENERAL ADMINISTRATIVE PROCEDURE |
| GENERAL ADMINISTRATIVE PROCEDURE – ONLINE COURSE |
| INSPECTIONAL SURVEILLANCE |
| FACING MORE EFFICIENT INSPECTION CONTROLS |
| SKILLS OF COMMUNICATION AND PROFESSIONAL CONDUCT OF INSPECTORS |
| RIGHTS AND LIABILITIES OF SUBJECTS IN THE PROCEDURE OF INSPECTIONAL SURVEILLANCE |
| Е-INSPECTOR |
| PUBLIC FINANCES |
| PLANNING PRIPORITY FUNDING AREAS |
| PREPARING THE PROGRAMME BUDGET |
| CAPITAL FUNDING |
| MONITORING AND REPORTING IN THE PROCESS OF PROGRAMME FUNDING |
| BUDGET REALISATION |
| BUDGET ACCOUNTING AND REPORTING |
| TAX BUSINESS |
| PUBLIC PROCUREMENT – PLANNING AND IMPLEMENTING |
| BASIC TRAINING FOR FINANCIAL MANAGEMENT AND CONTROL |
| BASIC TRAINING FOR INTERNAL AUDITORS |
| TRAINING FOR PRACTICAL AUDITING OPERATION |
| AUDIT OF FINANCIAL STATEMENTS AND BUSINESS REGULARITY |
| FUNDING THE PROGRAMMES OF PUBLIC INTEREST REALISED BY CIVIL SOCIETIES |
| MANAGING THE INTERNATIONAL DEVELOPMENT ASSISTANCE AND EU FUNDS |
| IPA II (2014–2020) |
| IPA SYSTEM FOR INTERNAL AUDITORS |
| IPARD WITHIN IPA AND POLICY OF RURAL DEVELOPMENT WITHIN IPARD II PROGRAMME AND JOINT AGRICULTURAL POLICIES OF EU |
| METHODOLOGY FOR SELECTION AND PRIORITISATION OF INFRASTRUCTURAL PROJECTS |
| IRREGULARITIES IN IPA CONTEXT |
| IRREGULARITIES IN THE CONTEXT OF IPARD – А |
| FRAMEWORK AGREEMENTS FOR SERVICE PROVISION (BENEF2013) – PREPARING DOCUMENTATION, NEGOTIATING AND IMPLEMENTING THE AGREEMENTS |
| FRAMEWORK AGREEMENTS FOR SERVICE PROVISION (BENEF 2013) – THE ROLE OF END USERS AND END RECIPIENTS |
| EXEMPTION FROM VAT AND CUSTOMS IN DELEGATED AND CENTRALISED MANAGEMENT |
| EXEMPTION FROM VAT AND CUSTOMS IN DECENTRALISED/INDIRECT MANAGEMENT |
| PLANNING IPA FUNDS AND NATIONAL PARTICIPATION |
| INTRODUCTION TO PUBLIC PROCUREMENT AND CONTRACT PROCEDURES MANAGEMENT (PRAG) |
| MONITORING AND EVALUATION OF EU INSTRUMENT FOR PREACCESSION ASSISTANCE PROGRAMME WITHIN IPA II OF CROSS-BORDER AND TRANSNATIONAL COOPERATION |
| MONITORING AND EVALUATION OF PROGRAMMES WITHIN THE IPA COMPONENT (ТAIB) AND NATIONAL ACTION PROGRAMMES (NAPs) WITHIN IPA II (2014 - 2020) |
| PROCESS OF PROGRAMMING AND DRAFTING ACTION DOCUMENTS WITHIN IPA II |
| AUDITING PROCEDURE WITHIN THE IPARD PROGRAMME |
| SENDING INVITATIONS FOR ALLOCATION OF IPARD FUNDS |
| TWINNING AGREEMENTS – PREPARING DOCUMENTATION, EVALUATION OF BIDS AND NEGOTIATION |
| TWINNING AGREEMENTS – AGREEMENT IMPLEMENTATION |
| TWINNING AGREEMENTS |
| GRANT AGREEMENTS WITHIN ANNUAL NATIONAL ACTION PROGRAMMES – PREPARING DOCUMENTATION, ASSESSING PROJECT PROPOSALS AND NEGOTIATION |
| GRANT AGREEMENTS WITHIN ANNUAL NATIONAL ACTION PROGRAMMES – AGREEMENT IMPLEMENTATION |
| GRANT AGREEMENTS WITHIN ANNUAL NATIONAL ACTION PROGRAMMES – THE ROLE OF END USERS AND END RECIPIENTS |
| GRANT AGREEMENTS WITHIN TERRITORIAL COOPERATION PROGRAMMES – PREPARING DOCUMENTATION, ASSESSING PROJECT PROPOSALS AND NEGOTIATION |
| GRANT AGREEMENTS WITHIN TERRITORIAL COOPERATION PROGRAMMES – AGREEMENT IMPLEMENTATION |
| CONTRACTING AGREEMENTS (PRAG) – PREPARING TENDER DOCUMENTATION, ASSESSING PROJECT PROPOSALS AND NEGOTIATION |
| CONTRACTING AGREEMENTS (PRAG) – AGREEMENT IMPLEMENTATION |
| CONTRACTING AGREEMENTS (PRAG, FIDIK) – THE ROLE OF END USERS AND END RECIPIENTS |
| AGREEMENTS ON PROCUREMENT OF GOODS (PRAG) – PREPARING TENDER DOCUMENTATION, ASSESSING PROJECT PROPOSALS AND NEGOTIATION |
| AGREEMENTS ON PROCUREMENT OF GOODS (PRAG) – AGREEMENT IMPLEMENTATION |
| AGREEMENTS ON PROCUREMENT OF GOODS (PRAG) – THE ROLE OF END USERS AND END RECIPIENTS |
| AGREEMENTS ON SERVICE PROVISION (PRAG) – PREPARING TENDER DOCUMENTATION, ASSESSING PROJECT PROPOSALS AND NEGOTIATION |
| AGREEMENTS ON SERVICE PROVISION (PRAG) – AGREEMENT IMPLEMENTATION |
| MANAGEMENT INFORMATION SYSTEM (MIS) |
| PROJECT CYCLE MANAGEMENT |
| FINANCIAL MANAGEMENT: PAYING THE CONTRACT PARTIES |
| FINANCIAL MANAGEMENT IN THE IPARD CONTEXT |
| HORISONTAL QUESTIONS FOR HORISONTAL FUNCTIONS OWNERS |
| EUROPEAN INTEGRATION |
| INTRODUCTION TO THE SYSTEM OF EUROPEAN UNION |
| IMPLEMENTATION OF THE STABILISATION AND ASSOCIATION AGREEMENTS (SAA) |
| EU SECTOR POLICIES |
| INTRODUCTION TO COHESION POLICY OF EUROPEAN UNION |
| PLANNING AND PROGRAMMING FOR THE NEEDS OF COHESION POLICY |
| INTERNATIONAL TREATIES – PREPARING AND AGREEING |
| HUMAN RESOURCES MANAGEMENT |
| INTEGRSATED COMPETENCE-BASED HUMAN RESOURCES MANAGEMENT |
| EMPLOYMENTS IN STATE AUTHORITIES – IMPLEMENTATION IN PRACTICE |
| COLLECTIVE NEGOTIATION |
| JOB DESCRIPTION ANALYSIS AND DEFINING COMPETENCES FOR CIVIL SERVANTS WORK |
| DRAFTING THE RULEBOOK ON INTERNAL ORGANISATION AND JOB SYSTEMATISATION |
| REGULATIONS AND PROCEDURES IN THE FIELD OF EMPLOYMENT OF CIVIL SERVANTS |
| COMPETENCE-BASED STAFF SELECTION PROCEDURE – METHODS AND TECHNIQUES |
| MANAGING PROFESSIONAL DEVELOPMENT IN STATE BODIES |
| SETTING ORGANISATION OBJECTIVES IN THE CONTEXT OF EVALUATION OF WORK PROFICIENCY |
| EVALUATION OF WORK PROFICIENCY |
| MANAGING CENTRAL HR RECORDS |
| PORTAL OF CENTRAL REGISTRY OF OBLIGATORY SOCIAL INSURANCE |
| ROLE OF THE HR UNITS IN ORIENTATION OF CIVIL SERVANTS WITH HIGH RANKING AFTER COMING TO DUTY |
| SAFETY, PROTECTION AND HEALTH AT WORK |
| HEALTH AND SAFETY AT WORK |
| MOBING – PREVENTING AND PROTECTION AGAINST ABUSE AT WORK |
| ANTI-STRESS WORKSHOP |
| KEEPING PHYSICAL HEALTH AT WORK IN NO TIME |
| THE ROLE OF CIVIL SERVANTS IN THE SYSTEM OF PROTECTION AND RESCUING THE REPUBLIC OF SERBIA |
| ANTI-CORRUPTION COMBAT |
| PREVENTING CONFLICT OF INTEREST AND CONTROL OF PROPERTY OF HIGH OFFICIALS |
| INTEGRITY PLAN AS THE MECHANISM FOR PREVENTION OF CORRUPTION (SELF-ASSESSMENT OF THE RISK OF CORRUPTION IN INSTITUTIONS) |
| RIGHT TO ACCESSING INFORMATION OF PUBLIC INTEREST |
| PROTECTION OF WHISTLE BLOWERS |
| PROTECTION OF HUMAN RIGHTS AND DATA CONFIDENTIALITY |
| PROTECTION AGAINST DISCRIMINATION |
| DISCRIMINATION BEFORE PUBLIC AUTHORITIES |
| MECHANISMS FOR MONITORING THE SITUATION OF HUMAN RIGHTS IN THE REPUBLIC OF SERBIA WITH THE REFLECTION ON PARTICULARLY VULNERABLE GROUPS |
| GENDER EQUALITY |
| HUMAN RIGHTS PROTECTION AND OMBUDSMAN |
| RIGHTS OF NATIONAL MINORITIES MEMBERS |
| IMPROVING PREVENTION AND SUPRESSING HUMAN TRAFFICKING ON THE NATIONAL LEVEL |
| PROTECTION OF PERSONAL DATA |
| PROTECTION OF SECRET DATA |
| EXECUTION OF JUDGEMENTS OF THE EUROPEAN COURT FOR HUMAN RIGHTS |
| BUSINESS COMMUNICATION |
| COMMUNICATION SKILLS IN BUSINESS SETTING |
| WRITTEN COMMUNICATION IN ADMINISTRATION |
| STATE PROTOCOL WITH THE ELEMENTS OF BUSINESS PROTOCOL |
| INTERCULTURAL COMMUNICATION |
| PUBLICN APPEARANCE |
| FOREIGN LANGUAGES |
| FRENCH LANGUAGE – LEVEL А2 |
| FRENCH LANGUAGE – LEVEL B1 |
| FRENCH LANGUAGE – LEVEL B2 |
| FRENCH LANGUAGE – LEVEL C1 |
| GERMAN LANGUAGE – LEVEL А1 |
| GERMAN LANGUAGE – LEVEL А2 |
| GERMAN LANGUAGE – LEVEL B1 |
| GERMAN LANGUAGE – LEVEL B2 |
| GERMAN LANGUAGE – LEVEL C1 |
| GERMAN LANGUAGE – LEVEL C2 |
| ENGLISH LANGAUGE – LEVEL B1 |
| ENGLISH LANGAUGE – LEVEL B2 |
| ENGLISH LANGAUGE – LEVEL C1 |
| SPECIALIST COURSE IN ENGLISH LANGUAGE – LEVEL C1 |
| INFORMATION COMMUNICATION SKILLS |
| KEY ELEMENTS OF E-GOVERNANCE INFRASTRUCTURE |
| ESTABLISHING SERVICES ON THE E-GOVERNANCE PORTAL |
| INFORMATION SAFETY – ICT SYSTEMS OF SPECIAL IMPORTANCE |
| IT SECURITY |
| OPEN DATA PORTAL |
| E-DOCUMENT, E-IDENTIFICATION AND SERVICES OF TRUST IN ELECTRONIC BUSINESS |
| IMPLEMENTATION OF GUIDELINES FOR DEVELOPING INTERNET PRESENTATIONS OF PUBLIC ADMINISTRATION AUTHORITIES |
| TEXT EDITING |
| SPREADSHEET CALCULATIONS |
| DATA BASIS |
| PRESENTATIONS |
| INFORMATION AND COMMUNICATION |
| TEXT EDITING – ADVANCE LEVEL |
| SPREADSHEET CALCULATIONS – ADVANCE LEVEL |
| DATA BASES – ADVANCE LEVEL |
| SPREADSHEET CALCULATIONS – PIVOT TABLES |
| STATISTICAL DATA PROCESSING VIA SPSS PROGRAMME |
| LECTURERS’ TRAINING |
| LECTURERS’ TRAINING – ELEMENTARY LEVEL |
| LECTURERS’ TRAINING – ADVANCE LEVEL |
| SPECIALIST TRAINING OF LECTURERS |
| MENTORS’ TRAINING |
| PERSONAL DEVELOPMENT AND SKILLS |
| THE ART OF GIVING AND RECEIVING A CONSTRUCTIVE FEEDBACK |
| FROM ANOTHER PERSPECTIVE – SUCCESSFUL RESOLUTION OF CONFLICTS |
| HOW TO SUPPORT PERSONAL EFFICIENCY? |
| DEVELOPMENT OF PERSONAL CREATIVITY AND INNOVATION? |
| HOW TO KEEP UP WITH CHANGES? |
| CAREER MANAGEMENT |
| SELF-ASSESSMENT OF INDIVIDUAL POTENTIALS FOR DEVELOPMENT |
| METHODS OF DEVELOPMENT OF EMPLOYEES |
| COUCHING AS THE INSTRUMENT OF CAREER DEVELOPMENT OF EMPLOYEES |
| INTRODUCTION TO MENTORSHIP |
| HOW TO MOTIVATE EMPLOYEES? |
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| TRAINING PROGRAMME FOR MANAGERS |
| TRAINING PROGRAMME FOR CIVIL SERVANTS WITH HIGH RANKING |
| ORIENTATION OF CIVIL SERVANTS WITH HIGH RANKING |
| MANAGEMENT IN STATE ADMINISTRATION |
| TRAINING OF CIVIL SERVANTS WITH HIGH RANKING |
| PUBLIC POLICIES MANAGEMENT |
| LEGISLATIVE PROCESS MANAGEMENT |
| HUMAN RESOURCES MANAGEMENT |
| INTRODUCTION TO FINANCIAL MANAGEMENT AND CONTROL |
| EU SERBIA: CURRENT AFFAIRS |
| CONFLICT OF INTEREST, ETHICS AND INTEGRITY |
| EFFICIENT TEAMS MANAGEMENT |
| RESOLVING CONFLICTS AND OVERCOMING STRESS |
| RELATIONS WITH THE MEDIA |
| STATE PROTOCOL |
| ORGANISATION AND PERSONAL BRAND |
| PUBLIC APPEARANCE AND PRESENTATION SKILLS |
| TRAINING PROGRAMME FOR MANAGERS OF SPECIALISED INTERIOR UNITS |
| OBLIGATORY MODULES |
| CHANGES MANAGEMENT AND GOVERNANCE |
| PUBLIC POLICIES MANAGEMENT |
| LEGISLATIVE PROCESS PROCESS |
| EU SERBIA: CURRENT AFFAIRS |
| MID-TERM PLANNING |
| ETHICS AND INTEGRITY |
| HUMAN RESOURCES MANAGEMENT |
| ELECTIVE MODULES |
| STRESS MANAGEMENT |
| COMMUNICATION SKILLS AND RESOLVING CONFLICTS |
| EFFICIENT TEAM MANAGEMENT |
| DECISION MAKING |
| TIME MANAGEMENT AND HOLDING MEETINGS |
| PUBLIC APPEARANCE AND PRESENTATION SKILLS |
| INTRODUCTION TO QUALITY MANAGEMENT |
| PROJECT CYCLE MANAGEMENT |
| TRAINING PROGRAMME FOR CIVIL SERVANTS PREPARING FOR ACTIVITIES IN THE MANAGING POSITIONS |
| MODERN CONCEPT OF MANAGEMENT AND HUMAN RESOURCES DEVELOPMENT |
| INTRODUCTION TO PUBLIC POLICIES MANAGEMENT AND LEGISLATIVE PROCESS |
| ETHICS AND INTEGRITY |
| COMMUNICATION SKILLS AND RESOLVING CONFLICTS |
| TEAM MANAGEMENT |
| DECISION MAKING |
| TIME MANAGEMENT AND HOLDING MEETINGS |
| PUBLIC APPEARANCE AND PRESENTATION SKILLS |