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| GENERAL TRAINING PROGRAMME FOR EMPLOYEES IN THE LOCAL SELF-GOVERNMENT UNITS IN 2019 |
| INTRODUCTORY TRAINING PROGRAMME FOR EMPLOYEES IN THE LOCAL SELF-GOVERNMENT UNITS IN 2019 |
| I INTRODUCTORY PROGRAMME FOR FOR CIVIL SERVANTS WITH ACQUIRED SECONDARY EDUCATION |
| INTRODUCTION TO THE SYSTEM OF STATE ADMINISTRATION AND CONSTITUTIONAL ORDER |
| INTRODUCTION TO THE SYSTEM OF OF EUROPEAN UNION |
| INTRODUCTION TO THE SYSTEM OF 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 |
| II 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 DISPUTE |
| 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 PROGRAMME SECTION 2 - MENTORSHIP |
| PROGRAMME OF CONTINUOUS PROFESSIONAL DEVELOPMENT IN THE LOCAL SELF-GOVERNMENT UNITS |
| I GENERAL PROGRAMME OF CONTINUOUS PROFESSIONAL DEVELOPMENT IN THE LOCAL SELF-GOVERNMENT UNITS IN 2019 |
| IMPLEMENTATION OF REGULATIONS |
| GENERAL ADMINISTRATIVE PROCEDURE |
| GENERAL ADMINISTRATIVE PROCEDURE – ONLIKE TRAINING |
| FACING MORE EFFICIENT INSPECTIONS |
| SKILLS OF COMMUNICATION AND PROFESSIONAL CONDUCT OF INCPECTORS |
| RIGHTS AND LIABILITIES OF BUSINESS ENTITIES IN THE PROCEDURE OF INSPECTIONAL SURVEILLANCE |
| EUROPEAN INTEGRATION |
| ABC OF EUROPEAN UNION – ONLINE TRAINING |
| IMPLEMENTATION OF THE STABILISATION AND ASSOCIATION AGREEMENTS (SAA) – ONLINE TRAINING |
| EU SECTOR POLICIES |
| INTRODUCTION TO COHESION POLICY OF EUROPEAN UNION |
| PLANNING AND PROGRAMMING FOR THE NEEDS OF THE EU COHESION POLICY |
| PERSONAL SKILLS DEVELOPMENT |
| HOW TO IMPROVE PERSNAL EFFICIENCY? |
| TIME MANAGEMENT |
| STRESS MANAGEMENT |
| HOLDING A MEETING WITH RESULTS |
| FACE TO FACE: COMMUNICATION SKILL |
| FROM ANOTHER PERSPECTIVE – SUCCESSFUL RESOLUTION OF CONFLICTS |
| THE ART OF GIVING AND RECEIVING A CONSTRUCTIVE FEEDBACK |
| HOW TO KEEP UP WITH CHANGES? |
| PUBLIC APPEARANCE AND PRESENTATION SKILLS |
| DEVELOPMENT OF DIGITAL COMPETENCES |
| TEXT EDITING |
| SPREADSHEET CALCULATIONS |
| PRESENTATIONS |
| DATA BASES |
| TEXT EDITING – ADVANCE LEVEL |
| SPREADSHEET CALCULATIONS – ADVANCE LEVEL |
| DATA BASES – ADVANCE LEVEL |
| SPREADSHEET CALCULATIONS – PIVOT TABLES |
| STATISTICAL DATA PROCESSING VIA SPSS PROGRAMME |
| KEY ELEMENTS OF E-GOVERNANCE INFRASTRUCTURE |
| ESTABLISHING SERVICES ON THE E-GOVERNANCE PORTAL |
| VISIBILITY OF INTERNET PRESENTATIONS AND IMPLEMENTATION OF GUIDELINES FOR DEVELOPING INTERNET PRESENTATIONS |
| OPEN DATA PORTAL |
| INTRODUCTION TO INTERNET USAGE |
| IT SECURITY |
| PROJECT MANAGEMENT VIA MICROSOFT PROJECT SOFTWARE |
| INTRODUCTION TO INFORMATION SECURITY |
| TRAINING OF LECTURERS |
| TRAINING OF LECTURERS – ELEMENTARY LEVEL |
| TRAINING OF LECTURERS – ADVANCE LEVEL |
| SPECIALIST TRAINING OF LECTURERS |
| TRAINING OF MENTORS |
| DEVELOPMENT OF LINGUISTIC COMPETENCES |
| WRITTEN COMMUNICATION IN ADMINISTRATION |
| SERBIAN LANGUAGE – LEVEL B1 |
| SERBIAN LANGUAGE – LEVEL B2 |
| SERBIAN LANGUAGE – LEVEL C1 |
| ENGLISH LANGAUGE – LEVEL B1 |
| ENGLISH LANGAUGE – LEVEL B2 |
| ENGLISH LANGAUGE – LEVEL C1 |
| SPECIALIST COURSE IN ENGLISH LANGUAGE – LEVEL C1 |
| GERMAN LANGUAGE – LEVEL A2 |
| GERMAN LANGUAGE – LEVEL B1 |
| GERMAN LANGUAGE – LEVEL B2 |
| GERMAN LANGUAGE – LEVEL C1 |
| FRENCH LANGUAGE – LEVEL A1 |
| FRENCH LANGUAGE – LEVEL A2 |
| FRENCH LANGUAGE – LEVEL B1 |
| FRENCH LANGUAGE – LEVEL B2 |
| FRENCH LANGUAGE – LEVEL C1 |
| HUNGARIAN LANGUAGE – LEVEL A1 |
| HUNGARIAN LANGUAGE – LEVEL A2 |
| HUNGARIAN LANGUAGE – LEVEL B1 |
| HUNGARIAN LANGUAGE – LEVEL B2 |
| ALBANIAN LANGUAGE – LEVEL A1 |
| ALBANIAN LANGUAGE – LEVEL A2 |
| ALBANIAN LANGUAGE – LEVEL B1 |
| ALBANIAN LANGUAGE – LEVEL B2 |
| SECTORAL PROGRAMME OF CONTINUOUS PROFESSIONAL DEVELOPMENT IN THE LOCAL SELF-GOVERNMENT UNITS IN 2019 |
| GOOD GOVERNANCE |
| INTRODUCTION AND IMPLEMENTATION OF THE PRINCIPLE OF GOOD GOVERNANCE IN THE OPERATION OF LOCAL SELF-GOVERNMENT UNITS |
| IMPROVEMENT OF ADMINISTRATIVE EFFICIENCY AND EFFICACY AND SERVICES FOR CITIZENS AND ECONOMY |
| E-GOVERNANCE |
| DEVELOPMENT AND IMPLEMENTATION OF LOCAL ANTI-CORRUPTIVE POLICIES |
| DEVELOPMENT AND IMPLEMENTATION OF THE ETHICAL CODE OF HIGH OFFICIALS AND THE CODE OF CONDUCT OF CIVIL SERVANTS AND STATE EMPLOYEES IN THE LOCAL SELF-GOVERNMENT UNITS |
| COOPERATION WITH THE CIVIL SOCIETY OTGANISATIONS AND FUNDING THE PROGRAMMES OF PUBLIC IMPORTANCE REALISED BY THE ASSOCIATIONS |
| EXERCISE OF THE RIGHT ON ACCESS TO INFORMATION OF PUBLIC IMPORTANCE |
| PROTECTION OF PERSONAL DATA AND DATA CONFIDENTIALITY |
| WHISTLE BLOWING AND PROTECTION OF WHISTLE BLOWERS |
| GOOD GOVERNANACE – ONLINE TRAINING |
| PLANNING IN LOCAL SELF-GOVERNMENTS |
| MID-TERM PLANNING IN LOCAL SELF-GOVERNMENTS |
| PUBLIC POLICIES MANAGEMENT IN LOCAL SELF-GOVERNMENTS |
| DEVELOPMENT AND IMPLEMENTATION OF THE LOCAL SELF-GOVERNMENT UNITS DEVELOPMENT PLAN |
| SPATIAL AND URBAN PLANNING |
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| MANAGING THE NORMATIVE PROCESS AND ORGANISING WORK OF AUTHORITIES AND SERVICES OF THE LOCAL SELF-GOVERNMENT UNITS |
| MANAGING THE NORMATIVE PROCESSES AND DRAFTING LOCAL SELF-GOVERNMENT LEGAL ACTS |
| INCLUSION OF THE LOCAL COMMUNITY IN DRAFTING THE GENERAL ACTS OF THE LOCAL SELF-GOVERNMENT |
| INTER-MUNICIPAL COOPERATION REGARDING IMPLEMENTATION OF THE LOCAL SELF-GOVERNMENT UNITS COMPETENCE |
| LOCAL SELF-government FINANCE MANAGEMENT |
| AUDITING, INTERNAL AUDITING AND AUDIT MANAGEMENT |
| FINANCIAL MANAGEMENT AND CONTROL IN LOCAL SELF-GOVERNEMENTS |
| IMPLEMENTATION OF THE PARTICIPATION FUNDING PROCESS |
| PROGRAMME BUDGET OF THE LOCAL SELF-GOVERNEMENT |
| CAPITAL FUNDING IN THE LOCAL SELF-GOVERNEMENT UNITS |
| GENDER FUNDING IN THE LOCAL SELF-GOVERNEMENT |
| BUDGET ACCOUNTING AND REPORTING |
| PUBLIC PROCUREMENT IN THE LOCAL SELF-GOVERNMENT |
| LOCAL TAX POLICY MANAGEMENT AND TAX ADMINISTRATION |
| LOCAL DEVELOPMENT AND INVESTMENTS IN LOCAL SELF-GOVERNMENT |
| INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT |
| INSTRUMENTS FOR ENCOURAGING ECONOMIC DEVELOPMENT AND SUPPORTING ECONOMY |
| ATTRACTING AND MANAGING INVESTMENTS |
| IMPLEMENTATION OF RULES FOR STATE AID CONTROL ON THE LOCAL LEVEL |
| IMPLEMENTATION OF REGULATIONS IN THE FIELD OF COMPETITION PROTECTION И |
| PUBLIC-PRIVATE PARTNERSHIP IN LOCAL SELF-GOVERNMENT |
| LOCAL SELF-GOVERNMENT BRANDING |
| SECTORAL APPROACH TO LOCAL ECONOMIC DEVELOPMENT-ONLINE TRAINING |
| PROJECT MANAGEMENT |
| PROJECT CYCLE MANAGEMENT AND SOURCES OF PROJECT FUNDING |
| PREPARING PROJECT PROPOSALS ACCORDING TO THE EUROPEAN UNION PROCEDURES |
| PROJECT IMPLEMENTATION IN ACCORDANCE WITH THE EU PROCEDURES |
| IMPLEMENTATION OF PROCUREMENTS WITHIN THE PROJECTS BASED ON THE PRAG PROCEDURE AND THE LAW ON PUBLIC PROCUREMENTS |
| PREPARING AND IMPLEMENTING INFRASTRUCTURAL PROJECTS IN LINE WITH EU RULES |
| HUMAN RESOURCES MANAGEMENT |
| EMPLOYMENTS IN LOCAL SELF-GOVERNMENT UNITS |
| IMPLEMENTING THE PAYROLL SYSTEM FOR CIVIL SERVANTS AND STATE EMPLOYEES IN THE LOCAL SELF-GOVERNMENT UNITS |
| PLANNING AND EMPLOYING |
| ASSESSING CIVIL SERVANTS IN THE LOCAL SELF-GOVERNMENT UNITS AND CAREER DEVELOPMENT |
| DISCIPLINE RESPONSIBILITY |
| PROFESSIONAL DEVELOPMENT MANAGEMENT IN THE LSGU |
| HEALTH AND SAFETY AT WORK |
| PREVENTING ABUSE AT WORK - MOBING |
| PROFESSIONAL DEVELOPMENT - ONLINE TRAINING |
| REALISATION, PROTECTION AND IMPROVEMENT OF HUMAN AND MINORITY RIGHTS |
| ANTI-DISCRIMINATION PROTECTION BEFORE THE LOCAL SELF-GOVERNMENT UNITS AUTHORITIES |
| EXERCISE OF RIGHTS OF THE NATIONAL MINORITIES MEMBERS IN THE LOCAL SELF-GOVERNMENT UNITS |
| DEVELOPMENT, IMPLEMENTATION AND MONITORING OF THE MEASURES OF SOCIAL INCLUSION OF ROMA PEOPLE ON THE LOCAL LEVEL |
| GENDER EQUALITY IN THE LOCAL SELF-GOVERNMENT |
| IMPROVING PREVENTION AND SUPRESSING HUMAN TRAFFICKING ON THE LOCAL LEVEL |
| IMPLEMENTATION OF THE LAW ON FREE LEGAL AID |
| SOCIAL INCLUSION OF ROMA PEOPLE ON THE LOCAL LEVEL – ONLINE TRAINING |
| GENDER EQUALITY ON THE LOCAL LEVEL – ONLINE TRAINING |
| PERFORMANCE AND DEVELOPMENT OF COMMUNAL ACTIVITIES |
| IMPLEMENTATION OF THE LAW ON PUBLIC ENTERPRISES AND THE LAW ON COMMUNAL ACTIVITIES |
| LOCAL PUBLIC TRANSPORT MANAGEMENT AND SUSTAINABLE URBAN MOBILITY |
| HOUSING AND HOUSING SUPPORT |
| HOUSING AND BUILDING MAINTENANCE |
| HOUSING SUPPORT IN THE LOCAL SELF-GOVERNMENT |
| SOCIAL ACTIVITIES IN THE LOCAL SELF-GOVERNMENT |
| PUBNLIC SERVICES IN THE LOCAL SELF-GOVERNMENT |
| SOCIAL CARE LOCAL SELF-GOVERNMENT |
| IMPLEMENTATION OF COMPETENCES IN THE FIELD OF SPORT AND PHYSICAL CULTURE IN THE LOCAL COMMUNITY |
| PROTECTION OF PATIENT RIGHTS |
| ENVIRONMENTAL PROTECTION |
| ENVIRONMENTAL PLANNING AND PROTECTION AND ENVIRONMENTAL MENAGEMENT IN THE LOCAL SELF-GOVERNMENT |
| WASTEWATER AND SOLID WASTE MANAGEMENT |
| AGRICULTURE AND RURAL DEVELOPMENT |
| PLANNING AND PROGRAMMING RURAL DEVELOPMENT |
| THE ROLE OF LOCAL SELF-GOVERNMENT UNITS FROM THE COMPETENCE OF IPARD |
| MUNICIPAL PROPERTY MANAGEMENT |
| PUBLIC PROPERTY MANAGEMENT IN THE LSGU |
| LAND MANAGEMENT |
| SAFETY IN THE LOCAL COMMUNITY |
| CIVIL PROTECTION |
| ACTIVITIES OF THE LOCAL SELF-GOVENRMENT UNITS IN THE FIELD OF SAFETY |
| PREVENTION AND RISK MANAGEMENT |
| INSPECTIONAL SURVEILLANCE |
| COMMUNAL INSPECTION |
| ROAD INSPECTION |
| TAX INSPECTION |
| BUDGET INSPECTION |
| COOPERATION OF THE LOCAL SELF-GOVERNMENT UNITS AUTHORITIES WITH OTHER AUTHORITIES,PUBLIC AUTHORITIES AND LEGAL AND NATURAL ENTITIES IN PERFORMING INSPECTIONAL SURVEILLANCE |

# TRAINING PROGRAMME FOR MANAGERS

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| ROLE OF MANAGERS IN THE LOCAL SELF-GOVERNMENT UNITS |
| PUBLIC POLICIES MANAGEMENT IN THE LOCAL SELF-GOVERNMENT |
| MODERN PERSPECTIVE ON HUMAN RESOURCES MANAGEMENT |
| E-GOVERNANCE AND SERVICES FOR CITIZENS |
| EFFICIENT COOPERATION (WITH MUNICIPALITIES AND CITIES) |
| SKILLS OF BUSINESS COMMUNICATION |
| PUBLIC APPEARANCE AND PRESENTATION SKILLS |
| TIME MANAGEMENT AND HOLDING MEETINGS |
| EFFICIENT TEAMS MANAGEMENT |
| RESOLVING CONFLICTS AND OVERCOMING STRESS |
| ETHICS, INTEGRITY AND CONFLICT OF INTERESTS |