



ИНВЕСТИРАМЕ В ХОРАТА



MINISTRY OF LABOR AND SOCIAL POLICY
CENTER FOR HUMAN RESOURCES DEVELOPMENT
AND REGIONAL INITIATIVES

MARCH 2022

BULLETIN

ON FOCUS

**PERSPECTIVES AND OPPORTUNITIES IN THE
DEVELOPMENT OF THE COURSES FOR THE
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UNEMPLOYED**

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ON FOCUS



The CHRDMI schedule for March includes three new courses for unemployed people, funded by the National Employment Action Plan for 2022 and two specialized trainings for employees of the Ministry of Labor and Social Policy and secondary budget agencies to the Minister of Labor and social policy. The current courses for the unemployed will cover new groups in the specialties "Operational Accounting" and "Software". In accordance with the established successful practices, the course in operational accounting will be preceded by training in the key competence "Computer Skills", which will provide students with the opportunity to upgrade their knowledge of basic computer programs necessary for successful learning. The homogeneity of the group of trainees in the specialty "Software", as well as the necessary initial knowledge of the participants, were achieved by conducting entrance tests in English and computer systems on the e-learning platform of CHRDMI. Both courses are established in the portfolio of the Center and fully meet the increased demand in 2022. of specialists in these areas of the labor market.

Those wishing to obtain professional qualification and retraining can contact the relevant directorates "Labor Office" at the place of residence, where they will be provided with information about the courses starting this year and will be directed to an appropriate field of professional qualification in view of experience, interests and their preferences. The seminars that CHRDMI will hold in March on the administration of the Ministry of Labor and Social Policy and the AIB under the Minister of Labor and Social Policy are practically oriented and organized in a way to ensure the immediate and rapid application of acquired knowledge and skills in the workplace process. The knowledge and skills that participants will gain in the specialized seminar "Digital Competence: Spreadsheets - Working with Excel" will improve the key competencies of employees by increasing and updating their skills to work with the latest versions of the program. The information seminar on "Practical rule-making - current issues of labor and social security relations" will provide an opportunity for discussion and exchange of views, which will deepen knowledge on the topic and improve cooperation within the MLSP and AIB to the Minister of Labor and Social Policy.

PERSPECTIVES AND OPPORTUNITIES IN THE DEVELOPMENT OF THE COURSES FOR THE STATE ADMINISTRATION AND THE UNEMPLOYED

Interview with Mr. Ivan Bakalov, Head of the Training Activity Department at the CHRDRI:



In connection with the organization of the educational process at the beginning of the school year we spoke with Mr. Ivan Bakalov, who told more about the new moments in the courses for the unemployed and training for public administration in 2022.

G. Ivanova: Mr. Bakalov, after the first months, traditionally dedicated to the organization of work in the coming months, could you tell us how the new school year starts in CHRDRI? What will be the directions of development for the Center in 2022?

I. Bakalov: In the current school year the Center will upgrade its activities to provide quality and practice-oriented training in the two existing areas - for public administration and for the unemployed. What is new is the organization of courses that will be designed for the general administration of the MLSP, and special attention will be paid to digital competencies in view of their growing importance. Along with this, specialized trainings will be provided at the request of the MLSP and AIB to the Minister of Labor and Social Policy, which are directly related to the specifics of the activities of individual administrations during our long fruitful cooperation. These are specifically targeted trainings to the needs of individual administration.

G. Ivanova: Undoubtedly, the increase of the digital competencies of the employees in the state administration is becoming more and more important for its successful functioning. At the same time, the need for training in this direction is growing. But what is the effective way to organize and implement them?

I. Bakalov: Our experience over the years shows that long trainings with many hours are not suitable for employees of the state administration. In order to meet the needs of the target group, digital competence training should be located within no more than 16 teaching hours, be organized thematically and with an emphasis on practical work. It is most effective to carry out a series of seminars, as the knowledge is upgraded in the framework of face-to-face training with the latest versions of the respective electronic programs. Each of these seminars will build on the next one, deepening the practical knowledge of the participants. In this way, students will acquire the necessary set of knowledge and skills that will allow them to meet the growing demands of digital competence in the performance of official duties.

G. Ivanova: What are the new moments in the training for unemployed people and what will be the importance of digital competencies in the implementation of these courses?

I. Bakalov: During this school year it is planned to increase the number of courses for professional qualification and re-qualification, as well as the number of trained persons. More first and second degree courses are planned at the expense of shorter courses in part of the profession, and longer, six-month third degree courses will be resumed, such as the Operational Accounting course, which has already started this month. Another important point is the transfer of practical classes as a priority in the bases of companies in the respective field in closer cooperation with business. The number of trainings in digital competencies will be increased, and such training will be offered to the students together with each of the courses for which it is appropriate.

G. Ivanova: The growing importance of digital competencies and the way the Center responds to this challenge has become a leading topic of this interview. How will the digital products of the Center functionally fit into this clearly emerging trend and what will be their role in the implementation of both vocational training and retraining courses, as well as those designed to increase the competencies of public administration employees?

I. Bakalov: Digital products will be the main tools in almost all courses, and will have a key role in the implementation of continuing and additional training. These products provide the opportunity for video consultations, additional lessons and study materials, which are constantly updated in our electronic library. Smartnet, on the other hand, is a digital product that supports interaction between students. Digital products aim to enrich and complement conventional training and they are the "more" that we always strive to provide our students with both vocational training and retraining courses and those for civil servants. The work of the Lecturer's Club as a tool for cooperation between lecturers and methodologists and development of new teaching methods and techniques will continue.

The editorial team of the bulletin thanks Mr. Bakalov for the interview!

THE TRAININGS IN CRCHRI IN SUPPORT OF THE POLICY FOR MODERNIZATION OF THE STATE ADMINISTRATION

On February 28, 2022, a meeting was held - a discussion of representatives of the human resources units of the MLSP and AIB to the Minister of Labor and Social Policy. It was initiated by the CHRDMI in the course of the long-term close cooperation between the Center and the human resources units in the development of seminars and initiatives for employees in the state administration in the field of social policy and the labor market.

The meeting of the representatives of the human resources units of the MLSP and AIB to the Minister of Labor and Social Policy held in February was an opportunity to discuss the new moments in the selection and maintenance of the competencies of employees in administrative positions. The meeting was entirely practical and working in nature, and during the two sessions in which the event was organized, participants had the opportunity to ask their questions and share good practices.

The event was opened by Mr. Ivan Bakalov, Head of the "Learning Activity" Department of the CHRDMI Ms. Vanya Novakova, State Expert, Directorate for Modernization of the Administration in the Administration of the Council of Ministers, presented the current moments in the policy for modernization of the state administration and development of competencies of employees, which outlined the framework for further discussions. Special attention was paid to the expected new moments in the appointment and certification. The growing importance of digital competencies that all civil servants must have in accordance with the European Reference Framework was also discussed, as well as the expected requirements for maintaining and updating knowledge in this field. The meeting continued with an exchange of experience and good practices between the institutions, as the representatives of the human resources units in the various administrations discussed current cases and problems from their daily practice.

The questions were sent and provided to the moderator before the event in order to provide an opportunity to prepare and make inquiries if necessary. Ms. Novakova gave practical advice and guidance on real cases, which the representatives of the human resources units can apply immediately in their immediate work. Topics of discussion included issues such as the right of employees to use leave during non-standard working days, temporary reassignment of employees in the long-term absence of the holder or vacancy, and others. In response to the questions asked, the moments of the electronic attestation procedure were clarified and guidelines for its implementation were given.

The meeting was held in the spirit of mutual cooperation and support between colleagues from different human resources units in the Ministry of Labor and Social Policy and allowed to raise current cases and issues, which were discussed in working order.

POINT OF VIEW

The center has a rich base of teachers and consultants in various fields who have significant expertise and experience. Among them there are a number of new faces, but also emblematic personalities, who are part of the development of HRDC as an institution.

In the new school year we continue the section "Perspective", which we started at the end of 2021, introducing the lecturers of the Center and outlining the opportunities for upgrading what has been achieved through their eyes.



Galina Yancheva, lecturer in the course "Landscaping and Floriculture"

How do you see the place and role of CHRDMI in the development of vocational training?

Recent years have marked a special dynamic in the development of the labor market, as the ability to adapt people to the changing demands of employers and global trends are not just important, but even crucial in finding a suitable job. It is no secret that the dynamics of the time in which we live require people to change the path of their career development - sometimes even more than once. In other countries, changing direction is even advisable for better workplace efficiency and continued individual development. This is where the great importance of vocational training is as an opportunity to quickly acquire, update and systematize knowledge and skills so that they are maximally applicable in a real work environment,

at a particular time of personal career development.. In my opinion, the role of CHRDMI is especially important in this direction - to promote quality vocational training through a structure led by the Ministry of Labor and Social Policy, which is symbolic for the people themselves and shows them that the state is ready to support them in the process of their retraining and adaptation to changes in the labor market. This is the direction that the Center should follow in its development - to offer current courses to help people realize themselves. Last year there was at least one brand new course with a modern focus.

How do you assess the quality of the professional qualification courses held at the Center?

The quality of the courses is high, for which the motivation and selection of lecturers, the work of the administration, as well as the fact that most students come with a desire to make the most of the opportunity given to them are of major importance. Of course, there are some exceptions.

What else needs to be done to upgrade the teaching and methodological process?

With regard to the specialty "Landscaping and Floriculture", in which I am a lecturer, there is still something to be done in terms of material support of training with both the necessary tools and planting material. It would be good to invest funds to build the power supply of the already partially built irrigation system, as well as for a small indoor training and experimental base, something like a mini-greenhouse, to make students feel in a "professional environment". Care is also needed for the plantations at the time when there are no courses, and it is best to have more courses on an annual basis. I like very much that the Methodists work closely with the lecturers and listen to our opinion as specialists in the respective subjects. I am grateful that I had the opportunity to individualize the learning process in combining theory and practice - to achieve the best results, according to the level of the group. I would recommend that different lecturers be involved in the theoretical part of the courses, because it is multidisciplinary.

One sentence to your current and future learners:

To be proud that they have studied or will study in the specialty "Landscaping and Floriculture", to try in every way, to believe in yourself and not be afraid to change direction.

TRAINING SCHEDULE FOR MARCH

COMPUTER SKILLS

Period of implementation, March 21-29, 2022

Key competence training funded by the National Employment Action Plan 2022

In the period 21 - 29 March 2022, 15 unemployed people from the labor offices in Sofia will refresh their knowledge in the field of digital key skills, which is an important prerequisite for the professional qualification course "Operational Accountant", in which they will continue their training.

The curriculum covers basic knowledge of the MS Windows operating system, preparation for basic computer programs such as word processing MS Word, working with MS Excel spreadsheets, preparing presentations in MS PowerPoint, and working on the Internet with different browsers.

For information and registration:

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SOFTWARE INSURANCE

Period of implementation: March 21 - July 26, 2022

Course for acquiring professional qualification in part of the profession by unemployed persons within the funds allocated by the National Action Plan for Employment for 2022.

Information technologies are developing rapidly and are rapidly entering all areas and sectors of the economy in the country. At the same time, computer networks and the number of active Internet users are progressively increasing. The information and communication technology sector is one of the fastest growing in Bulgaria. This implies the greatest demand for specialists and opportunities for implementation in this field.

The software training is intended for unemployed persons registered in the employment offices at the place of residence, who must be fluent in English, and their knowledge of the language, ability to express themselves and their motivation are checked when applying for enrollment in the course. It is also a way to select the most suitable students from the many unemployed people who want to enroll.

During the training students will acquire knowledge and skills to work with operating systems, computer architectures, database management systems and programming technologies.

Upon completion of the course, participants will receive a certificate for obtaining a second degree of professional qualification in the profession "Programmer", specialty "Software".

For information and registration:
Bozhidara Vasileva, bozhidara_vasileva@chrdri.net

DIGITAL COMPETENCE: SWITCHBOARDS - WORKING WITH EXCEL

Seminar, March 29 - 30, 2022

Form of education: present

The seminar is intended for employees in senior and expert positions from the MLSP and VRB to the Minister of Labor and Social Policy

This two-day seminar aims to provide functional targeted training to increase the skills for working with the program of employees in management and expert positions from the MLSP and the AIB to the Minister of Labor and Social Policy. During the seminar the participants will get acquainted with the functional capabilities of the program, will increase their competence in information technology and will improve their efficiency in performing their daily duties. The training content includes introduction to the innovations in the operating environment for working with MS Excel in the latest versions of the program, creating and structuring a spreadsheet, as well as entering, editing and formatting data in it. The participants in the seminar will learn the use of formulas and their copying and reproduction, with special attention to the built-in functions of MS Excel for working with data such as "date and text", sample search and retrieval of values, as well as types cell addressing and conditional cell formatting. The curriculum will also allow building skills for graphically displaying spreadsheet data and editing graphs, including sorting and filtering as a function of spreadsheets. At the end of the training, Pivot tables and diagrams will be reviewed, as well as cell locking and protection of worksheet and workbook.

Successful graduates will be issued a certificate of participation according to the approved standard of the CHRDRI.

For information and registration:
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PRACTICAL STANDARD ENGINEERING - CURRENT ISSUES OF LABOR AND INSURANCE RELATIONS

Information seminar, March 24, 2022

Form of education: present

The seminar is intended for employees in senior and expert positions from the MLSP and AIB to the Minister of Labor and Social Policy

This short seminar was organized in response to the identified training needs as a result of the survey conducted by the HRDC at the end of 2021. It aims to acquaint all interested employees of the Ministry of Labor and Social Policy and the AIB to the Minister of Labor and Social Policy with the novelties in the field of labor and insurance relations, as well as with the mechanisms for creation of normative acts in the field. The first session will focus on improving the regulations of labor relations in the context of new forms of employment, and participants will have the opportunity to pose and discuss practical issues in the field of rulemaking in this area. The information seminar will continue with a presentation and discussion on the necessary changes in the legislation of social security relations, caused by the peculiarities of their modern development.

The lecturer of the seminar will be Mr. Ivan Neykov, Balkan Institute of Labor and Social Policy.

For information and registration:

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OPERATIONAL ACCOUNTANT

Period of implementation: March 30 - September 30, 2022

Course for acquiring professional qualification in part of the profession by unemployed persons, financed with funds from the National Action Plan for Employment for 2022.

Unemployed persons registered with the labor offices at the place of residence will take part in the training. In this six-month third qualification course, participants will acquire knowledge and skills on the rules for maintaining safe work with equipment and machinery in the workplace; the rights and obligations of the employee in the labor process according to the Labor Code and the contractual relations between the employee and the employer; the main economic categories; the normative regulation regulating the accounting activity; accounting operations and the technology of their implementation, etc. The training will end with an exam in theory and practice.

Participants who successfully complete the course will be issued a Certificate for the acquisition of part of the profession in accordance with Ordinance № 4 / 16.04.2003 of the Ministry of Education and Science.

For information and registration:

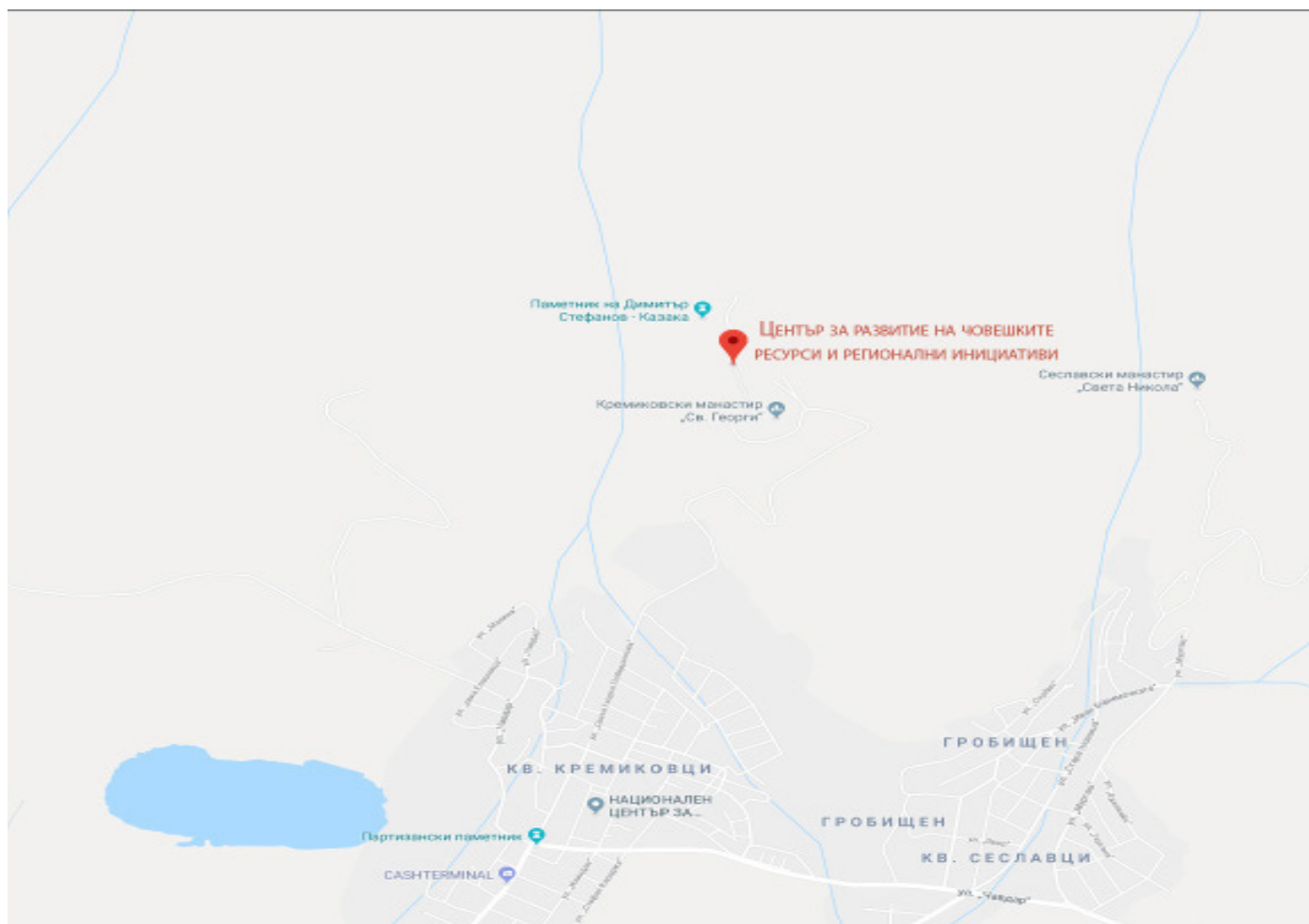
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