

No.	TRAINING PROGRAMMES/MODULES	Type of programme	Category (I - V)	Duration in days	Participants in a group
1	INTRODUCTION PROGRAMMES				
1.1.	Introduction to civil service for trainees				
1.1.1.	Introduction to civil service	lectures	II	2,5	50
1.1.2.	Preparation for state exam (general part)	lectures / workshops	III	2,5	20
1.2.	Introduction to civil service for new civil servants with previous professional experience				
1.2.1.	Introduction to civil service	lectures	II	2,5	50
1.2.2.	Preparation for state exam (general part)	lectures / workshops	III	2,5	50
1.3.	Updates for civil servants with state exam				
1.3.1.	Current status of civil service	lectures	III	1	50

2.	SPECIALIZED PROGRAMMES FOR PARTICULAR GROUPS OF CIVIL SERVANTS				
2.1.	Political System in the Republic of Croatia				
2.1.1.	Electoral System in the Republic of Croatia	lectures / workshops	III	2	20
2.2.	Public Policies				
2.2.1.	Introduction to Public Policies	lecture	III	1	20
2.2.2.	Development of Public Policies	workshop	III	1	20
2.3.	Public Administration				
2.3.1.	Anti-Corruption Programme				
2.3.1.1.	Basic course	lecture	II	1	20
2.3.1.2.	Advanced course	lecture	III	1	20
2.3.1.3.	Conference	conference	IV	2	50
2.3.2.	IT Support for Public Administration - e-Government	workshop	III	1	12
2.3.3.	Public Access to Information				
2.3.3.1.	Basic course	lecture	II	1	20
2.3.3.2.	Advanced course	workshop	III	1	20
2.3.4.	Public Management and Good Governance	lecture	III	1	20
2.3.5.	European Administrative Space and Modern Public Service	lecture	III	0,5	20
2.3.6.	Civil Society and Public Administration	lecture	III	0,5	20
2.3.7.	Public Administration and Business Development	lecture	III	0,5	20
2.3.8.	Public-Private Partnerships	lecture	III	0,5	20
2.3.9.	Improving Quality of Public Services	lecture	III	0,5	20
2.3.10.	Office Procedures - advanced	workshop	III	1	20
2.3.11.	Trends in the Reform/Modernisation of Public Administration	conference	IV	2	100
2.3.12.	Public Relations	lectures / workshop	III	1	20
2.3.13.	Free Access to Legal Aid	workshop	III	1	20
2.3.14.	Human Rights and Civil Liberties		III	1	20
2.3.15.	Minority Rights and Protection		III	1	20
2.4.	Law				
2.4.1.	Administrative Disputes and Proceedings				
2.4.1.1.	Basic course	lectures / workshop	III	1	20
2.4.1.2.	Advanced course	workshop	III	1	20
2.4.2.	Drafting of Legal Acts (nomotechnics)				
2.4.2.1.	Basic course for non-lawyers	lecture	III	0,5	20
2.4.2.2.	Basic course for lawyers	lecture / workshop	III	1	20
2.4.2.3.	Advanced course for lawyers	workshop	III	2	20
2.4.3.	Civil status				
2.4.3.1.	Preparation for State Exam	lectures / workshop	III	4	50
2.4.3.2.	Advanced course for registrars	lectures / workshop	III	4	50
2.4.3.3.	Conferences	conference	IV	2	100
2.5.	Strategic Planning and Project Management				
2.5.1.	Strategic Planning and Decision Making	lecture / workshop	III	2	20
2.5.2.	Public Service Project Management	lecture / workshop	III	2	20
2.5.3.	Politics and Planning (CARDS 2001 PAR)	lecture / workshop	III	2	20
2.6.	Planning, Management and HR Development				
2.6.1.	Civil Service Relations				
2.6.1.1.	Civil Service Relations (advanced course)	lecture / workshop	III	1	20
2.6.1.2.	Civil Service Relations (congress)	conference	IV	2	50

2.6.2.	HR Management				
2.6.2.1.	HR Management (basic course)	lecture	III	1	20
2.6.2.2.	HR Management (advanced course)	lecture / workshop	III	2	20
2.6.3.	Civil Servants Recruitment Process (partly within CARDS 2001 PAR)	lecture / workshop	III	2	20
2.6.4.	Civil Servants Training Needs Analysis	lecture / workshop	III	2	20
2.6.5.	Planning of Civil Servants Training	lecture / workshop	III	1	20
2.6.6.	Development of Training Programmes and Syllabi	lecture / workshop	III	1	15
2.6.7.	Job Description Analysis (partly within CARDS 2001 PAR)	lecture / workshop	III	2	20
2.6.8.	Work and Performance Management - Performance Evaluation/Analysis (CARDS 2001 PAR)	lecture / workshop	III	2	20
2.6.9.	Management by Objectives - Defining and Setting Objectives (CARDS 2001 PAR)	lecture / workshop	III	2	20

2.7.	EU Topics				
2.7.1.	New EU Cohesion Policy and Structural Funds (Danish bilateral aid - development)	lecture / workshop	III	1	15
2.7.2.	Regional Development in the Croatian Context (Danish bilateral aid - development)	lecture / workshop	III	1	15
2.7.3.	Development Planning at National and Regional Level (Danish bilateral aid - development)	lecture / workshop	III	2	15
2.7.4.	PCM Diploma I i II (Danish bilateral aid - development)	lecture / workshop			
2.7.4.1.	PCM I	lecture / workshop	III	2	15
2.7.4.2.	PCM II	lecture / workshop	III	3	15
2.7.5.	EU Agricultural Policy (Danish bilateral aid - development)	lecture / workshop	III	2	15
2.7.6.	EU Transport Policy (Danish bilateral aid - development)	lecture / workshop	III	2	15
2.7.7.	EDIS Process and Procedures (Danish bilateral aid - development)	lecture / workshop	III	2	15
2.7.8.	Croatia and the EU - Accession Negotiations	conference	IV	2	150

3.	PERSONAL DEVELOPMENT PROGRAMMES				
3.1.	Training for Communication Skills Development				
3.1.1.	Negotiating Skills				
3.1.1.1.	Basic course	workshop	III	1	15
3.1.1.2.	Advanced course	workshop	III	1	15
3.1.2.	Interpersonal Relations and Communication / Communication Skills (CARDS 2001 PAR)	workshop	III	2	15
3.1.3.	Planning and Leading Meetings	workshop	III	2	15
3.1.4.	Professional Relations among Civil Servants and towards Customers (Civil Service Ethics)	workshop	III	0,5	15
3.1.5.	Public Speaking in the Civil Service	workshop	III	1	15
3.1.6.	How to Communicate with Customers	workshop	III	1	15
3.1.7.	Business Communication and Protocol for Business Secretaries	workshop	III	1	15
3.1.8.	State and Business Protocol	workshop	III	1	15
3.1.9.	Presentation Skills	workshop	III	1	15
3.1.10.	How to Organise and Lead a Team	workshop	III	1	15
3.1.11.	Decision-Making	workshop	III	1	15
3.2.	Training for IT Skills Development				
3.2.1.	ECDL 1 and 2 - IT Basics, PC Use and Database management	course	II	2	15
3.2.2.	ECDL 3 Word Processors	course	II	2	15
3.2.3.	ECDL 4 Spread Sheets	course	II	2	15
3.2.4.	ECDL 5 Data Base	course	II	2	15
3.2.5.	ECDL 6 Graphics and Presentation	course	II	2	15
3.2.6.	ECDL 7 Information, Communication, Security	course	II	2	15
3.2.7.	Advanced ECDL 1 Word Processing	course	III	3	12
3.2.8.	Advanced ECDL 2 Spread Sheet	course	III	3	12
3.2.9.	Advanced ECDL 3 Data Base	course	III	3	12
3.2.10.	Advanced ECDL 4 Graphics and Presentation	course	III	3	12
3.2.11.	Graphics for Desktop Publishing	workshop	III	2	15
3.2.12.	Graphics for Presentations	workshop	III	2	15
3.2.13.	Word Processing for Legal Drafting	workshop	III	2	15
3.2.14.	Spreadsheet for Budgeting	workshop	III	2	15

3.2.15.	Spreadsheet for Accounting	workshop	III	2	15
3.2.16.	Data Base Design and Application for Small Office	workshop	III	2	15
3.2.17.	Web Page Design and Management	workshop	III	2	15
3.2.18.	Outlook	course	II	1	12
3.2.19.	Word	course	II	1	12
3.2.20.	Excel	course	II	1	12
3.2.21.	Power point	course	II	1	12
3.2.22.	Internet	course	II	1	12
3.3.	Foreign Language Courses				
3.3.1.	English				
3.3.1.1.	Advanced course	course	III	7,5	16
3.3.1.2.	Specialised course	course	IV	3	12
3.3.2.	German				
3.3.2.1.	Specialised course	course	IV	3	12
3.3.3.	French				
3.3.3.1.	Specialised course	course	IV	3	12

4.	CAREER DEVELOPMENT PROGRAMMES (TRAINING FOR PROMOTION INTO HIGHER JOB CATEGORY)				
4.1.	Training for civil servants aiming for promotion from lower to higher job category	course	III	31	15
4.2.	Training for civil servants aiming for promotion from higher job category to management posts	course	III	31	15

5.	MANAGEMENT TRAINING PROGRAMMES				
5.1.	Training for highest civil servants (executives)	course	IV	34	15

6.	OTHER PROGRAMMES				
6.1.	Scholarships				
6.2.	Study Tours and Traineeships				
6.3.	Training of Trainers				
6.3.1.	General	course	III	6	15
6.3.2.	Evaluation /Assessment	course	III	2	15
6.3.3.	Specialist course	course	IV	2	12
6.3.4.	Pedagogical-didactical workshop	workshop	III	1	15
6.4.	Training of Mentors	course	III	3	15

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