



## **Training on *The Application of HR Instruments***

*A training organised by the European Institute of Public Administration (EIPA)*

**Tirana, 14-17 September 2010**

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### **PROVISIONAL PROGRAMME**

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#### **Background**

The 4<sup>th</sup> Annual ReSPA Conference entitled "Challenges of Human Resource Management" held in Sarajevo on 7-8 October 2009 confirmed the opinion that Human Resource management was increasingly important for the region. Participants in the conference concluded that HR managers need to have a sound understanding of the issue and need to develop their capabilities to apply "best practice" processes and techniques in an effective and practical way.

A first programme on this issue was successfully organised in the March 2010. The evaluation indicated that a similar programme would be welcomed by more people working in the field of HR.

#### **Overall aim**

To underline the importance of effective human resource management in Public Administration and provide students with an improved understanding of the use of a variety of H R tools and techniques and an opportunity to share experience and practice.

#### **Objectives**

By the end of the training participants will be able to:

- Describe the stages and terms involved in manpower planning.
- Outline the type of information required as a basis of manpower planning.
- Understand the processes of job analysis and job evaluation in the H R function.
- Describe the typical components of a job description.
- Identify the aims and common principles of recruitment and selection
- Understand the roles of HR managers and others in the recruitment process.
- Identify and demonstrate appropriate skills required in the recruitment and selection process.
- Assess the strengths and weaknesses of the legislative framework for performance appraisal.
- Identify the role and responsibilities that HR managers have in performance appraisal within the given legal procedures.
- Understand the main principles and expected outcomes of effective performance appraisal.

#### **Method**

The programme will be implemented through a variety of training methods presentations, group work, discussions, skills practice etc.

#### **Location**

The programme will be organised in Tirana (Albania).

**Working language**

The seminar will be conducted in English and simultaneous interpretation will be provided subject to a minimum number of participants requiring translation. Please indicate that your knowledge of your English language skills on the registration form.

**Participants**

The programme is particularly appropriate for HR officers who are involved in and responsible for the topics outlined in the programme.

**Number of participants**

The maximum number of participants is 21.

**Dates**

14-17 September 2010

**Trainers**

Anne Harrison (UK)

Jens Motel (DE)

Harry List, EIPA (NL)

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## TRAINING SCHEDULE

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### TUESDAY 14 SEPTEMBER 2010

- 09.00     **Introductions – participants and trainers**
- 09.30     **Aims and objectives - Expectations**
- 10.00     **Overview & discussion of HR functions – strategies, policies**
- 10.30     Coffee break
- 10.50     **Staffing – The process of manpower planning – its place in overall planning and strategy – what is included in the process – examples**
- 12.30     Lunch
- 14.00     **Manpower planning – using the tools and techniques – practical group exercises**
- 15.30     Coffee break
- 15.50     **Manpower planning – using the tools and techniques – practical group exercises (*continued*)**
- 16.30     End of the day's programme

### WEDNESDAY 15 SEPTEMBER 2010

- 09.00     **Job Analysis - The link to manpower planning – jobs as the basic units in the organisation – how job analysis is carried out – group exercise**
- 10.30     Coffee break
- 10.50     **Job Evaluation – uses and applications of job evaluation e.g. pay & grading – discussion of methods used & exercises**
- 12.30     Lunch
- 14.00     **Job descriptions – purpose of job descriptions – core information required – sources of information – discussion of standard formats – group exercise**
- 15.30     Coffee break
- 15.50     **Bringing it all together – how the processes of job analysis, evaluation and job descriptions fit within the whole – practically how to apply the methods and techniques discussed**
- 16.30     End of the day's programme

#### **THURSDAY 16 SEPTEMBER 2010**

- 09.00     **Aims of recruitment & selection –importance of merit-based recruitment – roles of HR managers and others in the process – practical elements of the process: documentation; marking systems etc. group exercises**
- 10.30     Coffee break
- 10.50     **Identifying interpersonal skills required – group exercise**
- 12.00     **Preparation for practice interviews**
- 12.30     Lunch
- 14.00     **Interview role-play**
- 15.30     Coffee break
- 15.50     **Interview role-play (*continued*)**
- 16.30     End of the day's programme

#### **FRIDAY 17 SEPTEMBER 2010**

- 09.00     **In groups assess the performance appraisal system including legal framework discuss and feedback to plenary group its strengths and weaknesses**
- 10.30     Coffee break
- 10.50     **Plenary discussion of effective performance appraisal – HR contribution to the process and what could be improved**
- 12.30     Lunch
- 14.00     **Open forum – question and answer session**
- 15.00     **Course review and closure**