



Training Institute of Public Administration

TRAINING ON IMPROVING MANAGEMENT & FUNCTION RELATED SKILLS
Contents of training programs

ADVANCED STRATEGIC MANAGEMENT PROGRAMME

Target group: Top level managers (Heads of institutions, Heads of Administrations of institutions, i.e. Secretaries General, etc.)

Training modules	Type of training	Duration (in days)
1. Achieving policy/strategy coherence and integration	Difficult skills, practicing	2
2. Effective communications	Difficult skills, practicing	2
3. Making performance management real	Skills, practicing	1
4. Effective delegation and coordination	Skills, practicing	1
5. Describing jobs – guidelines for Top management	Skills, practicing	1
6. Harnessing the value of Personnel Departments	Awareness raising	1
7. Becoming European – adopting sector specific EU standards	Awareness raising	1
8. Management information strategy	Skills, practicing	1
	Total	10

SENIOR MANAGEMENT PROGRAMME

Target group: Middle level Managers (Directors of Directorates)

Training modules	Type of training	Duration (in days)
1. Getting the best from your people (Part I and Part II)	Difficult skills, practicing	2 (part I) 2 (part II)
2. Managing the communicating organisation	Difficult skills, practicing	2
3. Bigger problems – better solutions	Skills, practicing	2
4. The well focused organisation – shared targets, clear roles	Skills, practicing	2
5. Becoming European – adopting sector specific EU standards	Awareness raising	1
6. Harnessing the power of IT based information	Skills, practicing	2
	Total	13

HUMAN RESOURCE MANAGEMENT PROGRAMME

Target group: Directors, chiefs of sectors and specialists of Personnel Departments

Training modules	Type of training	Duration (in days)
1. Effective HRM communications	Difficult skills, practicing	2
2. Job descriptions for successful human resource management	Skills, practicing	2
3. Effective application of functional analysis	Skills, practicing	2
4. Achieving effective performance evaluation	Skills, practicing	2
	Total	8

OPERATIONAL MANAGEMENT PROGRAMME

Target group: Operational level Managers (Chiefs of sectors, units, divisions)

Training modules	Type of training	Duration (in days)
1. Building better performance – getting better results (Part I and Part II)	Difficult skills, practicing	2 (part I) 2 (part II)
2. Communications for Operational level managers	Difficult skills, practicing	2
3. New problems – new solutions	Skills, practicing	2
4. Role analysis – getting Job Descriptions right	Skills, practicing	2
5. Becoming European – adopting sector specific EU standards	Awareness raising	1
6. Harnessing the power of IT based information	Skills, practicing	2
	Total	13

FUNCTIONAL DEVELOPMENT PROGRAMME

Target group: Specialists and senior specialists

Training modules	Type of training	Duration (in days)
1. Making communications work	Difficult skills, practicing	2
2. Job planning skills	Skills, practicing	2
3. Tackling problems – new creativity techniques	Skills, practicing	2
4. Integration to EU standards	Awareness raising	1
	Total:	7

JUDICIAL DEVELOPMENT PROGRAMME

Target group: Specialists and senior specialists in judicial departments

1. Legislation skills (for Judicial departments)	Skills, practicing	2
2. European Integration (for Judicial departments)	Skills, practicing	2
	Total	4

PREPARING FOR EUROPE PROGRAMME

Target group: Civil servants dealing with EU integration

Training modules	Type of training	Duration (in days)
1. EU and Albanian Standards	Awareness raising	2
2. Requirements of the Stabilisation and Association Agreement	Awareness raising	2
	Total:	4

FINANCIAL DEVELOPMENT PROGRAMME

Target group: Specialists and senior specialists

Training modules	Type of training	Duration (in days)
1. Budgeting procedures	Skills, practicing	2
2. Public procurement	Awareness raising	1
3. State Treasure and procedures	Skills, practicing	2
	Total:	5

TRAINING ON EU RELATED MATTERS

Target group: Civil servants involved in financial, taxation, licenses issuing, customs, projects matters in line ministries

Impact of introducing Free trade area in Albania. Trade-related matters in the framework of Free trade agreements in the region and with the EU – 2 days

Target group: Civil servants involved in project monitoring & evaluation matters, legal issues and financial procedures

Justice and Home Affairs and other EU policies – 2 days

Target group: Civil servants involved in International Relations, Policy Formulation and Analysis, and project cycle management

Common Foreign and Security Policy of the EU – 2 days

Target group: Negotiators and their working groups, lawyers and Civil servants involved in approximation of Law

Negotiation actors, negotiation skills and techniques and lobbying in the EU in SAA framework. Monitoring of commitment process – 2 days

Target group: Civil servants involved in financial matters, local governmental issues and project cycle management. Foreign Relations Departments

EU financial principles and related programs. EU policies on regional development. CARDS – 2 days

Target group: Civil servants involved in competition matters

EU Competition policy and control of state aids – 1 day

Target group: Civil servants from Ministry of Environment and their counterparts in line ministries

Environmental policy of the EU – 1 day

Target group: Civil servants involved in trade and industrial related issues, legislation drafting process, and lawyers

Company law of the EU – 1 day

Target group: Civil servants involved in Licenses Issuing and Intellectual and Industrial Properties

Intellectual and industrial properties of the EU – 1 day

Target group: Civil servants involved in licenses issuing procedures, lawyers, and economists

Accreditation, metrology and calibration – 1 day

Target group: Civil servants involved in licenses issuing procedures, standardization and certification procedures

Standardization and certification – 1 day