

# Professional development of administrative servants

# Right and obligation for professional development

The administrative servant has a **right and obligation** for professional development during the year based on the individual plan for professional development, which is part of the performance management system.

The administrative servant is obliged to pass the gained knowledge to other administrative servants

# Organization of trainings

Professional development trainings can be organized as follows:

- in a classroom or
- by an internet access from the administrative servant's workplace to the electronic training management system

# Types of trainings

- Generic
- Specialized
- Mentoring

# Generic and specialized trainings

Generic trainings are carried out for professional development of administrative servants in accordance with the General working competency framework

Specialized trainings are carried out for professional development of administrative servants in view of special competences

# Annual program for generic trainings

**MISA prepares an annual program for generic trainings** for administrative servants, which is adopted by the Minister of Information Society and Administration **no later than July 1 of the current year for the next year**

# Selection of 5 generic trainings

The State Secretary (i.e. the head of the institution in which a secretary is not appointed) shall be obliged to select at least five generic trainings for each administrative servant in the institution, on an annual basis, and to enter them in their individual plan for professional development

# Annual training plan for administrative servants

**The State Secretary (i.e. the head of the institution in which a secretary is not appointed) shall prepare an Annual training plan for the administrative servants in the institution, and shall adopt it no later than 31 December of the current year for the next year, upon previously received opinion by MISA**



# Form and content of the Annual training plan

The Annual plan of the institution is prepared in electronic form and contains: a tabular display of the planned generic and specialized trainings for each administrative servant in the institution separately, stating:

- the generic training number from the Annual Generic Training Program;
- the titles of the specialized trainings and the amount of funds required for conduction of each specialized training separately as well as the source of their funding

# Report on implementation of the annual training plan

The State Secretary (i.e. the head of the institution in which a secretary is not appointed) is obliged to submit a report twice a year, no later than July 15 for the period January - June, i.e. no later than January 15 for the period July - December, to the Ministry for the implementation of the institution's annual training plan

# Form and content of the Report

The Report is prepared in electronic form and contains a tabular display of the planned and implemented generic trainings for each administrative servant in the institution separately

# Mentoring

Mentoring is a tool for improving the administrative servant's performance

It represents a formal or informal relation between two employees (mentor and mentee), aimed at providing support and transfer of knowledge and skills

# Types of mentoring

**Advisory mentoring** is a transfer of knowledge and skills through specific mentor advices and is performed for development of the employee's general competencies

**Practical mentoring** is accomplished by monitoring the work of the mentee administrative servant, continuous consultations and practical work, and is performed for the development of the employee's special competencies

# Who could act as a Mentor?

Any administrative servant who is assigned to a higher-level position than the administrative servant who is mentored and who has completed mentoring training, can act as a Mentor

MISA runs a Registry of mentors that contains information about the mentor (name and surname, position, level, institution) and is publicly published on the Ministry's website