

Professional development of civil servants and civil service trainings in Azerbaijan

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LEGISLATIVE BASE ON PROFESSIONAL DEVELOPMENT

- Standard legal acts regulating civil service trainings are:
- Law “On Civil Service”
- Decision of the Cabinet of Ministers on approval of the “Rules of a type, form, period and financial provision of the additional professional education of civil servant”
- Extract from the Law on Civil Service:
- 19.0.13. Civil servant has a right to be educated at the state expense and get a relevant training, as well as to take an educational leave in order anticipated in the law

TYPES OF CIVIL SERVICE TRAININGS (1)

- In accordance with Azerbaijan legislation there are 4 forms of professional development of civil servants:
- **Re-training** – is carried out on the basis of state order within 1 or 2 years, a civil servant receives new higher education speciality
- **Professional development courses** - are carried out on the basis of state order within 3 months, in the end a civil servant passes test examination

TYPES OF CIVIL SERVICE TRAININGS (2)

- **Short-term trainings** (trainings, workshops, etc.) are carried out by educational institutions and centres, companies or experts
- **Internship** – persons accepted to the civil service may have an internship in the central offices of bodies those which recruited them, other civil servants may take internship in other state bodies, companies, international organizations and relevant structures of other states

IMPLEMENTED ACTIVITIES

- **Training Center of Civil Servants** was established in 2016 within joint project on “Support to civil service training in Azerbaijan” with UNDP, GIZ and European Union
- **Training Needs Assessment Methodology** was prepared
- **Draft of “Training Strategy”** was prepared and sent to state bodies for commentary
- New training modules are being prepared
- In the field of establishment of trainers base ToTs (Training of Trainers) were held

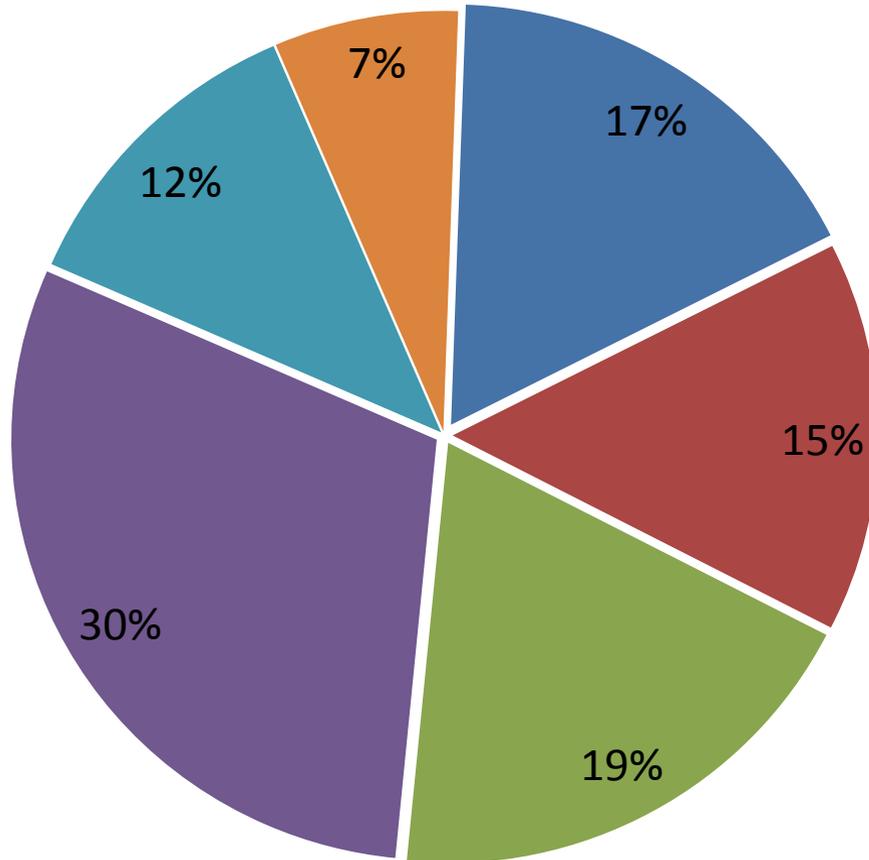
STANDARD TRAINING CURRICULUM

1. Training of Trainers
2. Leadership skills
3. Human resource management
4. Team building and motivation
5. Project management
6. Negotiations, conflict management and mediation skills
7. Interviewing skills
8. Presentation skills
10. Time management and delegation
11. Strategic management
12. Communication skills/corporative communication
13. Development of strategic plans
14. Public speaking skills
15. Business writing skills
16. Efficient organization of meetings
17. Preparation for interview
18. Facilitation skills
19. Change management
20. Internal control
21. Analyzing and processing information
22. Public relation skills

STRATEGY LEADERSHIP PROGRAM

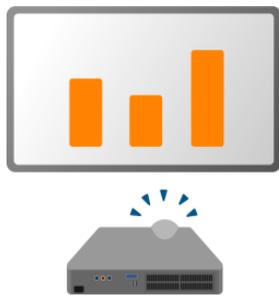
- SLP was designed for high rank civil servants within international project carried out jointly with GIZ
- Trainings on following topics have been held:
 - “Individual leadership and communication with staff”
 - “Conflict management and advocacy skills”
 - “Gender equality amid high level civil service positions”
- Training visit to the Republic of Lithuania was organized within this program

Percentage (%) of civil servants involved to different training curriculum



- Training of Trainers / Training of elder civil servants
- Team building and motivation
- Leadership skills
- Negotiations and conflict management / Mediation
- Time management and delegation
- Project management

METHODS USED IN TRAINING PROCESS





OUR PARTNERS



Implemented by:
giz Deutsche Gesellschaft
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Thanks for your attention
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