



Key Elements of the Training and Professional Development System in the Polish Civil Service

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Training system – legal acts & recommendations

- **Act on Civil Service**
(21 November 2008) – articles 106 to 112
- **Ordinance of the Prime Minister** *on Detailed Conditions for Organising and Conducting Training in the Civil Service* (24 June 2015)
- **Ordinance of the Head of Civil Service**
on HRM Standards (30 May 2012)
- **Training Policy in the Civil Service**

Main actors

- The Head of the Civil Service
- Directors General
- The National School of Public Administration (KSAP)
- Professional Education Centre (Ministry of Finance)
- Private trainings institutions, universities and schools as commercial offer
- Internal trainers
- Civil servants themselves 😊

Training Policy in Civil Service

Main Principles

- Equal access to training and opportunity for improving professional competences
- The right and duty to improve professional knowledge and skills
- Training associated with the performed work
- Training properly matched to the training needs of the civil servants
- Training are subject to assessment and evaluation

Types of training in civil service

General training

- administrative law
- public finances

Specialist training

- pharmaceutical law

Individual training

- related to individual programmes of professional development

Central training

- set in an annual central trainings plan
- organized by the Head of Civil Service

IPRZ – individual programme of professional development

Conclusions from the
bi-annual assessment
of a civil servant

Promotion path
for a civil servant
(hierarchical
and financial)

Professional
development plans
and opportunities
for a civil servant

Needs
and opportunities
of employment
in an office

Central training in 2017

Effective
communication
with citizens

Talent
management
in government
administration

Ca. 450-500
people

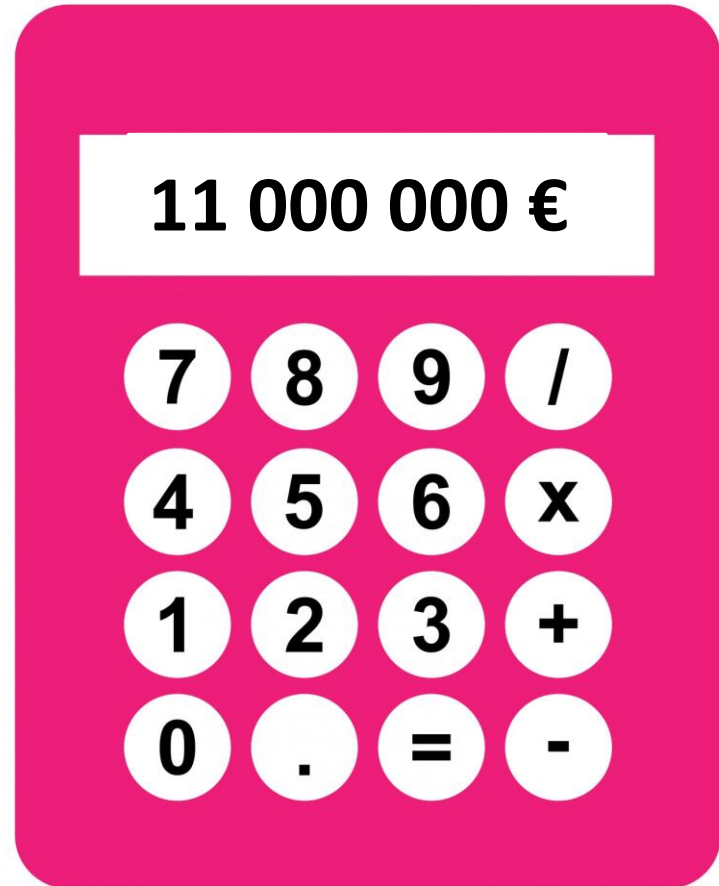
Mediation
in administrative
proceedings

Recommended

- Anticorruption Policy
- Personal data protection
- Social aspects in public procurement

Financing

All types of training
financed from
the **State Budget**



Civil servants trained

- **Total number of civil servants – 119 000**
- About **80 000** of them trained each year (including ca. 500 in central training)
- Additionally about **55 000** trained in 2007-2015 in different types of training supported by the EU funds

Training needs assessment

- The online reporting system SWEZ_HR
- Individual programs of professional development
- Offices' training needs assessments
- Government plans, programs and strategies
- The projects financed by the EU

Diversity of training modes

- Lecture and discussion
- Multimedia presentation
- *Case study*
- Simulation
- Role playing
- Brain storming
- Workshops
- Learning by doing
- Coaching, mentoring
- Networking
- Conferences – exchange of best practices



Evaluation. How do we do it?



- AIOS – Reaction level
- Pre and post tests – Learning level

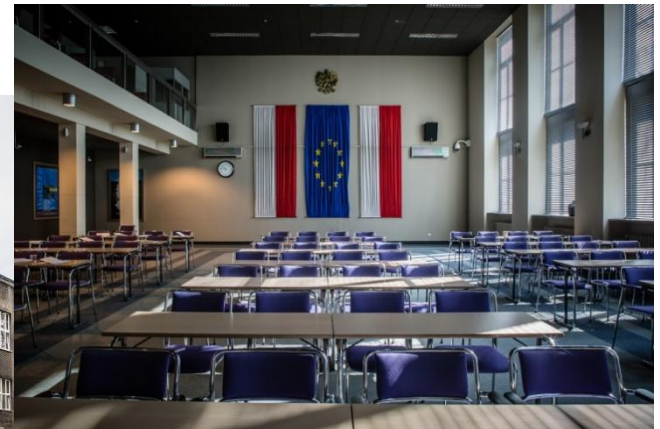
Who delivers all of those trainings?

Under public procurement law:

- private training institutions
- universities and schools as commercial offer
- National School of Public Administration (KSAP)

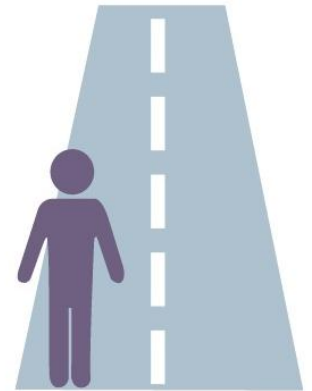
Out of procurement law:

- internal trainers systems in some public institutions
- National School of Public Administration (KSAP)
- e-learning systems



Our struggles and challenges – how to do better?

- Prepare the good training needs assessment in the office
- Formulate rules how to spend money on training in the most effective and efficient
- Use good tools for training evaluation



Training – plans for future

- Development of advanced and effective e-learning system/platform
- Cascading trainings
- System of internal trainers



THANK YOU FOR YOUR ATTENTION