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PUBLIC OFFICIALS

Education and professional training of public officials.

Lecture #6

EDUCATION OF PUBLIC OFFICIALS

- Continuous education of public officials is a part of modern personal policy. It's one of the functions of public administration.
- This type of education requires foundation of special educational institutes, which focuses on difficult tasks of public administration and related knowledge, as communication etc.
- Training is not only deepen knowledge of officials but it also contributes to their socialization.
- Another function of the training is in possibility to reveal talented officials.



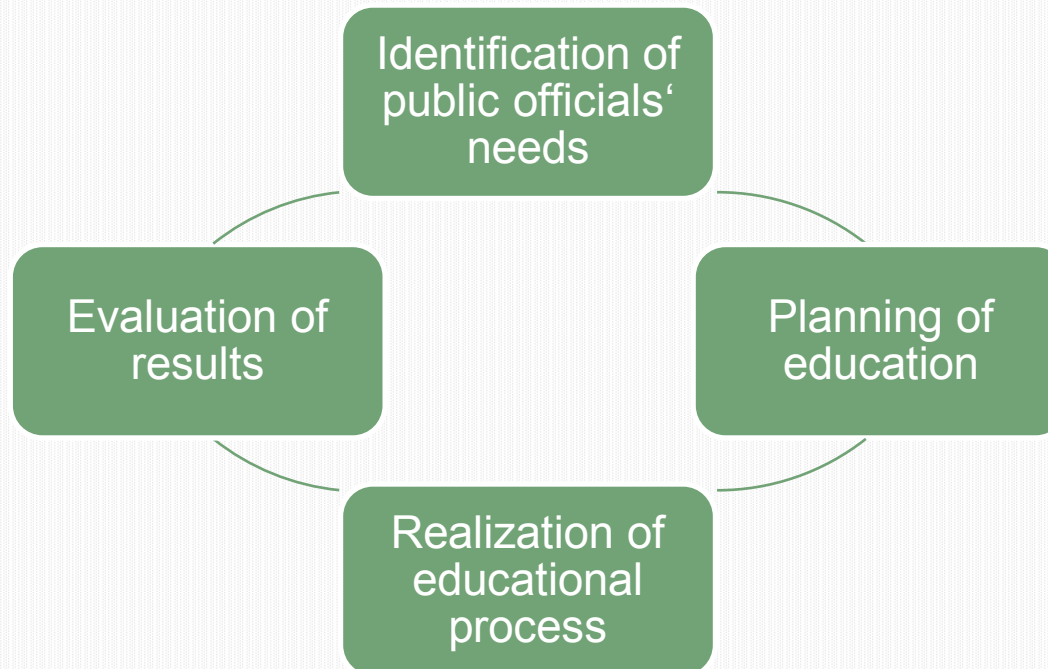
EDUCATION OF PUBLIC OFFICIALS

- Methods of education (from passive to active):
 - **Lectures** - Mainly for theoretical education.
 - **Seminars** - Combination of theoretical education and discussion. There is expectation of active participation.
 - **E-learning** - Using electronic technologies.
 - **Case studies** - Participants (mostly managers) analyze and solve concrete problems.
 - **Workshops** - Participants try to take a stand against some problem.
 - **Develop center** – Participants solves tasks typical for their job description and they are observed by valuation team.
 - **Outdoor training** – „Learning by playing“, determined mostly for managers and skills like communication, leadership etc..
- **Coaching** - Long-termed education, focused on leading of employee
- **Mentoring** – Similar to coaching but focused mainly on activity of employee
- **Assisting** – Educated employee assists to more experienced colleague and use it for his own study.
- **Instructions** – Educated employee copy procedures of more experienced



EDUCATION OF PUBLIC OFFICIALS

- Effective educational system is called „systematic educational cycle“, which tries to proceed process of education by specific, measurable, activating, realistic and termed steps. It contains:



EDUCATION OF PUBLIC OFFICIALS

- Requirements on officials' education are usually expressed in legislation
- Principles of education:
 - **Continuity of education.** It's life-long systematic process
 - **Recognition of education.** Qualification obtained at one public body is recognized by any other public body
 - **Variability of content and form of education.** Educational content should be diverse, as well as forms of education (Eg. E-learning, distance study, etc.)
 - **Combination of education by this resolution and another professional education**
 - **The plurality of education subjects.** That means using internal and also external suppliers of educational service.



STRUCTURE OF EDUCATION

Education of employees contains:

- Entering education
- Deepening education

Entering education contains:

- Introductory entering education
- Following entering education

Deepening education contains:

- Managerial education
- Language education
- Education in other areas



EDUCATION OF PUBLIC OFFICIALS

- Administrative bodies create annual education plans based on their own analysis.
- Trainings must be documented and evaluated
- Participants receive certification about completed trainings



EDUCATION OF PUBLIC OFFICIALS

STAFF REGULATION

- One of the main **goals** of the **public administration reform** was improvement of public services
- There are still deficiencies of present regulation of education.
- Other possibilities of improvement:
 - Possibility of operative adaption of education process
 - Standardization of educational system
 - Liberalization of access to all kinds of education
 - Modification of accreditation process with respect to content and quality of educational programs
 - Regulation of specific rights and duties of lectors in public administration
 - Strengthening the role of universities in public administration.

