

Course : Public sector: skills and career management

Practical course - 2d - 14h00 - Ref. CCP
Price : 1400 CHF E.T.

This course will introduce you to the main challenges of career management in the public sector. You will learn how to identify the new levers for employee development, and how to assess individual skills in relation to the skills required, in order to build an effective system.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Developing a skills management strategy
- ✓ Identify the skills of the agents in your organization
- ✓ Identify the skills required to support the organization's evolution
- ✓ Supporting agents in their development

Intended audience

Category A and B employees of the Human Resources Department.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Theoretical and methodological inputs, numerous exchanges and analysis of practices, role-playing exercises.

Course schedule

PARTICIPANTS

Category A and B employees of the Human Resources Department.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Understanding the challenges of skills and career management

- Definitions and legal framework.
- Business developments: technological advances, economic challenges, work methods, management styles.
- Career continuity and the separation of grade and job.
- The new rules for recruiting and integrating new employees: permanent contracts, temporary work...
- The impact of L.O.L.F.
- The benefits of G.P.E.E.C: Gestion Prévisionnelle des Emplois, des Effectifs et des Compétences.

Hands-on work

Collective reflection: work in sub-groups on the main points and issues.
Large-group feedback.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

2 Manage careers

- Promotions and promotion procedures.
- Internal mobility in the civil service.
- Availability for personal reasons.
- Reclassification procedures.
- Statutory layoff and termination of employment.

Hands-on work

Participative discussions on the key elements involved in developing a systemic competence management strategy.

3 Identify and optimize skills for the organization

- Assessing employee skills: from performance appraisal to the annual appraisal interview.
- Employee appraisal and progression: performance, demand, needs and individual potential.
- Organizational capabilities: age pyramid, employment structure, quotas, budget items.

Hands-on work

Self-assessment of your organization and drafting of a progress action plan.
Participative discussions on effective ways of identifying agents' skills.

4 Managing agent skills

- New or rare skills.
- Create a skills repository.
- Individual interviews and identification of deviations from job requirements.
- The role of vocational training, skills assessment, VAE and R.A.E.P.
- Regulatory and decision-making bodies: C.T.P, C.A.P, commissions, skills review meetings.

Hands-on work

Individual interviews to measure gaps. Group debriefing. Group construction of a S.W.O.T. analysis on the roles of bodies in skills management.