

DRAFT PROGRAM STUDY TOUR FROM GEORGIA OCTOBER 2010

Monday 18/10	Tuesday 19/10	Wednesday 20/10	Thursday 21/10	Friday 22/10
<p>09.00 Welcome & Introduction (SIPU) Introduction of participants, review of agenda and logistics, capture the participants' expectations.</p> <p>SIPU International</p> <p>10. 00 Introduction to Public Administration in Sweden (SIPU) Overview of public administration in Sweden.</p> <p>Gunnar Andersson and Tom Thunell SIPU International</p>	<p>09.00 The Parliament; organisation and committees (<i>Representative from the Parliament</i>) General overview of the Parliament's mission, organisation and structure.</p> <p>Ms Eva Brandorf Helsing, The Parliament's administrative department The Parliament</p> <p>10.30 The Parliament's administrative department (<i>Representatives from the HR-function</i>) Overview of the administrative department with special focus on the HR-function's mission and responsibilities as well as management of personal files and HR-information.</p> <p>Ms Eva Brandorf Helsing, The Parliament's administrative department</p>	<p>09.00 Presentation of the Police and its organization</p> <p>09.30 The responsibility of Head quarter, of the National Police Force, and its HR department - the organization, tasks and processes</p> <p>10.15-11.15 Strategic competence needs (rather than job classification system) within the Police, including</p> <ul style="list-style-type: none"> - Employee policy - Value base - Professional groups <p>11.15-12.00 Employer branding, university relations and background of public servants / police</p> <p>Attract - How do we get the right type of applicants Identify- How do we select the right persons (job analyses and job descriptions) Develop - How do we train and develop</p> <p>Mr Tomas Rosenberg, Nationally responsible Management and Leadership development Swedish Police Authorities</p>	<p>09.00 Competence development and training (<i>HR-managers/Training specialist from a Ministry/State agency</i>) Review of career development strategy and training policy</p> <p>11.00 Trainings for public servants (<i>HR-manager/Training specialist</i>) Review of existing training programs and other means of competence development.</p> <p>Ms Gunilla Pålsson Bluhm, International coordinator,</p> <p>Ms Magdalena Andersson, Director</p> <p>Ms Annika Julius, HR strategist</p> <p>Ms Ulrika Bergstedt, HR strategist</p> <p>Ms Susanna Eriksson, Organisational Development and training</p> <p>Swedish Tax Agency</p>	<p>Wrap-up meeting at SIPU International (<i>SIPU & HR-specialist</i>) Discussion about the past week; which areas could be implemented within the Georgian Public Service? Which topics should be included in the 10 training sessions?</p> <p>SIPU International</p>

12.00 Lunch	12.00 Lunch	12.00 Lunch(Plommonträdet)	12.00 Lunch	12.00 Lunch
<p>13.00 Legal aspects on civil service and HRM <i>(representative from The Swedish Agency for Government Employers)</i> Overview of legal aspects on civil service and HRM as well as collective agreements and terms of employment.</p> <p>Ms Inga Lundberg, Agency of Government Employers</p> <p>15.30 Modern Human Resource Management practices <i>(HR specialist)</i> Define modern HRM-practices and highlight the importance of the HR-function. Communicate success stories and good examples from the public and private sector.</p> <p>HR Consultant Ms Eva Dannert</p> <p>17.00 Wrap-up and lessons learnt</p>	<p>13.30 The Government Offices - the Ministries and the Prime minister's office <i>(Representative from the Prime minister's office)</i> Overview of the government structure; organisation, mission and responsibilities.</p> <p>Ms Christina Nilsson, Deputy Director-General, Head of Division for Human Resources, Ministry of Justice, Government Offices, Stockholm</p> <p>15.00 The Office for Administrative Affairs <i>(HR representative from The Office for Administrative Affairs)</i> General introduction to the office's functions and organisation. Focus on the HR-function, its duties and responsibilities and how they support and collaborate with the HR-departments in the remainder government offices.</p> <p>Ms Christina Nilsson, Deputy Director-General, Head of Division for Human Resources, Ministry of Justice, Government Offices, Stockholm</p> <p>17.00 Wrap-up and lessons learnt</p>	<p>13.00-13.45 Competence development within the Police - towards the authorities</p> <p>13.45-14.30 Leadership development and recruitment; policy, leadership criteria, competence profiles, leadership development and recruitment programs, mentorship</p> <p>14.45-15.15 Assessment Center, as selection and development method</p> <p>5.15-16.00 Recruitment process Review of the different steps of the recruitment process.</p> <p>Mr Tomas Rosenberg, Nationally responsible Management and Leadership development plus a team of specialists Swedish Police Authorities</p> <p>17.00 Wrap-up and lessons learnt</p>	<p>13.30 Performance management and employee motivation <i>(HR-manager/specialist from a Ministry/State agency)</i> Performance management and how it can be linked to employee motivation.</p> <p>Mr Bo Dahlström, The Swedish National Financial Management Authority</p> <p>16.00 Strategic HRM: How to gain the management's engagement? <i>(HR-manager from the private sector)</i> HR as a strategic business partner - methods for gaining the management's commitment and making them accountable for HR-decisions.</p> <p>Mr Göran Henriksson, Head of Human Resources & Organization, Ericsson Sweden</p> <p>17.00 Wrap-up lessons learnt</p>	<p>13.30 Evaluation of the study tour (SIPU) Review of expectations and benefits and concerns. Individual evaluations by all participants.</p> <p>SIPU International</p> <p>14.30 Sightseeing*</p>
<p>19.00 Welcome Dinner</p>	<p>17.30 Free time</p>	<p>17.30 Free time</p>	<p>17.30 Free time</p>	