Projects and Products Portal for Leonardo da Vinci

Find the Best (FTB) - Kompetenzbasierter Rekrutierungsprozess für öffentliche Verwaltung

526958-LLP-1-2012-1-PL-LEONARDO-LMP

http://www.adam-europe.eu/adam/project/view.htm?prj=9929

Projektinformation

Titel:	Find the Best (FTB) - Kompetenzbasierter Rekrutierungsprozess für öffentliche Verwaltung
Projektnummer:	526958-LLP-1-2012-1-PL-LEONARDO-LMP
Jahr:	2012
Projekttyp:	Innovationsentwicklung
Status:	bewilligt
Land:	EU-Zentralisierte Projekte
Marketing Text:	Das FTB-Projekt unterstützt die öffentliche Verwaltung bei der Durchführung von Bewerbungsprozessen und bietet ein Rekrutierungsinstrument in Form von einer Internet-App sowie ein Einweisungsprogramm. Das Projekt bezweckt, die Rekrutierung in der Verwaltung komplex zu verbessern - von der Präzisierung von Bedürfnissen vor Anzeigenaufgabe bis hin zur Einweisung des neuangestellten Mitarbeiters. Das FTB-System unterstützt 3 Rekrutierungsphasen: o Definierung von Bedürfnissen, o Rekrutierungsprozess, o Einweisung der Mitarbeiter. Diese Lösung macht die HR-Maßnahmen im öffentlichen Sektor effizienter, garantiert die Transparenz der Kriterien sowie die Einheitlichkeit des Rekrutierungsverfahrens, verhindert Missbräuche. Dank der Standardisierung des Verfahrens können die besten Fachkräfte ausgesucht werden. Und das Entwicklungsprogramm für jeden neuen Mitarbeiter gewährleistet seine effiziente Einweisung.
Zusammenfassung:	Project aims at professionalization of HR in public administration by means of development and implementation of competency-based methodological framework and electronic tool which supports recruitment process and adaptation of new clerks to work conditions. Main product of the project is dedicated to public administration institutions of all levels, but it may be useful also for PA schools, training companies and vocational training system, consultants, potential candidates for positions in PA and policy makers.
Beschreibung:	The project is based on Polish experience in cooperation with public administration entities during several HRM projects. The FTB project offers innovative recruitment methodology and the web-based tool, which may be applied Europewide in public administration bodies. The methodology can serve specific professional group-HR managers in PA and new employees starting work in public body. Training programmes for the users of FTB methodology and development schemes for newly employed will contribute to professionalization and increased efficiency of PA. FTB method may also foster culture of perfomrance-orientation in civil service. Project responds to “NewSkills…” policy, EC report 2010. Apart from supporting recruitment processes the FTB System enables taking educational decisions on the basis of measured competencies of the new employed as well as provides sophisticated, personalized ICT based service, requiring continual adaptation of e-skills, adaptability to changes. It ensures best possible match between individual skills and job vacancy by defining job profiles and skills requirements and referring to them during the whole recruitment an probationary period. The innovative aspect is that the FTB System, as well as one of its elements – the FTB tool - is dedicated specifically for public administration. It combines not only elements of recruitment process(job ad, application online, communication), but also supports other HR management processes (defining recruitment needs, position profiles, competence profiles, assessment, development of employee, adaptation to workplace, evaluation of employee). Project will be implemented in 15 work packages, 8 of which are directly devoted to development of innovative methodology and electronic FTB tool.

Projektinformation

Themen:	* Arbeitsmarkt * IKT * Sonstiges * Zugang für Benachteiligte * Chancengleichheit
Sektoren:	** Erbringung von Sonstigen Dienstleistungen * Öffentliche Verwaltung, Verteidigung; Sozialversicherung * Erbringung von Sonstigen Wirtschaftlichen Dienstleistungen
Produkt Typen:	Verbreitungsmethoden CD-ROM Programme/Curricula andere Homepage
Produktinformation:	Main product of the FTB project is the competency-based recruitment system in public administration, consisting of: - methodology of competency-based recruitment in PA - FTB tool - web-based tool supporting all recruitment processes in public administration, such as defining competence needs, application, selection of candidates and preparation of the new employee to working conditions. - FTB Implementation system, including the whole training programme for public entities implementing FTB system.
Projektwebseite:	www.findthebest-ftb.eu

Vertragnehmer

Name:	ORANGE HILL SP. Z O.O.
Stadt:	Krakow
Land/Region:	Malopolskie
Land:	PL-Polen
Organisationstyp:	KMU - Klein- und Mittelunternehmen (bis zu 250 Mitarbeiter)
Homepage:	http://www.orangehill.pl

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Organisationstyp:	KMU - Klein- und Mittelunternehmen (bis zu 250 Mitarbeiter)
Homepage:	http://www.orangehill.pl

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Partner

Partner 1

Name:	INSTITUT INPRO a.s
Stadt:	Prague
Land/Region:	Praha
Land:	CZ-Tschechien
Organisationstyp:	andere
Homepage:	http://www.i2000.cz

Partner 2

Name:	Municipality of Gazoldo degli Ippoliti
Stadt:	Gazoldo D/I (MN)
Land/Region:	Lombardia
Land:	IT-Italien
Organisationstyp:	Öffentliche Einrichtung
Homepage:	http://www.comune.gazoldo.mn.it/

Partner 3

Name:	Granaforma S.L.
Stadt:	Granada
Land/Region:	Andalucia
Land:	ES-Spanien
Organisationstyp:	KMU - Klein- und Mittelunternehmen (bis zu 250 Mitarbeiter)
Homepage:	http://www.granaforma.com

Partner 4

Name:	European Institute for Local Development
Stadt:	Thessaloniki
Land/Region:	Kentriki Makedonia
Land:	EL-Griechenland
Organisationstyp:	Verband/nicht regierungsgebundene Organisation
Homepage:	http://www.eurolocaldevelopment.org

Partner

Partner 5

Name:	ibis acam Bildungs GmbH
Stadt:	Vienne
Land/Region:	Wien
Land:	AT-Österreich
Organisationstyp:	Weiterbildungseinrichtung
Homepage:	http://www.ibisacam.at

Produkte

1 Comparative report on feasibility of implementation of FTB project

2 FTB System Methodology

3 FTB tool

4 FTB System implementation program

5 Progress Report - public part

6 Promotional video

7 FTB - PREZI PRESENTATION

8 FTB implementation program – Handbook

9 Poster

10 NEWSLETTERS

11 FINAL CONFERENCE

12 DISSEMINATION REPORT

13 BEST PRACTICE CASE STUDIES

14 CONTACT POINTS

15 AWARENESS RAISING SEMINARS

16 FINAL REPORT - PUBLIC PART

Produkt 'Comparative report on feasibility of implementation of FTB project'

Titel:	Comparative report on feasibility of implementation of FTB project
Produkttyp:	andere
Marketing Text:	The report shows legal and administrative aspects of implementation the FTB System in partners' countries, basing on findings of research carried out by each organization involved in the project.
Beschreibung:	On the basis of national reports Italian partner - Gazoldo degli Ippoliti - prepared compartive analysis of bacground, specific conditions and feasibility of implementation of the FTB System in each country. The full comparative report was developed in English. Abstract, comprising the most important findings and recommendation was elaborated in English, Polih, Spanish, German, Greek, Italian and CZech language
Zielgruppe:	project target groups and all people and organizations interested in HR management in public administration and development of new solutions for public administration.
Resultat:	electronic publication on feasibility of implementation of FTB System
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Tschechisch Englisch Deutsch Griechisch Italienisch Polnisch Spanisch

product files

D 2 2_WP2_COMPARAT_REPORT_ABSTRACT

1.11_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/1/2/1.11_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_CZ.pdf

1.15_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/1/2/1.15_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_GR.pdf

D 2 2_WP2_COMPARATIVE_REPORT_ABSTRACT_DE.pdf
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D 2 2_WP2_COMPARATIVE_REPORT_ABSTRACT_EN.pdf
http://www.adam-europe.eu/prj/9929/prd/1/2/D%202%202_WP2_COMPARATIVE_REPORT_ABSTRACT_EN.pdf

D 2 2_WP2_COMPARATIVE_REPORT_ABSTRACT_ES.pdf
http://www.adam-europe.eu/prj/9929/prd/1/2/D%202%202_WP2_COMPARATIVE_REPORT_ABSTRACT_ES.pdf

D 2 2_WP2_COMPARATIVE_REPORT_ITA_ABSTRACT.pdf
http://www.adam-europe.eu/prj/9929/prd/1/2/D%202%202_WP2_COMPARATIVE_REPORT_ITA_ABSTRACT.pdf

product files

D 2 2_WP2_COMPARATIVE_REPORT_PL_final.pdf

http://www.adam-europe.eu/prj/9929/prd/1/2/D%202%202_WP2_COMPARATIVE_REPORT_PL_final.pdf

Produkt 'FTB System Methodology'

Titel:	FTB System Methodology
Produkttyp:	andere
Marketing Text:	Methodology of FTB System describes common methodological framework for operation of the system of competency-based recruitment and selection in public administration – Find the Best. (FTB System).
Beschreibung:	The methodology presents a merit-based approach to whole process. It describes how the system works, what are its elements, combine core information on elements (specific or common for each country) that have to be taken into consideration from the beginning to the end of the process. Methodology presents HR specialists approach not IT approach. it describes in details all three aspects of the process, included in the FTB System: - defining of recruitment needs, - recruitment process (including application and selection of candidates) as well as - defining development plan and evaluation of personnel development
Zielgruppe:	project target groups: municipalities and their employees, basically: HR managers, directors and managers of departments, units, PA bodies on regional and national level and Indirect: policy-makers, public administration schools, consultants working for public administration
Resultat:	Increase of awareness and knowledge on competency-based recruitment
Anwendungsbereich:	The product is used as a handbook for all people interested in implementation of competency -based recruitment model FTB, as well as those who want to learn more about the System.
Homepage:	
Produktsprachen:	Englisch Tschechisch Spanisch Deutsch Griechisch Italienisch Polnisch

product files

FTB METHODOLOGY

1.20_D.3.2_WP3_FTB METHODOLOGY_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/2/2/1.20_D.3.2_WP3_FTB%20METHODOLOGY_GR.pdf

1.21_D.3.2_WP3_FTB_METHODOLOGY_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/2/2/1.21_D.3.2_WP3_FTB_METHODOLOGY_CZ.pdf

1.22_D.3.2_WP3_FTB_METHODOLOGY_DE.pdf
http://www.adam-europe.eu/prj/9929/prd/2/2/1.22_D.3.2_WP3_FTB_METHODOLOGY_DE.pdf

1.23_D.3.2_WP3_FTB_METHODOLOGY_EN.pdf
http://www.adam-europe.eu/prj/9929/prd/2/2/1.23_D.3.2_WP3_FTB_METHODOLOGY_EN.pdf

product files

1.24_D.3.2_WP3_FTB_METHODOLOGY_ES.pdf

http://www.adam-europe.eu/prj/9929/prd/2/2/1.24_D.3.2_WP3_FTB_METHODOLOGY_ES.pdf

1.25_D.3.2_WP3_FTB_METHODOLOGY_ITA.pdf

http://www.adam-europe.eu/prj/9929/prd/2/2/1.25_D.3.2_WP3_FTB_METHODOLOGY_ITA.pdf

1.26_D.3.2_WP3_FTB_METHODOLOGY_PL.pdf

http://www.adam-europe.eu/prj/9929/prd/2/2/1.26_D.3.2_WP3_FTB_METHODOLOGY_PL.pdf

Produkt 'FTB tool'

Titel:	FTB tool
Produkttyp:	andere
Marketing Text:	The FTB tool is the ICT-based application supporting competency-based recruitment in public administration.
Beschreibung:	the FTB tool supportS identification of competence needs, recruitment, selection and adaptation processes in public administration. It is designed to improve efficiency of public administration. The tool is a web-based application. It consists of several modules, related to various HRM processes: - Module 1- Defining recruitment needs and requirements - Module 2 - Recruitment - Support of the application process - Module 3 - Recruitment – Support the job-application analysis process - Module 4 - Recruitment: Support the job-interview and decision making - Module 5 - Employee development: Development plan - Module 6 - Employee development: Evaluation The userguide will is developed in two versions: for public administration entities and for candidates The web-based tool will be available via web-tool webpage, after registering. Depending on the type of the user, different modules will be available. Web-tool will be available through FTB web-tool webpage.
Zielgruppe:	- Directly : HR managers and management in public administration institutions (modules 1-6), candidates for positions in public office (module 2 and 3) - Indirecly : public administration schools, consultants for public administration
Resultat:	www.ftb-admin.eu
Anwendungsbereich:	the product is used by public administration entities in order to improve HRM processes and make recruitment more effective.
Homepage:	
Produktsprachen:	Spanisch Englisch Deutsch Tschechisch Griechisch Polnisch Italienisch

Produkt 'FTB System implementation program'

Titel: FTB System implementation program

Produkttyp: CD-ROM

Marketing Text: Development of methodology of the FTB System and the FTB web-tool, which supports HR processes is complemented by no leess important FTB Implementation programme. It enables further exploitation of project results in many institutions.
Effective implementation of FTB system requires good preparation of public institution and people involved in recruitment process in public administration institution. For this reason a specific sets or trainings and guides for users will be prepared as well as technical information about requirements of the system and its maintenance.
Implementation programme will be prepared in the form of handbook, consisting of several papers.

Beschreibung: Implementation programme was be prepared in the form of handbook, consisting of several papers.
The implementation program of FTB System includes numbers of seminars and trainings:
- Programme of Awareness raising Seminars for top management in public administration
- Seminars for employees
- Training curricula and training materials for office workers responsible for recruitment including (HR responsible)
Trainings include: methodology and operation of the system: Recruitment needs, Recruitment process, Development plans and evaluation of employee

Handbook covers the following issues:
- Methodology of FTB System – explanation of each stage of the System, depending on the user (including Guidelines for managers: preparation of development plans and drawing development contracts with new employees)
- User Guides including maintenance of the system – technical requirements
- Sample communication plan
- Programme of awareness raising seminar
- Training methodology and all training programmes and materials

The handbook is delivered on the CD

Zielgruppe: direct and indirect project target groups

Resultat:

Anwendungsbereich: the product is used in order to enable widespread exploitation of FTB system. it is a kind of guidebook for all institutions that want to implement the FTB System.

Homepage:

Produktsprachen: Griechisch
Italienisch
Polnisch
Spanisch
Deutsch
Englisch
Tschechisch

product files

product files

1.12_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_DE.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.12_D.2.2_WP2_COMPARATIVE_REPORT_ABSTRACT_DE.pdf

1.67_D.11.1_COMMUNICATION_PLAN_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.67_D.11.1_COMMUNICATION_PLAN_CZ.pdf

1.69_D.11.1_COMMUNICATION_PLAN_EN.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.69_D.11.1_COMMUNICATION_PLAN_EN.pdf
1.67_D.11.1_COMMUNICATION_PLAN_CZ

1.70_D.11.1_COMMUNICATION_PLAN_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.70_D.11.1_COMMUNICATION_PLAN_GR.pdf

1.71_D.11.1_COMMUNICATION_PLAN_IT.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.71_D.11.1_COMMUNICATION_PLAN_IT.pdf

1.72_D.11.1_COMMUNICATION_PLAN_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.72_D.11.1_COMMUNICATION_PLAN_PL.pdf

1.73_D.11.1_COMMUNICATION_PLAN_ES.pdf
http://www.adam-europe.eu/prj/9929/prd/4/1/1.73_D.11.1_COMMUNICATION_PLAN_ES.pdf

EXAMPLE OF PROGRAMME OF AWARENESS RAISING SEMINAR

1.74_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.74_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_CZ.pdf

1.75_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_DE.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.75_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_DE.pdf

1.76_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_EN.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.76_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_EN.pdf

1.77_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.77_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_GR.pdf

1.78_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_IT.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.78_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_IT.pdf

1.79_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.79_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_PL.pdf

1.80_D.11.2_PROGRAM OF AWARENESS RAISING SEMINAR_ES.pdf
http://www.adam-europe.eu/prj/9929/prd/4/2/1.80_D.11.2_PROGRAM%20OF%20AWARENESS%20RAISING%20SEMINAR_ES.pdf

TRAINING METHODOLOGY, CURRICULA

1.81_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_DE.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.81_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_DE.pdf

product files

1.82_D.11.3_TRAINING MATERIALS.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.82_D.11.3_TRAINING%20MATERIALS.pdf

1.83_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.83_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_CZ.pdf

1.84_D.11.3_TRAINING MATERIALS_CZ.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.84_D.11.3_TRAINING%20MATERIALS_CZ.pdf

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1.86_D.11.4_TRAINING METHODOLOGY AND CURRICULUM_EN.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.86_D.11.4_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_EN.pdf

1.87_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.87_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_GR.pdf

1.88_D.11.3_TRAINING MATERIALS_GR.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.88_D.11.3_TRAINING%20MATERIALS_GR.pdf

1.89_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.89_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_PL.pdf

1.90_D.11.3_TRAINING MATERIALS_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.90_D.11.3_TRAINING%20MATERIALS_PL.pdf

1.91_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_ES.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.91_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_ES.pdf

1.92_D.11.3_TRAINING MATERIALS_ES.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.92_D.11.3_TRAINING%20MATERIALS_ES.pdf

1.93_D.11.3_TRAINING METHODOLOGY AND CURRICULUM_IT.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.93_D.11.3_TRAINING%20METHODOLOGY%20AND%20CURRICULUM_IT.pdf

1.94_D.11.3_TRAINING MATERIALS_IT.pdf
http://www.adam-europe.eu/prj/9929/prd/4/3/1.94_D.11.3_TRAINING%20MATERIALS_IT.pdf

Produkt 'Progress Report - public part'

Titel:	Progress Report - public part
Produkttyp:	andere
Marketing Text:	The Progress Report is a summary of activities undertaken within the project Find the Best - competency based recruitment in public administration
Beschreibung:	Progress report presents in consistent way the activities, outcomes and result of FTB project implementation in the midterm of the project lifetime. It presents also the approach to project management and implementation as well as plans for the future.
Zielgruppe:	people interested in
Resultat:	document
Anwendungsbereich:	case study
Homepage:	
Produktsprachen:	Englisch

product files

PROGRESS REPORT-PUBLIC PART

2012_3594_PR_FTB_pub_30 07 2014_v.2.0.doc

http://www.adam-europe.eu/prj/9929/prd/5/2/2012_3594_PR_FTB_pub_30%2007%202014_v.2.0.doc
Find the Best project - Progress report - Public Part.

Produkt 'Promotional video'

Titel:	Promotional video
Produkttyp:	Film
Marketing Text:	Find out more about the FTB Methodology and the FTB Tool from the short video.
Beschreibung:	
Zielgruppe:	Pubic Administration Offices, training and consulting companies
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch

product files

PROMOTIONAL VIDEO

1.114_D.14.10_PROMOTIONAL VIDEO.mp4

http://www.adam-europe.eu/prj/9929/prd/6/2/1.114_D.14.10_PROMOTIONAL%20VIDEO.mp4

Produkt 'FTB - PREZI PRESENTATION'

Titel:	FTB - PREZI PRESENTATION
Produkttyp:	
Marketing Text:	Presentations of the FTB methodology
Beschreibung:	
Zielgruppe:	
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Spanisch Polnisch Italienisch Griechisch Tschechisch Englisch Deutsch

product files

PREZI PRESENTATIONS

AUSTRIAN Prezi Presentation.avi
http://www.adam-europe.eu/prj/9929/prd/7/2/AUSTRIAN%20Prezi%20Presentation.avi

CZECH Prezi Presentation.avi
http://www.adam-europe.eu/prj/9929/prd/7/2/CZECH%20Prezi%20Presentation.avi

ENGISH Prezi Presentation.avi
http://www.adam-europe.eu/prj/9929/prd/7/2/ENGISH%20Prezi%20Presentation.avi

GREEK Prezi Presentation.avi
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ITALIAN Prezi Presentation.avi
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POLISH Prezi Presentation.avi
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Produkt 'FTB implementation program – Handbook'

Titel: FTB implementation program – Handbook

Produkttyp: CD-ROM

Marketing Text: The aim of the handbook is to provide current users, but also future users of the system FTB, full support in the implementation and subsequent use of the system to support the recruitment process in their organization. The process of implementation of any new system in an organization is not a simple matter. Therefore, for this purpose several documents were created that should support the whole process and individual activities to help the needy.

Beschreibung: The content of the handbook consists of four documents:
Methodology;
Example of a communication plan for the organization of public administration;
Example public awareness raising seminar of the system;
Training methodology, training curricula and materials.
Individual documents are processed very clearly to the user to orient and simply worked with them.
These documents were created in all national languages of the partnership for the implementing organizations in the country have readily available national version of the document. Also it has been created a version in English, which is the main language of partnership and project.
The product is available on CDs

Zielgruppe: HR managers/recruiters in public administration

Resultat:

Anwendungsbereich: The Handbook is mainly associated with the preparation of workers in public administration, particularly in the form of seminars/ workshops on the new system, training management of head employees who will use the system as well as all other employees of the organization. In order to successfully implement the system within the organization the system must be accepted by all employees, this handbook will help in an arrangement of the above actions.

Homepage:

Produktsprachen: Englisch
Tschechisch
Griechisch
Deutsch
Polnisch
Italienisch
Spanisch

product files

FTB_11.4_HANDBOOK_Czech

FTB_11.4_HANDBOOK_Czech.zip
http://www.adam-europe.eu/prj/9929/prd/8/3/FTB_11.4_HANDBOOK_Czech.zip

FTB_11.4_HANDBOOK_English

product files

FTB_11.4_HANDBOOK_English.zip

http://www.adam-europe.eu/prj/9929/prd/8/5/FTB_11.4_HANDBOOK_English.zip

FTB_11.4_HANDBOOK_German

FTB_11.4_HANDBOOK_German.zip

http://www.adam-europe.eu/prj/9929/prd/8/2/FTB_11.4_HANDBOOK_German.zip
FTB Handbook in German

FTB_11.4_HANDBOOK_Greek

FTB_11.4_HANDBOOK_Greek.zip

http://www.adam-europe.eu/prj/9929/prd/8/4/FTB_11.4_HANDBOOK_Greek.zip

FTB_11.4_HANDBOOK_Italian

FTB_11.4_HANDBOOK_Italian.zip

http://www.adam-europe.eu/prj/9929/prd/8/7/FTB_11.4_HANDBOOK_Italian.zip

FTB_11.4_HANDBOOK_Polish

FTB_11.4_HANDBOOK_Polish.zip

http://www.adam-europe.eu/prj/9929/prd/8/8/FTB_11.4_HANDBOOK_Polish.zip

FTB_11.4_HANDBOOK_Spanish

FTB_11.4_HANDBOOK_Spanish.zip

http://www.adam-europe.eu/prj/9929/prd/8/6/FTB_11.4_HANDBOOK_Spanish.zip

Produkt 'Poster'

Titel:	Poster
Produkttyp:	andere
Marketing Text:	Project poster to promote the idea of competency based management in events organized by the project partners.
Beschreibung:	A3 full colour poster
Zielgruppe:	anybody
Resultat:	
Anwendungsbereich:	project events
Homepage:	
Produktsprachen:	Griechisch Italienisch Polnisch Spanisch Tschechisch Englisch Deutsch

product files

PROJECT POSTERS

1.31_D.14.5_WP14_ POSTER_AT.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.31_D.14.5_WP14_%20POSTER_AT.jpg

1.32_D.14.5_WP14_ POSTER_CZ.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.32_D.14.5_WP14_%20POSTER_CZ.jpg

1.33_D.14.5_WP14_ POSTER_EN.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.33_D.14.5_WP14_%20POSTER_EN.jpg

1.34_D.14.5_WP14_ POSTER_ES1.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.34_D.14.5_WP14_%20POSTER_ES1.jpg

1.35_D.14.5_WP14_ POSTER_GR.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.35_D.14.5_WP14_%20POSTER_GR.jpg

1.36_D.14.5_WP14_ POSTER_IT.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.36_D.14.5_WP14_%20POSTER_IT.jpg

1.37_D.14.5_WP14_ POSTER_PL.jpg
http://www.adam-europe.eu/prj/9929/prd/9/2/1.37_D.14.5_WP14_%20POSTER_PL.jpg

Produkt 'NEWSLETTERS'

Titel:	NEWSLETTERS
Produkttyp:	andere
Marketing Text:	Project newsletters were produced in order to inform the public about most important activities and milestones in the project.
Beschreibung:	
Zielgruppe:	the whole public, but mailny public administration
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Deutsch Englisch

product files

NEWSLETTERS_English

D.14.4_NEWSLETTERS_EN.rar
http://www.adam-europe.eu/prj/9929/prd/10/3/D.14.4_NEWSLETTERS_EN.rar

NEWSLETTERS_German

D.14.4_NEWSLETTERS_DE.rar
http://www.adam-europe.eu/prj/9929/prd/10/2/D.14.4_NEWSLETTERS_DE.rar

NEWSLETTERS_Polish

1.39_D.14.6_WP14_NEWSLETTER_01_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/10/4/1.39_D.14.6_WP14_NEWSLETTER_01_PL.pdf

1.42_D.14.6_WP14_NEWSLETTER_03_PL.pdf
http://www.adam-europe.eu/prj/9929/prd/10/4/1.42_D.14.6_WP14_NEWSLETTER_03_PL.pdf

Produkt 'FINAL CONFERENCE'

Titel:	FINAL CONFERENCE
Produkttyp:	andere
Marketing Text:	The final conference was organized to promote modern HR solutions in pubic administration and to sum up project results.
Beschreibung:	During the conference
Zielgruppe:	public administration managers and officers, universities, training and consultancy companies
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch Polnisch

product files

CONFERENCE MATERIALS

1.109.2 _promotion of the conference in facebook.png

http://www.adam-europe.eu/prj/9929/prd/11/2/1.109.2%20_promotion%20of%20the%20conference%20in%20facebook.png

1.109.3_programme of the conference_facebook.png

http://www.adam-europe.eu/prj/9929/prd/11/2/1.109.3_programme%20of%20the%20conference_facebook.png

1.109.7_photo4.jpg

http://www.adam-europe.eu/prj/9929/prd/11/2/1.109.7_photo4.jpg

1.109.8_photo5.jpg

http://www.adam-europe.eu/prj/9929/prd/11/2/1.109.8_photo5.jpg

plan konferencji.pdf

http://www.adam-europe.eu/prj/9929/prd/11/2/plan%20konferencji.pdf

Produkt 'DISSEMINATION REPORT'

Titel:	DISSEMINATION REPORT
Produkttyp:	andere
Marketing Text:	The final dissemination report sums up all activities that project partners undertook in order to promote the project and its results.
Beschreibung:	The report is a combination of reports that partners presented every 6 monty.
Zielgruppe:	
Resultat:	
Anwendungsbereich:	mailny internal project use
Homepage:	
Produktsprachen:	Englisch

product files

DISSEMINATION REPORT

1.110.1_D.14.8_WP14_DISSEMINATION REPORT_07.2014-31.12.2015.pdf
http://www.adam-europe.eu/prj/9929/prd/12/2/1.110.1_D.14.8_WP14_DISSEMINATION%20REPORT_07.2014-31.12.2015.pdf

1.45_D.14.8_WP14_DISSEMINATION REPORT_01.2013-06.2014.pdf
http://www.adam-europe.eu/prj/9929/prd/12/2/1.45_D.14.8_WP14_DISSEMINATION%20REPORT_01.2013-06.2014.pdf

Produkt 'BEST PRACTICE CASE STUDIES'

Titel:	BEST PRACTICE CASE STUDIES
Produkttyp:	
Marketing Text:	The main aim of this e-book was to enhance the potential and efficiency of Human Resources in the public sector, under the context of improving recruitment processes through the implementation of competency-based methodology. This e-book is a summary of all these experiences presented as practical case studies, under the same format and including all those relevant aspects treated with the public administrations.
Beschreibung:	The set of case studies was published on USB drive.
Zielgruppe:	HR managers in public administration,
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Tschechisch Englisch Italienisch Polnisch Deutsch Griechisch Spanisch

product files

BEST PRACTICE CASE STUDIES

FTB_e-book_caseStudies_All.rar

http://www.adam-europe.eu/prj/9929/prd/13/2/FTB_e-book_caseStudies_All.rar
zipped file containing e-books with case studies in all language versions

Produkt 'CONTACT POINTS'

Titel:	CONTACT POINTS
Produkttyp:	andere
Marketing Text:	Contact points were created by all project partners to provide users of FTB system with ongoing support during the project implementation and 6 months after project closure.
Beschreibung:	Each partner provided contact details of the person responsible for supporting public administration institutions in implementation of FTB system. These data are available on partners' websites and in the document "FTB implementation program – Handbook"
Zielgruppe:	public administration managers and officers
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Tschechisch Englisch Deutsch Griechisch Italienisch Polnisch Spanisch

Produkt 'AWARENESS RAISING SEMINARS'

Titel:	AWARENESS RAISING SEMINARS
Produkttyp:	andere
Marketing Text:	Awareness raising seminars were events where public administration managers could learn about the FTB System, its functionalities and benefits from its use.
Beschreibung:	Awareness raising seminars were organized for HR managers in public administration. In Spain, Greece and Austria one day event was replaced by bilateral meetings with representatives of public offices.
Zielgruppe:	HR managers in public administration
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Griechisch Deutsch Englisch Tschechisch Spanisch Polnisch

product files

results of awareness raising seminars_Czech Republic

INSTITUT INPRO_DISSEMINATION SEMINARS.pdf

http://www.adam-europe.eu/prj/9929/prd/15/4/INSTITUT%20INPRO_DISSEMINATION%20SEMINARS.pdf
Attendance lists and photos from Czech seminars

results of awareness raising seminars_Italy

SEMINAR IN GDI_14.02.2015.rar

http://www.adam-europe.eu/prj/9929/prd/15/3/SEMINAR%20IN%20GDI_14.02.2015.rar

results of awareness raising seminars_Poland

18_19.03.2015_SGiPM_Kraków.rar

http://www.adam-europe.eu/prj/9929/prd/15/2/18_19.03.2015_SGiPM_Krak%C3%B3w.rar

23_promotional meeting for evolve network_24.09.2015.rar

http://www.adam-europe.eu/prj/9929/prd/15/2/23_promotional%20meeting%20for%20evolve%20network_24.09.2015.rar

26_19.11.2015_seminarium_lublin.rar

http://www.adam-europe.eu/prj/9929/prd/15/2/26_19.11.2015_seminarium_lublin.rar

31_11.12.2015_Olsztyn.rar

http://www.adam-europe.eu/prj/9929/prd/15/2/31_11.12.2015_Olsztyn.rar
photos and attendance lists from 2 seminars in Olsztyn

product files

Produkt 'FINAL REPORT - PUBLIC PART'

Titel:	FINAL REPORT - PUBLIC PART
Produkttyp:	andere
Marketing Text:	
Beschreibung:	Document describes main achievements of the project consortium.
Zielgruppe:	
Resultat:	
Anwendungsbereich:	
Homepage:	
Produktsprachen:	Englisch

product files

FINAL REPORT

2012_3594_FR_FTB_pub_28.02.2016.pdf
http://www.adam-europe.eu/prj/9929/prd/16/2/2012_3594_FR_FTB_pub_28.02.2016.pdf

Veranstaltungen

The project meeting in Granada

Datum	05.06.2014
Beschreibung	The third partner meeting during the project was dedicated the 2nd module of FTB tool and revise the project activities in context the project interim report. The objective of the meeting was also presentation results of cosultation of FTB methodology.
Zielgruppe	Project partners
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	joanna.zwolinska@orangehill.pl
Zeitpunkt und Ort	05-06.06.2014, Granda, Calle Aera del Darro

The project meeting in Prague

Datum	19.09.2013
Beschreibung	The second meeting was the opportunity to discuss proposal of the FTB methodology and accepted future directions for work.
Zielgruppe	Project partners
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	joanna.zwolinska@orangehill.pl
Zeitpunkt und Ort	Praga, Samcowa 1177/1

FTB Project Kick-off meeting

Datum	10.01.2013
Beschreibung	In the very beginning of the project realization, partners will meet to get to know each other and revise and share tasks and responsibilities.
Zielgruppe	Project partners
Öffentlich	Geschlossene Veranstaltung
Kontaktinformation	joanna.zwolinska@orangehill.pl
Zeitpunkt und Ort	Krakow, Hotel Campanille