



Support to the Anti-Corruption Strategy of Azerbaijan (AZPAC)

Training on Performance Evaluation for the Civil Servants of Azerbaijan

Programme

15-16 September 2008

**Prosecutors Training Center
Baky, Azerbaijan**

**Civil Service Commission
Of the Republic of Azerbaijan**

**United States Agency
for International Development
(USAID)**

Council of Europe

15 September 2008

09:30-10:30	Official opening of the workshop <ul style="list-style-type: none">• Introduction trainer, participants• Expectations• Content• Organization• Timing Basics of performance management systems
10:30-11:00	Coffee-break
11:00-13:00	The objective of a performance evaluation system: <ul style="list-style-type: none">• Connected with salary system• Connected with promotion decisions• Connected with motivation system• ... Systems: <ul style="list-style-type: none">• Criteria based systems• Management by objective based systems• Mixed systems
13:00-14:00	Lunch (Prosecutors Training Center)
14:00-15:30	Exercise: Draft of the Azerbaijan performance management system <ul style="list-style-type: none">• Clarifying objective• Clarifying Target group• Clarifying criteria• Clarifying processes• Clarifying ...
15:30-17:00	Presentation of group work <ul style="list-style-type: none">• Open questions• obstacles• Possible solutions

16 September 2008

09:30-10:30	Operationalisation of criteria / objectives <ul style="list-style-type: none">• Performance counts• Standard performance• Improvement of performance • Leadership and performance evaluation
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10:30-11:00	Coffee-Break
11:00-13:00	<p>The performance evaluation system</p> <ul style="list-style-type: none"> • Typical mistakes and how to avoid • Obstacles for a fair performance evaluation system and how to overcome • The role of leaders in Public Service
13:00-14:00	Lunch (Prosecutors Training Center)
14:00-15:30	<p>Exercise: Training Plan</p> <p>Training plan for leaders and for public servants without leadership functions</p>
15:30-15:50	Coffee-Break
15:50-17:00	<p>Lessons learnt</p> <ul style="list-style-type: none"> • Action and to do list, • Open questions, agreement of further support, • Evaluation <p>Closing remarks</p>