

2017 International Human Resource Development Workshop Program (Proposal)

Date of Approval: 2017.06.23

I. Program Information

The National Academy of Civil Service (NACS), formerly the National Civil Service Institute, was founded on July 26, 1999. It was formed under the supervision of the Civil Service Protection and Training Commission (CSPTC), and is responsible for various statutory recruitment efforts and training programs. In order to further respond to trends in global human resource development and communicate with international counterparts, the NACS is bringing forward this workshop program, which not only echoes trends in civil service training and development, but also offers opportunities for the participants to exchange culture and experience.

II. Program objective

The program aims to foster cooperation of middle and high rank civil servants from different countries and share knowledge in global human resource development trends so as to cultivate international perspective, innovation thinking and interregional collaboration. This program shall deepen cross-border partnership and build an international platform of experience sharing for Academy of Civil Service cultivation network and training.

III. Training topic and content

1. Topic: Design Thinking X Training Trends
2. Issue of discussion: The Training for senior promotion of civil servants
3. Time: 20th ~ 27th October 2017
4. Contents: This training program is delivered in English. To cultivate trainees' international perspective, ability of interregional collaboration and innovative thinking by using design thinking.

IV. Participants

Middle and high rank managers with career potential in current civil service training institutions or relevant fields: 12 candidates open for application.

V. Enrollment procedure

1. Period: 15th July to 31st August, 2017
2. Application procedure: The qualified applicants will be supported by our diplomatic/consular missions abroad and shall submit the application form, letter of acceptance, letter of authorization, and Practice of Training Forum presentation materials before deadline
3. About Practice of Training Forum presentation materials: Trainee may need to prepare the presentation materials which related to the training program design, teaching methods, the

core or management competency training, training evaluation and tracking, rotation or coaching and etc. training relevant materials of the high rank civil servant in their country. All materials may need to be ready as Word file (Format as appendix 3) and create a Power Point presentation file in advance. Each of the participants would have 10~15 minutes oral presentation on 20th October 2017.

VI. Selection method

1. Selection procedure: To be reviewed according to the selection criteria from 1st September to 15th September; 12 overseas participants are expected to recruit this year.
2. Selection criteria: To be reviewed by the NACS based on the participation of countries through years and principle of regional balance; countries that have signed MOU (letter of intent) and still valid will be prioritized.
3. Sending invitations: Letter of invitation shall be sent before 22nd September to the overseas participants.

VII. Program features

In the workshop of “Design Thinking”, participants would be able to propose the feasibility, desirability and viability of the macro design of training program under training development system of Taiwan in the topic of “The training for civil servants with junior rank seeking promotion to senior rank”. Furthermore, participant would be able to

suggest and describe what and how of the micro course design of the training program, for example a learning objective and teaching method would be found in a training program, also on the job training or self-development.

Appendix 1: 2017 IHRD Workshop Program Schedule

Date	Time	Course/Activity
20 th Oct. (Fri)	09:00-09:30	Registration
	09:30-09:40	Opening Ceremony
	09:40-10:00	Group photos
	10:10-12:00	Practice of Training Forum (1)
	13:30-15:20	Practice of Training Forum (2)
	15:40-17:00	Program & Case study Introduction
	17:30-19:30	Welcome banquet
21 st Oct. (Sat)	09:00-18:00	City tour
22 nd Oct. (Sun)	08:00-22:00	Free time
23 rd Oct. (Mon)	09:10-10:30	Design Thinking Workshop: Discovery
	10:40-12:00	Design Thinking Workshop: Discovery
	13:30-16:30	Design Thinking Workshop: Interpretation
24 th Oct. (Tue)	08:30-16:20	International Conference on Human Resource Development in the Public Sector
25 th Oct. (Wed)	09:00-12:05	International Conference on Human Resource Development in the Public Sector
	13:30-16:30	Design Thinking Workshop: Ideation
26 th Oct. (Thu)	09:10-12:00	Design Thinking Workshop: Ideation
	13:30-16:30	Design Thinking Workshop: Experimentation
27 th Oct. (Fri)	09:10-12:00	Design Thinking Workshop: Evolution
	13:30-15:20	Design Thinking Workshop: Presentation
	15:40-17:00	Closing ceremony
	18:00-20:30	Farewell banquet

Appendix 2: Application Form

The 2017 International Human Resource Development Workshop Program 20-27 October , 2017 (8 days) The National Academy of Civil Service, R.O.C. Application Form	
1. Name: <i>(Please underline surname)</i> <input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MISS	Please submit a digital passport-sized photo in jpg format
Name to be printed on the name-plate and certificate:	
2. Nationality:	
3. Passport No.:	4. Date of Birth: <i>(dd/mm/yyyy)</i>
5. Present Position: (since _____) <div style="text-align: center;">Year</div>	6. Department/Organization:
The position (official ranking) of the leader of your organization in government:	The position (ranking) of your organization in your government hierarchy:
7. Telephone No.: <i>(Please include country and area codes)</i>	8. Fax No.: <i>(Please include country and area codes)</i>
9. Email Address:	
10. Office Mailing Address:	
11. Special Considerations <i>(Tick accordingly)</i> Dietary: <input type="checkbox"/> No special requirements <input type="checkbox"/> Special requirements Others:	
12. Professional Background:	

Appendix 3: Format as the Practice of Training Forum Report

(1)Country: _____

(2)Institution: _____

Please identify the promotion training activities or human resource development programs in your institution (or in your own perspective)

Name of training	
Audience of training	
Purpose of training	
Length of training	
Teaching method	

<p>Affiliation of lecturer</p>	
<p>Source of material</p>	
<p>Evaluation method</p>	

Please refer to the following questions to prepare the oral presentation on 20th October:

A. Course design

1. What are the mechanism and criteria for selecting a civil servant to participate in promotion training in your country?
2. How does your country design a civil servant's promotion training program? What kind of contents is included in the program? Would any course design or class classification be made regarding on trainee's background or professional field?
3. How to arrange the training period and duration of civil servant's promotion training program in your country? Centralized or

decentralized training is preferred?

4. In the civil servant's promotion training program, what kind of teaching methods are frequently used in your country? What are the reasons of selecting that teaching methods?

B. Training assessment

1. How to evaluate the promotion training needs for civil servant in your country? Is there any competency for training? What are the contents of that competency?
2. In the system of civil servant's promotion training, how does your country conduct a learning level assessment? What is the practice? What is the reason for choosing this practice? What are the pros and cons? Is there any reform plan?
3. In the system of civil servant's promotion training, what kind of practice may your country made for the trainees who fail to achieve the expectation of learning outcome?
4. In the system of civil servant's promotion training, how does your country examine the training outcome of levels behavior (level 3) and result (level 4). Would you please provide some of the relevant practices and references?

C. Training material

1. What are the lecturer's qualification and source of the civil servant's promotion training in your county? May your country focus on public sector forum or an academic or industry expert? What are the courses for each expert?
2. Is there any civil servant's promotion training relevant readings

materials or course materials? How about its writing methods? Who are the main decision maker (government or lecturer) for the content training materials? If government is decided the content of training materials, who will be assign for writing the material's contents? E.g. civil servant, academic expert, industry expert or etc.

3. How do the course or reading materials of civil servant's promotion training program be presenting? Is there presenting by a textbook compilation or case study related to administrative work of public sector? Or any other presenting ways?

D. Execution of training

1. How do your country recruit mid-level and senior civil servant for a training and what assessment methods are used to evaluate their performance after they completed training courses?
2. In Taiwan, we do have a training program for strengthen the senior civil servant' competencies of excellent management, international perspective, leadership, and democratic decision-making. We are mainly assessed their behaviors and performance by using assessment center methods (ACM). So that, is there any related experiences of applied ACM in your country? How does it work?
3. Is there any coaching system or mentoring system in your government? Do you have related experiences of coaching or mentoring system? How does it work?

Appendix 4: Letter of Acceptance

LETTER OF ACCEPTANCE

Please sign this letter and return it to the National Academy of Civil Service (NACS).

- In accepting a grant from the NACS, I hereby undertake my compliance with the following agreements:
 1. I agree to devote the full time of my stay to the training program.
 2. I agree NOT to bring with me any family members or friends.
 3. I agree NOT to change my travel schedule, but arrive and depart on the flights reserved for me by the ROC Embassy or Representative Office.

- I certify that I will not request hospitalization for a chronic disease during my study in Taiwan. I agree that the NACS has the right to repatriate me immediately if a chronic disease or condition begins to show signs of worsening.

- I agree that during my stay in Taiwan all matters related to the training program will be settled in accordance with the rules and regulations of the NACS.

Country, Date

(Signature of Participant)

Appendix 5: Letter of Authorization

Letter of Authorization

The participant hereby grants the personal portrait rights of photography and filming to National Academy of Civil Service (NACS) in the “International Human Resource Development Workshop Program” for the record of activities (including photos and videos) and agrees the use for further academic and marketing purposes.

The participant agrees the following authorizations:

1. to be published in the NACS website
2. to be published in the NACS publications
3. to be published and viewed in open video platform with
NACS post production

Participant: (signature please)

ID / passport number:

Institution:

Phone:

Email:

Date of signature: