PUBLIC INSTITUTIONS TRAINING AND DEVELOPMENT ACTIVITIES REPORT PREPARATION PROCESS AND METHOD

The Public Institutions Training and Development Activities Report is prepared in order to analyze the training and development activities for public employees of the Ministries, to identify the strengths and areas open to the improvement regarding the training and development activities, and to offer data-based solutions to increase the efficiency and effectiveness of the training activities in the public institutions.

The preparation process of the reports starts with the request for data on training and development activities from the Ministries, continues with the analysis and reporting of the data, and concludes with the evaluation of the findings.

The preparation process of the Public Institutions Training and Development Activities Report is presented below.

1. Focus group meetings and workshops were held with the managers and employees of the ministries responsible for training and development activities. In the meetings held, the existing data sets regarding the training practices and training activities of the Ministries were examined.

2. After focus group discussions and workshops, data sets to be analyzed and evaluated within the scope of the Public Institutions Training and Development Activities Report were determined and the data needed in this context were requested from the Ministries and their organizations anonymously.

The data set is consist of:

- Details about employee and training records of public institutions

- Information on the quantity and quality of training activities

- Training budget

- Diversity of trainers and their demographic differences

- Number of participation in training

3. The data set regarding the training and development activities are analyzed with appropriate statistical methods and reports for all the Ministries, and a Türkiye-wide are prepared. In addition to the analysis of the data, in the report;

    - Top policy documents published, legislation, in-service training regulations of the Ministries and their subsidiaries, strategic plans, activity reports, and projects carried out are examined.

    - The best practices regarding training and development activities in the private sector in the world and in Türkiye are examined.

    - Equivalent practices of other developed countries regarding training and development activities and country comparisons with the data of institutions conducting international research are included.

    - Theories and models related to training and development activities are examined, and the prominent theories in the literature and practice are given.

4. The prepared Public Institutions Training and Development Activities Report is shared with the senior managers of the Ministries as a draft via the Manager Information System (YOBIS). The reports are updated according to the feedback and suggestions regarding the draft report by the General Directorates of the Ministries responsible for personnel training.

5. The Public Institutions Training and Development Activities Report, which has been finalized, is made available via YOBIS so that the senior executives of the Ministry can access it.

The preparation process of the Public Institutions Training and Development Activities Report is summarized in Figure 1.

1 MEETINGS AND WORKSHOP

Focus group meetings and workshops with managers and employees responsible for training and development activities

Examination of the existing data sets regarding the training practices and training activities of the Ministries

2 DATA COLLECTION PROCESS

Data On;
- Details about employee and training records of public institutions
- Information on the quantity and quality of training activities
- Training budget
- Diversity of trainers and their demographic differences
- Number of participation in training

3 ANALYSIS OF DATA

Analyzing the data on training and development activities with appropriate statistical methods

4 DOCUMENT ANALYSIS

- Top policy documents published, legislation, in-service training regulations, strategic plans, activity reports, and projects carried out
- The best practices in the private sector in the world and Türkiye
- The equivalent practices of other developed countries and country comparisons with the data of organizations conducting international research
- Theories and models for training and development activities

5 REPORTING AND RECOMMENDATIONS

Preparation of Ministry-specific and Türkiye-general Training and Development Activity Reports

Presenting solutions and suggestions to increase the quality of training and development activities in public institutions

6 SHARING REPORTS

Sharing the reports as drafts with the senior managers of the Ministry via the Manager Information System (YOBIS)

Updating the reports according to the feedback and suggestions provided by the Ministries regarding the draft report

7 MAKING REPORTS ACCESSIBLE

Making the final version of the Public Institutions Training and Development Activities Report available via YOBIS so that the Ministry's senior executives can access it