

Training Center of Justice of Georgia

2011

Implemented Projects

Report

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Introduction

81 different projects were implemented in Training Center of Justice in 2011. Trainings were attended by 5232 representatives of various agencies and the tests were taken by 7904 candidates.

The statistical analysis of the implemented projects throughout the year was based on two criteria:

1. On the content and type of the trainings – whether which agencies and how many candidates have attended the specific training.
2. On the target groups – whether which different trainings were attended by the specific target groups.

The results of the statistic analysis are presented in the form of prominent diagrams and tables in the report.

The main fields of teaching in 2011

The following main training-modules were developed and learning activities were implemented in the following directions in 2011:

- Training in effective communication and services
- Training in presentation skills
- Team-building training
- Training in proceeding software
- Training in legal writing
- Training in databases
- Training in office software
- Trainings in foreign languages
- Basic training courses
- Training in trial skills
- Training in Tax Code
- Service trainings of House of Justice
- Other trainings

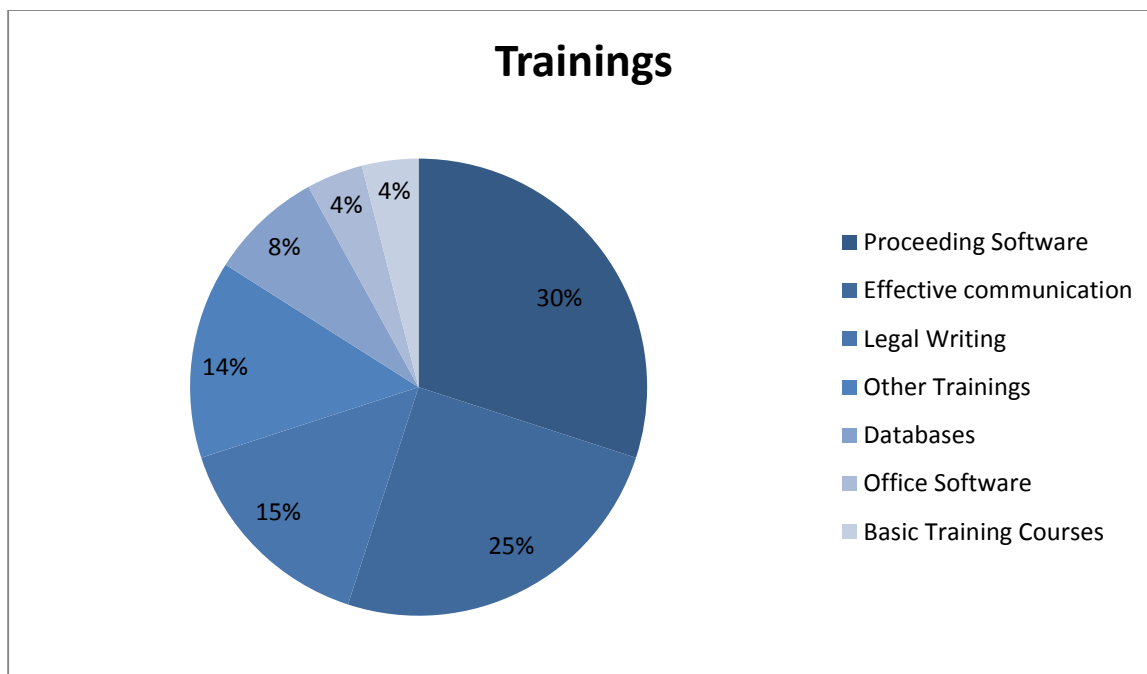
Main projects, implemented by the Training Center in 2011

1. The results of the analysis according to the content of the training

12 trainings, having the different content according to the statistical analysis, were distinguished, which were conducted for 5232 participants totally. However, the following seven trainings are allocated according to their scales and quantity (See diagram 1):

- 1) Training in proceeding software – 1580 candidates;
- 2) Training in effective communication and services – 1301 candidates;
- 3) Training in legal writing - 804 candidates;
- 4) Training in databases – 388 candidates;
- 5) Training in office software – 206 candidates;
- 6) Basic training courses - 202 candidates;
- 7) Other trainings – 751 candidates.

Diagram 1: The large-scale training in terms of content



Each type of trainings was conducted for different target groups in various periods of 2011:

1.1. Training in proceeding software

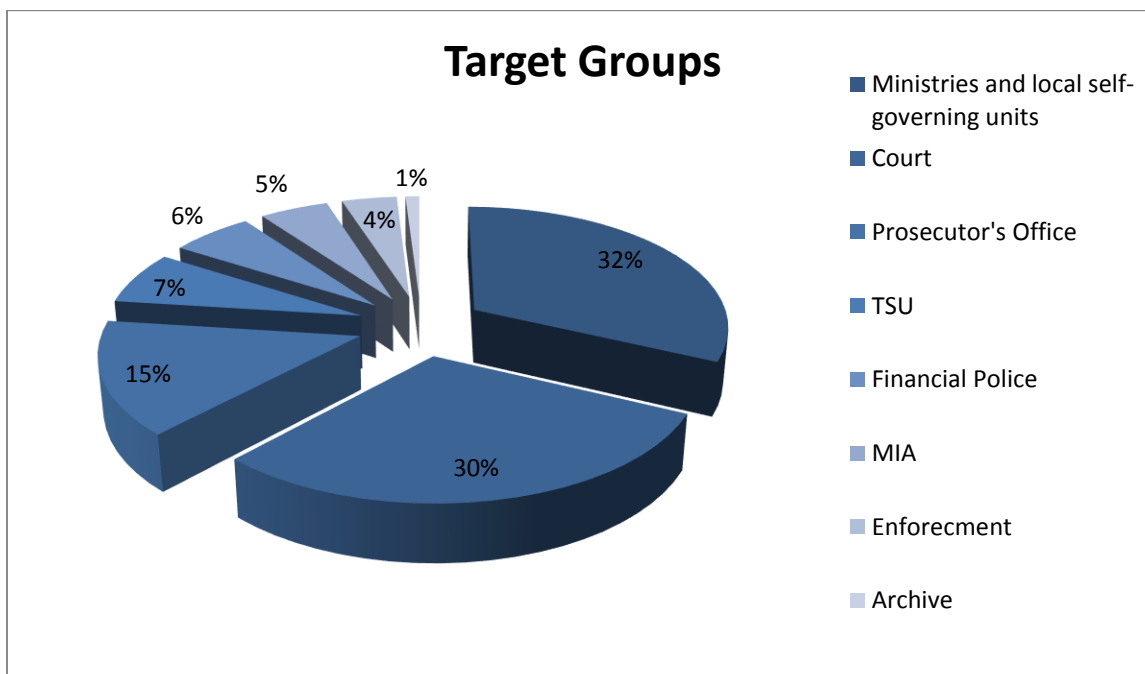
The goal of the training: the main goal of the training was to study different types of proceeding software:

- Court proceedings software;
- Criminal proceedings software;
- Notary acts proceedings software;
- Chancellery software;
- Tax affairs proceeding software.

Target groups:

Trainings in proceeding software were conducted for various target groups in Training Center of Justice. The training was conducted for 1580 candidates totally (See diagram 3).

Diagram 3: Percentage distribution of proceeding software training target groups in 2011



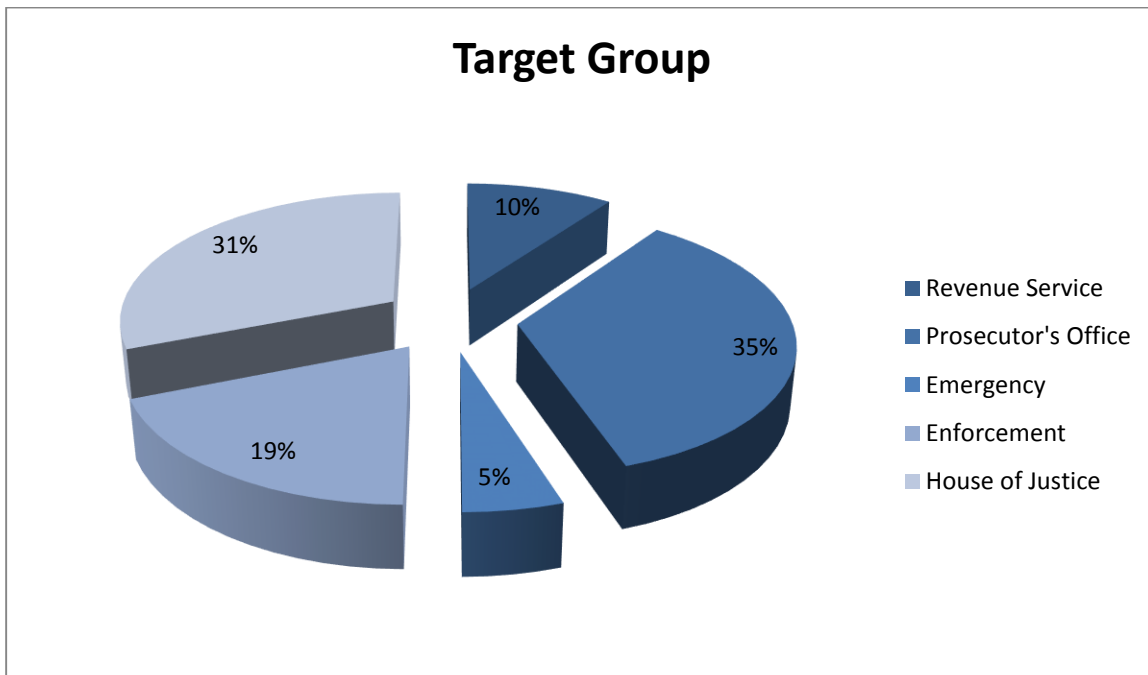
1.2. Training in effective communication and services

The goal of the training: the main goal of the training in effective communication and services is the development of necessary skills for the effective communication, in addition, introduction of united service standard in various structural units of the ministry, which will provide the effective services for the society by the state representatives.

The target groups:

Training in effective communication and services were conducted for various target groups in Training Center of Justice. The training was conducted for 1301 candidates totally (See diagram 2).

Diagram 2: Percentage distribution of effective communication training target groups in 2011



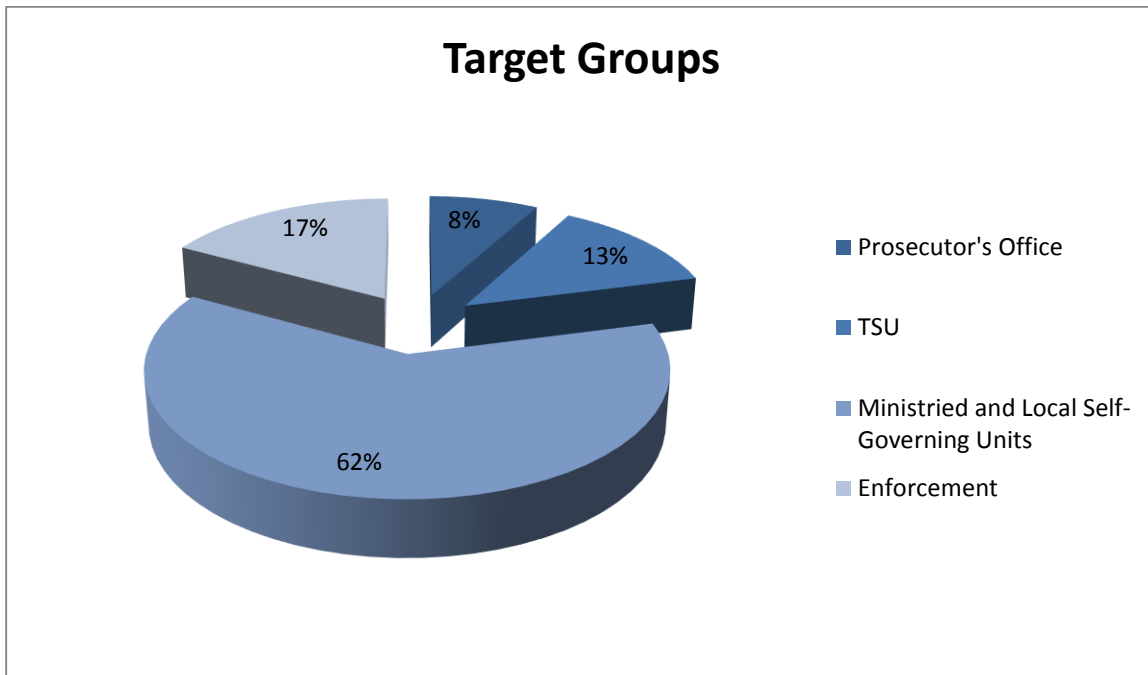
1.3. Training in legal writing

The goal of the training: the main goal of the mentioned training is studying the legal writing and development of the relevant skills.

The target groups:

Training in legal writing was conducted for various target groups in Training Center of Justice. The training was conducted for 804 candidates totally (See diagram 4).

Diagram 4: Percentage distribution of legal writing training target groups in 2011



1.4. Database training

The goal of the training: acquainting the various types of databases to the trainees in order to find the public information simply and fast. The mentioned course aimed teaching the finding principles of public information in databases;

The target groups:

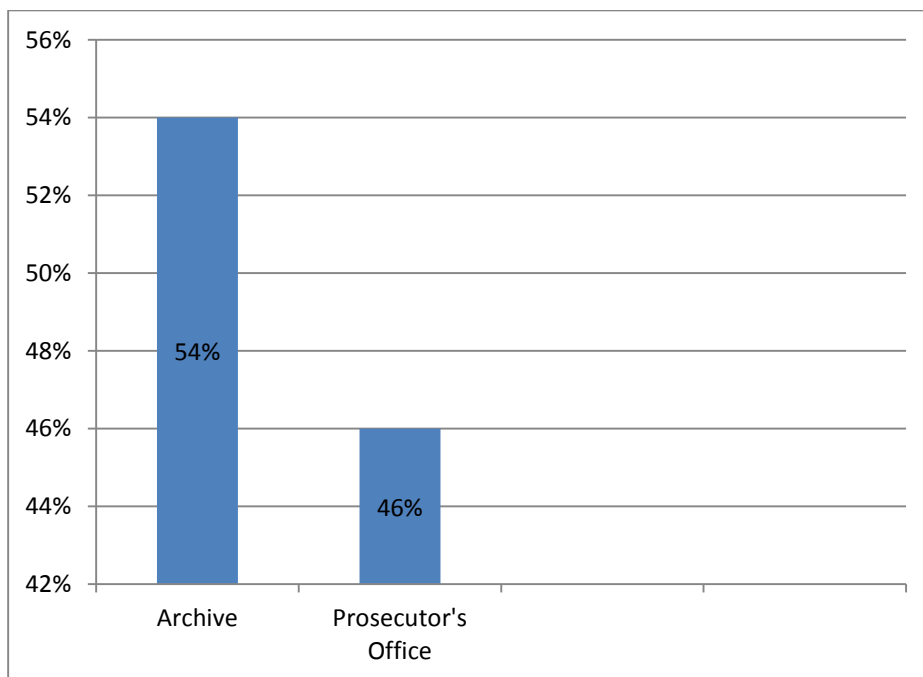
Training in database was conducted from June 20 to August 21 and 388 prosecutors participated in it.

1.5. Training in office software

The goal of the training: the goal of the training in office software is the development of the skills for using the office software.

The target groups:

Various target groups have attended the training in office software. The training was conducted for 206 candidates totally (See diagram 5).

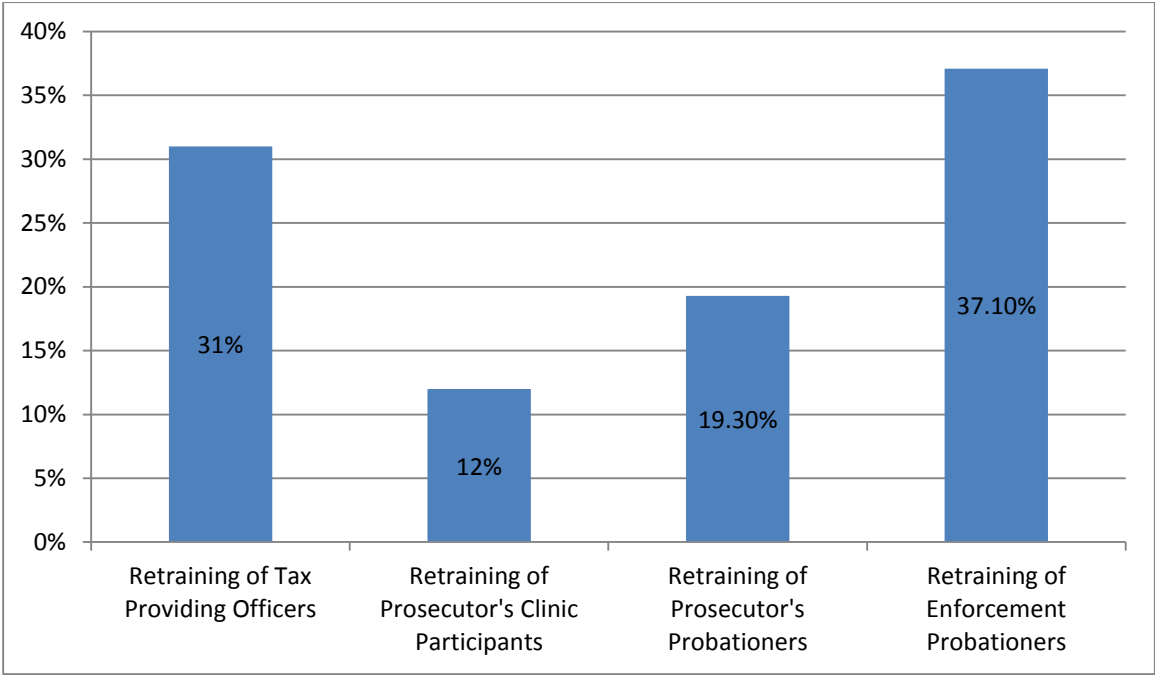


1.6. Basic Training Course

The goal of the training: the goal of the course was to improve the qualification of the probationers and retraining of candidates in all necessary issues, which would make their work

more effective. Thus, the vocational retraining of the probationers aimed the determination of the effectiveness of their practical work in the future.

The target groups: Training in office software was conducted for various target groups. The training was conducted for 202 candidates totally (See diagram 5).

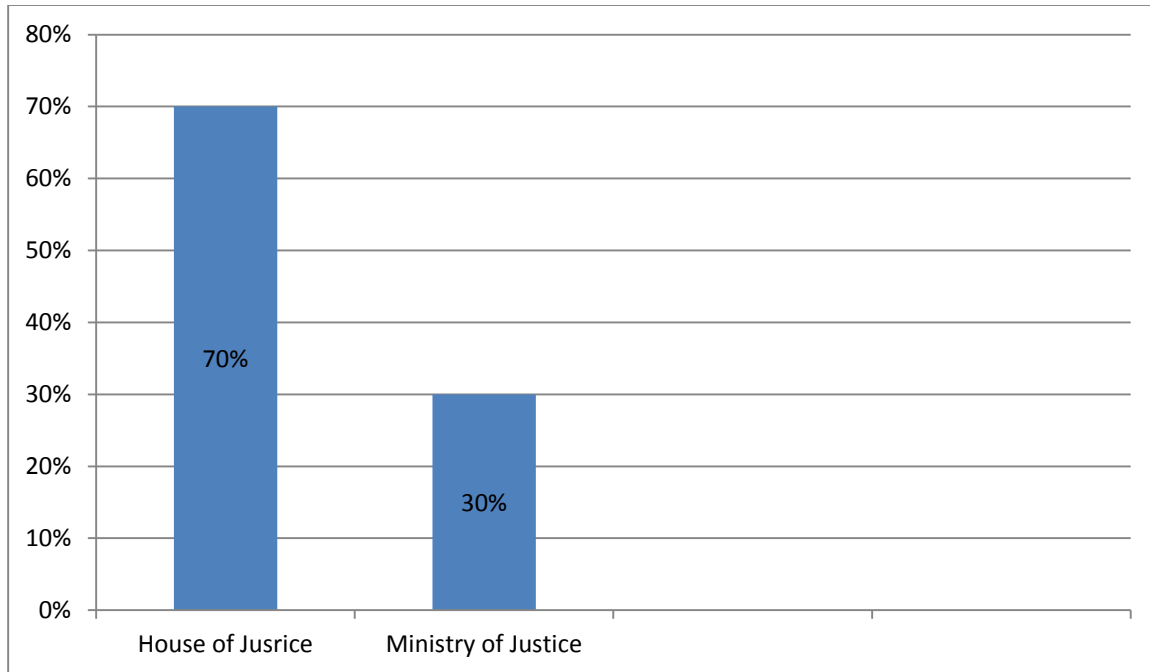


1.7. Other types of trainings

1.7.1. Team-building training

The goal of the training: introduction of the staff members and team building, development of a common team vision.

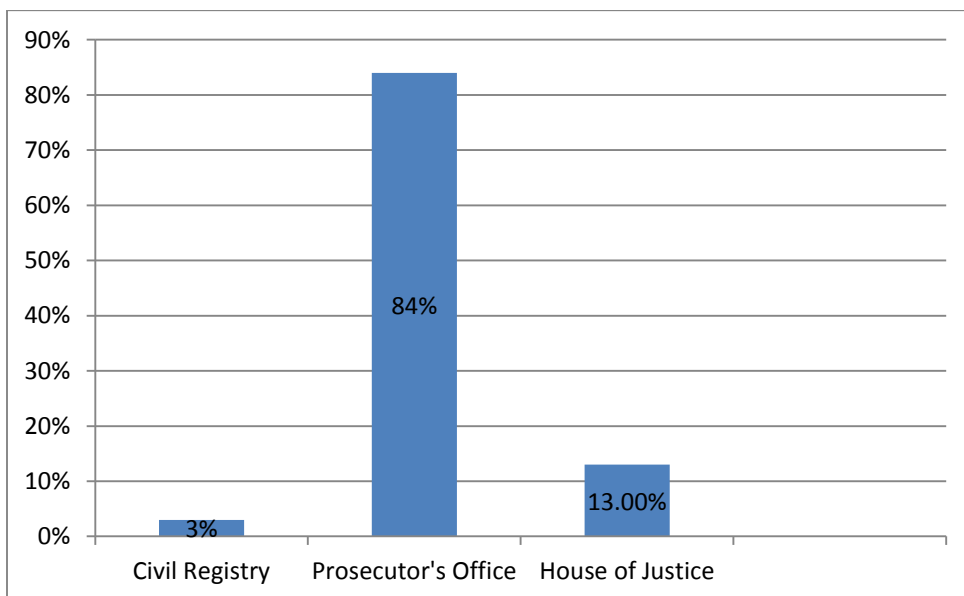
The target groups: Team-building training was conducted for various target groups, 100 candidates totally (See diagram 6).



1.7.2. Training in presentation skills

The goal of the training: Development of the effective communication and presentation skills, as well as the development of the interviewing skills.

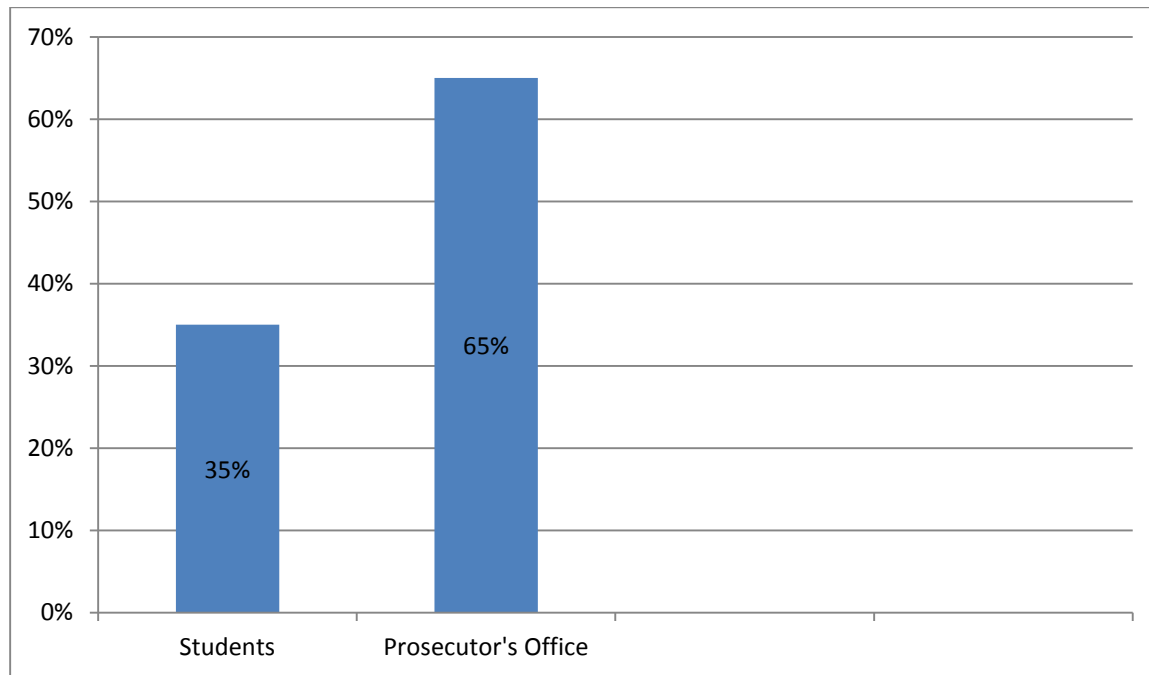
The target groups: Training in presentation skills was conducted for various target groups, 190 candidates totally (See diagram 7).



1.7.3. Training in Trial Skills

The goal of the training: Development of the trial skills.

The target groups: Training in presentation skills was conducted for various target groups, 84 candidates totally (See diagram 8).



1.7.4. Training in Tax Code

The goal of the training: the main goal of the course was acquainting with the tax code, changes in purchase legislation, as well as discussion of the practical activities.

The target groups: Prosecution Investigative Service employees, 207 candidates totally.

1.7.5. Service Training

The goal of the training: Introducing integrated services of the different agencies of the Ministry of Justice and retraining of the consultants of the Houses of Justice, as well as acquainting with the different services of LEPLs.

The target groups: The mentioned trainings were attended by 36 probationers of Batumi and Rustavi House of Justice totally.

1.7.6. Trainings in foreign languages

The goal of the training: improving the level of knowledge in Russian, English and French Languages.

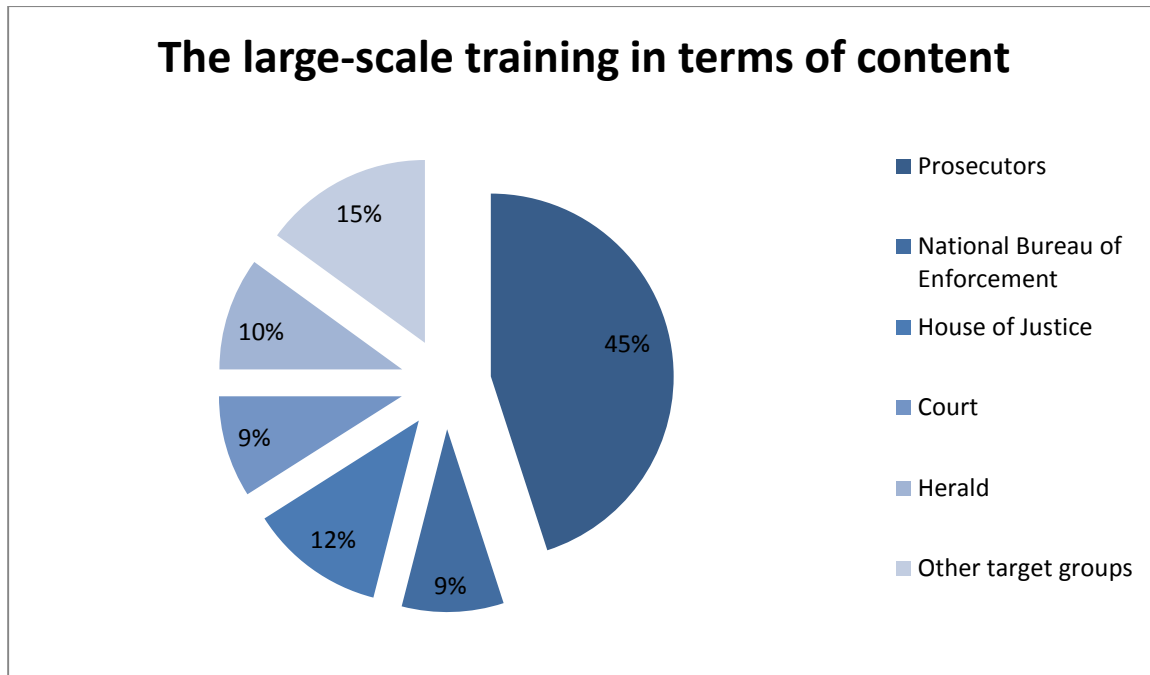
The target groups: The training was attended by 134 employees of House of Justice, Ministry of Justice and Prosecutor's office totally.

2. Results of the analysis according to the target groups

The statistical analysis according to the target group distinguished 14 different target groups – organization/service, though the following six groups were distinguished according to their scale and the number of retrained candidates:

- 1) Prosecutor's Office – 2190 candidates (44.5%);
- 2) House of Justice – 575 candidates (11.6%);
- 3) Herald – 500 candidates (10.2%);
- 4) Law Court – 468 candidates (9.5%);
- 5) Enforcement – 456 candidates (9.3%);
- 6) Other target groups – 732 (14%) (Totally from 4775 candidates).

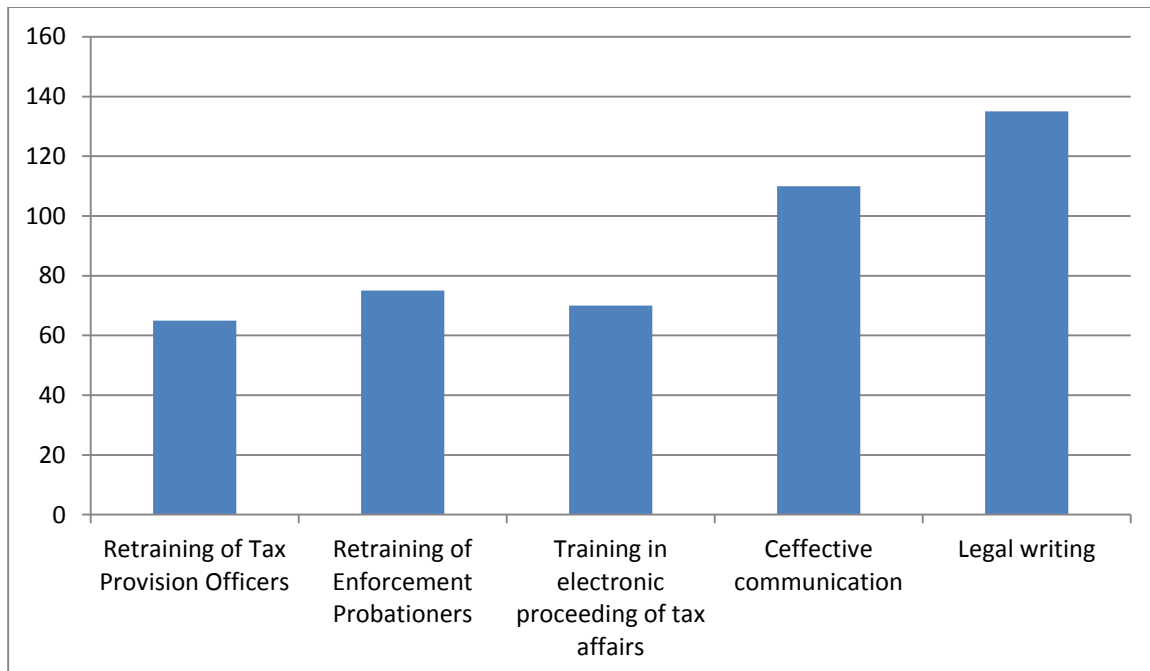
Diagram 8: The large-scale training in terms of content



2.1. National Bureau of Enforcement

456 employees of the National Bureau of Enforcement have attended various trainings throughout the year. In particular (See diagram 9)

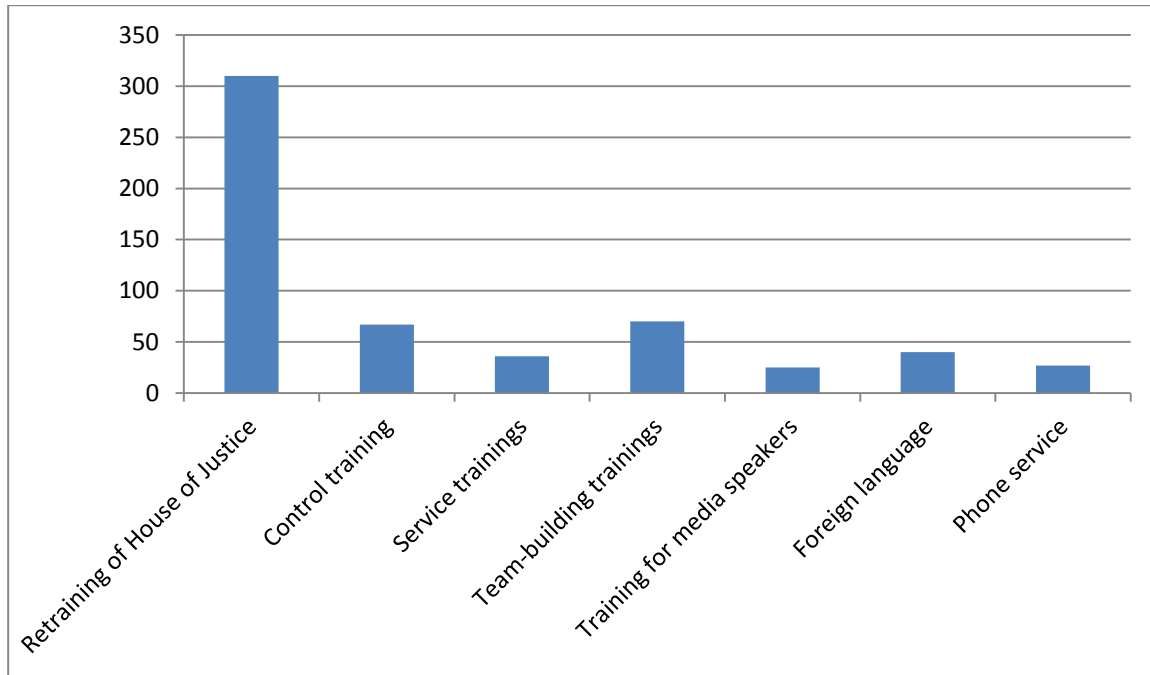
Diagram 9: the trainings conducted for the employees of the National Bureau of Enforcement



2.2. The House of Justice

575 employees of the House of Justice have attended various trainings at different periods of the year (See diagram 10):

Diagram 10: Trainings conducted for the employees of the House of Justice



2.3. Law Court

One of the target groups of the Training Center of Justice was the Law Court, which included: judges, assistant/secretary of the hearing, employees of the Chancellery. They attended the training in trial proceeding software, aiming study of the proceeding software. The theme of the course mainly included the discussion of the main issues of proceeding software. The mentioned training was conducted from January 2 to July 2 and 468 participants were involved in it.

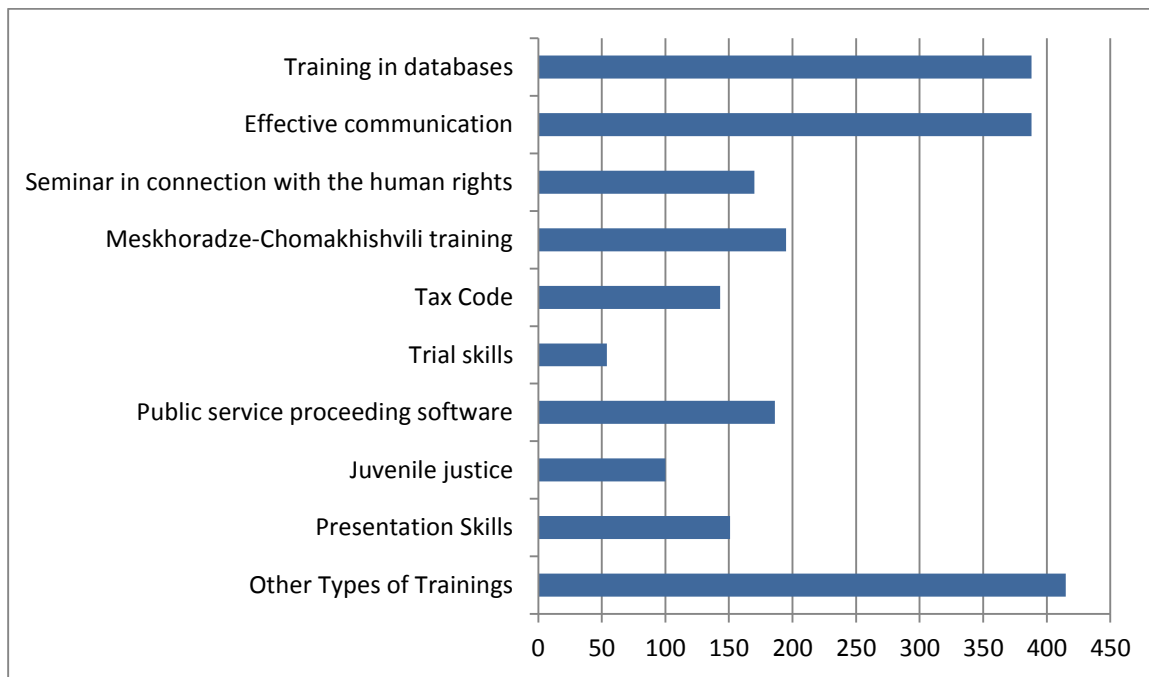
2.4. Herald

From October 19 to December 7, 500 employees of the ministries and local self-governing units have attended the training in normative act proceeding software at the Training Center of Justice. The main goal of the mentioned course was studying the normative act proceeding

software and the training topics mainly included the discussion of the main issues of the normative acts proceeding software.

2.5. Prosecutor's Office

From the target groups, the Training Center of Justice has worked with the prosecutors represented the largest-scaled group. Throughout the year, 2190 prosecutors attended various trainings at the Training Center. The large scaled training was:



2.6. Other target groups

The Training Center of Justice has worked with other target groups as well, including: the Ministry of Interior Affairs, Archive, Revenue Service, Ministry of Justice, Emergency medical service, Civil Registry, Ministry of Finance and students. Each target groups attended various training, including:

2.6.1. **26 employees of the Ministry of Interior Affairs attended** the training on the issues of organizational crime, aiming to share the experience of foreign (American) experts, discussion of the conditions in Georgia. The attention was paid to the observation/

study of the activities of criminal groups, as well as the other techniques of investigation.

At the same time, on January 4-15, 75 investigator of MIA attended the training in proceeding software. Totally 101 employees of MIA attended the training at the Training Center.

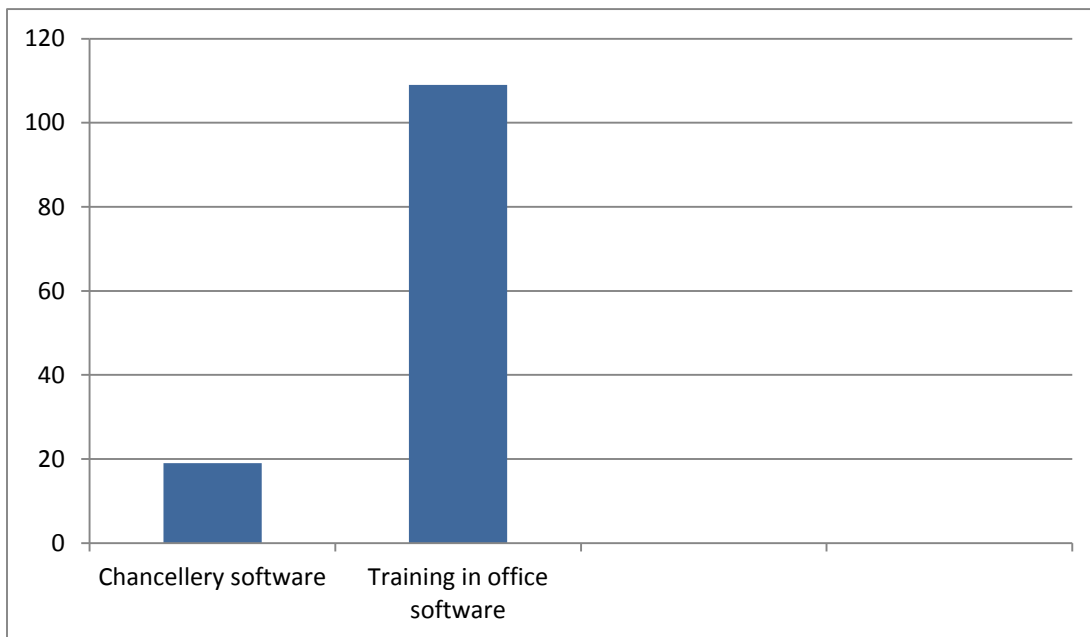
2.6.2. Two types of trainings were conducted for the employees of **Archive**:

- Training in Chancellery software – conducted on February 9-11 and 17 employees of Archive have attended it.

Training in office software – conducted from September 13 to September 19 and 108 employees of Archive have attended it.

The goal of the mentioned courses was acquainting the employees of Archive with the chancellery software and developing the skills for using the office software.

Diagram 11: Trainings conducted for the employees of Archive

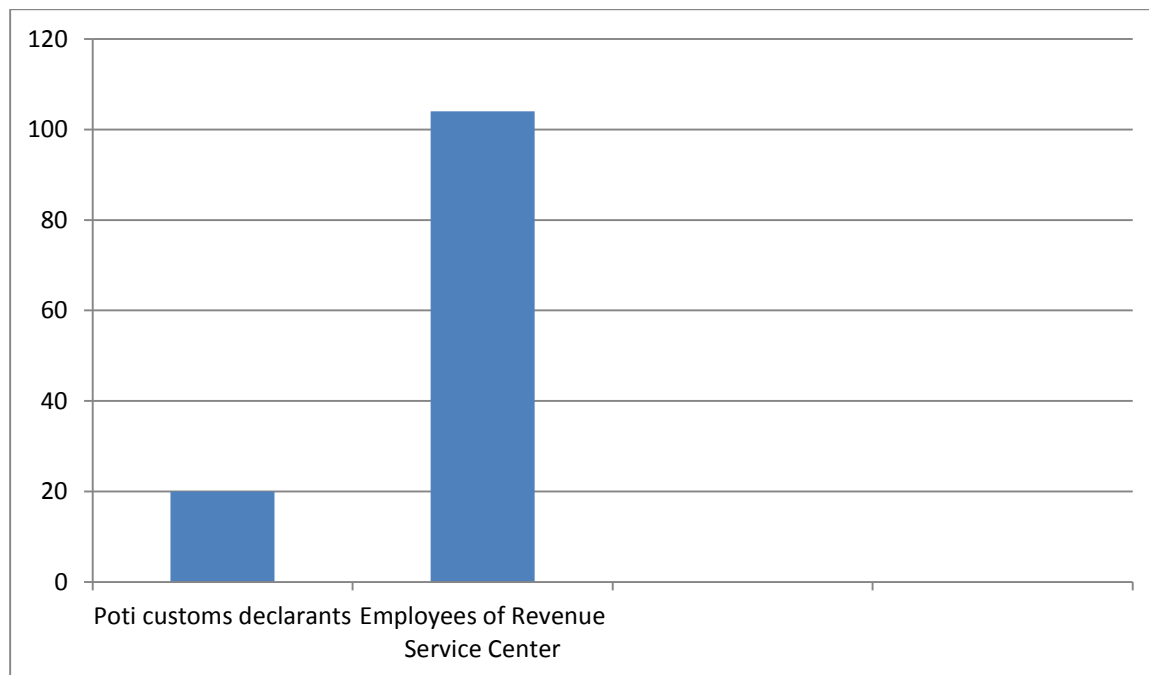


2.6.3. Revenue Service has attended the training in effective communication, aiming acquaintance with the effective service standards and development of the skills, necessary for effective communication.

The mentioned agency was divided into two groups:

The training in effective communication was attended by 124 participants totally. The training will continue in 2012 too.

Diagram 12: Trainings conducted for the employees of the Revenue Service



2.6.4.63 employees of the Emergency Medical Service participated in the trainings on effective communication as well. The training for the mentioned target group was conducted from December 16 to December 27.

The training will continue in 2012 as well.

2.6.5. 4 types of trainings were conducted for the employees of the Ministry of Justice at the Training Center:

- Training in effective communication was conducted from February 28 to May 6 and approximately 10 employees of the Ministry of Justice participated in it.
- English Language Courses was conducted from September to December and 18 employees of the Ministry of Justice participated in it.

- Procedural System Difference between Common and Continental Law Counties in International Arbitration was conducted on October 11 and 11 employees of the Ministry of Justice were involved in it.
- Working meeting aiming the establishment of the teamwork (Marriott) was conducted on December 10 and 30 employees of 4 departments of the Ministry of Justice participated in it.

2.6.6. Two types of trainings were attended by the employees of the Civil Registry:

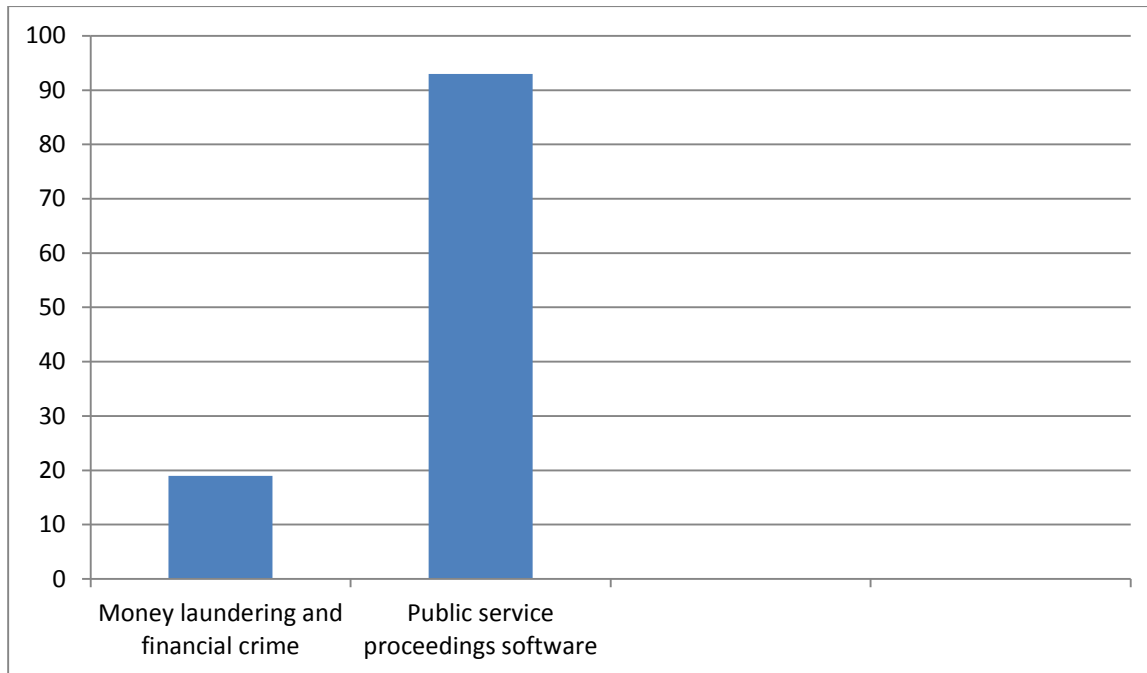
- Training on Civil Acts was conducted in October and November and 25 employees of the Civil Registry participated in it.

The goal of the mentioned course was to inform the employees of the Civil Registry about the legislative amendments.

- Training in effective communication and presentation was conducted on February 22-26 and 6 employees of the Civil Registry participated in it. The employees of the Civil Registry studied preparing and directing a presentation, persuasive communication, argumentation, etc.

2.6.7. The employees of the Ministry of Finance participated in two types of trainings, prepared by the Training Center. Those trainings are:

Diagram 13: Trainings conducted for the employees of the Ministry of Finance



2.6.8. The students of Ivane Javakhishvili Tbilisi State University participated in various types of trainings, organized by the Training Center of Justice. The mentioned target group was involved in three types of trainings. Those trainings are:

- Simulated court competition was conducted from February 3 to February 16 and 30 students participated in it. The goal of the mentioned competition was acquainting with the court reform of jury.

Trainings were conducted before competition, aiming preparation of students' practical skills. The participants were acquainted with the theoretical issues, listened recommendations from the practicing prosecutors, staged a simulated trial.

- Electronic proceedings and legal writing – training for the first flow was conducted from April 5 to May 24 and the training for the second flow from November 5 to November 24. 107 students participated totally.
- National competition in international humanitarian law was conducted from October 29 to November 18 and 41 students participated in it.

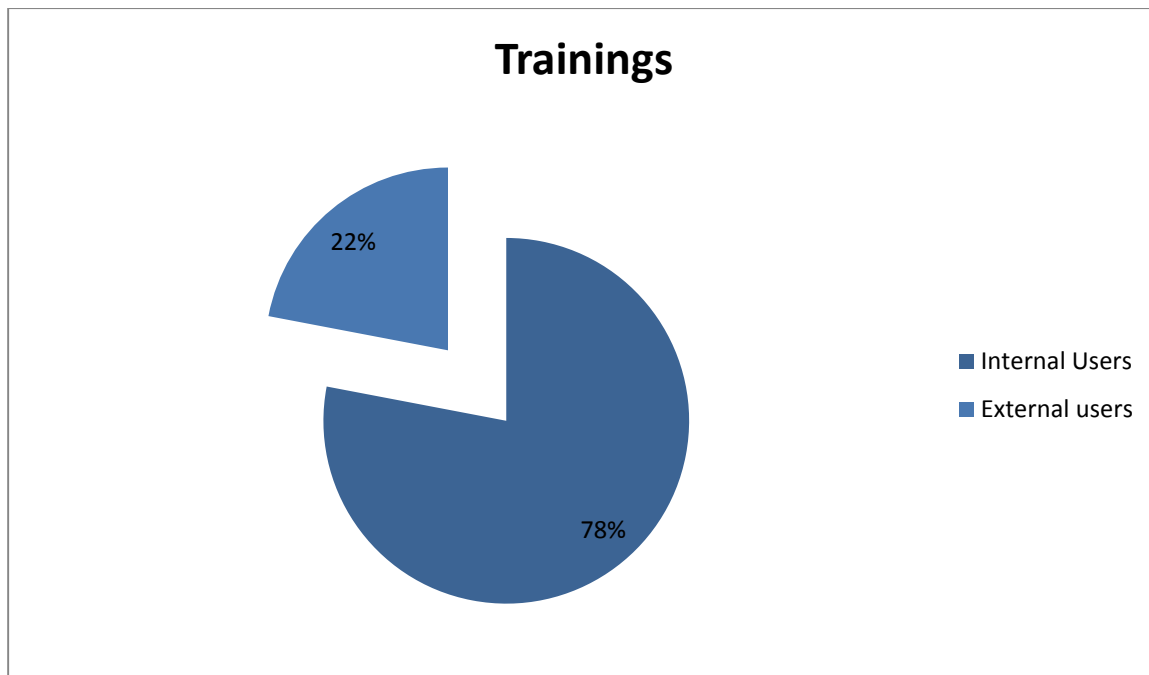
The students attended the international public law, conflict qualification, persons enjoying protection, methods and means of war, tools, human rights Law, international criminal law, etc.

3. Trainings for internal and external users

In 2011, the Training Center of Justice implemented the projects for internal, as well as for the external users. The statistic distribution is like that:

Internal	External
Prosecutor's office – 2190	MIA – 101
Enforcement – 456	Revenue Service – 124
Archive – 125	Emergency – 63
House of Justice – 575	Court – 475
Ministry of Justice – 69	Ministry of Finance – 116
Herald – 500	NGOs – 32
Civil Register – 31	Students – 178
Total - 3946	Total - 1089

Diagram 14: Training distribution on internal and external users

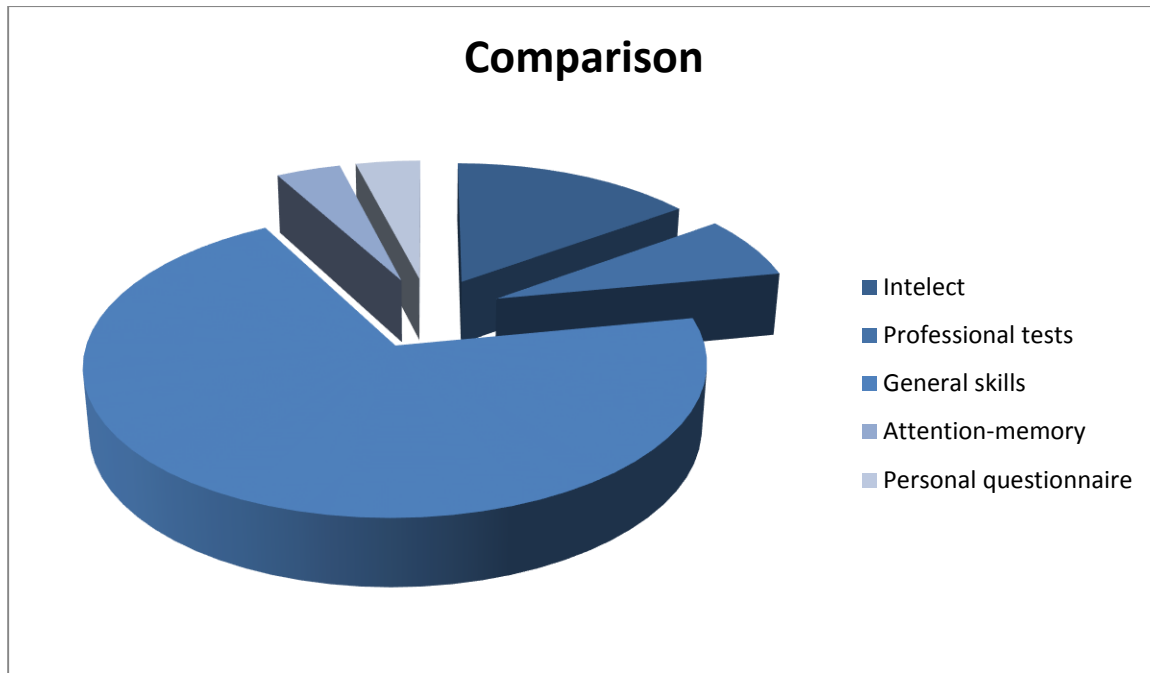


4. Tests

In 2011, 7904 candidates went through a variety of testing at the Training Center of Justice (See diagram 15):

- Intellect – 1152 candidates;
- Professional testing – 585 candidates;
- General skills – 5573 candidates;
- Attention – memory – 302 candidates;
- Personality questionnaire – 292 candidates.

Diagram 15: percentage distribution of administrative testing



5. Comparative statistics of tests and trainings

81 different projects were implemented at the Training Center of Justice in 2011. 5232 representatives of various agencies attended the training and 7904 candidates went through the tests.

Diagram 16: comparative statistics of tests and trainings

