



# The digitalization of HR processes and strengthening the digital competencies of public employees

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# IS MUZA

## IS MUZA:

IT system for management and development of employees

### IS MUZA WILL BE:

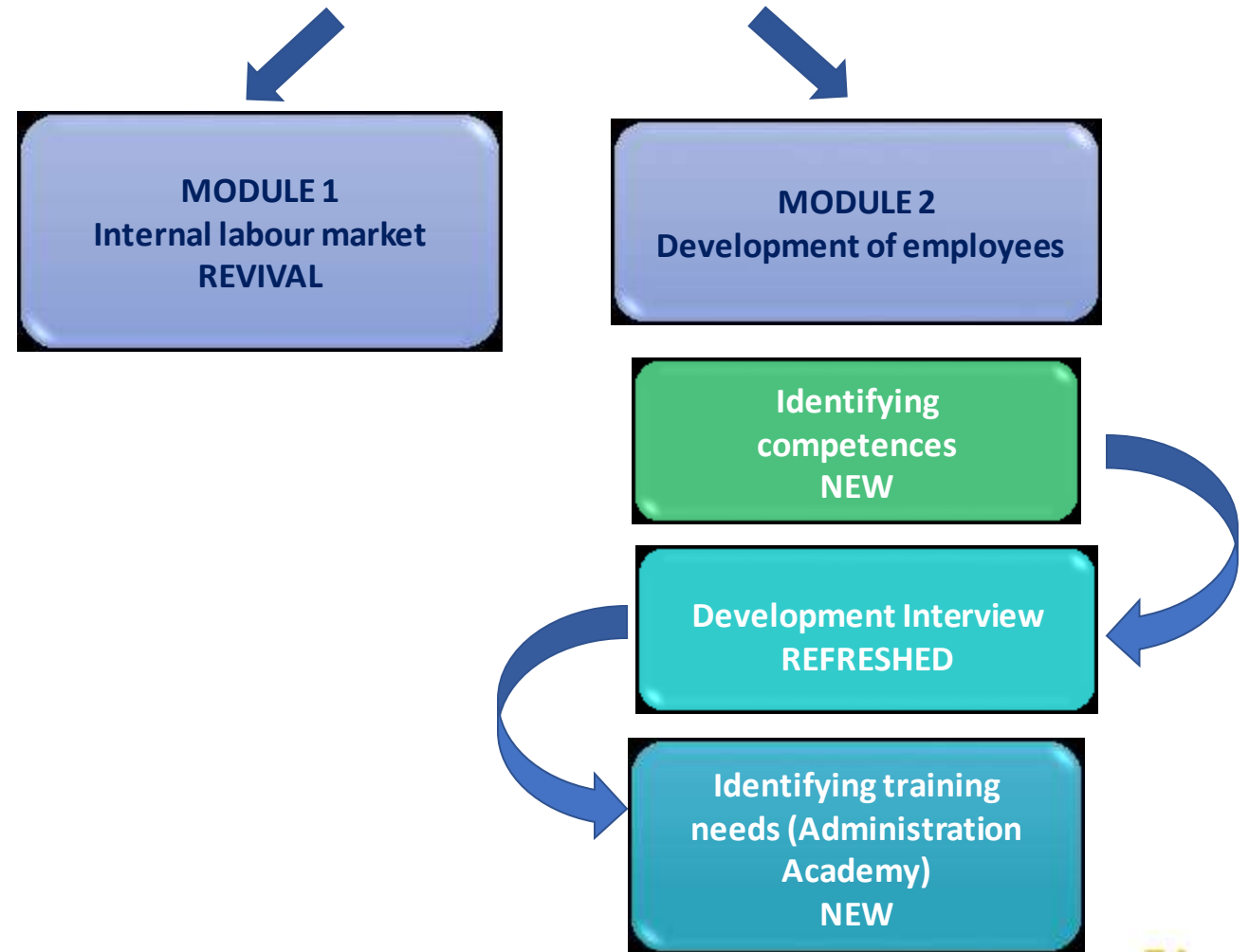
- a modern and user-friendly IT system for management and development of employees (compliant with national legislation and GDPR),
- a support to managers, employees and HR departments in the area of effective employee management,
- a tool to increase mobility, career development of employees, engagement and motivation.





**USERS:**  
employees in the state  
administration bodies - approx.  
30.000  
(permanent or fixed-term contracts)

# IS MUZA





# Module 1: INTERNAL LABOUR MARKET

Strengthening of  
interdepartmental  
cooperation

Interdisciplinarity

Intergenerational  
transfer of knowledge

Identifying talents

Increase of  
employee mobility

Acceleration of  
personnel procedures

Faster acquisition of  
key personnel

Optimal personnel  
planning

Motivation and  
engagement - the  
right people in the  
right places

Search for experts  
and knowledge within  
the public  
administration



## Module 2: DEVELOPMENT OF EMPLOYEES

Development interview



Identifying competences



Identifying training needs

- ✓ **The right people at the right place**
- ✓ **Efficient and effective state administration**
- ✓ **Competent and engaged employees**

# ADDED VALUE IS MUZA

- **Supporting leadership** development.

**Tool for management and development** of employees.

**Strengthening awareness** of the importance of **professional development**.

**Raising the level of skills, knowledge and competences** in order **to increase** the motivation, engagement and therefore efficiency and effectiveness of their work.

**Improving the capacity** of HR function.

Tool to **support strategic function of HR**.

**Contemporary approach** to HR management and development.

- **IT Tool** to support (existing and new) HR processes.
- **Less paperwork**, less time consumption.
- **Integrated and more transparent** HR processes.
- **Improving the capacity** of Public Administration in line with its purpose, values, orientation, strategy.



- **Strengthening awareness** of the importance and contribution of **each employee** in the Public Administration.
- **Strengthening awareness** of the importance of **life-long professional development**.
- **Raising the level of skills, knowledge and competences** in order **to increase** the motivation, engagement, efficiency and effectiveness of their work.



# Strengthening the digital skills of public employees

ADMINISTRATION ACADEMY



**The Administration Academy already tackled the challenge of raising the digital literacy of public employees:**

**Horizontal training module: Creating, communicating and cooperating in the digital world, which covers 5 areas:**

- information literacy;
- communication and collaboration;
- creating digital content;
- security;
- problem solving;

**Other modules:**

- How do I prepare a good report
- Creative use of spreadsheets
- Advanced use of spreadsheets
- Communication and teleworking
- New technologies on the rise– from IoT to VR
- Correct use of language online



## **New RRP project - Strengthening the digital skills of public employees**

### **ADDED VALUE:**

- Increasing the involvement of civil servants in training to improve digital literacy.
- Greater confidence in the use of online services and their security.
- Financial relief of the authorities for employee training.
- Raising a permanent culture of lifelong learning and new experiences by testing new approaches and introducing new content.
- Greater flexibility and retraining opportunities for personnel.
- Better employability on the labor market.
- Greater confidence in the use of e-services.
- More effective decision-making.
- Higher quality performance of public tasks.

### **GOAL:**

Improve the digital skills and digital awareness of public employees

### **TARGET GROUP:**

all employees in the public sector,  
including IT professionals and managers





**Thank you for your attention.**