Possibilities of influence on identification of staff with Statistical Office of the Slovak Republic

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Human resources management in SO SR plays an important role on the appointed strategic goals

The basic document of human resource management is **Personnel policy**

The goal of personnel policy is:
- to develop the human resources management as a system that influence identification of staff with SO SR as a institution by positive way
- to strengthen responsibility of staff for developing goals fulfilment
- to support interest of staff for their development and self-realization.

**Manager = personnel manager at his department at all the levels of management.**
Identification of staff with SO SR

Identification is process in which employee sets the organizational goals higher than his ones. In this connection it is – employee’s attitude which is characterized:

- acceptance values and goals of SO SR
- to be a part of SO SR
- willingness to work in favour of SO SR
- building up positive image of SO SR in external environment
Positive influence of identification of staff with SO SR – activities

- Staff adaptation
- Staff motivation
- Staff training and development
- Staff appraisal
Staff adaptation

- During adaption employee acquaints with SO SR, its corporate culture and internal environment

- Training programme Schola Statistica
  - 1\textsuperscript{st} module – Basic course on general and statistical information
  - 2\textsuperscript{nd} module – Courses on:
    - Statistical methods I
    - Statistical methods II
    - Multivariate statistical methods
    - Statistical analysis of time series
Staff adaptation

Training programme Schola Statistica
- 3rd module – Courses on:
  - Sample survey
  - Estimation of sample size
  - Calculation of quality indicators
  - Seasonal adjustment of time series
  - Calibration of weights of statistical surveys
  - Statistical disclosure control in microdate files
  - Statistical disclosure control in data tabular
  - Demographic analysis
**Motivation**

| individual internal process of employee expressing his internal motives, his approach to job tasks and his willingness to work | important function of manager based on employee’s actual needs and concerning his active and flexible approach to management |
Staff motivation

- Managers have to take into account personality of employees (their knowledge, skills, status, loyalty, age, practice)

- Remuneration as a motivation tool is conditioned by financial resources of SO SR

- Financial remuneration is connected with tools of non-financial motivation
  - praise
  - new opportunities for employee including training and development
  - participation in management
  - information concerning with job tasks
  - building up positive interpersonal relations in team
  - work environment and its quality
  - sustainability of work
  - use of notebook, mobile phone by employees etc.
Knowledge and skills development for flexible, effective and professional fulfilment of the current and future key goals

The internal training programme has been realized in accordance with personnel policy, training conception and the strategy of SO SR

Systematic training
- Training needs analysis
- Training planning
- Training realization
- Training assessment
Staff training and development

- Systematic training - advantages:
  - to realize training regularly
  - to develop work capabilities of employees according to specific needs of SO SR
  - to improve knowledge and skills of employees permanently
  - to increase job performance of employees and quality of statistical products and outputs
  - to manage training costs efficiently
  - to optimize training as a process on the basis of feedback
  - to improve the attitudes of employees towards SO SR
  - to increase the motivation of employees
  - to contribute to individual development of employees, their career and appropriate remuneration
  - to improve work and interpersonal relations among employees in internal environment, customers and partners in external environment
Staff appraisal

- Staff appraisal is realized yearly and it is a suitable tool for managers in order to influence motivation of employees.

- Standardized forms with criterions:
  - fulfilment of concrete goals, tasks and duties
  - independence, activity and initiative regarding fulfilment of tasks and duties
  - level of competences needed for fulfilment of tasks and their use
  - part of employee on effective functioning of department including knowledge sharing
  - activities and results of employee concerning improvement of his work
  - adherence to ethical principles and work discipline

- Personnel Office is involved in the staff appraisal providing methodical support and consultation to all managers and compiles report of this appraisal as well.
According to our experience positive identification of staff with SO SR favourably influence on quality of job performance and job satisfaction of employees as well as show us lower rate of turnover.

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate of turnover (%)</td>
<td>9,5</td>
<td>7,2</td>
<td>6,0</td>
<td>9,0</td>
<td>5,0</td>
<td>6,1</td>
</tr>
<tr>
<td>Number of employees</td>
<td>1 018,1</td>
<td>989,6</td>
<td>957,5</td>
<td>911,4</td>
<td>821,9</td>
<td>816,4</td>
</tr>
</tbody>
</table>

The internal communication supports positive identification of staff with SO SR as well. We use these methods of knowledge sharing:
- meetings in departments and units
- reports from business trips
- meetings „Statistical afternoon“
THANK YOU