****

**Capacity Building Plan**

**for the staff of the key beneficiaries´ institutions involved in the LMI (TVET Providers) on statistics, methods for data analysing, data interpreting, use of statistical software, design of policy relevant indicators, assessing data sources, reporting and software projects management**

under the

**ACT. 1.4.6 “**Support for LMIS on **statistics, data analysis on demand and supply including methods and validation, interpretation of analysis and data audit”**

**“Prepare Capacity building plan with training measures for stakeholders to develop, maintain and use the LMIS portal & 3 training sessions of LMIS beneficiaries in line with the Capacity Building Plan”**

# In-person trainings provided by SESIP Project

**Audience:**

Staff of the key beneficiaries´ institutions involved in the LMI: MoL/Employment Directorate, Unit for LMI, ETVET Secretariat, NAF, DoS, NCHRD, TVET providers, social partners, on statistics including statistical modelling, methods for data analysing, data interpreting, use of statistical software, design of policy relevant indicators, assessing data sources, reporting

**Content and Schedule:**

|  |
| --- |
| **Day 1** |

***8,30 – 9,00 – Welcome Note, overview of the day***

***9,00 – 10,30***

* Assessing data sources
* Data collection issues

***10,30 – 10,45 –Break***

***10,45 – 12,30***

* Designing policy relevant indicators
* Generating descriptive statistics
* Reporting

***12,30 – 12,45 – Break***

***12,45 – 14,00***

* Methods of policy evaluation
* Principles of impact evaluation

|  |
| --- |
| **Day 2** |

***8,30 – 9,00 – Welcome Note, overview of the day***

***9,00 – 10,30***

* Tools for data analysis
  + Microsoft Excel and PivotTable Tools
  + Microsoft Power BI
  + R – further examples

***10,30 – 10,45 –Break***

***10,45 – 12,30***

* Managing large scale SW projects:
  + Basic activities and responsibilities
  + Managing resources (Human, financial, infrastructure)
  + Interfaces to supplier company(ies)
  + Risks, pitfalls and their mitigation

***12,30 – 12,45 – Break***

***12,45 – 14,00***

* Design of the LMIS.Stat solution[[1]](#footnote-1)
  + Architecture
  + Integration methods for connected institutions
  + Outputs from the LMIS.Stat for different stakeholders

**Training materials:**

The training materials for this in-person training are part of the deliverables contained in “08\_EN\_LMIS Training.zip”, containing:

* LMIS Training\_Majercak\_Module 1\_Data Analysis.pptx
* LMIS Training\_Majercak\_Module 2\_Project Management.pptx
* LMIS Training\_Majercak\_Module 3\_Overview of LMIS.Stat.pptx

# Recommendations for Future Trainings

In the line with a requirement to „Prepare Capacity building plan with training measures for stakeholders to develop, maintain and use the LMIS portal & 3 training sessions of LMIS beneficiaries in line with the Capacity Building Plan” following measures are recommended for the WG4 members:

|  |  |  |  |
| --- | --- | --- | --- |
| Competence | Measure | Role in the Project | Time Frame |
| Leadership / Governance | Soft skills trainings focused on leadership, problem solving | Project Manager(s)  Dept. Senior Managers | Before/at the beginning of the project |
| Project Management | Trainings for PM leading towards PRINCE/PMP | Project Manager(s) | Before/at the beginning of the project |
| Statistical Methods | Training in Statistical Methods and/or Statistical Methods for Management  Focus on:   * Descriptive statistics - location, variability, skewness and spikiness of statistical files, solving examples using available software. * Estimates of position and variability, case studies. * Practical applications of statistical hypothesis testing - hypotheses of mean values ​​and variances, utilization of hypothesis testing results for production and enterprise management. * Addiction measurement and their application in company decision making, case studies. * Regression analysis. * Correlation analysis, practical applications and case studies. | Dept. of LMI – Statistician(s) | In the course of the implementation project  Sustainable education and know-how acquisition desirable |
| Data Management and Statistical Analysis | Training on Data Management and Statistical Analysis using one or several tools: STATA, R, PowerBI, Excel  Focus on:   * Understand and appropriately use statistical terms and concepts * Perform data analysis tasks with software of a choice * Perform simple to complex data management tasks using statistical software of a choice * Statistical tests using software of a choice | Dept. of LMI – Statistican(s) | In the course of the implementation project  Sustainable education and know-how acquisition desirable |
| Standard Software Management | With the chosen LMIS solution being based on Microsoft stack of technologies, it is recommended to get a training in the following technologies (possibly leading towards certification), if the capacity is missing:   * Installing and configuring Windows Server * Administering Microsoft SQL Server Databases * Implementing a Data Warehouse with Microsoft SQL Server * Programming in HTML5 with JavaScript and CSS3 | MoL IT Department | Before the actual installation of LMIS.Stat by ILO  Because of the amount of the information, the trainings should continue in the course of the implementation project and after  Sustainable education and know-how acquisition desirable |
| Specific LMIS.Stat Trainings | * .Stat configuration & installation to consultants * .Stat configuration & installation to MoL staff * Labour market modelling and projections * .Stat data management & usage to consultant and MoL staff * Labour market indicators and sources to MoL and stakeholders’ institutions staff | MoL, Stakeholder institutions | Before the actual installation of LMIS.Stat by ILO |
| Building Capacity Through Networking with Other Institutions | In order to strengthen the cooperation, relationships and inter-institutional capacity (ability to work as one team) it is strongly recommended to create a schedule of professional events (seminars, workshops, team meetings) focused on LMIS and related topics. The target is to have an informal network of institutions formed and performing. | MoL, Stakeholder institutions, Academic institutions, Chambers, Researchers, Observatories | During the whole project and also after GO LIVE, supported by efficient awareness campaign |

Budget considerations:

The prices for the trainings vary between EU and Jordan, therefore no estimate was done.

To lower the budget for the capacity building, following actions should be considered:

* For the technological trainings, the vendor should be contacted and based on the framework agreements, it is usually possible to attend the trainings for the given technology for free or on a subsidized base.
* The LMIS.Stat training is free per se, because of the limited presence of ILO consultants on-site and practical impossibility to attend trainings abroad, the timely attendance of the ILO sessions is necessary.
* Part of the trainings can be covered by the donors, a good example in this case is application for a Twinning format project by MoL, where most of the trainings for Soft Skills, Project Management, Statistics and Data can be covered within the project.

1. Due to administrative procedure required to start project with ILO and restriction to use their materials before the actual project start, this module may be moved to recommended trainings. [↑](#footnote-ref-1)