



CORRECTIONS CAREERS

PROJECT “European Career Counselling Guidelines for Staff Working in Criminal Correctional Justice System”

REPORT

Workshop “PROFILUL COMPETENȚELOR PERSONALULUI DIN DOMENIUL JUSTIȚIEI CORECȚIONALE”

“4th stakeholder check-point using the DACUM technique”



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TIMISOARA PENITENTIARY

28.09.2021



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CONTENT

1. Preparation activities
2. Workshop brief description
3. Main discussions
4. Conclusions and proposals
5. Workshop evaluation
6. Communication
7. Pictures
8. Annexes





1. Preparation activities

In stage of preparation for the workshop, the project team from Timisoara Prison established the list with potential participants to the workshop and send them an invitation for collaboration with a short description of the project and the agenda of the Workshop “PROFILUL COMPETENȚELOR PERSONALULUI DIN DOMENIUL JUSTIȚIEI CORECȚIONALE” planned in 28 September 2021.

In the preparatory stage were made the necessary arrangements to identify a space for the event and to contract the necessary services for the workshop.

2. Workshop brief description

Timisoara Prison organized the “fourth stakeholder’s check-point” with 19 persons, the Workshop “PROFILUL COMPETENȚELOR PERSONALULUI DIN DOMENIUL JUSTIȚIEI CORECȚIONALE” (Correctional justice staff competence profile”) in 28.09.2021 at 9 AM.

The objective of the workshop was to validate the competencies profile

The workshop was focused to obtain together with the participants the confirmation that the profile is valid and relevant by using the DACUM technique

At the workshop attended 19 representatives of:

- Timisoara Prison
- Arad Prison
- Oradea Prison
- Educative Center Buzias
- Satu Mare Prison
- Aiud Prison
- International Police Association- Region 6
- Târgu Jiu Prison
- Drobeta Turnu Severin Prison
- Timis Probation Service





3. Main discussions

The welcome speech of the workshop was delivered by Mrs. Ramona Bană, chief of Educational Department from Timisoara Prison. After this moment all participants has opportunity to present themselves.

Mrs. Bogdan Ionuț Nicolescu presented a Power Point document about the Project “European Career Counselling Guidelines for Staff Working in Criminal Correctional Justice System”. He delivered information about partnership, project objectives and activities. He also presented some information about the DACUM technique.

The next presentation was about “Defining terms and presenting examples of employees' skills from the correctional field presented by Valentin Dorin Zaharia. He explained what competencies were identified. Valentin underline that the goal of this workshop is to obtain together with the participants the confirmation that the profile is valid and relevant by using the DACUM technique.

Following the two presentations, the DACUM process started. The activity facilitator was Mrs. Cristina Busuioc. Mr. Valentin Zaharia has a role as observer and Mrs. Bogdan Ionuț Nicolescu as recorder.

In the first brainstorming exercise, they had to identify the current characteristics of the job position.

They were divided in three groups:

- One group for the penitentiary policeman from the operative sector;
- Second group for the officer from the social reintegration sector;
- Third group for the probation counsellor.

The participants identified the current characteristics of the job position. The participants identified the main duties but also the specific tasks for each category. After activity in groups they presented their ideas.

In the next stage all participants had to make an identification, classification and prioritization of specific duties, tasks, knowledge and skills for three categories of correctional staff: prison police officer (supervisor), prison police officer (educator), probation counsellor.

[illegible][illegible]

They went through the same stages as in the first brainstorming exercise in order to identify the present and future challenges and the necessary adaptations.



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At the end of the second part of the workshop they establishing the list of competencies necessary for correctional career management.

CONSILIER DE PROBATIONE
JUBIL IN VIITOR ...

PROBATIONE IN VIITOR	SPECIALIZARE IN VIITOR	SPECIALIZARE IN VIITOR	SPECIALIZARE IN VIITOR	SPECIALIZARE IN VIITOR	SPECIALIZARE IN VIITOR
- Specializare consilierilor pe tipuri de activități și clienți	- specializare	- inovare Cărmărești	- inovare Cărmărești	- inovare Cărmărești	- inovare Cărmărești
- Reforțarea informațională a activității	- comunicare în limbaj comunicare legislație	- promovare comunicare legislație	- promovare comunicare legislație	- rețea informațională (baza de date informațională)	- rețea informațională (baza de date informațională)
- intervenție online	- operațiune comunicare IT	- operațiune comunicare IT	- operațiune comunicare IT	- operațiune comunicare IT	- operațiune comunicare IT
- creșterea calității activității informaționale	- creșterea calității activității	- creșterea calității activității	- creșterea calității activității	- creșterea calității activității	- creșterea calității activității

In conclusion, Mrs. Cristina Busuioc thanked for the participation and involvement in the project and invited them to answer the evaluation questionnaire of the workshop.

4. Conclusions and proposals

During the DACUM process the participants filled the template about duties and tasks in present and future. Their conclusion you can see in annex

At the end of the workshop, the participants had to establish a list of career management skills for correctional staff.

The list drawn up consists of the following competencies:

- Perseverance
- Gradual evolution



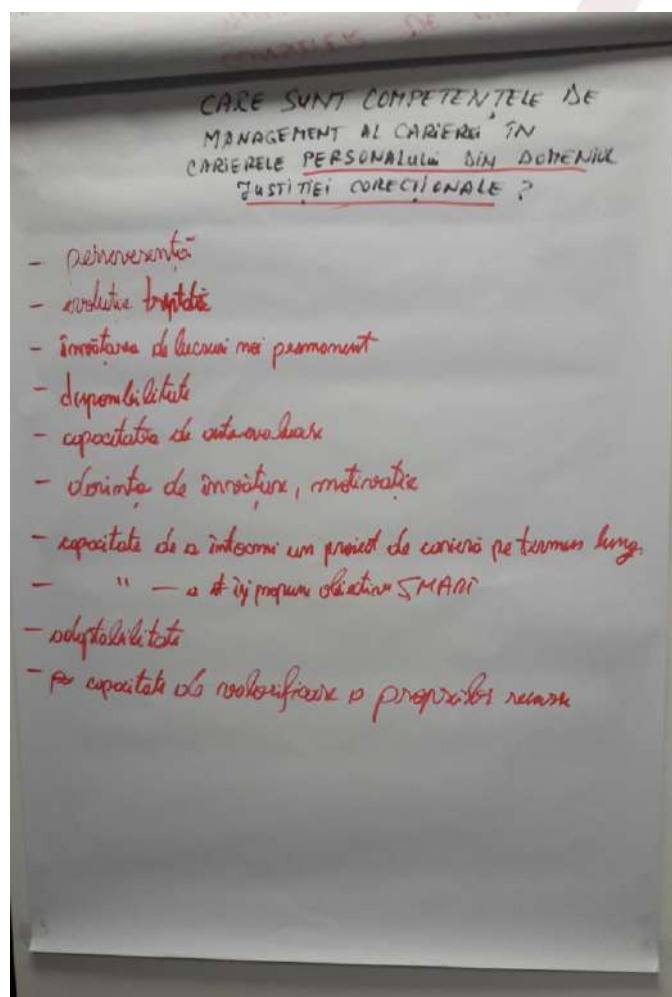
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- Learning new things all the time
- Availability
- Ability to self-develop
- Desire for learning, motivation
- Ability to draw up a long-term career project
- Ability to set SMART goals
- Adaptability
- Ability to capitalize on own resources





5. Workshop evaluation

Results of initial evaluation questionnaires applied:

First evaluation - workshop expectations

In the first part of the workshop the initial evaluation took place. Each participant fill the initial template with his expectation list. According with their answer the expectation list is:

DACUM workshop expectations	
expectation	obtaining information about the CCJ4 project
expectation	acquiring new knowledges
expectation	acquiring the objectives of the workshop
expectation	identifying and knowing the competencies, abilities and skills needed for some jobs from the correctional field
expectation	identifying future challenges and necessary adaptations of the employees in the field of correctional justice
expectation	contributing to the activity with new information
expectation	developing the new professional relations with colleagues from other penitentiaries
expectation	identification of career development directions, necessary continuous training programs
expectation	development of the teamwork capacity
expectation	professional development
expectation	clarification of professional skills
expectation	improving professional performance
expectation	obtaining useful information about career guidance and development
expectation	drawing a real profile of staff competencies
expectation	experimenting of the new technique DACUM

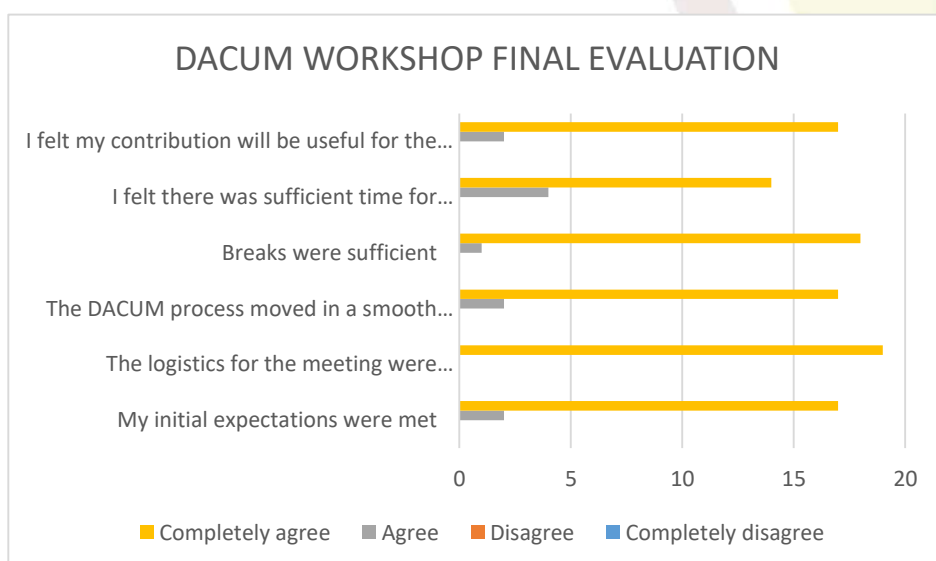


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Results of final evaluation questionnaires applied:

After finishing the DACUM WORKSHOP each participant fill the Final Evaluation Questionnaire template. The results are presented in next table and chart:

QUESTIONNS	Completely disagree	Disagree	Agree	Completely agree
My initial expectations were met	0	0	2	17
The logistics for the meeting were appropriate	0	0	0	19
The DACUM process moved in a smooth manner	0	0	2	17
Breaks were sufficient	0	0	1	18
I felt there was sufficient time for completing each of the DACUM workshop steps	0	0	5	14
I felt my contribution will be useful for the field	0	0	2	17



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The workshop communication was in Romanian language.

During the event, the members from Timisoara Prison project team Mr. Bogdan Ionuț Nicolescu and Mr. Valentin Dorin Zaharia presented the next two Power Point materials:

1. Project presentation and definition of DACUM technique



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2. Senator für Justiz und Verfassung Freie Hansastadt Bremen-Bremen Ministry of Justice and Constitution - GERMANIA
3. GENERAL DIRECTORATE OF PRISONS AND DETENTION HOUSES - TURCIA
4. Sindicatul Național al Polițiștilor de Penitenciare - ROMANIA
5. CEIPES - ITALIA
6. QUALIFY JUST - IT Solutions and Consulting, LTD - PORTUGALIA
7. Baltic Education Technology Institute - LITUANIA
8. ICPA Office in Europe - OLANDA
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Descriere:

În proiectul nostru CCJ4 analizăm evoluțiile realizate în orientarea în carieră a personalului corecțional, ce lucrează în penitenciare, planificăm să dezvoltăm o metodologie și un proces de susținere a competențelor în managementul carierei. Pentru ca metodologia să fie aplicată și procesul să fie desfășurat în administrațiile penitenciare din țările partenere, trebuie să dezvoltăm și propuneri de politici care să sprijine orientarea în carieră, să le promovăm și să pilotăm punerea lor în aplicare. În același timp, realizăm un proces de coproducție cu părțile interesate.

Obiectivele generale sunt:

1. Dezvoltarea, testarea și stabilirea unei metodologii de lucru pentru începerea sau îmbunătățirea procesului de îndrumare în carieră în **justiția corecțională penală (CCJ)**, cu accent pe competențele necesare pentru a gestiona propria carieră.
2. Introducerea pe agenda publică europeană a necesității unei abordări structurate și ghidate a gestionării carierei în sistemul penitenciar, începând cu implicarea părților interesate directe.



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Obiectivele specifice sunt:

1. Derulăm o analiză a părților interesate, a scenariilor posibile și a factorilor cheie în orientarea în carieră în domeniul **justiției corecționale penale (CCJ)**;
2. Colectarea nevoilor sistemice și individuale ale actorilor principali, identificând abordarea politică privind orientarea în carieră pentru personalul din penitenciare;
3. Dezvoltarea de soluții gata de implementat pentru personalul corecțional, penitenciare, administrațiile penitenciare și autoritățile publice responsabile: profilul competențelor necesare pentru a sprijini managementul carierei (cartografierea complexă a abilităților, comportamentelor și atitudinilor), dezvoltarea unui instrument interactiv pentru a ajuta utilizatorii să navigheze pe profil, să se autoevalueze, obținerea de soluții de dezvoltare și sprijin în învățarea personalizată pentru a-și consolida competențele;
4. Pilotarea și încorporarea soluțiilor la nivelul administrației penitenciare
5. Utilizarea instrumentelor de politică publică precum audieri publice structurate, ședințe ale comitetului, advocacy direct, pentru a prezenta rezultatele și a promova valorificarea acestora la nivel european



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Pachetul de lucru nr.1 - Management și coordonare (inclusiv Asigurarea Calității)

În cadrul acestui pachet de lucru se desfășoară activități de coordonarea consorțiului, stabilind cadrul de interacțiune și monitorizând respectarea acestui cadru, gestionând și abordând conflictele, derulând procesul de raportare în timp util și ordonat și văzând că proiectul dă rezultate. Sunt prevăzute cinci întâlniri transnaționale de proiect.



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Pachetul de lucru nr.2 - Analiza politicilor privitor la carierele profesionale pentru personalul care lucrează în sistemul de justiție corecțională penală

Acest pachet de lucru se referă la identificarea politicilor privind îndrumarea în carieră pentru personalul din penitenciare.

Nu este vorba doar despre identificarea la nivel european, ci este și despre:

- ❖ Colaborarea cu factorii cheie în educarea lor cum să-și analizeze contextul politicilor din acest domeniu și ce să facă cu această analiză (elaborarea documentului de situație actuală și dezvoltarea lui folosind și tehnici de perspectivă);
- ❖ Ajutarea părților cheie interesate să își exprime concluziile și nevoile legate de îndrumarea în carieră a personalului penitenciar, a personalului corecțional (folosind mecanismul de audiere publică structurat).



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Pachetul de lucru nr.3 - Analiza părților interesate privind la carierele profesionale pentru personalul corecțional, nevoile acestora educative și competențele de sprijin

Acest pachet de lucru trebuie să ofere cunoștințe aprofundate cu privire la personalul corecțional, situațiile de învățare și formare, metodologii eficiente, înțelegerea competențelor necesare pentru gestionarea propriilor cariere. Se bazează și pe datele și experiențele realizate în pachetul de lucru anterior. Se dorește a se realiza **catalogul complet al abilităților de management al carierei în justiția corecțională penală**. Vom folosi tehnicile de explorare și dinamica schimbării: **Driver Mapping, Axes of Uncertainty** și **DACUM**. În acest moment nu există planuri europene sau naționale pentru această problemă, planuri de orientare în carieră.

Procesul de lucru este stabilit în două domenii majore de intervenție:

- Tehnici care sondează contextele de învățare și dezvoltare profesională disponibile pentru personalul corecțional, dar și privind la autoritățile responsabile cu îndrumarea în carieră, formatori. Aceasta înseamnă să înțelegem cum sunt construite și utilizate competențele de management de carieră și care sunt factorii de risc în acest moment.
- Tehnica de construire a profilului de competențe, sub forma unui atelier DACUM, bazat pe aportul direct al ofițerilor corecționali.



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Pachetul de lucru nr.4 - Dezvoltarea instrumentelor și resurselor de învățare pentru a pune în legătură contextul politic și contextul de învățare într-un mediu interactiv.

Construirea unui mediu on-line pentru:

- experiențe de învățare pentru personalul corecțional legate de dezvoltarea și îmbunătățirea competențelor de gestionare a carierei
- experiențe de consolidare a capacității pentru contextul resurselor umane în materie de justiție corecțională penală, oferind asistență pentru orientarea în carieră

Odată dezvoltat, mediul nostru online va fi promovat pentru a fi utilizat pentru:

- proiectarea, implementarea, evaluarea și revizuirea unui program cuprinzător de dezvoltare a carierei pentru personalul dintr-un penitenciar;
- cartografierea pentru a stabili ce competențe în managementul carierei acoperă academiile administrației penitenciare
- crearea unui curs de dezvoltare a carierei;
- determinarea nivelului individului de stăpânire a competențelor de gestionare a carierei, astfel încât birourile resurse umane al închisorii să poată dezvolta o strategie de intervenție pentru a răspunde nevoilor acestora;
- asigurarea faptului că resursele pe care le dezvoltă un furnizor de instruire se adresează competențelor specifice de gestionare a carierei;
- revizuirea unor resurse pentru personalul corecțional pentru a determina competențele de gestionare a carierei pe care le țintește;
- revizuirea resurselor de informații despre carieră ale organizației pentru a determina ce competențe de gestionare a carierei sunt acoperite.



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Pachetul de lucru nr.5 - Dezvoltarea recomandărilor de acțiuni politice bazate pe dovezile construite în proiect pentru dezvoltarea mecanismelor de orientare în carieră în CCJ

Vom traduce în limbajul politicilor publice munca dezvoltată în proiectul nostru și vom educa factorii de decizie politici printr-o serie de întâlniri la nivel național și european, vom prezenta care este situația în sprijinirea orientării în carieră, de ce e nevoie să se abordeze acest subiect, care sunt amenințările actuale și care sunt instrumentele noastre propuse în cadrul proiectului. Vom trece de la experți individuali care oferă feedback și opțiuni, la instituții care oferă exemple de bune practici, la factorii de decizie la nivel național, la factorii de decizie europeni.



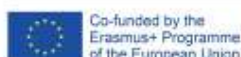
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Pachetul de lucru nr.6 - Diseminarea, exploatarea și împărtășirea practicilor inspiratoare

Pachetul de lucru are 3 ținte principale:

1. diseminarea procesului de dezvoltare, abordarea comunitară a dezvoltării contextului de gestionare a carierei, îmbunătățirea generală a contextului în care un ofițer corecțional folosește competențele de gestionare a carierei;
2. să sprijine îmbunătățirea practicii la nivel național în țările partenere și în țările vecine ale fiecărui partener (de exemplu, partenerii din România vor coopera cu Ungaria, Serbia și Republica Moldova). Modernizarea se va realiza practic prin cooperarea directă la nivel național cu Ministerul Justiției, academile corecționale și centrele de pregătire;
3. să promoveze la nivel european proiectul și rezultatele acestuia. Pentru aceasta, fiecare partener a prevăzut posibilitatea de a se angaja direct în activități de lobby în timpul implementării proiectului la Parlamentul European, Comisia Europeană, Consiliul European sau comitetele europene relevante și asociațiile sindicale la nivel european.



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Ce este un atelier DACUM?

Dezvoltarea unui curriculum (DACUM) constă într-un proces sistematic care vizează analizarea și codificarea unui rol profesional specific, luând forma unui atelier facilitator. Acest proces presupune utilizarea unui focus grup într-un proces de facilitare a prezentării vizuale a ideilor, dovedindu-se a fi o metodă eficientă și rentabilă pentru analiza rolului postului.

Cum se dezvoltă atelierul DACUM?

Atelierele DACUM sunt desfășurate de un **facilitator**, cu sprijinul **inregistratorului**, acesta din urmă acționând ca o persoană care notează informațiile. **Observatorii externi** pot, de asemenea, să asiste în timpul sesiunii, dar se așteaptă să intervină doar atunci când li se cere.



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Ipoteze semnificative ale tehnicii DACUM

- Experții care muncesc în domeniu pot descrie și defini munca lor cu cea mai mare acuratețe.
- Un mod efectiv de a defini ocupația este să descrii precis sarcinile pe care angajatul trebuie să le îndeplinească.
- Toate sarcinile, pentru a fi îndeplinite corect, necesită utilizarea anumitor cunoștințe, abilități, instrumente și un comportament pozitiv al lucrătorilor. Acest lucru are nevoie, de asemenea, de un sprijin sănătos în competențele de management al carierei.



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2. Terms definitions and presentations of examples of competencies from CCJ staff



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Pentru a îndeplini sarcina de identificare a unei liste de competențe comune, astfel încât angajații să poată evolua în cadrul penitenciarului cu o mentalitate de progres în carieră în continuare definim o serie de competențe profesionale identificate.



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CORRECTIONS CAREERS



Competența profesională - capacitatea de a aplica, a transfera și a combina cunoștințe și deprinderi în situații și medii de muncă diverse, pentru a realiza activitățile cerute la locul de muncă.

Deprinderile - o componentă automatizată a activității umane, care se realizează cu un efort conștient minim, prin care se facilitează desfășurarea activității spontan și rapid (se formează prin exercițiu, prin repetare și exersare)

Atitudinea reprezintă modalitatea constantă de raportare la anumite aspecte ale vieții sociale sau la propria persoană prin care se orientează și se evaluează comportamentul unei persoane.



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Conform Deciziei D.G. ANP 798/2021, la finalizarea perioadei de stagi, polițistul de penitenciar, trebuie să aibă următoarele competențe:

- ❖ desfășurarea și coordonarea activităților ce derivă din aplicarea legislației drepturilor omului și a legislației specifice sistemului penitenciar;
- ❖ aplicarea regulilor privind întreținerea, portul, păstrarea și utilizarea armamentului, a munițiilor și a mijloacelor din dotare;
- ❖ coordonarea activității personalului din subordine, coordonarea și participarea la efectuarea perchezițiilor, la activități ocazionate de exercițiile de alarmare;
- ❖ comunicarea eficientă în gestionarea conflictelor din mediul penitenciar;
- ❖ aplicarea noțiunilor privind reintegrarea socială, asigurarea legalității deținerii, liberarea condiționată și organizarea muncii persoanelor private de libertate;
- ❖ utilizarea aplicațiilor informatice specifice sistemului penitenciar.



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CORRECTIONS CAREERS



Competențe identificate – Aria de competențe: **PLANIFICARE**

Aptitudinile identificate:

- 1.1 Identificarea obiectivelor SMART- Capacitatea de a identifica obiective specifice, măsurabile, abordabile (realizabile), relevante și limitate în timp;
- 1.2 Identificarea modalităților de realizare a obiectivelor identificate;
- 1.3 Identificarea resurselor;
- 1.4 Elaborarea unui plan de acțiune;
- 1.5 Conformitatea cu planul de acțiune propus ;



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Competențe identificate – Aria de competențe: **EVALUARE**

- 2.1 Identificarea cunoștințelor, abilităților și modului în care acestea pot fi dezvoltate;
- 2.2 Dezvoltarea unei gândiri orientate spre muncă;
- 2.3 Sintetizarea punctelor forte, obiectivelor și motivațiilor;
- 2.4 Stabilirea procedurilor în curs de desfășurare pentru colectarea informațiilor necesare pentru gestionarea organizației și a activităților;
- 2.5 Adaptarea la sistemul de plată și recompense, sancțiuni.



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Competențe identificate – Aria de competențe: **AUTODEZVOLTARE**

- 3.1 Analiza oportunităților de muncă și învățare;
- 3.2 Dobândirea competențelor necesare pentru atingerea aspirațiilor de carieră;
- 3.3 Capacitatea de a se schimba și de a te dezvolta pe parcursul vieții;
- 3.4 Promovarea personală;
- 3.5 Managementul propriei dezvoltări.



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Competențe identificate – Aria de competențe: **PREVENIRE**

- 4.1 Etică și valori;
- 4.2 Siguranță și Securitate;
- 4.3 Pregătirea pentru evenimente neobișnuite;
- 4.4 Echilibru.

Competențe identificate – Aria de competențe: **INTERVENȚIE**

- 5.1 Competența juridică;
- 5.2 Utilizarea forței;
- 5.3 Competențe de lucru în echipă;
- 5.4 Gestionarea situațiilor de urgență;
- 5.5 Abilități de comunicare.



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Competențe identificate – Aria de competențe: **MANAGEMENT DE CAZ**

- 6.1 Competența decizională;
- 6.2 Deschidere către schimbare;
- 6.3 Gândirea critică;
- 6.4 Gestionarea eficientă a resurselor;
- 6.5 Gestionarea riscurilor.



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7.PICTURES



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CORRECTIONS
CAREERS

8. Annexes

Annex 1- Agenda



CORRECTIONS
CAREERS

AGENDA

Workshop: Profilul competențelor personalului din domeniul justiției corecționale

28 Septembrie 2021, TIMIȘOARA

9:00 – 9:10 Cuvânt de bun venit

9:10 – 9:45 - INTRODUCERE

- *Prezentarea facilitatorului, a echipei organizatoare și a participanților*
- *Prezentare generală a proiectului și a tehnicii DACUM*
- *Definirea termenilor și prezentarea unor exemple de competențe ale angajaților din domeniul corecțional*
- *Evaluarea inițială și împărtășirea așteptărilor*

9:45 – 12:00 - SESIUNEA I - Caracteristicile actuale ale postului

- *Organizarea în grupuri de 3 și primul exercițiu de brainstorming (20 ')*
- *Pasul 1 - brainstorming colectiv (20 ')*
- *Pasul 2 - Finalizarea propunerii- Profilul profesional (20 ')*

Pauză de 15 '

- *Pasul 3 - Editarea și secvențierea profilului ocupațional (15 ')*
- *Pasul 4 - Clasificarea și prioritizarea îndatoririlor, sarcinilor, cunoștințelor și abilităților(20 ')*
- *Pasul 5 – Definirea profilului ocupațional (20 ')*
- *Concluzii (5)*

12:00-13:00-Pauză de prânz


13:00 – 15: 30-SESIUNEA II -Provocări prezente și viitoare și adaptările necesare

- *Organizarea în grupuri de 3 și primul exercițiu de brainstorming (20 ')*
- *Pasul 1 - brainstorming colectiv (20 ')*
- *Pasul 2 - Finalizarea propunerii- Profilul profesional (20 ')*

Pauză de 15 '

- *Pasul 3 - Editarea și secvențierea profilului ocupațional (15 ')*
- *Pasul 4 - Clasificarea și prioritizarea îndatoririlor, sarcinilor, cunoștințelor și abilităților(20 ')*
- *Pasul 5 – Definirea profilului ocupațional (20 ')*
- *Concluzii: Cum arată competențele de management al carierei în carierele personalului din domeniul justiției corecționale ? (20 ')*

15:30 – 16:00 -Feedback, evaluare finală și închidere.



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CORRECTIONS CAREERS

Annex 2- Initial evaluation questionnaire



CHESTIONAR EVALUARE INIȚIALĂ

Workshop- "Profilul competențelor personalului din domeniul justiției corecționale"

Vă rugăm să descrieți așteptările dumneavoastră cu privire la atelierul DACUM:

Prima așteptare	
A doua așteptare	
A treia așteptare	
A patra așteptare	



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CORRECTIONS CAREERS

Annex 3- Final evaluation questionnaire



CHESTIONAR EVALUARE FINALĂ

Workshop-"Profilul competențelor personalului din domeniul justiției corecționale"

	1	2	3	4
Așteptările mele inițiale au fost îndeplinite.				
Logistica întâlnirii a fost adecvată.				
Procesul DACUM s-a derulat într-un mod adecvat.				
Pauzele au fost suficiente.				
Am simțit că este suficient timp pentru a finaliza fiecare etapă a atelierului DACUM				
Am simțit că contribuția mea va fi utilă.				



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CORRECTIONS CAREERS

Annex 4 - The result of the activities

SESSION I - Current job characteristics

Correctional Officer

Current Job	Current duties	Current tasks	Current skills/competencies	Current behaviour	General knowledge	Specific knowledge	Existing training
Granting rights	Compliance with enforcement regimes	Adherence to the daily schedule	Communication with detainees Teamwork Objectivity	Appropriate mood	Compliance with legislation	Continuous training	Trainings performed on entering the service
Use of detainees at work	working detainees checking	Identifying detainees with work potential	Organization Team spirit Communication	Increased attention	Legislative knowledge	Use of Applications	Periodic training performed by management factors
Prevention of new crims	Knowing the mood Knowledge of the operative situation	Coordination of security, surveillance, escort activity	Teamwork Organization Communication Ability to take decisions in a short time	Self-control Balance Stiffness	Legislation in the field Staff knowledge	Map of the shift leader Security plan for defense of the prison Alarm Plan	Periodic trainings performed by DASDRP or by the director

Officer in the Social Reintegration Sector (Educator)

Current Job	Current duties	Current tasks	Current skills/competencies	Current behavior	General Knowledge	Specific knowledge	Existing training
Counseling	Educational counseling	Inmates counseling	Counseling abilities Determination empathy	Beneficial behavior for counseling	Counseling knowledge	Counseling techniques	specific work techniques
Development of educational programs	Selecting the target group	Making the program folder	Communication skills Flexibility	Appropriate behavior	Knowledge of educational programs	Teaching knowledge	Training courses, trainers
Assessment	Evaluation of detainees	Carrying out the necessary assessments	Initiative spirit Organizing skills	Assertiveness	Specific knowledge to be able to carry out an assessment		Specific work techniques
Activity projects	Carrying out activity projects	Activities for carrying out activity projects	involvement	Assertive behavior	Knowing the types of activity projects	decisions	Personal development





CORRECTIONS CAREERS

Probation counselor

Current Job	Current duties	Current tasks	Current skills/competencies	Current behaviour	General knowledge	Specific knowledge	Existing training
Support for the law	Court support	Preparation of necessary documents	Competences for evaluating the persons who have been released	Evaluative behavior	Knowledge in the field of evaluation	Acquired through courses	Initial training
Support for reintegration	Support for the social reintegration of released persons	Need identification	Competence to identify and solve the needs of released persons	Assertive behavior	Ability to identify	Knowledge in the field of need identification techniques	Training courses

Current job	MAIN DUTIES	TASKS	TASKS	TASKS	TASKS	TASKS	TASKS
Correctional officer	Knowing the mood of detainees	Identifying risk factors	Identifying protective factors	How to work with vulnerable detainees	Managing incidents	implementation of specific measures in times of crisis	
	Detainees surveillance	listening	Observation	Identification of vulnerable detainees	Vigilance	Objectivity	Good communication
	Adherence to the daily schedule	Knowing the daily schedule	time management	Activities monitorization	Completing the registers	Activities prioritizing	
	Respect for the rights of detainees	Knowledge of the legislation	Knowledge of the enforcement regime	Compliance with the provisions			
	Efficient communication with other sectors	Knowledge and observance of the hierarchy	Assertive communication				
	Activities prioritization	Compliance with procedures	Management of emergencies				





CORRECTIONS CAREERS

Current job	MAIN DUTIES	TASKS	TASKS	TASKS	TASKS	TASKS	TASKS
Officer in the Social Reintegration Sector (Educator)	Support for the social reintegration of detainees	Evaluation	Development of programs and projects	Individual Counseling	Case management	Schooling	Vocational training
	Administrative duties	Participation in various commissions	Management of social reintegration files	Documents archiving	Maintaining the relationship with the community	Written communication	Institution promoting

Current job	MAIN DUTIES	TASKS	TASKS	TASKS	TASKS	TASKS	TASKS
Probation counselor	Court support	Drafting	Report	Evaluation reports	Supervision of non-custodial sentences	Clients evaluations	Notifying the court in case of problems
	Support for the social reintegration of clients	Counseling	evaluation	Reintegration programs	Case management	Social mediation with institutions	





CORRECTIONS CAREERS

Defining of the occupational profile

WHO?
Job specific title: Correctional Officer
WHAT DOES IT DO?
Actions that describe performance at work: Supervision of detainees, observance of the daily schedule
HOW DOES IT DO?
Methods and techniques used: Surveillance, observation, listening, communication, knowledge of techniques and means of immobilization
WHY?
Purpose: Execution of custodial sentences, prevention of new offenses

MAIN DUTIES	TASKS	TASKS	TASKS	TASKS
Respect of the rights	Knowledge of rights and legislation	Correct application of execution regimes	Application of legal provisions and procedures	To demonstrate integrity in action
Knowing the mood	Observation and listening	Identifying vulnerable places, times and people	Incident management	Maintaining an appropriate mood
Communication with sectors	Knowing the hierarchy	Assertive communication	Preparation of operational documents	

FEATURES AND ATTITUDES	KNOWLEDGE AND SKILLS	INSTRUMENTS AND EQUIPMENT
Good negotiator	Legislative knowledge	Knowledge of self-defense techniques
Objectivity	Assertive communication	Knowledge of weapons
Impartiality	Increased communication skills	Knowledge of means of immobilization
Firmness	Minimum IT knowledge	
Vigilance		



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CORRECTIONS CAREERS

WHO?
Job specific title: OFFICER IN THE SOCIAL REINTEGRATION SECTOR (EDUCATOR)
WHAT DOES IT DO?
Actions that describe performance at work: Identification of needs, identification of resources, setting intervention priorities, drawing up an intervention plan, education intervention
HOW DOES IT DO?
Methods and techniques used: Observation, exercise, exposure, role play, brainstorming
WHY?
Purpose: Support for the social reintegration of detainees, increasing the chances of reintegration, reducing the risk of recidivism

MAIN DUTIES	TASKS	TASKS	TASKS	TASKS
ASSESSMENT	Applying assessment tools	Identifying needs	Establishing priorities and resources	Preparing the educational intervention plan
Development of programs and activities	Identification of the target group	Preparation of the program map	Development of activities and tasks	Evaluation
Counseling	Identifying counseling needs	Individual intervention	Individual evaluation	Evaluation

FEATURES AND ATTITUDES	KNOWLEDGE AND SKILLS	INSTRUMENTS AND EQUIPMENT
------------------------	----------------------	---------------------------

Empathy	Negotiation	IT tools
Flexibility	Communication	Evaluation tools
Organizational skills	Legislative knowledge	Map program
Firmness	Teaching knowledge	Evaluation sheets
Discrimination	Minimum of psychological knowledge	





CORRECTIONS CAREERS

WHO?
<i>Job specific title:</i>
PROBATION COUNSELOR
WHAT DOES IT DO?
<i>Actions that describe performance at work:</i> <i>Social reintegration of assisted persons</i>
HOW DOES IT DO?
<i>Methods and techniques used:</i> <i>Evaluation, counseling, documents studying, specific programs</i>
WHY?
<i>Purpose:</i> <i>Social reintegration, recidivism prevention, supervision of assisted persons</i>

MAIN DUTIES	TASKS	TASKS	TASKS	TASKS
Court support	Preparation of documentation	Supervision of preventive measures	Case management	Notification of courts
Support for social reintegration	Evaluation	Counseling	Reintegrations programs	Mediation with institutions

FEATURES AND ATTITUDES	KNOWLEDGE AND SKILLS	INSTRUMENTS AND EQUIPMENT
Discrimination	Planification	Evaluation instrument SERN
Firmness	Organization	Reintegration program
Rightness		Motivational interview
Consistency		IT applications





CORRECTIONS CAREERS

SESSION II - Present and future challenges and necessary adaptations Correctional officer

In your group, please take some time to reflect on the future challenges posed to your professional role, as well as to the following elements necessary for your future professional performance:

Challenge 1	New methods to combat the phenomenon of introducing prohibited objects in the penitentiary
Challenge 2	Diversification of culture, language, religion
Challenge 3	Digitalization of specific activities
Challenge 4	Adapting legislation to new needs

Future job	Duties in the future	Future tasks	Future skills/competencies	Future behaviours	General knowledge	Specific knowledge	Training needed
Correctional Officer	Knowledge of new prevention methods and introduction of prohibited objects	Preventing the introduction of different objects through increasingly different shapes	Ability to identify, find forbidden objects	Attention to details	Knowing the introduction mode	Knowing of all types of substances and objects	Specific training in the field

SESSION II - Present and future challenges and necessary adaptations Officer in the Social Reintegration Sector (Educator)

In your group, please take some time to reflect on the future challenges posed to your professional role, as well as to the following elements necessary for your future professional performance:

Challenge 1	Cultural differences - diversified profile
Challenge 2	Functional illiteracy - low educational level
Challenge 3	Discrepancy between detainees
Challenge 4	Technology

Future job	Future duties	Future tasks	Future skills/competencies	Future behaviours	General knowledge	Specific knowledge	Training needed
Officer in the Social Reintegration Sector (Educator)	Duties based on computer tools	Program implementation through the use of technology	Competences in using the IT tools	Flexibility	Minimum IT knowledge	In the field of IT	IT training



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CORRECTIONS CAREERS

SESSION II - Present and future challenges and necessary adaptations Probation Counselor

In your group, please take some time to reflect on the future challenges posed to your professional role, as well as to the following elements necessary for your future professional performance:

Challenge 1	Division into various compartments within the Probation Service
Challenge 2	Strengthening inter-institutional collaboration
Challenge 3	Adapting the intervention program to new technologies
Challenge 4	Adaptation to multiculturalism

Future job	Future duties	Future tasks	Future skills/competencies	Future behaviours	General knowledge	Specific knowledge	Training needed
Probation Counselor	Surveillance Evaluation Programs	Specific tasks depending on specialization	Minimum knowledge in the IT field	Learning new programs	Consulting	Assessment knowledge	IT Training Training on cultures and values

The job in the future	FUTURE DUTIES	FUTURE TASKS	FUTURE TASKS	FUTURE TASKS
CORRECTIONAL OFFICER	Identification of new methods for introducing prohibited objects / substances	Knowledge of introduction methods	Vigilance	Increased attention
	Understanding cultural, religious, linguistic diversity	Knowledge specific to different cultures	Knowledge specific to different religions	Knowledge specific to different habits / traditions
	Digitization of activities	IT knowledge	System-specific security policy	System-specific security policy
	Knowledge of legislative changes in the penitentiary system	Knowing the changes	Putting new knowledge into practice	Putting new knowledge into practice



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CORRECTIONS CAREERS

Annex 5

PARTICIPANTS LIST

No.	Name and Surname	Organization/Institution
1	Marina Valdora SIMONETTI	Buzias Educative Centre
2	Flavius COADES	Buzias Educative Centre
3	Monica SUSAN	Arad Penitentiary
4	Mihai POPOVICI	Arad Penitentiary
5	Iosif CSATLOS-DIMA	Timis Probation Service
6	Silviu GHERGHELES	Oradea Penitentiary
7	Andreea ASPROIU	Oradea Penitentiary
8	Stefan Sorin RACOCEANU	Târgu Jiu Penitentiary
9	Emil NEAGOE	Dr.Tr.Severin Penitentiary
10	Koble Iosif ATTILA	Aiud Penitentiary
11	Horia ROSCA	Aiud Penitentiary
12	Georgeta IONESCU	Timisoara Penitentiary
13	Valentin Dorin ZAHARIA	Timisoara Penitentiary
14	Bogdan Ionut NICOLESCU	Timisoara Penitentiary
15	Cristina BUSUIOC	Timisoara Penitentiary
16	Ramona BANĂ	Timisoara Penitentiary
17	Jean Antoni SARKOZI	I.P.A. 6 Timis Region
18	Laurentiu ALEXEEV	I.P.A. 6 Timis Region
19	Denisa Georgiana OROS	Satu Mare Penitentiary

Written by,

Valentin Zaharia
Cristina Busuioc



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