The **HR Development, Safety, and Corruption Prevention, Transparency and Privacy Units** have created **FBK Academy**, a set of learning opportunities that is innovative and suited to the various areas of competence.

By the concept of **FBK Academy** we mean a continuous learning environment, where the staff members are not only the targets of training actions, but also active players in the development, updating and sharing of skills and abilities.
**Goals**
Involve Foundation employees in human and professional development processes to increase their skills and motivation. Enhance their potential and reduce any uncertainties regarding their professional future. Promote greater effectiveness in individual and group performance and promote organizational innovation.

**Actions**
- Classroom training (courses, workshops, seminars)
- E-learning
- Programs:
  - high specialization
  - Managerial skills development
  - Group and personal development

**Main needs**
- Attract
- Retain
- Motivate

Full information at: [Staffing Plan](#) and [HRS4R](#)
2020-2021 Training Plan

HR Training

Identification of training needs

Action planning

Launch of the 2-year training catalogue and collection of the first year enrollments

Delivery of first year training activities

Satisfaction survey analysis on first year trainings

Collection of enrollment and delivery of second year trainings

MONITORING

EVALUATION
Timeline
HR Training

registrations collection
Catalog launch and registration collection first phase.

Registration approval by Unit head

courses
First semester training is provided
Period: February-July

registrations collection
Registration collection secondo phase.

Registration approval by Unit head

courses
Second semester training is provided
Period: September-November
## Target audience

### HR Training

<table>
<thead>
<tr>
<th>Training</th>
<th>Classroom training</th>
<th>Workshops</th>
<th>Personal development plan</th>
<th>Seminars</th>
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<tr>
<td>FBK – PAT Employees</td>
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<td>Companies under agreement</td>
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<td>✔️</td>
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<tr>
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<td>✗</td>
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</tr>
</tbody>
</table>

* PhD registrations to Classroom training and Workshops (max 25 seats/year) are regulated by the PhD Program Steering Committee
Regulations
HR Training

You can take part in **3 classroom training/workshop courses** per year (mandatory courses on privacy, corruption prevention and safety, seminars and workshops with a duration of 4 hours or less do not count toward entitlement)

Workers may attend **only one language course** with a total length of 24 hours per year. The materials for these courses (e.g. textbooks) are to be purchased by the participants

Workers need to make **arrangements with their immediate supervisor** in order to participate in the **training courses** (classroom training and workshops) in line with their role and professional growth. Registrations are finalized only when supervisors have completed the authorization process

Workers may request the activation of **individual or group training courses**. In order to do so, arrangements need to be made with their supervisor and with the HR Development Unit.

Further requests for training and professional continuing education will be considered occasionally by the HR Development Unit upon consultation with the supervisor concerned.

Workers are required to attend at least **75% of the total hours** of the chosen course/workshop and to report absences or **withdrawal** from the course at least **3 days** before the start date of the course

These Regulations replace the «Training guidelines»
Leg. Decree 81/2008, considers training, information and instruction as necessary steps that workers must follow to learn the rules and methods that are part of the prevention system.

Leg. Decree 81/2008 sets forth the mandatory nature of such training for workers.

**Goals**

- provide knowledge and methods for workers to be aware of their work-related specific risks
- have workers become acquainted with the concepts of risk, injury, prevention and the related behaviors to be adopted in order to protect one's own health and safety and that of colleagues
- help workers develop analytical skills (risk identification) and behavioral skills (risk perception).
- and provide general knowledge on the concepts of injury, risk, prevention, as well as knowledge on regulations and supervisory bodies on safety and prevention matters

**Actions**

- Classroom training (courses, workshops, seminars)
- E-learning
- Personal training plan
Target audience
FBK Safety

All people who carry out work activities within FBK (including workers of co-located companies for which FBK provides Prevention and Protection services) and who fall within the definition of "worker" as set forth in art. 2 of Legislative Decree 81/08:

«worker»: a person who, irrespective of the type of contract, performs work in the organization of a public or private employer, with or without remuneration, even for the sole purpose of learning a job, an art or a profession, (...).

The definition of worker include sas well: the member worker of a cooperative or company; the participating associate; the recipient of training and orientation apprenticeship initiatives; the student of education and university institutions and the participant in professional training courses.
Regulations
FBK Safety

Classroom training in **Italian** is held on a monthly basis (with the exception of August)
Classroom training in **English** is held every four months (with the exception of August)

Workers are required to **notify** their supervisors of their participation in training courses (classroom training and workshops)

Workers are required to take the course within **60 days from their work start date at FBK. Workers must sign up through the FBK Academy portal**

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**8-hour low risk** courses (**mandatory for all workers**) consist of 2 4-hour lessons (General module and Specific module) of which the first one is introductory to the second one.

The **medium risk** course (besides the 8 hours provided for by the low risk course) provides for an **additional 4-hour module** and is activated based on specific needs or requirements identified

Workers must pass a **learning test for each module** in order to obtain the certificate

Workers are required to **attend at least 90%** of the total course hours
The new regulations under EU n. 2016/679 (GDPR) require that anyone processing personal data on behalf of the Data Controller should be properly trained.

Anti-corruption regulations (Act No. 190/2012) provides that staff should be trained and sensitized.

**Goals**

Make staff aware of compliance with the regulations in force on corruption prevention, transparency and privacy issues. In these areas, staff training constitutes, on the one hand, a central component of the corruption prevention system, while on the other hand, a critical tool to preserve confidentiality, integrity and availability of data and information to protect the dignity of natural persons, of fundamental freedoms and of the value of the Foundation's intellectual capital.

**Actions**

- Training seminars
- E-learning
# Target audience

FBK Privacy – Corruption Prevention

- All those who - regardless of the nature and duration of their contracts - process personal data on behalf of FBK
- All staff operating in areas particularly exposed to corruption
- Managers of organizational structures
- Officers in charge of Transparency
- “Transparent administration” website users

<table>
<thead>
<tr>
<th>Privacy – Corruption Prevention</th>
<th>e-learning</th>
<th>Training seminars</th>
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<tbody>
<tr>
<td><strong>FBK – PAT employees</strong></td>
<td>✓</td>
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<td><strong>PhDs and in-house consultants</strong></td>
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<td>✓</td>
</tr>
<tr>
<td><strong>Affiliates</strong></td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>
The Privacy Basic course (mandatory for all, with the exception of organizational structure Heads) is provided by the Corruption Prevention, Transparency and Privacy Unit in an e-learning format and is a prerequisite to become certified as "Authorized Personal Data Processor".

The Privacy Advanced course (mandatory for all organizational structure Heads) is provided by the Corruption Prevention, Transparency and Privacy Unit in an e-learning format and is a prerequisite to become certified as «Internal Data Processor».

The Privacy Special course (mandatory only for those workers who wish to become administrators of FBK-owned tools and for those workers who have been assigned a corporate smartphone) is provided as an e-learning format course.
To take this course, workers are required to make arrangements with their supervisors and sign up through the platform.

All Privacy courses provide that workers should pass a learning test in order to become certified and/or authorized.

The training seminars on corruption prevention and transparency will be activated in the course of the year and provided by the Corruption Prevention and Transparency Chief Officer according to a Plan consistent with the Foundation’s bylaws requirements and with any needs that might emerge as part of concrete risk management.
Sign up for all training activities using the new Training Portal