

ABSTRACT

The aim of this thesis is a systematic treatise on the importance of the process and goals of professional training of employees in public administration with a focus on the specifics of training in computer and language. The first chapter of the latest scientific findings described in the general position of the aims and methods of education employees in all sectors. The second chapter deals with training in computer literacy and language skills as a cross-cutting areas of training required at all levels of administration not only in public now, but also in the private sector, especially in the tertiary sector service provision. While the first two chapters concern the education of employees in general and also submit proposals for the streamlining of the educational process, the third chapter focuses on public law. Given that, in the context of the public being gradually applied system of new public administration (new public administration) are transmitted proven management elements into the administration of the private sector to the public sector, hand in hand with that are accepted and proven methods and forms of education management and employees. The fourth chapter is devoted to the education of management and employees in public administration in countries of the European Union. Closely with the situation in Poland. In conclusion, this work is an assessment in achieving this introduction goals of this work. This conclusion is accompanied by a brief dictionary of some terms frequently used in this work.