

COPY



Headquartered in Prague

CERTIFICATE

of completion of the post-graduate
professional studies

Mr. / Mrs. **Alena Dudeková**
(full name)

Born on **06. 12. 1984** in **Čadca (Slovakia)**
(date) (place)

Has completed in 1 year II – semesters post-graduate professional studies

Master of Business Administration (MBA)

Leadership in public administration

22/2022/NU

Number of certificate

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Rector

27. 05. 2022 in Bratislava

Module	No. of hours	ECTS
Constitutional foundations, legal regulation and competencies of local self-government, territorial self-government and state administration	9	3
Self-government as a subject of international law	9	3
Organizational management, management methods, crisis management and critical situation resolution	9	3
Self-development training - Psychology of crisis management success from the point of view of self-government / state administration manager	9	3
Budget and economic aspects of the activities of cities and municipalities	9	3
Cooperation of self-government with the church at the regional level	9	3
Subsidies, grants, financial mechanisms, programs and projects in public administration	9	3
Procurement and public procurement in public administration	9	3
Public relations, media, public presentation, community / city and organization marketing	9	3
Professional leadership and preparation of negotiations, principles of social etiquette, protocol and communication	9	3
Cooperation of public administration with professional associations and organizations (ZMOS, ÚMS, SK8, etc.)	9	3
Current national and international trends in the development of local government and state administration	9	3
The issue of original and transferred competencies in the field of education in local government	9	3
Issues of waste management in local and state administration	9	3
Roles and position of local government in the social field	9	3
Control activity in state administration and self-government	9	3
European Structural and Investment Funds	9	3
The issue of smart cities in modern self-government	9	3
Cross - border cooperation of towns and municipalities	9	3
Lending and financing of towns and municipalities	9	3
Total	180	60