

IMPROVING THE SKILLS OF EMPLOYEES FROM THE STATE LANGUAGE

Bukholida Abduvaliyevna Supiyeva

Senior teacher of the science of the state (Uzbek) language of the Regional Center for retraining and professional development of the staff of public education of Tashkent City, Uzbekistan

Annotation

Professional development, retraining and retraining of personnel (in Uzbekistan) – one of the types of continuous education system, the process of updating and deepening the professional knowledge and skills of specialists and senior staff working in all spheres of the national economy. Ensures that the personnel's competency qualities as well as knowledge and skills are able to meet the modern requirements. In this article we will talk about the improvement of qualifications from the state language.

Key words:

Qualification, continuing education, attestation, category.

Professional development and retraining is the process of scientific theoretical and practical training, which consists in the development of new practical methods of work, advanced work experiences, getting acquainted with the latest scientific achievements, innovations in their specialty. The periodicity of qualification and registration training is different for different specialists and management personnel and is held 1 time in 2-5 years, if necessary, for shorter periods. Training and retraining is carried out in universities, training centers that have the right to retraining professionals in the prison at the Institute of retraining. This process can be divorced from production, partially divorced and not separated. Its form of qualification is determined by the educational institution, taking into account the complexity of the educational program and in accordance with the needs of the superintendent on the basis of the contract concluded with it. The duration of training and retraining is different and is determined in accordance with the goals and objectives set in each case. Training and retraining the educational institution creates the necessary conditions for the audience to master educational programs by purposefully organizing the educational process, applying the form, methods, technology of Education. These programs will be developed, approved and implemented by educational institutions of professional development, taking into account the requirements of the state addressed to the customer eqtiyojlari, as well as the content of additional vocational education programs. The process of professional Training and registration of specialists is completed by the final state attestation. The procedure for attestation is determined by the relevant state bodies for the management of Education. Those who have fulfilled all the requirements of the curriculum, successfully passed the final state attestation, receive a diploma or certificate of the established sample on the qualification and re-training. The order of professional development and training of personnel is determined by the Cabinet of Ministers of the Republic of Uzbekistan.

On March 3, 2020 in the Cabinet of Ministers decision “on measures for further improvement of activity of Tashkent State University of Uzbek language and Literature named after Alisher Navoi” was adopted.

Tashkent State University of the Uzbek language and Literature named after Alisher Navoi was established as the base higher educational institution for improving the teaching methods of the Uzbek language and literature, improving the skills of teachers of the Uzbek language and literature, carrying out scientific research, teaching and training the basics of the state language and terminology.

The Center for training and professional development of the basics of working in the state language, which has the status of a legal entity in the presence of the university, as well as state universities in the Republic of Karakalpakstan and regions, as well as regional divisions in the presence of pedagogical institutes, has been established for ministries and departments, local executive authorities.

One of the main tasks of the center was to improve the speech culture and speaking skills of civil servants and the population, to organize courses on the conduct of work in the state language.

Employees of ministries and departments, local executive authorities and economic associations in the center and its territorial units are trained on a paid contract basis. For the population, free training courses on the formation of written and speech culture in the Uzbek language are organized. The costs of free training courses are covered by the funds of the Uzbek language development fund under the Cabinet of Ministers.

In the center and its territorial units, the position and average monthly salary at the main place of work are maintained for the listeners who are studying without leaving the place of work during the study period.

In addition, in order to fully cover the need for teachers of the native language and literature in the educational institutions of the Republic since the 2020-2021 academic year and to create favorable conditions for students admitted to study from distant regions, it was determined that state universities and pedagogical institutes should organize training in the form of correspondence and evening.

Decree of the president of the Republic of Uzbekistan “on measures to radically increase the prestige and position of the Uzbek language in the quality of the state language «and order of the president of the Republic of Uzbekistan to ensure the implementation of the decree № PF-5850 “on measures to further develop the Uzbek language and improve the language policy in and improve their knowledge and skills by a qualified specialist of the Center for professional development.

According to the document, now this university is a base higher education institution for improving the teaching methods of the Uzbek language and literature, improving the skills of teachers of the Uzbek language and literature, conducting scientific research, teaching and training the basics of state language and terminology in higher education institutions.

At the same time, a center for training and professional development of the basics of the state language with territorial subdivisions in the presence of State universities and pedagogical institutes in the Republic of Karakalpakstan and regions will be established under the University.

It is envisaged that this institution will serve the personnel of ministries and departments, local executive authorities and economic associations, as well as the

population of other languages-speaking people permanently residing in the Republic, including foreign citizens.

The decision of the Cabinet of ministers provides specific answers to these issues. In particular, the Center organizes training and qualification courses on the norms of the Uzbek literary language and continuous work in the state language. In turn, it introduces the principles of the Uzbek literary language of civil servants, the Uzbek Alphabet and spelling based on Latin script, the basics of the state language, official documents and the continuous improvement of theoretical and practical knowledge, skills and skills in their writing.

In addition, effective measures to increase the written and oral literacy of the population, the norms of the Uzbek literary language, practical knowledge, skills and skills on the structure of the Uzbek language on a systematic basis are also among the priority tasks of the new center.

The document strictly stipulates that the total limited number of employees of the Center for training and professional development of the basics of business conduct in the state language should consist of 53 people.

In order to ensure the implementation of the tasks defined in the Decree No. 5850 of the president of the Republic of Uzbekistan “on measures to radically increase the prestige and position of the Uzbek language as the state language”, signed on October 21, 2019, by the president of the Republic of Uzbekistan, “Center for teaching and professional development of the basics of All legal-normative documents defining the activity of the center, including the Charter of the center, training plans, educational programs, a special work book designed for the audience, presentation materials on each topic were developed. On the basis of the 144-hour training program, the center improves the knowledge, skills and skills of listeners on the basis of the Uzbek alphabet based on Latin script, the norms of the Uzbek literary language, as well as on the conduct of work in the state language. The difference of this course from other refresher courses is that a separate work book was created for the audience. Bunda independently strengthens the knowledge that the listener receives in the auditorium on the basis of assignments given in the work book, exercises. In addition, presentation materials (audio, video assignments) have been developed for each topic. That is, special attention is also paid to Independent Education. At the same time, a separate site of the center is being created. In it, along with basic information for the audience, electronic materials for the online system of professional development are placed. Since the listeners are trained without separation from the work, they are brought to training from the document samples in the management offices and through real situations, the shortcomings in the management of the teacher are eliminated. The course was organized in 2 different directions:

1. for employees of state organizations.
2. For a wide population layer. The training course organized for the employees of the state organization was called “Uzbek literary language norms and work in the state language”, the training course organized for the population was called “written speech norms of the Uzbek literary language”. At the center, the training sessions were organized on the basis of payment-contract of employees of state organizations, free of charge to the population

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