



PROBLEMS OF FORMATION OF THE CONTENT OF EDUCATIONAL-METHODICAL COMPLEXES IN THE SYSTEM OF PROFESSIONAL DEVELOPMENT

Jumanazarov Sirojiddin Salaydinovich

Tashkent City Regional Center of training and retraining
the personnel of public education,
PhD, Tashkent,
Uzbekistan

ABSTRACT

In this article, issues of formation of the content of educational-methodical complexes on the basis of modern information technologies in the system of professional development of personnel of public education are considered.

KEYWORDS: *Innovation, innovative process, innovative activity, educational-methodical complex, information technologies*

INTRODUCTION

The innovative activity of the educator is an indispensable part of the educational process. The introduction of innovation in education makes it possible for educators to adapt to changing conditions and use non-standard methods during lessons. Modernized education in the present day requires new views and approaches from each educator, not limited to old and tested methods. The educator should be able to attract them to the educational process with the aim of giving knowledge to the students and educating the growing younger generation with the embodiment of creativity, but also achieve effective results. In this case innovative methods and approaches will not only help make the course process interesting, but will also have prospects for the development of educational content.

In this article are considered the issues of creating educational and methodological complexes for a particular educational module and the formation of its content on the basis of modern information technologies in the orientation of educators to innovative pedagogical activities in the system of professional development.

Main part. To create educational-methodical complexes for the system of professional development of personnel of public education, it is necessary to keep to the following rules:

- to write easy to read and understandable texts, which can help to develop the existing knowledge and skills of the educators;

- to put interesting schemes, diagrams, various drawings and tables which can help to develop educators' knowledge related to their subject;

- to test the knowledge and skills of educators, to bring practical exercises and control questions;

- to give assignments to find solutions to problematic situations that educators face in their professional activities.

In order to ensure the quality of the educational and methodical complex, it is necessary to pay attention to the following:

- to take into account the existing knowledge and practical experience and needs of the educators;

- to take into account the opportunities of all regional centers in the Republic, the circle of educators and their qualification conditions and abilities in the creation of educational-methodical complexes;

- to take into account the age of the audience of the language of the created educational and methodical complexes;

- the curriculum of a particular training module should be used as a basis for the creation of educational and methodological complex;

- attention should be paid to a number of features such as motivating the audience to activity, ensuring creativity in them, directing them to innovative pedagogical activity on the basis of specific goals and tasks, and of course being



connected with professional activity, without limiting the created educational-methodical process to provide information.

In the process of preparation of educational-methodical complexes, it is first worked with its manuscript. The following requirements must be observed in this process:

- the educational-methodical complex is based on the subject program included in the standard curriculum of advanced training centers;
- coverage of the latest achievements of Information Technology;
- the use of new materials created by foreign authors in this field of science;
- to provide control questions, tests, practical assignments for independent control of acquired knowledge on the basis of active pedagogical technology;
- to provide with decorations, images and drawings which help to develop educators' existing knowledge;
- the availability of recommendations to the educational literature as well to further develop the educators' knowledge independently.

It is also recommended to base the creation of educational and methodological complexes on the following tested criteria [1,2]:

- to compose the text of the lesson in a clear and logical way;
- to facilitate the learning process, pictures and drawings should be placed on the pages of the educational-methodical complex;
- the texts should be written in a clear, fluent and interesting way, taking into account the qualifications of the audience, and the examples given should be relevant to their experience;
- theoretical and practical lessons in the educational-methodical complex and the knowledge related to them are briefly described and deeply connected with the concluding part;
- to take into account the knowledge needs of educators in different regional centers of the country;

• the educational-methodical complex is fully consistent with the curriculum, and written in a form that fully covers it;

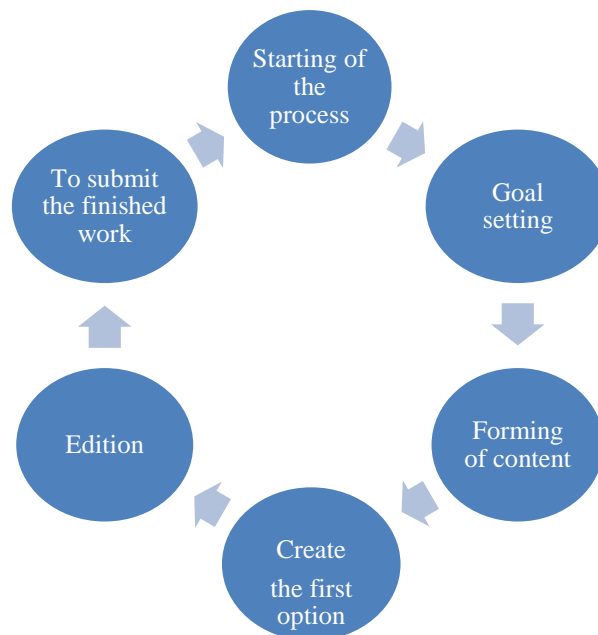
- to ensure the accuracy, color consistency and reliability of the content of the materials presented in the coverage of the topics;
- the attention is paid to the size, the use of colors in place, the quality of the paper and the cover in the created educational and methodological complex;
- adherence to criteria such as the inclusion of tasks that encourage educators to work on the given material and innovative pedagogical activities.

The content of the created educational-methodical complexes should be ensured that the listeners can develop the skills independently and free thinking, improve existing knowledge, learn independent, search new knowledge [3,4].

Also, educational-methodical complexes created on the basis of the above criteria should be convenient for listeners. It should also respond to the following:

- be interesting and captivating;
- to enable the listener to develop his / her skills, knowledge, concepts and outlook on science;
- include the material required in the formal curriculum;
- be understandable and easy to use;
- to provide examples, issues, life situations and practical concepts;
- to have pictures and diagrams that will help to link practice and theory;
- to take into account national and cultural traditions and values of the Republic;
- ability to match the listeners' qualification trends, taking into account both the high level of qualification and the low level of listeners, etc.
- should be appropriate to the qualifications of the listeners. High- and low-level of listeners should also be considered, etc.

The stages of creation of educational-methodical complexes for the system of advanced training can be schematically expressed as follows:



1-picture. Stages of creation of educational-methodological complexes for the training system.

To create educational-methodological complexes should be followed to the above sequence. We will talk about them below.

Starting of the process. Before the creation of educational-methodological complexes, the author should clarify the following:

- how to write an educational-methodical complex and for what qualification direction of listener is intended;
- getting acquainted with the approved training program plan and to determine the size of the allocated hours;
- who uses the educational-methodical complex and its specific goals;
- take into account the qualifications of the listeners and the level of using in their professional activities;
- to get acquainted with the available literature on the training module;
- study, analysis of other educational-methodological complexes and definite of requirements and criteria.

Goal setting. After clarifying the task, it is necessary to find the answers to the following questions:

- how and Who uses the educational-methodical complex? (the educational-methodical complex is determined for which areas of professional development and considered about its creation);
- what knowledge and skills do the listeners develop after using the created educational-methodical complex?

- what does the educational-methodical complex include? (clear concept, term, definition, rules, along with the idea and coverage of the main topic).

Forming of content. It is usually as follows:

- working program;
- using of active pedagogical technologies in the training module;
- theoretical training materials;
- practical training materials;
- case bank;
- topics of independent study;
- glossary;
- references.

Create the first option. The text of the materials prepared for the educational-methodical complex is edited several times depending on the needs of the listeners and the content of the educational module. The original text, pictures, diagrams in the creation of the internal content of the topics, as well as its content and structure are shown to other specialists. The feedback which they expressed will be explored. After that, the first option is formed.

Edition. The final option is usually edited in the following two ways.

- *Content edition.* Changes in the content of the text and the system of the educational-methodical complex are made by an expert.
- *Technical edition.* The technical improvement of the educational-methodical complex, the form - the interface, the shape, size of the letters, sequence of content, interpretation of images, clarity



of diagrams and tables, and other necessary aspects will be edited.

To submit the finished work. At this stage, the educational-methodical complex is recommended for listeners.

The advantage of using the educational-methodical complexes created for the system of professional development is that it contains materials relevant to the areas of skills for the orientation of listeners to innovative pedagogical activities, so that they can receive the necessary information at a convenient time.

Experience has shown that in the creation of educational-methodical complexes, a group of authors usually creates a higher quality complex than an author working individually. If it is decided to work as a team in the creation of educational-methodical complexes, it is useful to take into account the following:

- meet frequently to exchange ideas;
 - make important decisions together;
 - correct distribution of logically tasks and at the level of the author's capabilities;
 - set deadlines and strict adherence to them;
 - define the form and content of topics and sections to maintain a unique style, and so on.

We consider the role of pedagogical tools in the creation of innovative pedagogical activity of listeners with the help of the educational-methodical complex "Pedagogical software tools", which combines the above requirements, created on the basis of innovative approaches and currently used in the system of professional development [5]. The topics of this educational-methodical complex are formed on the basis of the study and analysis of the competence of trainees in information and communication technologies, who came to the regional centers for training.

The complex also takes into account the current state of science and technology, interdisciplinary integration and modern education. The goal is to develop trainees' competencies in creating e-learning resources using pedagogical software tools in their professional activities.

In the process of creating a set of educational-methodical complex "Pedagogical software tools" trainees should be able to use modern information and communication technologies in their professional activities, to create educational materials in electronic format and have information security competencies, as well as based on existing knowledge basically the formation of an organic sequence of topics is also taken into account. Therefore, in the theoretical part of the educational-methodical complex the basic concepts of pedagogical software tools in the educational process are given, and the necessary technical means are theoretically introduced.

The iSpring program is designed to develop the skills and abilities to create interactive electronic tests and 3D books using the opportunities of the author's program to increase the effectiveness of the educational process in practical training, and to create multimedia e-learning materials.

In the system of professional development, when passing a training module on the basis of this educational-methodical complex, special attention should be paid to the following: the purpose, content, form, methods and tools.

When the above is appropriate, the listeners can achieve following results:

- develop listener's media culture;
- develop listener's creativity;
- focuses on innovative pedagogical activities.

Conclusion. The formation of educational-methodological complexes on the basis of innovative approaches, as mentioned above, creates a number of advantages in the system of professional development in directing trainees to innovative activities.

REFERENCES

1. Taylaqov N.I. *Scientific and pedagogical bases of creating a new generation of textbooks in computer science for continuing education. Monograph.* - T.: "National Encyclopedia of Uzbekistan" State Publishing House, 2005. -160 p.
2. Jumanazarov S.S. "Forming block content "Usage of information and communication technologies in the educational process" on the basis of modern information technologies" *European Journal of Research and Reflection in Educational Sciences (EJRRES)*. Vol. 8 No. 7, 2020, 91-95 p.
3. Елдашева Г.В. *Современные педагогические технологии как средство повышения качества образования. Проблемы педагогики //Научно-методический журнал., Москва.- № 2 (47), 2020 г., 6-7 с.*
4. Karimova G.Q. *Pedagogical monitoring and the stages of monitoring in the process of person-oriented education in educational institutions. European Journal of Research and Reflection in Educational Sciences, Progressive Academic Publishing, 2019. 48-52 p. Vol. 8 No. 4, 2020, Part I 157-160 p.*
5. Mahkamov A.A., Jumanazarov S.S., Masharipov M.P. *Educational-methodical complex on the module of pedagogical software in the educational process. Tashkent. Regional Center for Retraining and Qualification of Public Education. 2018 y. - 78 p.*