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FOREIGN PRACTICE USING THE METHOD OF TRAINING OF CIVIL SERVANTS

Summary. This article demonstrates the basic approaches of foreign experts about use of methods of training of civil servants. Innovative and interactive methods have long been the foundation of training civil servants in many countries of the world. Training enables adopt various methods for training top civil servants and candidates for the highest rank. Global world enables to use the experience of different countries. Distance learning promotes the use of teaching materials of world practice of public service.

Teachers use a large number of methods for training of civil servants. Experts consider the training of civil servants as the engine of progress in the information age. Knowledge and research become the basis for progress and State civil servants. Teaching methods are separated as traditional, innovative, multimedia, interactive and passive. Communication methods make it possible to improve the perception of information in the learning process. They are the basis of the use of any other training method.

Innovative methods improve education. It extends the ability person. These methods are intensifying efforts to the achievements of the individual and show areas of development. These methods form the system thinking and add validity of it and promote progress in any field.

E-learning have a special place in the training of civil servants. Civil servants can receive more teaching and learning materials that they can use in the mobile mode. This is important because civil servants have different needs for training. They learn differently and want to develop the different levels of experience and organizational priorities.

Foreign experts discuss the results and effectiveness of educational planning. Teachers use method Case Study for training civil servants theory and practice simultaneously. It creates the ability to solve practical problems. Other experts write that the debate is the most effective method of learning. Discussions improve mental abilities of civil servants and give them practical experience.

Methods “Do it”, “Storyboarding”, “Assumption Busting”, “Concept Maps” use for active learning. They can identify the problem, identify various solutions and find the best solution. These methods accelerate growth and strengthen the natural creativity of civil servants and stimulate the emergence of good ideas.

Innovative methods systematize knowledge and build them in a hierarchical order. Civil servants are competitive in the labor market. Interactive methods contribute to motivating civil servants to learn. These methods enable to study the theoretical material through games, exercises and more. Tasks include individual and group forms of work. The use of modern information technologies for training of civil servants is important.

Keywords: civil servant, public administration, teaching methods, innovative, interactive, multimedia training methods.

ЗАРУБІЖНА ПРАКТИКА ВИКОРИСТАННЯ МЕТОДІВ НАВЧАННЯ ДЕРЖАВНИХ СЛУЖБОВЦІВ

Анотація. У статті висвітлено основні підходи зарубіжних спеціалістів щодо використання методів навчання державних службовців. Акценти зроблено на інноваційних та інтерактивних методах навчання, які сприяють розвитку практичних навичок державних службовців, інтелектуалізації державної служби, створенню умов для прийняття інноваційних рішень, надання можливості державним службовцям бути конкурентоспроможними на ринку праці. Диференційний підхід дає можливість добирати різні методи для підготовки державних службовців вищого рангу і кандидатів на посаду вищого рангу. Глобальний світ дає можливість використовувати досвід різ-

них держав. Дистанційне навчання сприяє використанню в навчанні матеріалів світової практики державної служби. Навчання державних службовців розглядається як двигун прогресу в інформаційну епоху. Знання та наукові дослідження стають основою прогресу державних службовців і держав. Методи розподіляються на традиційні, інноваційні, мультимедійні, інтерактивні, пасивні. Методи комунікації дають можливість поліпшити сприйняття інформації у процесі навчання. Вони лежать в основі використання будь-якого іншого навчального методу.

Ключові слова: державний службовець, державне управління, методи навчання, інноваційні, інтерактивні, мультимедійні методи навчання.

ЗАРУБЕЖНАЯ ПРАКТИКА ИСПОЛЬЗОВАНИЯ МЕТОДОВ ОБУЧЕНИЯ ГОСУДАРСТВЕННЫХ СЛУЖАЩИХ

Аннотация. В статье освещены основные подходы зарубежных специалистов относительно использования методов обучения государственных служащих. Акценты делаются на инновационных и интерактивных методах обучения, которые содействуют развитию практических умений государственных служащих, интеллектуализации государственной службы, созданию условий для принятия инновационных решений, предоставления возможностей государственным служащим быть конкурентоспособными на рынке труда. Дифференциальный подход дает возможность подбирать различные методы для подготовки государственных служащих высшего ранга и кандидатов на должность высшего ранга. Глобальный мир дает возможность использовать опыт разных государств. Дистанционное обучение создает условия для использования в обучении материалов мировой практики государственной службы. Обучение государственных служащих рассматривается как двигатель прогресса в информационную эпоху. Знания и научные исследования становятся основой прогресса государственных служащих и государств. Методы распределяются на традиционные, инновационные, мультимедийные, интерактивные и пассивные. Методы коммуникации дают возможность улучшить восприятие информации в процессе обучения. Они лежат в основе использования любого другого метода обучения.

Ключевые слова: государственный служащий, государственное управление, методы обучения, инновационные, интерактивные, мультимедийные методы обучения.

Formulation of the problem. Modernity requires new approaches to the training of civil servants. Globalization and information society development and create conditions for rapid spread of teaching methods used in different countries.

Analysis of recent publications on issues. Foreign publications show a large number of approaches to the use of methods of training. Popular is a differential approach to the choice of teaching methods of civil servants. [1] Some methods are selected for training those in top positions and those who are "strong candidate" for the top position (as called in domestic practice - reserve staff). For these groups specifically designed individual programs selected individual methods.

The researchers point out that there is some difference in the curriculum of English-speaking countries and other states, based on a different understanding of the concepts of "guidance", "partnership", "public importance". Regardless, as noted, everyone understands that: traditional lectures are not suitable for training public officials higher categories; you must use material world practice and its coverage in different educational programs in different states; for training to avoid large training groups; appropriate development and use of individual or group projects; it is necessary to use methods of distance learning. Regarding teaching methods, it focuses on their large numbers. They are versatile and related formal training in management, case studies, workshops and a large number of interactive sessions.

Experts emphasize that it is important for society to perceive education not simply as a means of

achieving social status, as well as the engine of progress in the information age using knowledge and research [2]. They, as well as domestic scholars pay much attention to the use of traditional and multimedia teaching methods and critical approach to identify strengths and weaknesses of these methods. Emphasis is traditionally made on the submission process and adoption information. Base is any method of communication that make it possible to improve the perception of information in the learning process. This can be achieved by using innovative techniques that not only improve education but also empower individuals to make active efforts of personal achievements, show areas of development, give justification thinking, self-sufficiency and promote progress in any field.

Certain attention is paid to efficiency and effectiveness of the use of certain methods, develop algorithms for teachers to better communication of information and its assimilation [3]. For the organization of independent work and motivation using a "personal account" (electronic), which is filled with all the necessary learning and teaching learning materials.

A special place is through e-learning webinars, e-consultations, conferences, etc. [4]. A special place is occupied by international programs and platforms for the exchange of experience and knowledge in the training of civil servants [5].

Thus, the purpose of the article is to highlight some popular modern teaching methods of foreign public officials for empowerment training local civil servants.

Presenting main material. At present teaching methods moved into the plane of projection, actions, operations and

services. There intellectualization of public service when the public official required creative ideas and projects of public services in view of the global information society. The emphasis is on social innovation. [6] It is noted that civil servants have very diverse needs for training. They learn differently and want to develop different levels of experience and organizational priorities. However, each state employees should receive a basic understanding that will enable them to achieve the goal.

For this distinguishes different teaching methods, including traditional (lectures, discussion, question-answer, observation, demonstration, brainstorming) and innovative (Drill - Practise, Case Study, problem solving, etc.) [7].

For many years debated the use of pedagogical design and Case Study as an effective method of training of civil servants. [8] The latter method is considered foreign specialists in the context of simultaneous teaching theory and practice [9]. Proponents of this teaching method believe that it provides an opportunity to move away from doctrines by which you must first learn the theory passively, and then use their knowledge in practice. Case Study method creates the ability to solve practical problems that will meet civil servant in practice. Teachers, thus, are able to build and develop the skills of the highest order when addressing specific issues. Distinguishes four problems solved through specific method situations: motivation knowledge; practical application of theory; the use of evidence-based empirical analysis; restrictions teoriyi. Zustrichayetsya view that the most effective method of teaching are discussions that give civil servant to get

some experience and improve their mental abilities [10]. Also distinguishes methods active work of students both individually and in groups. These methods make it possible to teach students the systems thinking [11]. This includes methods such as «Do it», «Storyboarding», «Assumption Busting», «Concept Maps», the essence of which follows: «Do it» makes it possible to identify the problem and creates conditions to develop many possible solutions, helps identify the best solutions and processing it into effective solutions. The advantages of this method is that it, accelerates and enhances the natural creative ability of students to solve problems; stimulates the production of a large number of good, diverse ideas; contributes to building learning in the context of the research process. Each participant prepares his own ideas on the strategy of communication in public administration in view of global and domestic experience. These ideas should be presented schematically on one sheet. «Storyboarding» («Storyboard») allows you to: 1) issue opinions graphically listeners to understand how those who are trained are working on a solution or the creation of the project; 2) adjust the "train of thought" students in order to help in planning; development of new solutions; resolve common problems non-standard methods; improve communication; building an effective organization. Particular attention should be paid to the students of the problems that are in other states and how governments and civil servants to solve. Filled specifically designed for listeners form. Students must clearly define and justify the experience which States and what has been adapted, expanded, improvements taken as a basis (the state - Summary of experience (what, how

and for what is used in the state, whose experience is taken as a basis). Also it is necessary to identify areas of improvement consultation with the public. The method "assumption Busting" ("The destruction of stereotypes") is that: each sentence or statement is subject to doubt, created a list of suggestions (assumptions) that are associated with a task or problem (for example, something not " working "due to the fact that no specific rules or conditions or no funding, or do not believe in the possibility of solving the problems of other techniques and methods, etc.) to answer the question:" under what conditions these proposals are not correct, and the conditions possible new options to solve? "the conditions for finding alternative ways of action to put the proposal into the real sequence of actions and implementation. Students have to answer the question questioning each of the proposals and dial" suitcase "of proposals to the instructions on the issues that will arise in the practical implementation and propose solutions to these problems in short time with limited financial resources, but using potential population. «Concept Maps» («Concept map") characterized by the fact that the knowledge presented in graphical form. It is a tool for organizing knowledge. Map consists of "labels" that reflect the concepts and consist of 2-3 words or phrases that create a conscious statement. Between the labels are links (direct, indirect, consequential, etc.). They demonstrate the "creative leaps" from the producer of knowledge (in this case the project) .For creative thinking such work enables: systematize knowledge and build them in a hierarchical order; unite the largest number of listeners knowledge to solve creative tasks;

develop new capabilities for searching and making new decisions; use all system memory in the audience navchannya.Perevahy this method is that: helps in generating ideas; makes it possible to design complex structures or components of general ideas; creates conditions for assessing the level of understanding of the problem. This method involves group work. We construct a map of the suggestions and ideas of each sluhacha.Vykonannya interactive online tasks that are broadcast from personal electronic cabinet teacher methodological worldwide network Learningapps on a specially created website teacher, enable the listener in the game entertaining way to explore the theoretical material and prepare for reasonably practical and seminar classes. Tasks include individual and group forms roboty.Vysnovky and prospects for future research. So there is a lot of modern methods used in the preparation of foreign experts civil servants, public managers, politicians. The emphasis is on interactivity and e-learning. The latter is based on the opportunities of the global information society. Further exploration will be used to explore the possibilities of training in state and public administration with a the use of modern information technology.

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