

PEDAGOGICAL SKILLS OF A TEACHER IN ORGANIZING AND MANAGING EDUCATIONAL WORK PROCESSES IN UNIVERSITIES.**Muzaffar Rakhnomoyevich Dadakuziev,**

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Abstract: This article presents information about the pedagogical skills of a teacher in organizing and managing educational work processes in higher education institutions. The pedagogical skills of a teacher play an important role in organizing and managing educational work processes in higher education institutions. This process requires not only the knowledge and skills of a teacher, but also the ability to effectively organize their educational activities.

Key words: innovative, higher education institutions, educational work, pedagogical technologies, education.

The pedagogical skills of a teacher are of great importance in organizing and managing the processes of educational work in higher education institutions. Pedagogical skills are the fluency and effectiveness of a teacher's speech, the ability to attract a student's attention to the topic being taught, the ability to create and effectively use exhibitions that correspond to the topic, to find a way to a student's heart in any situation, this is a professional qualification that ensures the development of a child's interest and activity in each lesson. Pedagogical skills are a product of research and creative work. Pedagogical skills are not a universal method of work for all teachers, but are a process that occurs in the process of work and creativity of each teacher.

The work of a teacher is incomparable. Every person who wants to become a teacher must have the will, patience, pedagogical skills, knowledge, abilities and skills specific to the teaching profession. If a qualified teacher considers himself a qualified teacher, he must have the following knowledge, skills and qualifications.

1. A teacher must have a broad worldview and be able to think freely about all events.
2. A teacher in our independent Uzbekistan can improve the quality of general and professional education of students only when, first of all, he has deep knowledge of the subject he teaches and can arouse interest and desire for science and technology and practical activities.
3. The teacher must conduct a good lesson in accordance with the requirements of modern science and technology and use every minute of it productively.
4. To be a good teacher, a teacher must, in addition to pedagogy and psychology, have a good knowledge of the methodology of his subject.
5. In addition to a high general culture of a teacher, this profession requires knowledge in the field of literature and art.
6. The teacher must observe pedagogical ethics. Pedagogical ethics is one of the qualities characteristic of the teaching profession, and in the process of working with children, the teacher's experience and skill increase.
7. The teacher must have teaching skills and comprehensive knowledge, because students in any field can turn to him.

Today, the system of continuous education that has developed in our country, which is interconnected and complements each other, consists of three levels - be it general education or secondary specialized, vocational education, be it higher education - we all understand that all this is united by a single idea, a common goal. If so, then we should raise our dear children as mature people and specialists who have conquered the heights of world science, possessing deep knowledge and their own independent opinion, and mobilize all our strength and capabilities on this, emphasizing that we will do it. Expressed the meaning of the great task facing us, improving the qualifications of teaching staff has also determined the enormous tasks for teachers. Of course, it is important to improve the pedagogical skills of students in the

implementation of these tasks. Because regular and perfect improvement of theoretical and methodological training, abilities, qualifications of pedagogical skills of a teacher develops knowledge related to improving his pedagogical skills and the quality of education. Of course, it is important for a teacher to carry out educational reforms on a scientific basis, approach them methodically, perform the most difficult tasks, pay attention to the development and satisfaction of spiritual and professional needs of a person. Because the content of improving pedagogical skills, presenting new requirements to the teacher, developing specific goals requires non-traditional forms and methods of the educational process, the composition of teachers and the improvement of the educational base.

When organizing and managing educational work processes in universities, teachers and students always have the feeling that they are walking on stage. Every word and action is assessed by others. Students observe whether the teacher is right, truthful, whether he has close people or not. In this regard, transparency of communication is carried out on the basis of accepted norms and established rules. The teacher must be sure of how his students should behave in a given situation. Interactions in group activities depend on some behavior of the teacher or student, previous events. A student's constant lateness to classes is perceived differently than the first time. Of course, in such cases, it is important to organize mutual support and cooperation.

The effectiveness of educational process management is manifested in the fulfillment of certain requirements. They consist of:

- formation of educational goals;
- establishing the status of student groups in the process of education management;
- development of a program that activates the main issues of the educational process;
- obtaining information about the state of the educational process according to certain parameters;
- processing of information, its analysis and use in the educational process. In his work, the teacher should not limit himself to in-depth mastering of special subjects, but should deeply analyze the methodological and theoretical foundations of pedagogy, have an independent direction and pursue a professional goal. The pedagogical skill of the teacher is determined by his deep knowledge and organization. Today, young people, who are the future of our country, should be brought up as mature and comprehensively developed people, instill in them faith, faith, love, patriotism, friendship, boundless love for people, goodwill, contentment, patience, generosity, national pride. Because the teacher's ability to organize the pedagogical process allows you to grow an ideal person based on the organization of the educational process. The teacher serves the development of consciousness and will of students through education. At the same time, it realizes its specific meaning at different stages of human development. That is, the teacher educates the student from a young age and guarantees that he will be happy when he grows up.

When organizing the educational and labor process in higher educational institutions, attention should be paid to patriotism and humanism, spiritual and moral education, economic education, environmental education, refined education, physical education, and the education of a perfect personality. Thus, a teacher is a professional image of a person with a complex personality structure, occupying a leading position in the life of society. The results of his work underlie achievements in all spheres of public life. Pedagogical and psychological training and integration of knowledge, communication culture, and attention to psychological situations of teachers should be strong. Only highly qualified, high-level teachers can cultivate dreams of a well-rounded person in the people. To do this, the teacher works hard, remembering the highest dreams. We must respect their work and acquire the knowledge they have given.

As Behbudi says :

- In order to remain in the world, worldly sciences and knowledge are necessary.

As Ibn Sina said:

- Whatever advice you give to someone, do it yourself first.

Our people have had the art of education developed at a very high level since ancient times. Eastern thinkers and scientists-pedagogues explained the need for education, its essence and content for the education of a perfect person. There are national and theoretical foundations for organizing educational work and teachers in the course of their educational activities;

- broad realization of national and religious values of the Uzbek people thanks to independence;

- historical foundations of enlightenment and modernism;

- our native language, preserving its purity;

- Identification and widespread use of folk art created by the ancestors of the Turkestan peoples as a means of national education;

- wide use of national customs and traditions created by our people;

- To teach the youth the ideas of human perfection in the Holy Quran and Hadith;

- the activities of educators, thinkers, national heroes, the study of their works, following the teachings of advanced educational influence, etc.

From the above, we know that our great ancestors built a highly developed state, and we know very well that the main poet who said: "Strength is justice" was the basis of state policy and social life in this country. This idea gave people strength, instilled in them faith in honesty and goodness. So, if justice is stable in society, the nation will never go astray. Sooner or later, it achieves a comfortable life. Justice should be the criterion of the society we are building. Of course, the knowledge and skills of a teacher are incomparable.

When organizing high-level conversations with students, the teacher should take into account the following cultural aspects:

- Spiritual culture, i.e. the correct influence on the spiritual needs of students;

- Mastery of culture – organizing each event with great joy and soul;

- Political culture – possession of economic and social knowledge in accordance with the demands of the time;

- Spiritual culture is the organization of creative, spiritual and artistic activities of students.

In addition, the teacher should pay attention to his appearance, he should dress neatly and modestly. In addition, a highly educated, deep possessor of knowledge, thoroughly knowing his subject, ready to sacrifice his life for the development of the country, not sparing the knowledge and skills of his students, should be dear, friendly, selfless in relation to students. The teacher can effectively use various exhibitions and technical means to make the educational process more effective. Unique works of our great thinkers, their wise words, paintings depicting various heroic scenes, films on the topic of morals and ethics have an impact on education. In the spiritual education of a person, it is advisable to use the national and cultural values of the Uzbek people and teach him to study sources.

In organizing and managing the processes of educational work in higher educational institutions, he has the art of paying attention to the level of positive and negative qualities of the student's psyche, interest in the process of planning educational activities, using new methods and Forms of work to improve the quality and effectiveness of educational activities depend on the pedagogical skills of the teacher. Appreciating the work of teachers, the students themselves should be their close assistants. At this point, Hussein Vaiz Koshifi, (one of the scholars who made a name for himself as a preacher) said: "If you are asked what the structure of discipleship is based on, answer: Will and patience, what the teacher wants, listening to it with the ear of the soul and accepting it with a sincere heart, being a believer." The words "is" are appropriate. The appropriate rewarding of teachers' work by the state will contribute to the further development of their abilities, the improvement of creative activity, the improvement of their work, will give a positive response to the award presented to them. Of course, in this place, every teacher must have pedagogical organizational skills. It is necessary to properly organize the educational process, distribute the free time of students after the lesson. At the same time, students should

have a close relationship with their parents, conversations with them should be conducted in the following areas.

1. Study of the student's character, place in the family, position, mental state;
2. Conversation about manners and ethics (oriental customs, paintings, recently published literature);
3. Give advice to parents of students whose upbringing is difficult, if the teacher's one-on-one conversation is thorough, reasonable and rich in logic, this increases the trust of parents in him - as a result, free speech, advice, mutual help to create a state of cooperation. In order to establish one-on-one communication with parents and students, the teacher needs to know the identity of the parents and their family situation. After the teacher has information about the parents, it is important to find out information about their children. A full-fledged study of students by the teacher allows for excellent and effective organization of educational activities.

When organizing and managing educational work processes in higher education institutions, attention should be paid to the following:

1. Describe the positive qualities that are developing in students, interest them in learning, and cultivate an honest, enlightened, kind, benevolent, and persistent attitude toward work.
2. Be able to distinguish between the types of mental strength and temperament of students.
3. Observe positive and negative changes in the student and study the cause.
4. To identify lies and other negative qualities of students. It is advisable to organize various trips with students, go to the cinema, organize games, hold parties dedicated to holidays.

The fact that science teachers hold various Olympiads and competitions adds to the student's knowledge, broadens his worldview, strengthens relationships with classmates, and encourages him to think independently.

Modern education requires the implementation of the goals of personal development, the implementation of interdependence in the activities of the teacher and the student. This requires creative pedagogical thinking and pedagogical skills from the teacher. The pedagogical skills of the teacher are based on his creative approach, multifaceted knowledge and love for children. The success of the teacher in the educational process depends on his theoretical and professional training. In the process of training, the teacher should regularly read psychological, pedagogical and methodological books, magazines and newspapers, use fiction and various films. In the process of education, methods may be different. This depends on the specialty of the teacher, his curiosity, needs and intellectual activity. Of course, it is important to analyze the content of the educational process. They consist of several factors. These are:

1. Educational issues shape students' views on events in society and the environment. This cultivates in them the spirit of humanity and patriotism.
2. Issues of improving knowledge include equipping students with knowledge, skills and abilities.
3. Questions of knowledge - the formation of students' independence in thinking and overcoming difficulties in learning in the learning process. The education of students depends on the creative abilities and skills of teachers.

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