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## The methodological bases of administrative abilities formation of students

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**Abstract:** In this article methodological bases of administrative abilities formation of technical specialties students are covered. Characteristics of administrative abilities formation of technical specialties students are proved. The maintenance of administrative abilities formation of technical specialties students is opened: psychological culture of administrative activity; independent to finding of optimum ways of achievement of the purpose and overcoming of difficulties in the interpersonal relations; understanding of the psychological factors influencing adoption of effective decisions; self-organization of the personnel and opportunity to operate of. The Model bases of administrative abilities formation of technical specialties students are developed.

**Key words:** *Methodology; Bases; Technical specialties students; Managerial skills of technical specialties students; Methodological bases of administrative abilities formation of technical specialties students*

### 1. Introduction

Modern economic, social, production and specifications of life impose new requirements to professional training of technical specialties students. Students of technical specialties need to be guided well in educational space, to think creatively, to possess communicative skills, administrative abilities, to be able to make administrative decisions and to bear for them responsibility.

The analysis of researches of Janice Thomas, Thomas Mengel [1], Larionov, V.V. [2], Sorin Valcea, Maria Riaz Hamdani, M. Ronald Buckley, Milorad M. Novicevic [3], Mane, L. Miville [4], Gomez-Mejia, Luis R.; David B. Balkin and Robert L. Cardy [5], Sakenov, D.Zh. [6], Ash, D., Levitt, K. [7], Manfred, F. R., Kets de Vries [8], Yarulina, L.P. [9], Pozdnyakov, A.P. [10] allows us to note that managerial skills are organizing and communicative qualities of the personality different high knowledge, skills, abilities of process of planning, the organization and the managements of collective production activity providing selection, arrangement, education of shots, motivation of successful activity, achievement of a goal. In this regard, we understand organizing and communicative qualities of the identity of the technical specialties students as administrative abilities of technical specialties students, differing high knowledge, skills, abilities of process of planning, the organization and the managements of a collective production activity providing selection, arrangement, education of shots, motivation of successful activity, achievement of the set administrative and production purpose.

Today to the country the technical specialists of a new formation capable creatively and professionally to solve at modern practical level significant problems of training and education, possessing professional competences of the areas of educational, research, administrative, pedagogical and educational activity capable creatively to carry out productive professional activity in the organizations of training and education are required.

Now, the sufficient theoretical and empirical material on separate aspects of development of administrative abilities of students (Janice Thomas, Thomas Mengel [1], Sorin Valcea, Maria Riaz Hamdani, M. Ronald Buckley, Milorad M. Novicevic [3], Gomez-Mejia, Luis R.; David B. Balkin and Robert L. Cardy [5], Manfred, F. R., Kets de Vries [8], Yarulina, L.P. [9], Pozdnyakov, A.P. [10], Shavaliyeva Z.Sh. [11]) that creates a scientific basis for development of theoretical bases of administrative abilities formation of technical specialties students. However, as shows the analysis of psychology and pedagogical and methodical literature, development of theoretical bases of administrative abilities formation of technical specialties students remains out of a field of modern scientific researches. The insufficient modern theoretical readiness of this scientific problem caused low level of administrative abilities formation of technical specialties students in educational practice of the modern higher school.

Thus, there is a contradiction between uncertainty of scientific approaches of development of theoretical bases of administrative abilities formation of technical specialties students and need of practical realization of theoretical bases administrative abilities formation of technical

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specialties students in professional training of students.

This contradiction allows to formulate a research problem. What maintenance of theoretical bases administrative abilities formation of technical specialties students? Need of the solution of the specified problem defined a research objective: scientific justification and development of the maintenance of theoretical bases administrative abilities formation of technical specialties students.

## 2. Methods

Methods of research include the analysis of references of domestic and foreign authors; empirical methods of collection of information, such as the included and not included supervision, individual conversation, an expert assessment, the analysis of documents of personnel bodies, test techniques; stating and forming experiment, psychological trainings.

## 3. Main part

Future expert of a technical profile first of all has to combine broad fundamental and practical preparation, however thus has to own bases of administrative activity within engineering activity, continuously fill up knowledge in the field of management, be able to put into practice the principles of management and the organization of the administrative activity, to own tools and methods of work of the head conforming to requirements of modern industrial Kazakhstan.

The modern expert, on the example of the engineer of automation and management is the professional of the business possessing high culture, ability of the invention, well knowing modern equipment, technology, economy, the organization of production which even more often to have to apply creative approach, to work independently, initiatively, creatively, and probably even, to act as

the head of a certain collective that demands from it a big sense of responsibility and organizing abilities.

Relying on such huge baggage and the reliable foundation laid by the state in the higher education, it would be desirable to offer the innovations on administrative abilities formation of technical specialties students. Besides based on the State Obligatory Standard of Formation of the Republic of Kazakhstan of the Bachelor degree in the specialty 050702 – Automation and Management, we will place emphasis on a choice students of the individual program. From our party it would be desirable to include in a component for choice some disciplines on psychology of the person, namely management psychology. In our opinion those can become: marketing, strategic management, management of human resources, personnel marketing, bases of a professional stressmanagement and resource-saving of the personality, development of communicative competence of the personality, optimization of a temporary resource in professional activity, formation by the head of a management team, style of administrative activity, conflictology, complex nature of results of management, business and ethics. The psychology of management is a discipline for what professional activity in the future will demand not only the general psychological culture, but also special competence of human resource management questions. The knowledge of psychology of management will help students to open the personal potential of the head, to understand features of functioning of a human resource of the organization that will allow them further most competently and effectively to build a complex of organizational and administrative actions.

Also, carrying out courses and trainings of professionally focused discussions and communication, introduction of technologies professional the focused training will be much important. Introduction of innovative programs for administrative abilities formation of technical specialties students (is possible See. Table 1).

Table 1: Program for administrative abilities formation of technical specialties students

№ n/n	Managerial skills and qualities of students of technical specialties	Content of work on development of administrative abilities of students of technical specialties
1	2	3
I Universal qualities		
1	Diligence	Conversation, exercise
2	Adherence to principles, honesty	Discussion
3	Obligation, fidelity to the word	Conversation, business game, exercise
4	Self-criticism, ability to criticize and perceive to the critic	Conversation "How to criticize?"
5	Humanity	Conversation, discussion, seminar



6	Tactfulness	Acquaintance to literature, seminar
7	Justice	Conversation
8	Commitment	Acquaintance to literature, Lecture "The one Who Follows It Achieves Success"
9	Altruism	Conversation
10	High culture, faultless moral	Exercise "The ethical code of the manager"
11	Vigor	
12	Working capacity	Exercise "Autogenic and respiratory meditation"
13	Consistency	Test "How are you tolerant?"
14	Love to the business	Test «Satisfaction by the work»
15	Optimistic	Test «Self-confidence», confidence training
16	Insistence to itself and another	
17	Sense of humor	
18	External appeal (neatness, clothes style, etc.)	Conversation
II. Psychophysiological qualities		
19	Good health	Test "Corresponds health of the person of a profession of the manager?"
20	Resistance to stress	Test "Degree of susceptibility to a stress", stress prevention
21	General level of development as indicator of ingenuity, versatility of the general mental capacities	
22	Intellectual properties (observation, thinking, attention, memory and B'day).	Questionnaire "Style of thinking", training of observation, exercise for attention development: "Updates", "Fingers", "Snowball", thinking: "The quantitative relations", "Similarity and distinction", "Search of analogs", "Thought expression in other words"
23	Individual and psychological properties (temperament, an orientation of the personality)	V. Smeykl's Indicative questionnaire, M. Kucera for definition of an orientation of the personality, test "Temperament of the Personality"
III Business qualities and organizing abilities		
Test «Level of Efficiency»		
24	Initiative	Test, allowing estimating responsible behavior of members of group of Rozanova V.A. "Are you responsible person?"
25	Independence in the solution of questions (ability and aspiration to assume responsibility)	
26	Self-organization	Test "Are you organized person?", exercise "Rational use of time"
27	Discipline	Self-checking
28	Sense of duty	
29	Ability accurately to define the purpose and to set the task	Exercise "Goal-setting"
30	Ability to change style of behavior depending on conditions	Exercise "Situational use of styles of the management"
31	Ability to place shots and to organize their interaction. Ability to mobilize collective and to lead it	

32	Ability to control activity of subordinates, self-checking	Level of Subjective Control Test; test "Are you able to control yourselves?"
33	Ability and aspiration quickly to make decisions	
34	Ability and aspiration to analyze and objectively to estimate results, ability to stimulate subordinates	Exercise "Performance appraisal"
35	Creative approach to the charged business	
36	Ability to support the initiative, aspiration to use all new, progressive	
37	Ability to support the authority	Exercise "Studying of influence of authority"
IV Communicative qualities		
38	Ability to establish business relations with higher and adjacent heads	Business game "Partner"
39	Ability to establish the confidential relations with subordinates whether to support normal psychological climate in collective	Test "Is trusted you by people around? ", an assessment of psychological climate in pedagogical collective, the game "Make Laugh the Partner", "Request", etc., a seminar "Influence of psychological climate in collective on efficiency of activity of school"
40	Ability to communicate (the standard of speech, ability to listen, etc.)	Exercise "Development of skill of communication in life situations", a role playing exercise "Development of skills of negotiating, whether the test "You are able to listen to ability?", exercises on speech development
41	Ability to act publicly	Oratory exercise
V Professional knowledge		
42	Knowledge of science of management (management bases, human resource management, etc.)	Conversation, seminar, discussion
43	Application in practice of the modern organizational and administrative principles and methods	Conversation, seminars, practical exercises
44	Ability to work with documentation	How to write business letters, telegrams, characteristics?

Diagnostic components of the program for administrative abilities formation of technical specialties students are criteria, indicators, levels of

administrative abilities formation of technical specialties students (Table 2).

**Table 2:** Criteria, indicators, levels administrative abilities formation of technical specialties students

Indicator	Criteria	Indicators	Levels
Managerial skills of students	1. Motivational	- interest to management..	High
			Average
			Low
	2. Substantial	-administrative knowledge; - Ability to prove the administrative point of view.	High
			Average
			Low
	3. Activity	- ability to define and solve an administrative problem; - ability to make some ways of the solution of one administrative task; - Experience of administrative activity.	High
			Average
			Low



Components of the program for administrative abilities formation of technical specialties students, criteria, indicators, levels of administrative abilities

formation of technical specialties students allowed us to develop Model of administrative abilities formation of technical specialties students (Fig. 1).

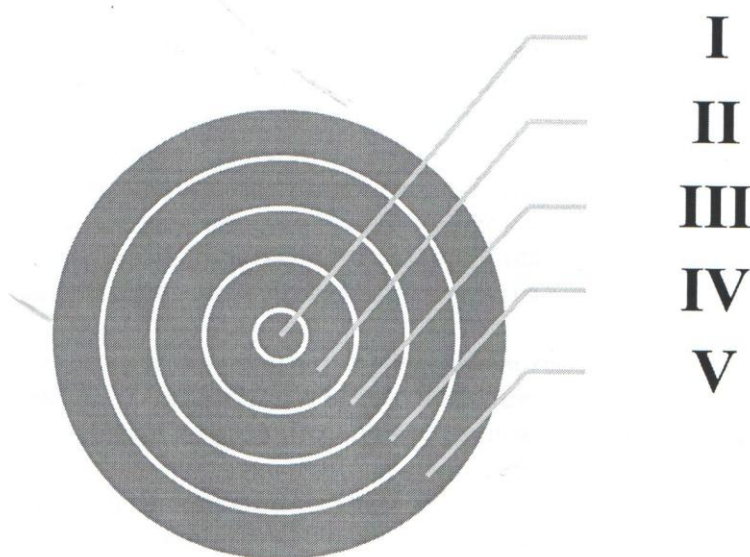


Fig. 1: Model of administrative abilities formation of technical specialties students.

The explanation to Fig. 1. Model of administrative abilities formation of technical specialties students:

- I - Universal qualities
- II - Psychophysiological qualities
- III - Business qualities and organizing abilities
- IV - Communicative qualities
- V - Professional knowledge
- VI - Criteria
- VII - Indicators
- VIII - Levels
- IX - Content of work on development of administrative abilities of technical specialties students.

During experimental work all structural components of Model of administrative abilities formation of technical specialties students were realized.

The comparative analysis of results of stating and forming stages of experiment on administrative abilities formation of technical specialties students showed that in a course is skilled - experimental work positive dynamics by all three criteria of Model of administrative abilities formation of technical specialties students which made 42% (the Fig. 2 is observed.) .

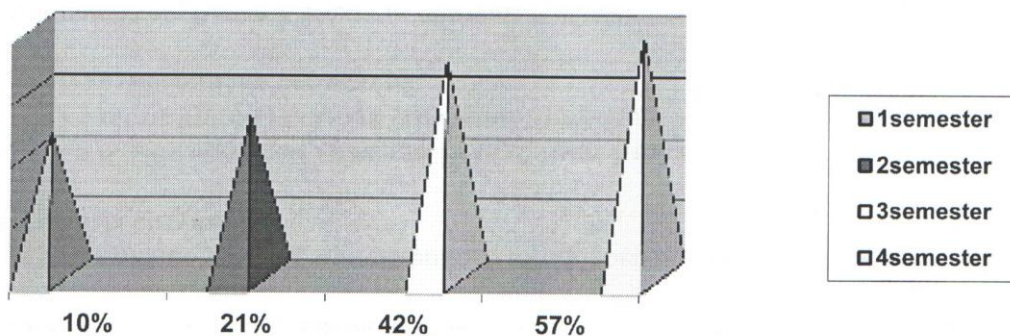


Fig. 2: Dynamics of administrative abilities formation of technical specialties students

Thus, as a result of the made pedagogical experiment on all indicators positive dynamics that testifies to efficiency of Model of administrative abilities

formation of technical specialties students is received.

#### 4. Conclusion

Thus, students of technical specialties first of all have to have fundamental and practical preparation, however thus has to own bases of administrative activity within engineering activity, continuously fill up knowledge in the field of management, be able to put into practice managerial skills. As a result of the conducted research, we covered theoretical basics of administrative abilities formation of technical specialties students. Characteristics of administrative abilities formation of technical specialties students are experimentally proved. The maintenance of administrative abilities of technical specialties students is opened: psychological culture of administrative activity; independent to finding of optimum ways of achievement of the purpose and overcoming of difficulties in the interpersonal relations; understanding of the psychological factors influencing adoption of effective decisions; self-organization of the personnel and opportunity to operate of. It is developed and experimentally approved and efficiency of Model of administrative abilities formation of technical specialties students is proved.

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