

забезпечують практичну реалізацію функцій української мови у публічному управлінні та адмініструванні.

Для того, щоб ефективно вирішувати питання підвищення рівня знання української мови та її культури серед професійних державних службовців окреслену проблему потрібно розглядати як комплексну. Це вимагає об'єднання знань мовознавців і фахівців з публічного управління.

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Олійник Ольга Сергіївна – старша викладачка кафедри українознавства та іноземних мов факультету підготовки фахівців для підрозділів стратегічних розслідувань Дніпропетровського державного університету внутрішніх справ

RELEVANCE OF SOFT SKILLS DEVELOPMENT IN STUDENTS OF NON-LINGUISTIC SPECIALITIES

In addition to professional skills, soft skills are an important element of a professional portrait and reputation in the modern world. A professional is someone who has specialized knowledge and often a certain academic background.

However, in addition to the abilities and knowledge required for a particular profession, professionals in almost any field also need a certain universal set of traits and skills.

These are, first of all, the so-called soft skills - intangible skills that help us to interact and get along well with others. Because these skills are required for almost every job, they are rarely included in job requirements lists, so it is difficult to know what specific skills are involved. However, there are skills that employers generally expect to see in candidates.

Communication skills are essential for any professional. These include written, verbal and non-verbal communication.

One of the most important communication skills in today's world is the ability to communicate competently by email. Almost every profession requires email correspondence. The professional should be able to write concise and clear letters, observing the appropriate format and tone of correspondence.

In addition, important communication skills are to argue and defend your position, communication in a conflict situation, the ability to listen and conduct an interview / conversation, maintaining short courtesy conversations, shaking hands, etc.

Almost every job requires certain skills required for public speaking. While not everyone at work has to make lengthy presentations on a regular basis, nearly everyone has to speak at meetings, present information to their colleagues, or communicate with a team.

Any specialist works with a group of people, regardless of whether it is work in one of the company's departments or the purposeful creation of a team project.

A professional needs interpersonal skills to communicate with colleagues. You need to be able to delegate responsibility, establish effective communication and achieve a common goal. Also, the skills of conflict resolution, creation, management and building relationships in a team will be useful in the work.

Time management skills are essential to get things done on time without feeling discomfort or the feeling that the tasks are getting bigger than you. This may seem like a very simple skill, but it is one of the most important.

Employers often perceive employees who show up for work on time (or even a little earlier) as more efficient, even if this is not the case at all. Be that as it may, punctuality is a chance to add pluses to your professional reputation.

Most activities require a certain level of flexibility, adaptability, and the ability to change. It is important to be able to look at the problem from different perspectives and adjust your workflow when the situation changes.

There are certain traits and skills that demonstrate the ability to be adaptive. For example, the ability to analyze the situation, receptivity, the ability to change your mind, patience, anger management skill and orientation to problem solving.

Regardless of your position and role in the company, leadership is also important for any professional. They can manifest themselves in the ability to work calmly in a stressful environment, make decisions, set goals, plan, prioritize, strive for development and growth.

Interpersonal skills are a complex of soft skills that allow you to establish effective work with colleagues, managers, clients, etc.

This type of skill is also important for networking and career development. These include the ability to plan and manage your career, creative and critical thinking, emotional intelligence, the ability to set and maintain personal and professional boundaries, ethics, honesty, patience, perseverance, perseverance, self-confidence, respect for others, the ability to cope with stress, etc.

The main point to be noted from the above said is that higher educational institutions in their constant search and process of improvement might be missing one of the most vitally important things, skills that are to be acquired by every participant of educational process, including the personnel who is delivering education (lecturers, trainers, teachers e.t.c.) and the recipients (students).

Great deal of success depends on our ability to negotiate and this is something we learn how to do mostly out and beyond the walls of any classroom. Which to our opinion is a normal state of life conditions, still we see huge potential, hidden in revelation of this fact. And huge opportunities to improvement and uplifting the quality of specialists leaving the walls of the institutions, that move towards realization of the idea “to include soft skills development in their students” to give them better starting cite for their future professional life.

Пакулова Тетяна Василівна – доцентка кафедри українознавства та іноземних мов факультету підготовки фахівців для підрозділів стратегічних розслідувань Дніпропетровського державного університету внутрішніх справ

DIGITAL EDUCATION: FOR AND AGAINST

No matter whether we want it or not, our life has become digitalized. The digital divide has proved to be the gap between those who have access to a device and internet and those who do not.

The educational process does not differ from any type of human activity and never stops changing. Information has become more accessible and one can study from anywhere at any time. However, access to technology means nothing if we fail to take into account skills, uses and outcomes. Only taken together, these factors help us realize if students are getting the benefit of education technology. The obstacles to skills and uses may differ from those to access.

One of the barriers to a device may be an urban-rural divide, where access to internet is a usual state of things for those living in cities and, on the contrary, an invincible obstacle for people living in rural areas. A recent EdTechHub report suggests that educational authorities should combine high, low and no technology ways out to give the opportunity for children go on learning in emergencies.

Another urgent issue of teaching online is how to embed digital skills in the curriculum. Digital education should focus not only on teaching students to use basic software, but educators need to place emphasis on cross-cultural digital competence. Digital competencies are a set of knowledge, abilities, character features and ways of behavior that are necessary for a person to use digital technology to pursue their goals in their personal or professional life. Digital