

Exploration and practice of professional experience teaching mode of secretary major in Higher Vocational Education

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Abstract: the post of secretary is very special, which requires the practitioners to have strong professional ability, service awareness and be able to handle various common affairs. Many teaching modes should be adopted actively in the major of secretary in Colleges and universities. The vocational experience teaching mode can strengthen students' professional skills, make them familiar with the working characteristics of secretarial posts, cultivate students' professional spirit and strengthen their professional emotions. This paper focuses on the practice and exploration of the vocational experience teaching mode adopted by the Secretary Major in higher vocational education. Hope to provide useful reference for relevant personnel.

1. Introduction

The core task of the secretary position is to communicate relevant information, coordinate and handle comprehensively, and assist leaders in decision-making. The main professional skills of the secretary position are handling affairs, organizing meetings, and organizing documents. The secretary position serves as an assistant and consultant for leaders. Students majoring in secretarial should strengthen the professional experience activities of secretarial posts and deepen the understanding of the contents of secretarial work. This paper discusses the relevant content of vocational experience teaching in secretarial teaching in higher vocational colleges, hoping to provide useful reference for relevant personnel.

2. The professional experience teaching mode of secretary major in Higher Vocational Education

Vocational experiential teaching refers to that, based on the working characteristics of relevant secretarial posts in enterprises and institutions, secretarial personnel are required to have certain secretarial skills, abide by the educational thought of "equal emphasis on Secretarial professionalism and professional skills training", strengthen the training and training of secretarial professional skills, effectively form correct professional cognition, enhance secretarial professional awareness, and strengthen the training of secretarial professional skills Professional ethics, condensing professional spirit, deepening the formation and cultivation of professional emotion. In the process of Teaching Secretarial courses, the secretarial majors in Colleges and universities create professional scenes to simulate the most realistic and realistic professional environment and atmosphere. Quote very representative professional activities to provide students with workplace teaching content. Through the experiential teaching method, strengthen the effectiveness of experiential teaching, gradually lead the students to experience the macro and micro working environment of the secretary profession; experience the joy, pressure, success and frustration in the workplace, strengthen the correct feelings for the secretary profession, and develop good professional norms and habits.

3. Determine the training objectives of professional talents

To train high-quality administrative professionals for all kinds of small and medium-sized enterprises. Now many higher vocational colleges follow-up survey, enterprise related research,

Graduate Employment feedback and so on. In order to achieve the specific goal of talent cultivation, the college should focus on shaping professional spirit, cultivating professional consciousness and training professional skills, be able to handle all kinds of administrative affairs of small and medium-sized enterprises, do a good job in office service and secretarial skills, and cultivate professional spirit to cultivate high-level administrative professionals. First of all, the goal of talent training should be able to serve the needs of regional economic development, combined with the development needs of local market economy, and cultivate professional administrative personnel needed for posts. Secondly, to meet the work needs of front-line posts. Secretary is a typical type of occupation, which does not have a strong professional and technical, but requires a strong professional comprehensive ability. The secretarial work of small and medium-sized enterprises is complex and multifarious, which requires students to have high comprehensive quality and professional ability. They should have a good attitude to work. Service awareness and professionalism. Third, it is important to keep up with the new trend of career development. Higher education is becoming more and more popular, and the era of network has become a reality. We should not only be able to do traditional business, do document, do meeting (three do) business, but also do a lot of administrative affairs of human resources, comprehensive coordination, information management and other enterprises.

4. Optimize the training mode of professional talents

First of all, it is necessary to develop personalized training programs for different students, so as to serve the growth of students. Breaking the traditional one size fits all model, on the basis of ensuring the standardization and unity of professional basis, according to the specific characteristics of professional post technology and the current personality, ability and basic conditions of each student, starting from the second semester of the sophomore year, through elective courses to cultivate foreign secretaries, business secretaries and other different directions, to provide them with a diversified path of career and ensure the post Adaptability and talent professionalism. Secondly, form a modular curriculum system. According to the cognitive stage, the experience stage and the integration stage, the curriculum system should successively set up three modules, including the humanistic quality, the professional core and the direction expansion. As students deepen their professional cognition, enrich their professional experience and integrate their professional feelings, they should continue to expand and deepen the course content. Thirdly, the teaching content has the characteristics of workplace. In order to get close to the content of the front-line work, it is necessary to update and reform the relevant teaching content in accordance with the relevant requirements of professional personnel training. For example, "the relevant contents of the introduction to secretarial science have a strong academic rationality. It is necessary to transform and optimize the introduction to secretarial profession, so that the school can master the professional role of secretary, workplace environment, professional ethics, professional knowledge and ability, professional image, professional character, career planning and career planning, so that students can more accurately grasp the current situation of the secretary profession. Fourth, we should adopt various teaching methods, such as heuristic, cooperative inquiry, task driven, group discussion and so on. With the help of network self-study, classroom teaching, social practice, the second classroom and other methods. Strengthen practical teaching and implement a combined practical teaching system, that is, planned training, in class training, secretary office training. Strengthen the training of secretarial professional skills, conventional skills, basic abilities, task-based skills, competitive skills and special skills. We should pay attention to the development of the related projects of secretarial practical training, and train students' professional ability to effectively use secretarial knowledge to solve, analyze and observe problems.

5. Build a diversified workplace experience training platform

First of all, we should build a classroom training platform with Secretary practical skills training as the top priority, and make good use of the classroom as the main position of training talents. Focusing

on the goal of training high-quality professional secretaries and actively reforming classroom teaching, we can adopt project-based teaching method and task-driven teaching mode. Build a simulation functional department and model company, introduce representative professional activities in the process of project implementation into the classroom, adopt the mode of task training and post / Department combination; follow the enterprise's nine to five work and rest training mechanism throughout the day, highlight the applicability and post nature. In the process of practical training, we should adopt the wage mechanism of enterprises to attract students with market rules and value rules and stimulate their enthusiasm for learning. In addition, relevant secretaries of enterprises, institutions and administrative organs should be allowed to guide these work. Skills competition can be carried out, and these competition platforms can be regarded as effective training platforms. The drafting plan, meeting discussion, competition organization, notice distribution, data compilation, news publicity, etc. all belong to authentic tasks and work, providing students with opportunities for integration, reality, and a large number of training, and can obtain good training results.

6. Strive to create workplace cultural atmosphere

First of all, in order to strengthen students' workplace experience and shape their professionalism, higher vocational colleges should set Monday as their career experience day, so that they can experience the workplace. Wearing long trousers, white shirt, high heels for girls, leather shoes for boys and work permit for chest is the standard professional image of every student on the career experience day. And to fingerprint attendance, morning meeting, fill in memos, work logs, etc., all belong to this day's series of standardized actions. Strengthen students' experience of secretarial profession, strengthen their feeling and understanding of this profession, and develop good professional norms. Secondly, the enterprise management mechanism is adopted. Enterprise management can effectively permeate the relevant concepts of secretary profession. In terms of position and organization, it is necessary to set up a class committee, add a new secretary position, do a good job in class file arrangement, draft relevant activity plans and class documents, and assist the class teacher in handling class affairs. Formulate class management system, and include the technical, moral, behavior, etiquette, etc. of secretary occupation in the requirements. According to the relevant requirements of CIS, the class secretary CIS identification system should be constructed. Steadily implement all kinds of class activities related to the major, effectively infiltrate the professional consciousness into the students in these activities, and cultivate their professional secretary skills. Thirdly, the training room should be professionalized. Colleges and universities should set up secretarial vocational training centers and create a professional and scientific education environment. In the process of building each functional training room, the center should be set up by reference to the professional positions and departments of the enterprise. With screen furniture and open layout, the hardware environment can be made into the standard of "industry window" of the school. It is necessary to make the professional training environment of students in the school conform to the working environment of professional posts. According to different functions, the professional terms marked in each training room should also be different.

7. Conclusion

Under the new era background, the working characteristics and professional characteristics of the secretary profession are more and more distinct, and the requirements for the comprehensive quality and professional ability of the practitioners are increasing day by day. Therefore, higher vocational colleges should face the difficulties, actively explore various means and methods including vocational experience teaching mode, strengthen vocational experience and Secretarial Practice Activities, gradually improve the theoretical level and professional skills of students, shorten the distance between students and the company, graduate as scheduled, and lay a solid foundation for them.

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