

THE STEP-BY-STEP METHODOLOGY OF FORMING COMPETENT PERSONNEL

*Quruqlikdagi qo'shinlar institutining
Tillar kafedrasi ingliz tili fani
katta o'qituvchisi, mustaqil izlanuvchi
Normatova Muqaddas Baxodirovna*

Annotation: This article explores the theoretical and practical foundations of forming competent personnel in the context of globalization, digital transformation, and educational modernization. It presents a step-by-step methodology that integrates needs analysis, competence-based education, innovative teaching technologies, and lifelong professional development. The paper also discusses socio-psychological and motivational factors influencing competence formation. The research concludes that a scientifically grounded and continuously improved methodology for forming competent personnel contributes to national competitiveness, sustainable economic growth, and human capital development.

Keywords: competence, qualified personnel, education, methodology, professional development, innovation, human capital, digital skills.

Introduction

The modern era is characterized by the rapid development of science, technology, and global communication. As a result, the demand for qualified and competent personnel has increased significantly. Competence today represents not only professional knowledge and skills but also creativity, adaptability, and the ability to make responsible decisions in complex situations. Forming such personnel requires a holistic and systematic approach that connects education, training, professional experience, and lifelong learning.

Theoretical Background of Competence Formation Competence as a concept has evolved from traditional knowledge-based education toward performance-based and outcome-oriented learning. According to European educational frameworks, competence encompasses cognitive, functional, personal, and ethical dimensions. It is the capacity to apply knowledge, skills, and attitudes effectively in real-life contexts. The formation of competent personnel is grounded in several theoretical principles: Humanistic approach – emphasizing individual development and self-fulfillment; Constructivist approach – viewing learning as an active process of constructing knowledge; Competency-based approach – focusing on the measurable outcomes of learning rather than on the amount of information transmitted.

Step-by-Step Methodology

Step 1: Needs Analysis and Strategic Planning. Educational and organizational institutions must identify the competencies most in demand in the current labor market. This involves analyzing industry standards, technological developments, and economic priorities.

Step 2: Designing Competence-Based Curriculum. Curricula should define specific learning outcomes, performance indicators, and assessment methods. Interdisciplinary and project-based learning can be integrated to foster collaboration and innovation.

Step 3: Implementation of Training and Development Programs. Teachers and trainers play a crucial role in guiding learners toward competence. Modern pedagogical methods — including problem-based learning, case studies, simulations, and e-learning — make the process interactive and practice-oriented.

Step 4: Assessment, Reflection, and Feedback. Competence development must be continuously monitored through formative and summative assessments.

Step 5: Continuous Professional Development and Lifelong Learning. Competence formation does not stop after formal education. Participation in professional training, workshops, and research projects ensures continuous growth.

3. The Role of Educational Institutions and Employers Both educational institutions and employers play key roles in the competence formation process. Universities must act as innovation centers, while employers collaborate with academic institutions through internships, dual education programs, and mentorship initiatives.

4. Factors Influencing Competence Formation Technological change, motivational environment, psychological readiness, and socio-economic conditions significantly impact the development of competent personnel.

5. Discussion The implementation of a step-by-step methodology improves not only the quality of education but also the overall productivity of organizations. Digital transformation requires the integration of ICT skills into all stages of competence development.

Conclusion

Forming competent personnel is a multidimensional and continuous process that requires cooperation between education, industry, and government. A step-by-step methodology ensures the creation of professionals who can effectively meet modern challenges. By investing in competence formation, societies can secure sustainable development, innovation, and prosperity.

References:

1. McClelland, D.C. (1973). Testing for Competence Rather than for Intelligence. *American Psychologist*, 28(1), 1–14.
2. Spencer, L.M., & Spencer, S.M. (1993). *Competence at Work: Models for Superior Performance*. New York: Wiley.
- Boyatzis, R.E. (2008).

3. Competencies in the 21st Century. Journal of Management Development, 27(1), 5–12. OECD. (2021).
4. Skills Outlook: Learning for Life. Paris: OECD Publishing. UNESCO. (2020). Education for Sustainable Development Goals: Learning Objectives. Paris: UNESCO.
5. European Commission. (2019). Key Competences for Lifelong Learning. Brussels: Publications Office of the EU.
6. Eraut, M. (2004). Informal Learning in the Workplace. Studies in Continuing Education, 26(2), 247–273.