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FORMATION OF PROFESSIONAL COMPETENCIES AMONG EMPLOYEES BY TRAINING*Abstract:*

The research addresses the importance of training in developing employees' capabilities and competencies and improving their performance, and it consists of two main variables: an independent variable, training, and a dependent variable, which is employees' competence. The research addresses the importance of selecting appropriate employees for training and methods for building competencies, in addition to the problems that may face the training process, such as employees' weak desire to train or their decreased ability to do so due to work pressures. The research also addresses the importance of choosing a successful trainer and using scientific methods to solve the problems facing training. The research also addresses problems that trainees may face, such as poor harmony between them during the training process, or weak ability to train due to their weak qualifications, and the ideal training duration. The research reinforces the importance of developing employees' capabilities by targeting employees, as well as for training methods to be active and renewed in modern ways. Also, the training environment must be appropriate and the skills of the trainer that he uses in training to improve the performance of employees to increase their productivity. To achieve the goals of the organization or company, and through the training process, goals must be determined without Setting goals becomes a failed process. Training takes several forms, including skill development, basic training, and routine and usual training. All of this falls within the required training need. Training passes through three stages: a pre-training stage, a during-training stage, and a post-training stage. Training is measured after these stages. Through these three, it is possible to know whether the training is good or not by interviewing the trainees after the training process and asking them whether the training left anything positive or negative.

Keywords:

training, employees, professional competencies, skills

INTRODUCTION

The research reinforces the importance of developing employees' capabilities by targeting employees, as well as for training methods to be active and renewed in modern ways. Also, the training environment must be appropriate and the skills of the trainer that he uses in training to improve the performance of employees to increase their productivity. To achieve the goals of the organization or company, and through the training process

1. *Conveying information to others* has a set of gradual goals that ultimately reach the basic goals, which is a change in the behavior of individuals. Training may include, among its concepts - developing the individual's information and even acquiring new information. Therefore, the training means a set of activities that aim to improve professional knowledge and abilities, taking into account the possibility of applying them at work (Trainee Training Program Book, p. 15, Dr. Akram Reda) [1]

2. *Matters that training does not address.* Despite what we mentioned about the importance of training in improving and raising the efficiency of employees, it is necessary to warn management people that there are problems that many organizations suffer from, but training is not effective for them and does not represent the correct solution to them. The most important of these problems are the following:

- a) Imbalance of organizational structures
 - b) Poor planning
 - c) Problems of poor employee morale due to low wages or mistreatment
- (Human Resources Management Book, p. 321, Professor Dr. Ali Al-Salami) [2]

3. *Procedures for planning and implementing training*

a) The training needs of employees are determined based on the results of the performance evaluation and future plans. The annual training budget is determined according to the financial capacity of the institution

b) Based on the results of the performance evaluation and the recommendations of department managers regarding the training needs of employees, the Human Resources Officer/Administrative Director prepares the annual training plan - HR.

c) The Human Resources Officer/Administrative Director submits reports that reflect the trainees' activity, training, and the performance of the training institutions to the General Manager.

(Human Resources Management Guide 2015 prepared by the Palestinian NGO Development Center) [3]

4. Objectives and benefits of training

First: for the organization

a) Improving the organization's profitability.

Skill and knowledge in the organization

Improving morale at work.

It works to develop new leaders

b) Reducing production costs

c) Reducing the intensity of conflicts and work pressures - formulates human resources planning policy

Secondly, for individuals

Helps with self-confidence

And self-development

a) Provides information on how to improve communication and assist the individual in making effective decisions

b) Helps deal with stress.

(Human Resources Management Lectures prepared by Hani Arab <http://WWW.rsscis.info>) [4]

5. Training is one of the most important responsibilities of the manager in order to confront the rapid development in the field of human resources management and the knowledge and technical explosion witnessed in the current era. Training contributes to raising the morale of employees as it helps them raise their competencies and provides them with the necessary experience and skills. (Book of Modern Trends in Human Resources Management by Dr. Rafida Al-Hariri, p. 79) [5]

6. All indicators indicate an increasing interest in the training function due to this function being linked to the level of the individual's performance of the job he holds and productivity or production efficiency. A decrease in the individual's performance and production efficiency is considered a clear sign of direct intervention by the personnel department to take all measures to confront this decline so that this intervention results. Raising the level of individual performance to the required level and raising productivity to the level of the required standards/ (Human resources management and organizational performance efficiency, p. 159, Dr. Kamel Barbar,) [6]

7. This includes all aspects of activity related to the education and training of the individuals who have been acquired for the purpose of raising their skills and increasing their degree of understanding of the nature of the work assigned to them. The role of training and development activity is not limited to new workers, but extends to current workers and various administrative levels in order to confront the trends that may occur. In the business environment, in addition to providing them with the skill to perform new jobs. (Human Resources Management, Professor Dr. Muhammad Al-Fateh Mahmoud Bashir Al-Maghrabi, p. 65) [7]

8. This research aims to know the role of training for an employee in enhancing needs in the field of knowledge and new capabilities, and also to identify the elements of training. The problems of the study may disappear if the research consists of measuring the role of training in developing human resources and appropriate training programs for employees, and the factors that It affects the training of employees, training programs are determined, and training programs are also evaluated (Hassan Muhammad Baku, The Role of Training in Human Resource Development in Private Institutions, Master's Thesis) [8]

9. There are many definitions regarding training. There are those who believe that it is synonymous with the term training, although training does not differ from formation. The first means all aspects of learning that an individual receives from values, skills, cultures, ideas, and information. The second applies its concept to learning as well, but within the scope of a profession. Given its connection with practical aspect 1, the term training is most commonly used (Tartak Ahmed, "The Economic Rationalization of Production Capacities in Institutions," 2002, p.) [9]

CONCLUSION

Thus, This article emphasizes the importance of building employees' professional competencies through training. It highlights the importance of improving employees' skills and knowledge by providing appropriate training programs. He points out that the formation of professional competencies contributes to developing performance and increasing productivity in the workplace.

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