

ANALYSIS OF TRAINING NEEDS - THE MAIN STAGE OF A SYSTEMATIC APPROACH OF PREPARING THE POPULATION TO ACT IN EMERGENCY SITUATIONS

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Abstract

The proposed systematic approach to training is based on a new methodology for constructing such training, which includes an integrated approach and the careful preparation of training and advanced training programs that meet the needs of practice. Training is considered broader than simply conducting training sessions. The organization of such training includes an analysis of training needs, setting training goals, determining the content, forms and methods of training.

Keywords: analysis, need, systematic approach, population protection, preparation, action, emergency, sustainability

Introduction. The experience of disaster management, particularly at the enterprises that produce or use in the production process the highly effective toxic substances shows that population that acquired necessary knowledge of rules on behavior during natural disasters, accidents, catastrophes, acts more skillfully, actively and decisively. This significantly reduces the losses, increases the resistance of industrial facilities and production as a whole, and creates the necessary preconditions for raising the level of morale of the people.

These factors determine the need of population for in-depth knowledge of the nature and character of potential natural disasters and technogenic disasters, the rules of behavior in extreme conditions.

The State system of prevention and action in emergency situations of the Republic of Uzbekistan is entrusted with the task of compulsory education of the population in ways of protection and actions in emergency situations.

In accordance with the requirements of the Laws of the Republic of Uzbekistan "On protection of population and territories from emergency situations of natural and technogenic nature", "On civil protection", "On approval of a comprehensive program of training of the population to act in emergency situations of natural and man-technogenic disasters caused by the earthquakes" № 208 dated 19.07.2011, Resolutions of the Cabinet of Ministers «On the order of preparation of the population for actions in emergency situations and in the field of civil protection" №754 dated 09.09.2019, there is a list of persons that shall be trained in the area of protection from emergencies. They are as follows: the heads of state authority and administration of the Republic of Karakalpakstan, regions, cities and districts of the republican and regional subordination, ministries, departments, institutions and organizations irrespective of their subordination and organizational legal forms.

The successful solution of the tasks provided for in the aforementioned regulations, is impossible without a comprehensive analysis of the needs for training at the facilities of the economy.

In addressing the issues of personnel training it is planned to implement the system analysis, used not only to determine the needs for the number of trainees, but also it is aimed for creating an effective mechanism for monitoring the quality of training of specialists for the protection of population and territories from emergency situations, involving the creation of certification service for trained personnel.

It also follows from the National Program for Personnel Training, which provides the need to link education system and personnel training with the ongoing social transformations, reorganization of the structure and content of personnel training, from the perspective of social and economic development of the country, including the issues of protection of population and territories from emergency situations.

The proposed systematic approach to training based on the new methodology of such training, including an integrated approach and thorough preparation of training programs and training that meet the needs of practice.

Education is considered in broader terms than just training sessions. The organization of such training include:

- Analysis of need in training;
- Setting learning objectives;
- Definition of the content, forms and methods of training;
- Coordination of training in various training centers;
- Training at the enterprise;
- Ensuring a positive transfer of acquired knowledge in daily work;
- Promoting a culture of safety at work at the facilities of the economy where emergency situations are potentially possible.

When organizing training for long-term operation of new monitoring systems, it is important to pay attention to the comprehensive consideration of issues of industrial safety, aimed not only at developing new techniques for working with the new equipment, but also in the awareness of site personnel main provisions:

- The threat of an emergency is real, it is permanent and is often directly related to the facilities of the economy or to the territories in which emergency situations of natural, environmental and technogenic disasters may arise;
- The required level of safety can not be ensured only through the perfection of equipment and technologies. The effectiveness of monitoring and maintaining their long-term operation at the proper level is largely dependent on the actions of the personnel;
- Performance discipline must be respected scrupulously. All the prescribed rules, regulations and procedures in the field of control must be strictly complied with, and it should become an internal need of the performers.

The main aspect of the analysis of need for training - evaluation of existing training opportunities and development of recommendations aimed at further improving the training on the facility of the economy. Developing programs must be effective, helpful and mandatory for implementation in practice. As a result of analysis of needs for training and, in the future, in building of personnel training system the following mechanism should operate effectively: "a position- responsibilities, functions, competence - quality of performance - a position" taking into account the motivation factor.

It requires an assessment: "Who? What? How often? and How to teach?". The main document which answers these questions is the "Organisational instructions for preparing governing bodies of the Ministry of Emergency Situations forces and the population in the area of protection from emergency situations of natural and technogenic disasters, approved by the head of Civil Protection of the Republic of Uzbekistan.

Personnel of the economic facilities have the proper training necessary to perform the basic tasks of accounting, control and compliance with the rules of technological processes.

Lists of employees sent for training and professional development, is formed on the these facilities. At the stage of forming lists a number of questions emerge:

- Number of personnel that need training;
- What kind of training is needed for personnel;
- Number of courses required for training;

- Where should the training take place (at the workplace, the classroom or the training center, etc.).

Upon return to the specific facility, the employees who received knowledge at the training centers, shall apply their knowledge with view of the specifics of any given type of work. If such knowledge will not be adapted to their specific activities, the quality of work, the level of security will not improve.

Therefore, it is necessary to develop the system of training the personnel within a particular enterprise, which will guarantee the personnel, responsible for ensuring the protection of the facility from a potential emergency situations, to receive solid knowledge and skills for a long-term period to work with the new equipment and technologies ensuring their long-term and effective operation.

The first step is the implementation of a systematic approach to training - defining training needs of different categories of personnel, in one way or another connected with the safety of the object.

The central part of the methodology of the analysis of need for training - to determine the basis of development of the integrated and comprehensive program for training the specialists, who operate and maintain the equipment, which provides the security system of the facility.

To achieve this goal it is advisable to distinguish four stages of the analyses of needs for training.

First step:

- Gathering the necessary information;
- Processing of the results;
- Development of recommendations.

At this stage, it is advisable to determine the number of participants from the managers and specialists, providing the system of control, technic specialists and specialists, responsible for training of the personnel, and the establishment of the working group.

The Working Group has the following tasks:

- Determines who shall be trained;
- The type of training which was the personnel have;
- What needs for training can be met through external educational - methodical centers;
- What resources and opportunities have the training centers to carry out training;
- How to provide the required training and maintenance of training.

In accordance with the tasks, the Program to assess the needs for training shall be developed. This Program shall reflect the mechanisms of operation, methods of obtaining the necessary information, the list of issues and the timetable for the preparation of materials for further monitoring and analysis.

The second phase of work consists of gathering the information necessary to implement the tasks. At this stage, the organizational structure of the enterprise, job descriptions and functions performed by personnel of the entities ensuring the safety of the enterprise shall be analysed. The source of information shall be the minutes of the attestation of the personnel, as well as acts of various commissions and inspections on identified shortcomings, including violations related to the human factor.

All changes in the monitoring system during the period of modernization within the framework of international cooperation, accounting, control and protection in technology, equipment, organizational structure, regulatory documentation are taken into account during carrying out the analyses.

At this stage, a list of all positions directly related to the control system, and positions related to ensuring safety with indication of the qualifications and responsibilities, as well as a list of tasks to be solved by a specific officer shall be prepared.

In the third stage, the processing of the collected data is carried out. Such data processing is carried out on both, individual groups of employees, as well as needs of the entire enterprise. Based

on the received date the summary table is drafted. This table identifies specific positions, the number of staff, their qualifications, responsibilities for each position, competence.

At this stage the existing skills and skills required as per each position and each workplace shall be determined. This information is essential for determination of the discrepancies and further elimination of these discrepancies through training.

To determine the list of powers, special knowledge and skills an analysis of competencies for the position shall be carried out, taking into account the degree of impact on safety. In developing the list of powers for the training it is necessary to bear in mind powers related to human factors.

Analysis of the above information serves as the basis for taking a decision on the need to improve training, drafting the training program and training the personnel.

After determination of the needs for training, establishing the necessity of training for a particular category of personnel or a specific position, further steps (phase) analysis shall be carried out, including analysis of training content related to the area of responsibility of the personnel or the position. Preparation of a complete list of tasks for each position is subject to the requirements of normative-technical documentation for such particular position. For purposes of training, tasks which can not be properly fulfilled without training or improper performance of which involves significant negative consequences for the facility of economy are selected.

The findings: the scope and content of the qualification requirements, the list of competencies for specific job categories, a list of the training topics for the position, and so on, allows to move to the fourth stage – developing the recommendations on personnel training at the stage of the long-term provision of the efficiency of the entire control system. At this point, the categories of personnel to be trained in the training centers and the enterprise, type and nature of education (primary, maintenance of qualifications, training) are determined. A priority of educational requirements for period: month, quarter, year, etc. is clarified.

Conclusion. Within the framework of work carried out at the educational institution (training center) the necessity in developing additional training programs to those that currently exist in the educational - methodical centers shall be determined. That is, the programs, that are adapted to the production specifics of the enterprise. At the same time it is necessary to develop guidelines for the organization of training at the enterprise, particularly: the development of training modules, the organization of a computer class for training and development of tests to provide feedback on the training, i.e. checking the quality of education. Approximate topics of the general direction is given in the organizational guidelines and the said topics is complemented with consideration of needs of a particular facility of economy.

Analyses of the needs for training allows to identify the gap between the real situation and the desired result, helps to achieve consistency between the professional level of employees and the real challenges to the industrial safety system, taking into account the specifics of a particular enterprise.

We would like to stress that in modern conditions the cost of training the personnel at the facility of the economy ultimately will increase the stability of the facility, reduce the risk of accidents, and reduce losses and the costs of accident management at a different scale.

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