

SCIENTIFIC AND PRACTICAL ASPECTS OF MANAGEMENT COMMUNICATION AND PUBLIC SPEAKING SKILLS AND SPEAKING METHODS IN MANAGEMENT ACTIVITIES

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Abstract: This article covers the scientific and practical aspects of management communication and the issues of public speaking skills and speech style in management activities.

Keywords: leader, communication, ontogeny, conversation, tone, etiquette.

Introduction

The National Program of Personnel Training in the Republic of Uzbekistan, the Law "On Education", a number of decrees of the President and the Cabinet of Ministers pay special attention to the issue of the state language. It is an undeniable fact that the state language has a special place and role in the formation and development of the culture of speech, in the training of qualified personnel. In this regard, at the present time, first of all, it is important to master the state language - Uzbek and the culture of professional speech.

Since pedagogical activity is directly related to the culture of speech, we consider it necessary to study the course "Public Speaking and Speech Culture". In this course, we will analyze the history of the art of public speaking, literary language and norms, the development of the Uzbek language, pedagogical speech and the requirements for it.

Management activities have their own characteristics. This feature is that the manager, the manager himself acts and organizes the activities of other people, solving not only production but also management tasks. Any activity needs to be organized - without it it becomes a chaotic set of actions that end up with very average (and that's the best) results, despite all the effort and sincere desire to achieve something.

Management is derived from the English word "manager" - to manage. Therefore, management is often combined with general management. However, in our opinion, the category of "management" is a broader concept. As a management theory, the founders of management F.U. Taylor and A. Fayol, then in the field of management economics, focus more on the consideration of management problems in manufacturing. But there are areas of culture, politics, military affairs, and so on, which also require administrative activities.

"Management psychology is a branch of psychology that combines the achievements of various disciplines in the study of the psychological aspects of the management process and aims to optimize and increase the efficiency of this process." Management activities are built according to certain rules studied by management psychology. Management comes from a very important product - chaos. The ability to organize one's own activities and the activities of subordinates always leads to success. After all, improper organization of the business, even in the most favorable conditions, can lead to the collapse of the firm. "Whoever produces, he does not lead, whoever manages, he does not produce" - this is probably the most accurate motto that clearly reflects the importance of organizing activities in general and management in particular. An effective manager only knows the basic management actions and knows how to implement them - he constantly analyzes and improves his performance.

Knowing the key components of management activities will, among other things, help to compensate for the underdevelopment of organizational skills, which is certainly of practical importance.

Human communicative qualities are not given from birth - they develop as a result of special exercises such as the ability to ride a bike or swim. All you need is desire and time. Specialists in the field of management psychology have long developed successful rules and methods of communication, which allow it to become not only a form, but also a factor of management. Everything that leads should be result-oriented. The result is to solve the task in the most rational and humane way with the least amount of time, effort and money. To achieve such a result, it is helpful to organize the management relationship in general and each of its types correctly. A leader's level and his or her professionalism are determined not only by how he or she manages the development of his or her team during relatively favorable periods of his or her existence and development, but also by how he or she acts in difficult times. contradiction

The job of a leader is to manage his or her profession in any, even the most uncontrolled situation. And it requires not only knowledge, but also certain skills. What are conflicts and how are they? What are the psychological mechanisms of the development of different types of conflicts? Is it possible to prevent conflict and if so, how? What to do and what not to do if a conflict has already occurred? How to reduce the consequences of the conflict and save the team? What price do you have to pay to not be overpaid? These questions are of a very practical nature and constitute the essence of the art of conflict management, which a professional manager has, or at least seeks to master. The art of conflict management - from a professional manager to a manager ("moving hands") - is something different from an amateur. While the latter only makes a helpless gesture, the former assumes and acts with maximum benefit and minimum loss. Knowing how to communicate is, first and foremost, the ability to lead a conversation. Here, too, there are generally accepted rules.

It is possible to have a conversation using the skills of public speaking and the style of speech, rather than with an emphasis on listening to each person and his or her every word.

The main part of the leader's activity is the process of communication. The process of enforcing the decision, organizing the activities of employees and the organization, monitoring and encouraging the activities of employees are also carried out through communication. It should be noted that communication is a multifaceted process of developing connections between people that arise from the need for collaboration. Communication involves the exchange of information between co-operators. Communication is the first type of social activity that emerges in ontogeny (the path of individual development). During the activity, new relationships and connections are formed between people. Hence, activity and communication are closely interrelated.

Conclusion/Recommendations

In short, a leader who is good at communication will have a better chance of organizing his or her duties effectively. Organizational tasks such as influencing employees, motivating them, leading them to the goals of the organization are also provided through qualified communication. A key aspect of a leader's communication skills is his or her communication skills. The purposefulness of this activity, its conscious and free execution, is the main indicator of how skillfully a person communicates.

It is very important that the leader basically knows the internal laws of the communication process. The means and methods of managing the communication process are expressed in terms of communication technologies. Speech culture is part of the overall culture of each individual. Speech culture helps to convey a person's thoughts to the audience in a clear, fluent, simple, understandable and expressive way. It is especially important for future leaders to have a culture of communication and speech. It is important to know the subtleties of speech culture, to achieve the purity of speech and correct pronunciation. A manager can achieve high levels of mastery only if he or she conveys his or her ideas to employees in a clear and concise manner.

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