

Study on Professional Qualities of Party and Government Secretaries in Higher Vocational Colleges and Training Methods

Shengxuan Zhang

Guangdong Mechanical and Electrical College, Guangzhou, 510515, China

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Abstract: Party and government secretary is a special post in Chinese higher vocational colleges and is mainly responsible for work related to party affairs and administration, playing a great role in strengthening ideological and political education and establishing images of higher vocational colleges. However, party and government secretaries in higher vocational colleges shall have high professional qualities to be fully competent for this post and demonstrate fully role of this special post. This paper analyzes qualities of current party and government secretaries in higher vocational colleges from the perspective of professional qualities that these secretaries shall have, and then discusses about effective training measures to strengthen their professional qualities.

1 Introduction

With currently deepening reform of Chinese education field, higher vocational colleges, as the cradle of talents, shall carry out a variety of administrative work and party affairs actively, better educate and train students, promote students to be pillars that the country needs, and facilitate better development of higher vocational colleges. As staffs responsible for party affairs and administration in higher vocational colleges, party and government secretaries shall improve their professional qualities, implement a variety of party affairs and administrative work effectively, promote ideological and political education actively, publicize images of higher vocational colleges, make students achieve good development, and create conditions for benign development of colleges. Based on the above content, the author will analyze and study on professional quality training for party and government secretaries of higher vocational colleges and training methods in the rest of this paper with a hope of strengthening party and government secretaries.

2 Professional qualities that party and government secretaries in higher vocational colleges shall have

While strongly advocating and implementing quality-oriented education in current China, party and government secretaries in higher vocational colleges shall have self-enhancement and self-improvement constantly, make outstanding contribution, and better serve students, colleges, cause of education and the country. An outstanding party and government secretary in higher vocational college shall have the following professional qualities:

(1) Political quality

As main management personnel beside leaders, party and government secretaries shall be mainly responsible for knowing superior policies and leadership intentions, providing services for leaders in terms of intelligence and handling personally. With today's vigorous promotion of quality-oriented education in China, party and government secretaries in higher vocational colleges shall fully realize the importance of quality-oriented education, combine relevant national policies organically with college teaching principles to promote consistent ideology of colleges with the party, better educate and train students to make contribution to the country. Based on the above content, party and government secretaries in higher vocational colleges shall have political quality, have a comprehensive understanding of national and party policies and thoughts, promote consistency of college teaching guidelines and policies, and truly achieve organic combination of "conditions of superiors" with "conditions of subordinates".

(2) Ability quality

Besides strong political quality, party and government secretaries of higher vocational colleges shall also have ability quality. Party and government secretaries of higher vocational colleges shall be responsible for all party affairs and administrative work, resulting in a large amount of diverse and complex work. If party and government secretaries haven't good ability quality, they would make mistakes or encounter problems during work, leading to poor work efficiency and adverse effects on higher vocational colleges. So, a qualified party and government secretary shall have four basic qualities "accuracy, cautiousness, practicability and depth" in terms of ability quality. Accuracy refers to being accurate when reporting things, writing reports and plans etc; cautiousness refers to being meticulous when considering about and analyzing problems; practicability refers to being pragmatic and down-to-earth when doing things; and depth refers to going "deep" when giving advice to leaders and serving the masses.

(3) Cultural quality

It is very fundamental for party and government secretaries in higher vocational colleges to have knowledge on cultural theory etc, as they shall interact with other majors. While dealing with relevant work, party and government secretaries shall have knowledge of each major, in order to arrange work rationally according to practical teaching condition of each major and promote coordinated conduction of education, party affairs and publicity etc. Based on this, party and government secretaries in higher vocational colleges shall have good cultural quality in order to equip themselves with solid cultural theory and knowledge of all aspects, and apply good written skills, strong logical thinking ability and oral expression ability to deal with things effectively.

(4) Innovation ability quality

Higher vocational colleges are "training bases" of high-quality talents. As a part of higher vocational colleges, party and government secretaries shall have strong innovation ability quality, be good at discovering problems, explore, study on and think about problems from a new perspective, and thus solve problems. In this era of modernization, traditional working mode cannot coordinate and manage work effectively, which lowers working level of party and government secretaries greatly and is not conducive to realizing talent training plans of higher vocational colleges. So, current party and government secretaries in higher vocational colleges shall have strong innovation ability quality, carry out innovation of management system, working mode and knowledge according to current situation of colleges, promote effective completion of party affairs and administrative work, and create conditions for higher vocational colleges to achieve grand objectives of talent training.

(5) Excellent style of work

An excellent party and government secretary of higher vocational college shall have an excellent style of work, work fast to improve work efficiency, work at a high level to improve work quality, and work actively to improve work enthusiasm. These are also requirements of the party for administrative secretaries in this new era.

3 Analysis of the current situation of party and government secretaries in higher vocational colleges

As mentioned above, an excellent party and government secretary in higher vocational college shall have good political quality, ability quality, innovation ability quality, cultural quality and style of work etc. Then, by analyzing professional qualities of current party and government secretaries in Chinese higher vocational colleges based on such standards, current situation of these secretaries mainly includes:

(1) Unsatisfactory professional qualities

At present, secretary work is not very unified in most of Chinese higher vocational colleges, including non-uniform title of party and government secretary, incomplete coverage of work content and unclear work responsibilities etc. As higher vocational colleges do not attach importance to work of party and government secretaries, staffs employed to serve as corresponding secretaries are not very professional with poor professional qualities, couldn't analyze a variety of party affairs and administrative work from a professional perspective, and have occasionally poor

work quality and low work efficiency etc. As a result, the role of party and government secretaries is greatly reduced, which is not conducive to promoting the development of higher vocational colleges.

(2) Low ability quality

Party and government secretary in higher vocational college is a management post, and general teachers or staffs cannot be competent as strong management ability and professional qualities are required. However, it is not the case in reality. A lot of higher vocational colleges employ general teachers as party and government secretaries and especially the young. Most of party and government secretaries are young teachers with a bachelor's degree and 2-3 years of work experience in colleges or young staffs who originally work in other posts rather than teaching on campus, and have less work experience, insufficient service ability and ability quality etc, and couldn't complete corresponding work effectively.

(3) Inadequate stress tolerance

Party and government secretaries have complicated work with content covering all functional departments of higher vocational colleges, and thus assume a large amount of fussy and complex work. Party and government secretaries in some higher vocational colleges can't bear the heavy burden, can't complete work effectively with high quality, and couldn't release work timely, which affect completion of work of each department seriously and the development of higher vocational colleges. So, poor stress tolerance of party and government secretaries in higher vocational colleges is also one of factors which affect effective completion of their work.

(4) Insufficient selection and training of reserve force

With today's rapid development of China, higher vocational colleges have made great progress under the stimulation of national economy, science and technology etc. Under this circumstance, higher vocational colleges shall reserve grassroots management cadre to create conditions for better subsequent management of such colleges. However, higher vocational colleges haven't fully realized this, and thus have insufficient party and government secretaries, so that specialized teachers are needed once a secretary is not on the job, while these teachers couldn't deal with party affairs and administrative work effectively, resulting in failure of timely implementation of such work. So, higher vocational colleges shall strengthen party and government staff reserve.

4 Effective measures to strengthen training for professional qualities of party and government secretaries in higher vocational colleges

With today's modernization, party and government secretaries in higher vocational colleges have many problems that result in failure of high-quality and efficient completion of their work, which not only affects effective implementation of talent training plans but also hinders the development of higher vocational colleges to a certain degree. Thus, training of professional qualities of party and government secretaries in higher vocational colleges shall be strengthened to promote them to make contribution on their posts and create conditions for continuous optimization of teaching ability and management ability etc of higher vocational colleges.

(1) Party and government secretaries shall pay attention to conscious learning

As a very important work of higher vocational colleges, party and government secretary plays a vital role in orderly and effective implementation of external exchanges, internal communication, teaching research and administrative logistics etc of higher vocational colleges. To be truly competent for this difficult task, party and government secretaries shall pay attention to self-learning in daily life and strengthen their professional qualities constantly. Then, how shall party and government secretaries in higher vocational colleges learn consciously?

Firstly, pay attention to strengthening their self-learning ability. Party and government secretaries shall learn more about knowledge of the party and secretary job in daily life and work and thus enhance themselves constantly.

Secondly, pay attention to enhancing their legal quality. A party and government secretary shall learn legal knowledge actively, deal with a variety of party affairs and administrative work of higher vocational colleges based on relevant laws and regulations, and handle work scientifically

and rationally, in order to improve work quality substantially.

Finally, strengthen business knowledge. To complete work, party and government secretaries shall strengthen their learning of business knowledge constantly, enrich their knowledge structure, enhance their professional quality, and complete work skillfully and effectively.

(2) Party and government secretaries shall pay attention to enhancing their professional ability

The ultimate purpose of higher vocational colleges is to train useful talents for the society. To realize this purpose, party and government secretaries shall enhance coordination and management of a variety of work, so that all departments of higher vocational colleges could coordinate work and complete tasks. Based on this, party and government secretaries shall enhance their professional ability, i.e. start from current job requirements of party and government secretaries in higher vocational colleges, and enhance their work ability, work analysis ability, work coordinating ability and logical thinking ability etc constantly for the sake of constructing higher vocational colleges, managing a variety of work and serving students, in order to have good performance in posts and complete work with high efficiency and quality.

(3) Colleges shall provide opportunities for further education and training

Under the new situation of large-scale cadre training and substantial improvement of cadre qualities put forward by the Central Committee, work of party and government secretaries faces major reform, i.e. high-standard, high-requirement and high-level. Under this situation, current party and government secretaries in higher vocational colleges cannot meet the requirements. Thus, higher vocational colleges shall provide opportunities for further education and training of party and government secretaries, so that these secretaries could receive good professional knowledge and professional quality-oriented education, enhance their overall level constantly, and make efforts to contribute substantially to this post. The specific practice includes: 1) establish a sound training and cultivation mechanism. To ensure standard learning while receiving the entire training and education, a sound training and cultivation mechanism shall be established to constrain the entire education and training activity and thus ensure that such activity is of great significance. 2) Develop theme trainings. Theme trainings such as legal lectures, secretary skill trainings and document writing trainings etc could weaken deficiencies of party and government secretaries in a targeted way, and truly improve the ability and qualities of these secretaries. 3) Carry out short-term training activities for party and government secretaries. Such activities are held mainly for selecting department heads and secretary generals etc, which could promote party and government secretaries to be actively involved in these activities, enhance constantly their qualities, skills and spirit etc, and thus facilitate overall development of these secretaries. 4) Carry out quality training activities. By organizing and carrying out secretary knowledge competition, secretary work speech and document paper recruitment etc, party and government secretaries could improve their professional qualities, pay attention to their words and deeds in work and better implement work.

5 Conclusions

Party and government work is a very important work in higher vocational colleges, and is greatly related to external exchanges, internal communication, teaching research and administrative logistics etc of these colleges, and determines whether work tasks could be completed to a certain degree. So, for the sake of high-quality completion of party and government secretary work in higher vocational colleges, party and government secretaries shall pay attention to conscious learning and enhance their professional ability, and colleges shall provide opportunities for further education and training to improve political quality, cultural quality, ability quality, innovation ability quality and style of work etc of party and government secretaries, make these secretaries be better involved in work and complete party affairs and administrative work with high quality and efficiency, and promote better development of higher vocational colleges.

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