

The Role of Class Director in Cadre Training

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Abstract: The quality level of cadre training has a great relationship with the teaching staff. The head teacher is in the front line of the training work. He is the executor, manager and guide in the training implementation stage. He is responsible for the scheme design, management of various resources and guidance of learning atmosphere. Class teacher's ability is soft power and plays an important role in cadre training.

1. Introduction

Strict and scientific management of students is the primary duty and focus of the class teacher. The class teacher should do a good job in student management with a high sense of political responsibility and carry out standardized operation procedures. According to the time sequence of training implementation stage, it can be summarized into the following three links:

(1) Entrance education

Entrance education is the key link of training implementation, including four aspects:

① Emphasis on discipline and strict requirements. The head teacher should concentrate on publicizing the relevant rules and regulations, especially the regulations on Further Strengthening the management of trainees in cadre education and training issued by the Organization Department of the Central Committee, and conscientiously implement the rules and regulations for student management.

② Adjust the mentality and change the role. By introducing the training objectives, contents and other related matters, the head teacher helps the students unify their thoughts, clarify why they come and what they learn to go back, so as to realize as soon as possible the “three changes” from cadres to ordinary students, from work to study, from family life to collective life.

③ Organize ice breaking and promote communication. The ice breaking class meeting directly serves to realize the training objectives. According to different training objects and objectives, targeted ice breaking activities are designed to promote the communication and friendship between the trainees. The class teacher can master more information through this game, so as to better understand the students, and find some special talents, which is conducive to the construction of class collective.

④ Select class committee, establish autonomy. In the ice breaking activities, the class committee is the bridge between the head teacher and the students. The head teacher should fully mobilize the role of the class committee, guide the students to carry out self-management in the training, and form a good class atmosphere.

(2) Introduction and summary of courses

Curriculum introduction is often ignored, but it can play a positive role in curriculum. On the one hand, the teacher in charge's detailed introduction to the instructor can effectively improve the prestige of the instructor in the minds of the trainees, and enable the trainees to actively and seriously participate in the training. On the other hand, it can stimulate teachers to devote themselves to teaching wholeheartedly and passionately.

Course summary is one of the important teaching links. At the end of the course, using concise and accurate language to summarize the main contents and knowledge structure of this lesson can help students to clarify the hierarchical structure of knowledge they have learned. The class teacher

selects the appropriate students to make a summary, so as to avoid perfunctory response and unclear expression. Students' summary not only stimulates students' active learning potential, but also forms a good communication atmosphere in the class, which is also a kind of inspiration and promotion for teachers.

(3) Attend classes all the way

After the teaching plan is determined, the class teacher communicates with the instructor on student analysis and teaching manual in time, so that the instructor can carry out teaching activities in a targeted manner. Before class, prepare teaching AIDS or equipment needed for class, and communicate well with students in advance if there are courses that require students' cooperation.

It is the core link of training for the class teacher to attend classes in the whole course. On the one hand, it can play a supervisory role, supervise the students' attending classes and teachers' attending classes, and make timely suggestions for the deficiencies in the course content. On the other hand, by listening to lectures and communicating with each other between classes, we can understand the students' ideological trends, be good at discovering valuable work experience and theoretical thinking achievements among the students, and timely reflect the confused problems that the students feel during their study to the teaching teachers. In the session of group discussion, we should be good at guiding students to discuss the topic of discussion, and we should not let group discussion become a place where some students complain.

(4) Course feedback

The head teacher talks with the students before, during or after class, and keeps abreast of the students' reaction to the lectures and other problems in the class, such as the organization of recreational activities, the accommodation of the students, and the progress of activities organized by the class committee. By chatting and talking with students, you can master information and communicate feelings. At the end of the course, in order to master the teaching activities, an anonymous teaching quality questionnaire is made, including the accuracy, rationality, pertinence and applicability of the training objectives. Teaching preparation, discipline grasping ability, teaching content, teaching method, teaching attitude and teaching effect of each teacher. The head teacher organizes the trainees to make corresponding selections according to their own experience, collects and sorts out the trainees' opinions, and constantly adjusts and improves the training work, so as to improve the training quality and efficiency.

2. Comprehensively Improve the Professional Quality of the Class Teacher

The class teacher is often the window and business card for students to know and understand the training institutions. The class teacher should not only pay attention to the shaping of his own image, but also actively maintain the image of the training institutions. The knowledge, self-cultivation, personality, and even words and deeds of the class teacher always show the working level of training institutions and teachers' accomplishment in front of the trainees. The role of class teachers and the quality of their work are directly related to the trainees' recognition and quality of training. The class teacher is not only familiar with the standardized operation process, but also needs high professional quality. How to communicate with students on an equal footing, communicate effectively, and do a good job in education guidance and service management is an important problem for class teachers.

2.1 Professional Feelings a Class Teacher Should Have

① A teacher in charge of a class must have a high degree of patriotism

As a training class teacher, he must be a person who loves the motherland, the Communist Party and socialism. His thoughts and actions should always be consistent with the interests of the party and the country. Class teachers need to improve their political level by constantly learning national politics and education laws and regulations, and improve their political level and political accomplishment by constantly paying attention to domestic and foreign affairs and national development. Only in this way can the teacher in charge of a class distinguish right from wrong, stand firm and educate our students with their patriotic feelings. This is a class teacher must have

professional quality.

② A teacher in charge of a class must have the feelings of lifelong teaching and lifelong learning

The teacher in charge of a class should be the guide of students' theoretical study. How to communicate with students on an equal platform, effective communication, and do a good job in education guidance and service management, is an important problem that the head teacher needs to face. In the face of the training work in the new era, if the head teacher wants to constantly update his education concept and training form, he must calm down, raise his passion for lifelong teaching, establish the concept of lifelong learning, care about the dynamic of vocational education, pay attention to the learning of new educational ideas, and constantly improve his own business in learning, so as to adapt to the changes of the times and meet the diversified needs of students.

③ The teacher in charge of a class must have the feelings of caring and caring for the students

Respecting and loving the students is one of the teachers' code of conduct. In the training, some students come from other places, so each student should feel the care and warmth from the head teacher. As a class teacher, to understand students, often in-depth classroom contact with students, in order to carry out targeted class activities.

2.2 Competencies That a Class Teacher Should Possess

① Meticulous and well organized management ability

The head teacher is the organizer and manager of the training. He should not only have the ability to manage the overall situation, but also have the ability to do a good job of transformation according to individual needs. In the process of training, the head teacher should conscientiously implement all teaching links of the teaching plan, implement all links in place according to the established objectives, and ensure the best training effect. Therefore, the ability of organization and management is the most basic ability of the head teacher, and it is the key to do a good job of the head teacher.

② Deep and keen observation and analysis ability

The ability of observation and analysis is a valuable quality of success in any career. It can promote people to pursue the perfection of their work, so as to carry out their work creatively and finish their tasks excellently. The ability of observation and analysis of the head teacher is particularly reflected in the details and trivialities. As a teacher in charge of a class, he should not only go deep into the students, do detailed investigation and research work, grasp the ideological trends of the students, but also care about the minor problems encountered by the students in life, and the management work is complicated.

③ Active and flexible communication and coordination ability

A training course generally requires two or more class teachers. In the specific implementation process, the head teachers need to cooperate with each other, but also need to coordinate and communicate with teachers and students. In the ice breaking class meeting, the head teacher leads the students to know each other in a relaxed and lively atmosphere, to close the relationship between people, to fully mobilize the positive factors of students, and to form a self-management collective of students through good communication and coordination. The training effect will surpass the personal strength of the head teacher and achieve twice the result with half the effort.

④ Flexible and cautious language skills

The ability of language expression is one of the important factors in everyone's intelligence structure, not to mention the head teacher who is engaged in the training work. The same thing, whether the expression is accurate or not directly affects the effect. The language of the head teacher should be flexible and cautious. As the manager of the training class, every word the head teacher says can cause chain reaction. Before speaking, we must consider it clearly to avoid unnecessary contradictions or accidents.

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