

Methodical Activities Organization in Additional Education Institution

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Abstract: *The article deals with the development of educational methodological resources necessary for the provision of educational services. The authors present a study of scientific provisions on methodological activities in the institution of additional education "The Sun", reveal the definition of the concept "Methodical activity" and its essence. They also offer their own program aimed at the development of applied areas in the institution. The article presents the content of the program. The authors note that this program will be an example for the development of methodological activities of young teachers. Requirements for teachers in conducting methodological activities are proposed. Fulfilling these requirements methodological development will bring positive results in the learning process.*

Index Terms: *methodical activity, methodical resources, educational services, additional education institution.*

I. INTRODUCTION

The teacher's teaching activities are complex, multifaceted, and time-consuming, and, moreover, they have such a feature as a permanent change. [7] All this requires a constant search for the most important and relevant content, appropriate forms, methods and means of training, effective ways to interact with students. [16] In this article we will consider methodological activity in institutions of additional education of children, which is one of the most necessary, since the level of preparation of students for the next educational steps depends on its quality.

With the help of methodological activity, the teacher improves his skills. [20] This happens in different ways and forms: scientific and practical information, theoretical and practical seminars, pedagogical workshops, trainee sites, master classes and scientific and practical conferences. [5] At the same time, such subdivisions of methodological service as departments, methodical associations and temporary creative

groups can be created. The task of scientific and methodological work is the improvement of professional qualifications and scientific and methodological level of teachers. [1] The purpose of methodical activity is the maintenance of training practice. General guidance of methodological work is carried out by Scientific and Methodological Council whose activities are governed by relevant provisions. [23] Methodical development in modern education must meet the requirements of trainee students, must be relevant and in demand. And since the changes in the field of education today are quite intensive, there is a need to update methodological resources. [21] The relevance of the work is the need to improve educational process in the new environment with the help of educational methodological resources (Arkipova et al, 2018).

Methodical activity, as we have already mentioned, is the most important activity in educational institutions. [18] In the institution of additional education, the director, carrying out general management also acts as a peculiar methodologist on the problems of organizational and management activities within the institution for deputies and heads of structural divisions and for other institutions. Methodical activity is engaged in methodical service. [9,10] Its subjects are scientists; organizers of methodological activities (for example, deputy directors of institutions for scientific and methodological, program-methodical, educational activities); Heads of teaching rooms); practices (psychologists, experienced teachers). [25] Methodologist is a key figure in joint activities with pedagogical workers to achieve specific goals, he uses various methods, develops order and stages of organizing educational activities in the system of additional education, criteria and performance indicators, monitoring teachers' activities over the implementation of programs and work plans al, 2018).

II. METHODOLOGY

The paper presents the development of an educational methodological resource for the institution of additional education for children "The Sun" which has been improving its methodological activities for 10 years. The authors presented the development of an additional general developmental program "My creativity" aimed at children aged 7 and older as part of the activities of the Sun educational institution. The task of the program is to develop arts and crafts. [11]

A. Analysis of methodological activities and the development of methodological resources in the Municipal budgetary institution of



additional education "Sun".

Additional education institution for children "The Sun" has been working since 2009. Among its activities are: sports; artistic; mathematical; humanitarian. Its methodical activity is constantly being improved over 10 years of work. Methodical activity is a complex of special events based on the achievements of science, advanced pedagogical experience, aimed at comprehensive improvement of professional competence of teaching staff. [4] In order to separate pedagogical process and its provision: methodological, logistical or organizational, it is important to identify differences in their subject of activity. [19] The object of pedagogical activity of a teacher is the formation of knowledge and skills. [26, 24] The subject of methodological activity are the techniques and methods, methods of implementation and regulation of the process of the formation of knowledge, skills and abilities, taking into account characteristics of a particular subject and activity. [2] The subjects of methodological activity are a teacher or a group of teachers. [13] Products or results of methodological activity are methodically revised, selected educational material in various forms of information presentation; various algorithms for solving problems; workbook sheets; techniques and methods of teaching; methodological support, and so on. [6, 17]

The results of activities in the institution of additional education are made out in various types of teaching products:

- information and methodological products (it is information, information that is subject to dissemination, explanation of various methods and techniques, experience from teaching, description of a variety of educational technologies and much more); [26]
- applied methodical products (this group is a material that is auxiliary, complementary, and illustrative, revealing a specific topic, which is presented in other types of methodical

Table 1 presents the content of the program.

Topic	Theory	Practice
Section I. Crafts		
Breakaway appliqué	The teacher explains the essence of working with paper and cardboard; shows by example	Performing a collage on a free topic without using scissors
Аппликации из салфеток	The teacher explains the essence of working with paper and cardboard; shows by example	Performing the Flower appliqué
Section II. Crafts and applications from natural material and defective things		
Applications using natural materials	The teacher explains what materials nature gives us for creativity	Execution of application using natural material "Machine of the Future"
Handicrafts from disposable plates	The teacher explains why you need to use the materials again and explains the essence of the work.	Making crafts from disposable plates "The Sun"
Section III. Nontraditional drawing techniques		
Work with clay as a material for the picture	Explanation of the teacher work order	Performance of a volume picture from plasticine
Drawing palms and fingers	Explanation of the teacher of the essence and order of work	Drawing palms and fingers

products); [8]

- research and productive methodical products (This product is a type of methodical product that indicates, explains, offers technology, methods, procedures, goal setting in the case of organizing the educational process and other activities). [14]

Previously, we listed the main activities that the Sun institution provides for additional education. [15] However, the artistic direction was. Therefore, in 2018, an additional general development program, My Creativity, was developed, targeting children from the age of 7 years. The objective of the program is to develop arts and crafts in the development of the artistic direction of activity. In the process of working with students, teachers introduce them to various types of decorative and applied arts, a variety of artistic, natural materials and methods of working with them; Acquaint with various methods and techniques of non-traditional drawing techniques using various graphic materials. So teachers, in collaboration with children, improve their skills. Students learn to think creatively.

Sandpaper painting	Explanation of the teacher of the essence and order of work	Sandpaper painting
Section IV. Control lesson		
Control lesson	The theory is not provided	Creative work

The proposed program will improve the working skills of young teachers, expand the understanding of methodological activities and provide an opportunity to develop their creative component in this process.

In carrying out the methodological development, teachers must follow certain rules in order to subsequently finished products give positive results. Among these requirements, we highlight:

- compliance of the content of the methodological development should clearly correspond to the topic and purpose; [22]
- author's methods should not contain the questions set forth in the general pedagogical literature;
- the material should be systematized simply and clearly;
- development should contain specific materials that can be applied in the work of the teacher.

III. RESULTS

Thus, we carried out an analysis of methodological activities in institutions of additional education in general and in the institution of additional education "Sun" in particular. We offered our own development, which served as an incentive for the development of methodological activities in this institution. The additional general developmental program "My creativity", the content of which is presented in the article, serves as an example of methodological development for young teachers.

The program proposed by us will serve as an example for the further improvement of the activities of additional education institutions, and the requirements will help to raise the level of methodological activity in general.

IV. CONCLUSION

The paper analyzed the essence of methodical work in the institution of additional education "Sun". The need to expand artistic direction was established. The essence of methodological work and various methodological developments is established. The authors proposed an additional general developmental program aimed at working with children from 7 years of age. The paper presents the content of the program. From these data it is clear that the artistic direction of the institution is indeed complemented by new non-standard ways of learning. This program serves as an example of improving methodological activities for young teachers. In addition, we highlighted the requirements that teachers must fulfill when performing various methodological developments. This will improve the methodological activity and bring it to the modern level. The elements we offer will enable the institution to provide a high level of educational services.

We consider it expedient to further improvements of methodological activities in the Sun additional education institution since the proposed recommendations had a positive effect.

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