

Study of Training Mode for Stenography Talents in Higher Vocational Colleges on the Basis of Social Needs

Xiuying Mu^{1, a}

¹Dalian Vocational & Technical College, Dalian, Liaoning, 116035

^a email

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Abstract: As a practical speech real-time processing technology, stenography technology has wide application and stenography industry has a broad employment prospect. The higher vocational colleges should start from the social needs around the stenography talents training mode of training objectives, curriculum system, curriculum design and practice teaching platform construction of professional knowledge, vocational ability and occupational quality to provide adequate high-qualified technical talents for the society. In recent years, with the wide application of stenography technology in various fields of society, the compound stenography talents with solid professional knowledge, skilled vocational ability and higher occupational quality have become the urgently required talents in this information society, so the higher vocational colleges need to put more efforts on the talents training. On this account, the higher vocational colleges set up stenography major, or rely on law, secretarial majors to offer stenography courses and then to take exploration and practice for stenography talents training, which not only has many positive experience and achievements, but also has many aspects to improve. By taking investigation on employing units and higher vocational colleges, and analyzing the social needs situation for compound stenography talents and the talents training situation of higher vocational colleges, the talents training mode should be built and originate from social demand, serve for regional economy and provide intellectual support for China's reserve of skilled talents.

Analysis of Social Needs Investigation

Stenography talents are mainly engaged in law assistance, government assistance and commercial service work. By taking investigation of various types of enterprises, such as judiciary authorities, legal intermediary institutions, government organs at various levels, the truth can be clearly seen, that is the compound talents in the age of 20 to 30, college degree or above, with solid professional knowledge, skilled vocational ability and high occupational quality will become the first choice for employing unit. Compound stenography talents should have the professional knowledge, which are mainly secretarial and law professional knowledge, including substantive law knowledge, procedural law knowledge and basic theory of secretarial work etc. Vocational ability is mainly stenography ability, including court stenography ability and meeting stenography ability. Occupational quality mainly includes the professional ethics of honest, self-discipline and keeping secret, good physical and psychological quality and quality of interpersonal communication.

Connotation of Stenography Talents Training Mode in Higher Vocational Colleges

The main aim of higher vocational education is to provide technical and skilled talents with high

quality for the society. The training of vocational stenography talents should also start from this aim, take the social needs as the guidance, follow the rules of higher vocational education, pay attention to the all-round development of talents, gradually build and perfect the training mode of “professional knowledge + vocational ability + occupational quality”. That combines the training of students' professional knowledge, vocational ability, occupational quality, with the cultivation of students' sustainable development ability. It will improve professional knowledge, vocational ability and vocational quality comprehensively, so that to improve the quality of talents training and meet the talents need for economic development. Training higher vocational mode of compound stenography talents should carry out within the following principles:

Professional knowledge and vocational ability support mutually. That means professional knowledge is the basis of vocational ability, and the practice of vocational ability forms a new supplement to professional knowledge, the both complement each other and can not separate. For the building of stenography talents training mode, the higher vocational colleges should pay attention to the dialectic relationship between professional knowledge and vocational ability. The behavior of only developing vocational ability but ignoring the accumulation of professional knowledge is not desirable. Basing on the possessing practical and professional knowledge, such as substantive law knowledge, procedural law knowledge and basic theory of secretarial work, the compound stenography talents should accurately apply relevant professional knowledge to application process of stenography ability so that to realize the seamless joint of professional teaching and working process.

Post practice plays an important role in the cultivating of professional ethics, physical and psychological quality for compound stenography talents. Occupational quality education carries out not only in classroom but also in post practice. Through the various practice activities, such as emulation job training, social practice in vacation, post practice before graduation *etc*, students can enter into the occupational environment beforehand, form a good vocational habit, get right occupational attitude, and complete the transition from students to professionals as soon as possible.

For the building of stenography talents training mode, firstly the higher vocational colleges should use the social needs to lead major construction and course teaching, cultivate stenography technical talents with high quality, meanwhile the higher vocational colleges have to consider the industry development direction and the career development needs of students, lay firm foundation for students' continuous education and innovation education in the curriculum design, so that to improve their lifelong sustainable development ability.

Building of Training Mode for Stenography Talents in Higher Vocational Colleges

After industry enterprise investigation and professional post analysis, the industry development venation and talent needs situation can be seen clearly. The higher vocational colleges draw the conclusion, that is the goal of stenography talents training in higher vocational colleges should face the regional economy, take the urgent-needed stenography personnel or court clerk, judge assistant, lawyer assistant, stenography secretary as the main social jobs, cultivate technical and skilled talents with good occupational quality, physical and psychological quality, professional knowledge of law and secretary and skilled stenography ability.

The so-called professional standard refers to the ability engaging on certain profession, and it typify the requirement of employing units and relevant industries, therefore the professional standard not only set the basic orientation of curriculum system, but also become the arrangement basis of curriculum design and curriculum content arrangement. According to the investigation result feedback, employing units take the stenography certificate (Certificate IV or above) as the

necessary professional access condition, and as a kind of new technology, stenography always keeps close association with stenography industry's basic requirement, thus the curriculum system of training talents should also be closely integrated with the national professional standard and realize the integration of course system and professional qualification certificate. The course content should be designed and arranged reasonably according to the required knowledge or ability of the professional qualification certificate. Students should be instructed to attend the national professional qualification examinations of stenography personnel.

Stenography ability is the required core ability for stenography talents in higher vocational colleges, which is the key of whether they are qualified for working task or not, thus *Chinese Stenography* mainly embodies features of the curriculum development and design. The stenography jobs tasks should be analyzed and the teaching course should be designed according to the skill training rules, the curriculum content design should also reflect the continuity of knowledge system and the increasing property of ability difficulty. All of these will make students grasp the stenography knowledge step by step and improve stenography ability.

In the process of curriculum implementation, the higher vocational colleges should set up the educational concept of "Student-oriented", and perfect "Double Subjects" stenography teaching mode, which refers to that in the whole teaching process, following the teaching thought of taking students as the main body, teachers as the leading factor and mastering skills and application skills as the main line to optimize the teaching process. Teachers are the leaders of students' learning, gradually become the partners of students for solving the problem, and they mainly play the role of leading, supervising and promoting. Students are the main body of learning, and as the gradually progressive teaching, the students' autonomy gradually strengthens, especially appears in the later *Stenography work practice*. The emulation work environment can stimulate students' interest in learning, further strengthen stenography ability, form the professional cognition and get ready as soon as possible for the shifting to Professionals.

According to the situation of teaching progress, the higher vocational colleges should establish stenography simulation situations associated with law works, government affairs and business work, adopt flexible and varied teaching methods, such as demonstration method, task-driven method, situational simulation method, so as to lead the students to realize the integration of teaching and learning, that is learning in the process of teaching, practicing in the process of learning, training in the process of practicing. These kinds of teaching methods consolidate the professional knowledge, form professional cognition, strengthen vocational ability, improve the occupational quality, promote students to adapt to the professional post and complete the better and faster role transformation.

Practical teaching is the vital link in the training of compound stenography talents, and it should take strengthening students' stenography vocational ability, cultivating stenography personnel's occupational quality and innovation ability as the goal, set up the practice teaching platform of combination of work and study, cooperation of colleges and enterprises, actively explore various cooperative ways in the aspects of stenography teachers' training and communication, co-cultivation and co-construction of training base, information sharing of stenography talents *etc.* By inviting the enterprises and industries of judicial system, government organs at all levels, enterprises and public institutions as the representatives that have needs for stenography talents, the institutional system, management system, security system, and evaluation system will be gradually established and perfected, so as to realize the dynamic integration of intramural practice teaching and extramural practice teaching.

It is worthwhile to note that most higher vocational colleges arrange the stenography post

practice in the sixth semester out of the consideration of teaching continuity, however they often missed the “Labor Shortage” period of employing units, especially in the intense period of court case closed, government meeting, exhibition and forum. The needs for stenography talents become more and more urgent. Hence, the higher vocational colleges should take flexible adjustment for the stenography post practice time according to the needs of society, for example, half of one year is divided into several parts to implement and adopt interval training of working and learning. It is particularly important for local higher vocational colleges which lack stenography practice bases.

The higher vocational colleges should open up the second classroom actively, seek cooperation information of industries and carry out practice activities through various channels. The expansion of time and space, various organization forms and fresh practice contents promote students to make use of spare time, consolidate professional knowledge and vocational ability, and eventually improve the efficiency of learning. The higher vocational colleges should also support and help students to set up stenography salon, literature learning organization *etc.* Such various stenography learning activities can be organized in these kinds of academic student groups and industry elites can be invited to develop technical seminars and business communication. In addition, holiday social practice can be arranged in the intense period of enterprises employment and participation in court trial stenography, conference service *etc.* Such frequent activities can not only improve stenography ability but also carry out enterprise culture education to increase students' post identity and promote the development of students' professional ethics.

The training of stenography talents in higher vocational colleges should be driven from the social needs and combined with its own characteristics of higher vocational colleges. The professionalism should be faithfully implemented during the period of talents training. The organic combination of professional knowledge, vocational ability and occupational quality should be emphasized. The higher vocational colleges should actively carry out education and teaching reform and gradually form the unique talent training mode to provide the regional economy with service oriented and skilled talents of high quality.

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