

INFORMATION AND COMMUNICATIONS IN MANAGEMENT

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This article explains to students the issue of using information and communications in the management system of culture and art institutions, the concept of information system and its role in management, requirements for information used in management, classification of management information. Effective listening is a means of obtaining information

The President of the Republic of Uzbekistan said that "old ways of managing the culture and art sector are preserved, there is a lack of a comprehensive approach to solving existing problems, the organization of the activities of cultural institutions and the provision of cultural services to the population are allowed to be lax, most of them it is necessary to note that the material and technical base of culture and art masks in places does not meet today's requirements"³⁴.

The importance of information and communications in management is understood as a collection of new and meaningful facts, quick and accurate information related to work activities. In the process of effective management of new and fast information, the activity of the subject with the object that fully reflects its state is in the first place. Information is the means and result of work for the activities of the field of culture and art

³⁴ President of the Republic of Uzbekistan Sh.M. Mirziyoyev's Resolution "On measures to further develop and improve the sphere of culture and art" // www.lex.uz.

We say that we are living in the information age. If we take a closer look, whether we like it or not, the amount of information that governs the world has a significant impact on our social psyche and work activities. Therefore, it is clear that the truthfulness and accuracy of information ensures the consistency of management activities. The quality of information in management, its value and usefulness, operational and reliability are of particular importance. Late and unclear information loses its value, including:

- statistical, personnel, legal, normative, analytical information;
- information that does not change according to its purpose and function, does not lose its value during processing, and can be used many times.

Depending on the type of information flows, they are divided into groups, the information is formed as a simple and complex information system. Depending on the type, the existing information is processed and systemized, appropriate decisions are made, the execution is controlled, and these decisions are subordinated in time. referred to the gins. Quick and accurate information that has

a great impact on the organization's activities should be used in its proper place and purposefully.

Managers or employees who are unable to listen effectively will not receive the information they need to make the right decisions. The leader's effective listening is reflected in the attitude of his employees to the leader's activities and the leader's employees. That's all.

The Presidential Decree "On measures to further improve the field of information technologies and communications" signed on February 19, 2018 aims to eliminate a number of systemic problems and shortcomings in the field of development of modern information and communications, management and implementation of information communications in our country.

It is especially important for the leader to know the internal laws of the communication process. Means and techniques for managing the communication process are expressed by the phrase communication technologies. It is the mastery of such technologies and their appropriate use that ensures freedom of communication. The following points about the internal laws of communication make it possible to expand the scope of business relations and effectively influence others. In this regard, one of the conditions for managing the communication process is its gradual implementation.

It is no secret that the issue of using modern information and communication tools in today's education system is extremely urgent. The main task of professors-teachers is to use information and communication technologies, practical technical equipment and other educational resources as much as possible to improve the quality of education. 'consists of using more.

The use of information and communication tools in the higher education system is carried out in two directions:

- the possibility of using these technologies in ensuring the popularization of education is one of the first directions, which is implemented by introducing people who cannot get education in any other way into the education system. This form of distance education has faced many objections, being away from independent work, access to scientific libraries, seminars with the teacher and other students, other educational processes and informal communication, live communication processes, it is characterized by the lack of opportunities to ask questions about existing questions.

- the advantage of face-to-face live communication is that the understanding of which topic is covered, how it is taught, and the content and method of teaching is acceptable to both parties, is considered the correct and purposeful use of information technology, and this forms the basis of knowledge.

There is no doubt that the practical implementation of modern information technologies provides students with some convenience and opportunities, and it helps to increase the universality of education or the quality of selected students' education.

In this regard, the qualitative aspects of the use of new information and communication technologies include:

- today, the communication between the teacher and the student, learning in the form of a virtual seminar and laboratory works means a new form of training.

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