

EDUCATIONAL MANAGEMENT AND SKILLS LEARNING FOR SELF-DEVELOPMENT IN
THE 21ST CENTURY WORKPLACE IN NIGERIA

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Abstract

This paper examined educational management and skills learning for self-development in the 21st century workplace in Nigeria. Some of the concepts highlighted include educational management, training, communication skills and teaching skills. What is skilling, reskilling and upskilling? What is workplace, qualities of 21st century workplace, among others? The paper focused on establishing the fact that skills are not only learnt in companies, factories or by the road sides but equally important to learn, re-learn and up-learn skills in management and administrations of institutions of higher education. Therefore, administrators and leaders of educational institutions and in educational system should engage as well in learning new skills and upgrading their knowledge, ability, aptitude in administrative processes to achieve educational objectives and goal. It is concluded that all fields and walk of life need skilling, reskilling and upskilling, in order to be able to meet the world best practices, develop self, and remain relevant in workplace. Skills are not only learnt or needed in production and manufacturing companies alone, but in management and administration of academic institutions, faculties of universities, schools of colleges and polytechnics. The paper went further to recommend that managers and administrators of educational institutions, organizations or any other workplace should as a matter of relevance provide and promote the idea of learning new skills, and continue in upskilling themselves. Also, employees should see the need to attend workshops, seminars and conferences to learn new ways of doing things in their area of specialization and remain relevant in the workplace for self and national development in the 21st century in Nigeria.

Keywords: Educational management, skills, self-development, workplace.

Introduction

Education institutions are organizations, and every organization has resources to manage. When such resources are not well managed, organizations will not be able to achieve set goals. All human organizations including education have human and material resources. Education leaders are in the position to manage education resources for quality education. There are also some natural endowments which require a leader's ability to manage and manipulate through administrative skills to achieve goals. It is important to note that all human and organizational activities make use of administrative and managerial processes. Over the years, people have existed, lived, worked, and collaborated; because they are able to acknowledge and honour administrative and managerial skills, principles and guidelines. However, administration is a process of acquiring human and material resources towards the fulfilment of set goals. In simple terms, administration is

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Oriji, C. M., & Allison, D. S. (2021). Educational management and skills learning for self-Development in the 21st century workplace in Nigeria. *THE COLLOQUIUM*, 109 - 114

seen as a range of activities aimed at organizing and supervising the way organizations or institution's function. Management requires communication, which may be direct or indirect. It also involves controlling and organizing of any organization. In any case, administration and management seem to share common characteristics. While administration is a process, management is a means of actualizing organizational aims and objectives (Amadike, 2015). When management processes take place in an academic or educational institution, it becomes educational management.

Educational management is the guidance, leadership and control of the effort of a group of people towards achieving some educational objectives. It is a social or interactive process involving a sequence of coordinating efforts and events aimed at realizing educational goals (Peretomode, 2003). Education is a vital instrument for the development of any society. It is the transmission of a society's cultural heritage from one generation to another (Wordu, 2006). Institutions of learning teach us how to become informed citizens in order to be able to read for pleasure, trained in skills necessary for employment, trained to conform and become great leaders who will compete on a world stage. These institutions also teach us how to create future scientists who will advance in the skill of medicine and technology (Abraham, 2003). Furthermore, education provides the society a very important opportunity to prepare its youths for eventual management of its economy, polity and in fact, every sphere of the nation's life with moral, academic and social skills. "The task of socializing the young ones begins from the family into which they are born". It is believed that the family is the prime educator or trainer of children, ever before the advent of western education, the children were not sent to school, instead they were sent to different local craft men and women as hunters, potters, wood carvers, blacksmith and so on. Our great-grandfathers and mothers practiced vocational education before the introduction of western or formal educational system and our ancestors also practiced fishing, pot making, bone mending, weaving, animal rearing and others (Ihekwoaba, 2005). These skills were passed from family to family and from one generation to another. Today, some of these skills have undergone through innovations and changes in a refined manner. However, the continuation of these have given rise to what the modern world can refer to as training, reskilling and upskilling which is relevant in the 21st century workplace and national development.

Conceptualization of Educational Management

Educational management is a field which is concerned with the operation of educational organizations. It is the process of planning, organizing, and directing activities in a school, effectively utilizing human and material resources, in order to accomplish the school's objectives. Educational management as well can be referred to as the administration of the education system in which a group combines human and material resources to supervise, plan, strategize, and implement structures to execute an education system.

Purpose of Education

The overall purpose of educational management is to effectively and efficiently create and maintain environments within educational institutions that promote, support, and sustain effective teaching and learning, but how all these key objectives are set and the means by which they are attained may differ significantly.

Basic Characteristics of Educational Management

The following are the basic characteristics of educational management:

- Educational planning

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- Educational administration
- Educational organization
- Educational direction
- Educational co-ordination
- Educational supervision
- Educational controlling
- Educational evaluation

Basic Principles of Educational Management

The following are the basic principles of educational management.

- * Structural democracy
- * Operational democracy
- * Justice
- * Equality of opportunity
- * Prudence
- * Adaptability
- * Flexibility and stability

Skilling

Skilling is the action of training a worker to do a particular task. It is the ability, coming from one's knowledge, practice, attitude, etc. to do something well (competent excellence). A skill is a type of work or activity which requires special training and knowledge. People always learn new skills or study new fields, such as sports, tasks, art, craft, or science, especially those involving the use of hands, or body.

Examples of Skills

- Types of skills acquisition
- Types of skills in teaching
- Types of skills in management
- Types of skills in physical education
- Types of skills in communication
- Types of functional skills

Communication Skills

Communication skills are effective oral or written ways you express yourself in the workplace, they include the following:

- Teamwork ability
- Problem-solving ability
- Adaptability ability
- Creativity ability
- Work ethics ability
- Interpersonal skills
- Time management ability

Functional Skills

Functional skills are abilities, or talents, that are inherited at birth and developed through experience and learning. For example, making decisions, repairing machines or calculating taxes.

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Teaching Skills

The following are teaching skills in sequence:

- Question skills
- Reinforcement skills
- Variation skills
- Explaining skills
- Opening and close skills
- Small group discussion skills
- Class management skills
- Skill of organizing small group work and individual work.

How to Develop Modern Teaching skill

- Embrace technology
- Identify instructional objectives
- Use co-operative experience
- Ask about student's experience
- Meet other teachers
- Learn to handle unruly behaviors
- Take courses
- Use of portfolios

What is Skilling, Reskilling and Upskilling?

Skilling: Skilling is having the ability to do something that comes from training, experience or practice. It means that the ability has to come from one's knowledge, practice, attitude, etc. to enable you to do something better, giving rise to what may be regarded as competent excellence.

Reskilling

Reskilling is the training given to employees who have shown aptitude for learning a completely new occupation. For example, an office clerk whose job has become obsolete will need to learn new skills to perform a different in-demand job within the same organization, such learning may include some packages in the computer to facilitate information and communication in order to reduce movement and stress. Reskilling can actually reduce the cost of filling new roles. When re-skilling your current employees, you should avoid the cost of and the long timeline of writing and onboarding a new person. That frees your resources to help your people get up to speed for their next role in your company.

Upskilling

Upskilling focuses on providing training for employees who need to learn new skills to improve on their current performance without changing their position or their career path. For example, a grant manager who uses Microsoft Excel to administer grants will need to be trained on robotic process automation as the organization implements this new technology. It simply means teaching your employees advanced skills for their current occupation. There is no need to change the career position or path of up-skilled employees. You simply teach them the skills so they become better at what they are currently doing.

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The 21st Century Workplace

A work place is where people work, such as an office or factory. It could be a location where someone works for his employer or himself. Simply put; a place of employment, and such place can range from a home office to a large office building or factory.

Types of workplaces

The following are different kind of work environments:

- The convenient work environment
- The enterprising work environment
- The social work environment
- The artistic work environment
- The investigative environment
- The realistic environment

The 21st century workplace provides fair employment practices in hiring, training and compensation, regardless of non-job-related characteristics, and encouraging practice that meets the goal of the organization and the needs of its employees. (*The 21st century workplace*). However, there are three major factors that shape the world of work in the coming decades: Shifting demographic pattern, the pace of technological change, and the path of economic globalization. Below are the qualities of 21st century workplace:

- Creativity
- Critical thinking
- Collaboration
- Communication
- Information literacy
- Adaptability
- Leadership
- Social skills
- Productivity

These are the broad skills and abilities needed to be successful in modern society. Over the years, a group of educators, academic and governmental agencies have worked to identify and promote these fundamental skills in order to prepare the workplace for what is to come. While you may see small variations in how 21st century skills are described, they fundamentally fall into three categories.

1. Learning Skills: These are skills used to process and communicate information. This includes creativity, critical thinking ability, collaboration and communication.
2. Literacy skills: These are the skills employed to develop information for researchers and thinkers. These include information literacy, media literacy, and technology literacy. All of them focus on your ability to evaluate and process new information, particularly information found online.
3. Life Skills: They are the skills needed that create a well-round individual that can thrive both in their personal work lives. And they are adaptability, leadership, initiation, efficiency and social skills.

Conclusion

This paper concluded that all fields and walks of life need skilling, reskilling and upskilling, to be able to meet the world's best practice. Therefore, wherever man finds himself, he should make concerted efforts to learn

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new skills and upgrade those skills in order to remain relevant, whether at home, school, education system or any organization. Skills are not only needed at production and manufactory companies, but in management and administration of academic institutions, schools, classrooms, departments, faculties of universities and schools of colleges and polytechnics. For this reason, administrators of universities, colleges of education and polytechnics should learn new skills; reskilling and upskilling their knowledge ability, aptitude and styles of leadership to enable them achieve educational goals. Furthermore, all employees in any workplace need to engage in the business of reskilling and upskilling to remain relevant in their work place.

Recommendations

This paper recommends that managers and administrators of organizations, educational institutions or any other work place should as a matter of relevance provide and promote the idea of learning new skills, and keep upskilling themselves. This can be achieved through policies and implementation of policies in the work place. Again, all employees should make efforts to attend workshops, seminars and conferences to learn new ways of doing things. This in essence will keep them relevant in their workplace and make room for organized efficiency and national developments.

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