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TRANSFORMATIVE FACTORS FOR ENHANCING ADMINISTRATIVE SKILLS IN NIGERIAN PUBLIC SECTOR

Abstract:

One of the most important human activities is administration. Ever since people began forming groups to accomplish aims they could not achieve as individuals. No organization whether public or profit oriented that will operate successfully without some elements of administration. Administration has been essential to ensure the coordination of individual efforts and material resources. Despite the significance of administration in an organization, many organizations experience low output due to the absence of qualified administrators who are acquainted with administrative skills such as inter-personnel skills, numeracy, strong communication skills, self-initiative, problem solving and analytical skills, etc. This, usually results to low efficiency in an organization. The main objective of the study is to find out and evaluate the factors that enhances administrative skills in an organization. The methodology was drawn from secondary data which includes publications such as annual reports, books, journals, conference papers, gazettes and internet. The research found out among other things that organizational efficiency and productivity is influenced by administrative skills. It was recommended that organizations should improve administrative skills of their staff through training, proper monitoring and workshops among others.

Keywords:

Transformative, Factors, Enhancing, Administrative skills

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