



CALL FOR COURSE WRITERS FOR PROFESSIONAL SHORT COURSES FOR THE CENTRE FOR OPEN AND DISTANCE LEARNING UNIVERSITY OF ILORIN



Dateline: January, 2023

Introduction

The contemporary workplace is quite different from what obtained a few decades ago. There is a need for today's workforce to reskill and upskill so as to be effective in carrying out their duties. The advent of ICT has re-engineered the workplace, making it imperative for every member of today's workforce to continually engage in capacity building and the acquisition of 21st Century skills for continuous relevance. Indeed, it becomes more the case that everyone needs these skills in present-day society to be able to function well. This is more as the workforce continually aspires to senior management, top-level administrative and academic positions. These skills include but are not limited to conflict resolution, soft skills, human resources management, core management principles, leadership, social media awareness, ethical cyber behaviour among others.

Contemporary challenges, especially in the wake of the COVID-19 pandemic have brought even more to the forefront the advantages of leveraging ICT as a tool in upskilling the workforce with a view to building capacity in staff members. Thus, the Centre for Open and Distance Learning, as part of efforts to contribute to capacity development, is requesting for suitably qualified and experienced course writers to create content for the following short courses:

1. Social Media and Digital Skills in the Workplace
2. Cyberethics and Digital Citizenship
3. Soft Skills
4. Workplace Conflict Resolution
5. Human Resources Management
6. Core Management Principles
7. Leadership
8. Project Management
9. Glass ceiling Dynamics (Women in Leadership)

1. Social media and Digital Skills in the Workplace

Social media invites and updates are constant. Twitter, Facebook, YouTube, and LinkedIn are becoming the norm for online communication. People realise they must always be current, but it is a time-consuming activity that affects productivity. Social media requires effective communication. Electronic communication is replacing face-to-face interactions. Texting has replaced many phone calls (texting) Participants will learn how social media and the workplace can work together, which is important because social media is becoming the primary form of communication. Digital skills are of great importance in the workplace.

2. Cyberethics and Digital Citizenship

Technological advances and the Internet have made the world a global village, allowing strangers to communicate. While this benefits all internet users because a wide range of activities may now be done online, cyberethical misbehaviours such as plagiarism, cyberbullying, spamming, internet libel, identity theft, child pornography, cyber-sex, cyberstalking, and revenge pornography are prevalent. Cyberethical misbehaviour is often due to ignorance. Individual netizens must ensure that their use of ICT does not violate the rights of others, despite civil society's restrictions. This short course seeks to raise cyberspace users' awareness of ethical ICT use to ensure a safer online experience for all.

3. Soft Skills

Soft skills, in contrast to qualifications, technical skills, and occupational experience, tend to be more personality-based. They include interpersonal skills, interpersonal abilities, and transferable abilities. In contrast, hard skills are frequently job-specific technical competencies.

4. Workplace Conflict Resolution

Disagreements in the workplace emerge when individuals' demands, values, and interests conflict. Conflict inside an organisation is complex. Formal authority and power conflict with the affected individuals. There are arguments regarding the distribution of income, completion of the assignment, and length of labour. Individuals, departments, unions, and management have jurisdictional disputes. Subtle conflicts include rivalries, jealousies, personality clashes, role definitions, and power and favour struggles. Individuals respond differently to contradictory desires and needs. This short course highlights these issues with a view to understanding them and proffers solutions with a view to increasing organisational harmony.

5. Human Resources Management

Human resource management (HRM) is the strategic approach to the successful management of people within a company or organisation so that they contribute to the company's or organisation's market success. It aims to maximise staff performance in support of an employer's strategic goals. Core HRM activities include hiring, training, compensating, formulating regulations pertaining to, and building retention strategies for employees.

6. Core Management Principles

There is always the need to engage in training of managers to acquire interpersonal skills and strategies that they can be applied in their job roles. Occasionally, it is beneficial for staff to take a break from job-specific or technical skills focused training courses. Additionally, employees can gain a deeper understanding of topics unrelated to their core work functions. This will allow them to gain a broader perspective, which will be beneficial to them in the context of their work. The employees' ability to focus more on their own health will also contribute to an improvement in work-life balance, thus allowing them to enjoy their work experience, boost employee morale, and improve their overall performance.

7. Leadership

While everyone desires to be a leader, leadership is a skill that is acquired through time by focusing on communication, competency, teamwork, awareness, emotional control, and inspiration. A good leader can get the most out of people by focusing on their performance and building a solid relationship with them to work on mutual benefits, which results in organisational growth. This Leadership Development short course will help in acquiring leadership abilities.

8. Project Management

Students should be able to identify effective project management practices and their associated processes after completing this course. The course should investigate the components of effective project management and put into practise the best practices that are widely accepted in order to successfully manage projects.

9. Glass Ceiling Dynamics (Women in Leadership)

In the contemporary world, women constitute a considerable portion of an organization's professional resources. The most critical aspect in determining a company's performance is whether or not the senior management team includes women who are motivated to improving their leadership presence and impact via skill development. Women must evaluate the unique challenges they face on a daily basis in leadership roles and the workplace, especially when compared to their male counterparts. As a result of taking this brief course, it is predicted that the women managers will be able to increase corporate productivity by enhancing their networking, communication, and negotiation skills. The women who work in commercial and corporate environments will benefit from this programme by learning how to draw inferences from their previous and present experiences, getting a knowledge of the obstacles that limit their performance, and creating their own individual action plans.

Submission Information

Applications are sought from qualified and willing course writers, within and outside the university community. Applicants are to submit a comprehensive draft of introduction to any of the titles listed above of not more than 1000 words, along with their CV. Submissions should be made to codl@unilorin.edu.ng or rindetay@unilorin.edu.ng on or before January 25, 2023. Successful applicants would be contacted on or before February 1, 2023.

Financial implications

An honorarium of **₦100,000.00** per course shall be paid to all successful writers.

Inquiries

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