

The Ability to Communicate Effectively is a Key Administrative Skill



The Vice Chancellor, Prof. Sabo Ibrahim Birnin Kudu (1st left) and Registrar, Fatima Binta Mohammed, *mni*, preside over the 1st Registry in house training at Centre for Information Technology Hall, FUT, Babura

The Vice Chancellor, Federal University of Technology (FUT) Babura, Prof. Sabo Ibrahim Birnin Kudu has observed that, “the ability of a person to communicate effectively with others” is one of the important skills employers look out for in prospective employees or seek to develop in new staff.

He said this in a keynote address at a One-day Mandatory Training programme for all Registry Staff and other interested members of the University Community, that took place on Thursday 7th Nov 2024 CIT Take-off Site.

The VC said, “it is not just a common skill - these days employers are looking out for people with communication skills. That is why after tendering your certificate of

graduating from University ABC, say you graduated with first class, that is not good enough for them, they have to test you; they conduct an interview – an oral, so that you can relate with them, one-on-one - just to test your communication skills: can you communicate effectively? So, it is a very key skill, the ability of a person to communicate effectively with others.”

Expressing joy at the first Registry In-House training with the theme *Communication Skills*, he said it could not have come at a better time given that the university is new and some staff are employed for the first time. “Some that have never been secretaries before now are now saddled with the responsibilities of being secretaries, so they need to really

understand what that particular mandate entails”, he added.

The Professor advised the trainees to cultivate good listening and aural communication skills, while honing their writing skills, to write with their audience in mind with the appropriate vocabulary and register for that profession; and to avoid needless repetition or tautology.

The VC said like a person learning mathematics, it is not a skill learned by reading, it entails practicing it over and over again. “The same thing with communications skills - it is something that has to be practiced before it becomes part of you. We should be ready at the end of this training, that whatever we learn, we should put it to practice by doing it over and over again until we perfect ourselves in that particular area”, he advised the trainees.

Turning to the importance of communication skills, he cited six reasons why effective communication skill is prized. “First, it helps build relationships amongst your colleagues. Somebody that can talk and be understood by other people is the one that has relationships with other people; compared to someone who cannot be understood. Nobody has the time to talk to someone who is not coherent enough. But if you are so fluent in whatever language that you speak and you are logical in presenting your ideas, people would be willing to listen to you and before you know it, become friends.

“Second, it also improves the productivity of the working place. If a staff writes very well his or her managers do not have to call and ask what he or she means by this or that memo. But if you write effectively your manager would automatically understand and you both forge ahead. So good communication skills actually improves the productivity of the organisation.

“Third, it also reduces conflict. Conflict in the sense that the inability to convey factually and accurately what transpired or directives given, brings about conflict in our day to day activities. But we avoid this by communicating our ideas effectively.

“Fourth, it improves staff morale. How does it improve staff morale? If a staff writes and communicates effectively, there is no need for management to doubt whatever he writes. But if he or she gets to know that management had asked a third party to re-write on the same issue, the staff’s morale would be depressed, leading to possible negative consequences.

“Fifth, it advances career of staff. Some of you are starting your careers here, some of you came from other institutions and still in future some of you will move to other institutions from this place. As I said earlier, one of the two areas that employers always look at is soft skills. These include communication skills. How effectively can you communicate, either in writing or orally? So for those of us that have a desire to move your career forward, it is very key that we try to enhance our communication skills. Where ever you are going to move to in your career, this is a key skill that will be considered.

“Sixth, then the issue of customer service. This is key. As I noticed most of the people in this hall are from the Registry Department, which is like the gate-house to the University in terms of correspondences. Whatever communication gets out or comes in must be through the Registry Department. So you are just like our Customer Service officers. The way you conduct yourselves is the way the people will see the university from outside. If you write a letter that is full of grammatical errors, people outside will not say this is Registry Department that have written this, they will say, so this is how Federal

University of Technology, Babura is? So that is why it is very-very key, as people from Registry, to have effective

communication skill - be it orally or in writing.”

VC Urges Registry Staff to Master Communication as Life Skill

Effective communication skill is a life survival skill that is worth learning to a high level and will be useful to staff throughout their working and personal lives, the Vice Chancellor, Federal University of Technology (FUT) Babura, Prof. Sabo Ibrahim Birnin Kudu has advised.

Speaking at a One-day Mandatory Training programme for all Registry Staff, that took place on Thursday 7th Nov 2024 at CIT Hall on the Take-off Site, the Vice President has stressed the importance of Registry Staff boosting their communication skills.

The first and foremost of the methods he suggested for staff to use for improving communication skills is the ability to identify their audience. “Your audience is the key that determines the tone of your communication and understanding this helps you have effective communication be it orally or in writing”, he said.

The second way of improving staff communication skill is the determination of the mode of communication – to write a formal letter or make a call? He said, “if it is information that is best transmitted in writing and you try to phone, no explanation may suffice until it is written down clearly.”

A third way of improving communication skills is improving one’s listening skill. “That ability to remain calm and listen first - with a mindset of let me understand what he is saying before I respond - might even be the first of the communicating skills you

need to learn”, Prof. Sabo Birnin Kudu has advised.



The Vice Chancellor Prof Sabo Ibrahim Birnin Kudu delivering his keynote address for a training on *Communication Skills* for Registry Staff

The fourth of the set of communication skills is technology - we have technology now, everything is technology. “You can make use of technology if you so wish. But in a situation where you do not know how to go about solving a problem and you give it to a machine (AI) to find a solution, then it might not be ideal because one day the machines will not be there. Machines depend on databases and there are certain

things not on those databases,” he concluded.

Registrar Announces More Up-Skilling Training for FUT Babura Non-teaching Staff

The Registry Department of FUT Babura has plans to organise a series of trainings to familiarise non-teaching staff with their roles in admissions, examinations and all other aspects of running the administration of a university.

The Registrar, Hajiya Fatima Binta Mohammed *mni*, announced this at a One-day Mandatory Training programme for all Registry Staff and other interested members of the University Community that took place on Thursday 7th Nov 2024 at the CIT Hall, at the Take-off Site. She explained that the In-house training was first in a series “as no one can claim perfection, rather skills can always be upgraded through training and re-training.”

She also explained that “academic staff are there for teaching and learning, but the administrative aspects of managing the university lies with non-teaching staff.” “Non-teaching staff handling of students, especially the Hall Administrators is important”, therefore Staff should look after the students due care and concern as they would their children, “their career means a lot to us management and to you staff, therefore do not hesitate to give them good counsel”, Hajiya Fatima Binta Mohammed added.

The Registrar who was excited while delivering her welcome remarks said she looked forward to listening to facilitators share practical skills that will equip staff with knowledge to assist them succeed in their work, urging staff to participate actively to make it an interactive 360 learning experience.

While commending the three presenters, she expressed the hope to the beneficiaries that “by the end of the training session it is hoped you will be able to more effectively write reports, manage your office efficiently and maintain accurate records. I want a situation where we would have accurate records.”



The Registrar, Hajiya Fatima Binta Mohammed *mni* speaking to the trainees

Hajiya Fatima Binta stressed on the need for “good records to be kept and they should all be harmonised across the critical units so there is no discrepancy, as it would be unacceptable as we prepare for accreditation for different units to have different figures on certain data points, rather we should learn to collaborate and audit such data to be uniform accurately.”

She further said that good report writing and indexing of records are also important skills needed by staff, before narrating a story from another university, about a novice staff who overtime had to learn from basics but became competent and efficient in her job as to serve as a learning role model to others.

In his remarks, the Vice Chancellor, Prof. Sabo Ibrahim Birnin Kudu had earlier thanked the Registrar, for organising the training which he believed “would shape all

of you for the better, I would encourage the Registry to organise more of these trainings frequently.”

Training Necessary to Meet University’s High Expectation of Staff

– Establishment Secretary



Aliyu Hassan Salihu, Presenting his paper, entitled *Practical Session on Report Writing*

Because the quality and effectiveness of committees in the University Committee System depends on the experience and quality of their Secretaries, “it is necessary for such staff to be trained and re-trained on the job in order to meet the University’s high expectations.”

Aliyu Hassan Salihu, Deputy Registrar and Secretary Establishment, Federal University Technology Babura made this assertion to underscore the critical importance of training administrative cadre staff, at a One-day Mandatory Training programme for all Registry Staff and other interested members of the FUT Babura Community on Thursday 7th November 2024, at the CIT Hall, Take-off Site.

Presenting the first paper, entitled *Practical Session on Report Writing*, he explained

that the target trainees are within the range of Administrative Officers (CONTISS 08) to Senior Assistant Registrar (CONTISS 11), as “these categories of officers serve various standing and ad-hoc committees in the University.”

He noted that some of the staff in the targeted categories are lacking the basic skills and knowledge as to what is required to come-up with a good and comprehensive report that would guide the Management in taking informed decisions on critical issues.

Therefore he urged the trainees to learn and increase their skills and knowledge on the important aspects of the training that included what constitutes a report, types of reports, format of a report, as well as characteristics or features of a good report and its crafting, amongst others.

A Well-Managed Office Supports the University's Mission by Getting Things Done on Time, Says Management Trainer

“A well-managed office fosters productivity, minimizes wasted time, and supports the University's broader mission by providing structure and clear processes” for getting things done in a timely manner. This was the key message of the second paper presented at a One-day Mandatory Training programme for all Registry Staff and other interested members of the FUT Babura Community on Thursday 7th November 2024, at the CIT Hall, Take-off Site.



Mohammed Bashir Tahir, Presenting his paper, entitled *Office Management and Record Keeping*,

The presenter, Mohammed Bashir Tahir, a Senior Assistant Registrar I, in his paper entitled *Office Management and Record Keeping*, had earlier explained that office management involves the “organization, coordination, and supervision of office activities to ensure smooth and efficient operations.” In general, management in

organizations is the function that coordinates the efforts of people to accomplish goals and objectives by using available resources, efficiently and effectively to achieve the various goals of the organization, he added.

At the heart of management is documentation and record keeping, which in the university registry “is to ensure that information is organized, easily retrievable, secure, and up-to-date, allowing for efficient workflow, decision-making, and compliance with regulatory requirements”, according to Mohammed Bashir Tahir.

The presenter urged the Registry Staff to live up to expectation as those who specialise in “managing institutional records, facilitating access, and ensuring the confidentiality and security of information.”

He pointed out that Universities are bureaucratic organizations which emphasize the rule of law, and keep record of past operations as a guide for future references, with delegation of authority and hierarchy of command among other features. “The University Registry is the pulse point of the administration of the University and is regarded as the strong room where all records of staff and students are kept”, he concluded.

Registry Trainees told:

“Document Quick Retrieve Is Critical for Decision Making”

The critical need to retrieve documents in the process of decision making, at a future date, makes their efficient filing and indexing very important for all

organisations that wish to run smoothly. This point was made out by Abubakar Saleh Wudil, in the third paper presented at a One-day Mandatory Training programme

for all Registry Staff and other interested members of the FUT Babura Community, entitled ***Filing, Indexing and File Management***, held on Thursday 7th November 2024, at the CIT Hall, Take-off Site.

He defined filing as the “process of keeping a systematic, scientific and record of daily letters, written notes and other important documents received in the office so that they can be retrieved immediately when needed in the future.” But any good filing system is only as good as its indexing, which helps in the quick retrieval.



Abubakar Saleh Wudil, Presenting his paper, entitled ***Filing, Indexing and File Management***,

Abubakar Saleh Wudil explained further that “efficient indexing optimizes organisational workflows, helps with collaboration and compliance, and makes it

easier for organizations to manage huge document effectively,” but indexing itself refers to the process of “creating and maintaining a database or data structure that contains information about the contents and attributes of files”, for instance stored in physical cabinets or stored on computer hard disc.

The presenter drew the attention of the trainees to use best practices in their file management, that is in organizing, storing, naming and deleting files, because “it can make a difference in how easy it is to find and access files” when needed at a future date.

He separated the methods of filing into Alphabetical, Numerical, Geographical, Alpha Numeric, Chronological and Subjective categories, while listing the essentials of good filing system as: compactness – should be compacted not too cumbersome; simplicity – should be easy to understand; accessibility - readily available and easy to retrieve; economy - should not be too expensive for the organisation; safety – should be operated without risk to staff or breach safely regulations; and flexibility – easy to expand or adapt.

FUTB VC Appoints Dr. Isaac Ajunwa Pioneer Quality Assurance Officer

Dr Isaac Ajunwa has been appointed the pioneer Head of Unit and Quality Assurance Officer of the Federal University of Technology Babura, by the Vice Chancellor, Prof Sabo Ibrahim B/Kudu. The appointment follows after the establishment of the Quality Assurance Unit

under the Directorate of Academic Planning.

The Quality Assurance Unit is to commence activities with immediate effect according to the appointment letter dated 16th October, 2024, signed by the Deputy Registrar Establishment, Aliyu

Hassan Salihu, for Registrar.

FUTB VC Congratulates Dr. Suwaiba Said Ahmad as New State Minister for Education

The VC Prof. Sabo Ibrahim Birnin Kudu has congratulate Dr. Suwaiba Said Ahmad, following her recent well deserved appointment as State Minister for Education. “The confirmation of your appointment by the Senate and swearing-in by His Excellency, The President of the Federal Republic of Nigeria Bola Ahmed Tinubu GCFR,

testifies to your fitness for the post and is a true testimonny of your hardwork and commitment to the transformation of the education sector.” Noting her excellent record of service, he predicts that “you would be an excellent advocate of President Tunubu’s Renewed Hope policy on education”.

This was contained in the congratulatory letter dated 20th November, 2024 where the University celebrated her well deserved appointment “for having not just a rare breed educationist as a Minister but also as an indigene of Jigawa State in general and of Babura Local Government in particular.”

... also Congratulates Dr Salisu Muazu as Chief Medical Director (CMD) FUD Teaching Hospital Dutse


Dr. Salisu Muazu has been congratulated by the Vice Chancellor of FUT Babura, Prof. Sabo Ibrahim Birnin Kudu, following his well deserved appointment as Chief Medical Director

(CMD), Rasheed Shekoni Federal University Teaching Hospital, Dutse, Jigawa State.

A congratulatory letter dated 20th November, 2024 sent to the

appointee, noted that the appointment follows his vast track record of service and dedication to the health care system.

ANNOUNCEMENTS



**FEDERAL UNIVERSITY OF TECHNOLOGY,
BABURA, JIGAWA STATE, NIGERIA**
www.futb.edu.ng
(Office of the Registrar)

Internal Circular

From: Registrar	To: All Staff
Ref: FUTB/R/GEN/53	Date: 26 th November, 2024

COMPLETION OF ANNUAL PERFORMANCE EVALUATION REPORT (APER) FORM FOR 2023/2024 ACADEMIC SESSION

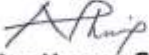
This is to kindly request all staff to obtain and complete the appropriate APER Forms for their annual assessment for the 2023/2024 academic session. You are to note that the forms are of three different categories; Academic, Senior Non-Teaching and Junior Staff.

You are to further note that it is compulsory for all staff who had spent a minimum of six (6) months as at September, 2024 to fill the form and submit same through their respective Supervisors or Head of Departments. All Head of Departments/Units are expected to account for all the staff under their supervision within the period.

All duly completed forms should be forwarded to the Office of the Registrar, through the respective Deans/Head of Non-Teaching Departments, together with a covering letter and list of staff, latest by Monday, 9th December, 2024.

Find attached copies of the APER Forms for distribution to staff under your supervision.

This is for your compliance and further necessary action, please.



Aliyu Hassan Salihu
Deputy Registrar, Establishment
For: Registrar



DEPARTMENT OF APPLIED BIOLOGY
P.M.B. 2022, Jigawa State, Nigeria
(office of the HOD, Department of Applied Biology)

ACTING HEAD OF DEPARTMENT

Jibrin Ashiru Ibrahim

BSc (BUK), MTech (SU, India)

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Tel: +234 808 6553 797

From: Acting Head of Department	To: All Teaching Staff, Department of Applied Biology
FUTB/H/BIO/001	Date: 23/11/2024

Dear Colleagues,

Relocation of Teaching Staff to Permanent Site Offices

I am writing to inform all teaching staff that they are required to relocate to the respective offices allocated to them at the Permanent Site.

Please note the following:

- i. Staff are expected to hand over the keys of those offices at the Take-Off Site to the Office of the Head of Department (HOD) immediately.
- ii. Those who do not have any, may use the departmental meeting room if necessary.

However, one office will remain under our custody to accommodate rooms for the Chief Examiner and the Departmental Examination Officer to maintain confidentiality.

Your cooperation and prompt relocation will be greatly appreciated.

Thank you.

Yours faithfully,

Jibrin Ashiru Ibrahim
Ag. Head of Department

20th November 2024

FEDERAL UNIVERSITY OF TECHNOLOGY, BABURA, JIGAWA STATE IS NOT RECRUITING

The attention of the Management of the Federal University of Technology, Babura (FUTB) had been drawn to a now viral message, purported to have been written by the University, requesting people to send in their Curriculum Vitae (CV), through a WhatsApp number, for "Teaching Appointment". This is to

inform members of the public that the message did not emanate from the University. Anybody who sends the said CV does so at his/her own risk. The FUTB is NOT in the process of any recruitment whatsoever. Due process will be followed in filling staff vacancies, not through the social media. PLEASE BE WARNED.

Fatima Binta Mohammed, *mni*
REGISTRAR

23rd November, 2024 - RE: NHF REGISTRATION

The under-listed staff are kindly requested to click on the link below in order to conclude their registration with the Federal Mortgage Bank.

1. Hafizu Sani

2. Abubakar Bala Muhammad

3. Abdulaziz Rabi Muhammad
4. Muhammad Umar Abubakar
5. Shawwal Tijjani
6. Yunusa Ibrahim
7. Mustapha Nuhu Yahaya
8. Muhammad Abubakar Ahmad
9. Donald Sushak
10. Nefisatu Sani
11. Musa munkaila
12. Sule Saidu

13. Yakubu Abdullahi
14. Abel Idrisu Shaba
15. Anwar Muhammad Idris
16. Ibrahim Ayuba
17. Bala Ismail Mustapha
18. Shamsuddeen Muhammad

<https://ibank.fmbn.gov.ng/Account/AgentRegistration>

Select individual contributor

Thank you.

Aliyu Hassan,
Establishment Secretary,
FUT Babura

23rd November, 2024 NHF REGISTRATION II

The under-listed staff are also requested to visit the Establishment Office from Monday 25th - Thursday 28th November, 2024 in order to make appropriate corrections on their Registration Forms as observed by the NHF officials:

1. Saidu Abdullahi
2. Abdullahi Musa
3. Abubakar Muhammad Liman
4. Elendu Wachukwu
5. Amma Ibrahim Goma
6. Abdulmajid Bello Opeyemi
7. Salihu Adam Muhammad
8. Adnan Sani
9. Babangida Isah
10. Furdausy Hussaini Inuwa
11. Hassan Ibrahim
12. Abdulrazak Zakaria
13. Abduljalil Yusuf
14. Ibrahim Zakari Abdullahi
15. Abdullahi Saidu
16. Fabian Jighjigh Tersoo
17. Muhammad Gausu Ahmad
18. Shamsiddin Lawan
19. Ismail Muhammad
20. Isaac Ajunwa
21. Saadu Musa
22. Anas Sani Cindo
23. Hamza Magaji
24. Abdulaziz Musa Mai zare
25. Abdulwahab Mukhtar Usman
26. Abba Sani Baka
27. Kayode Emmanuel Akinola
28. Sadiyu Sani
29. Amina Hussein
30. Abubakar Muhammad Jibril
31. Aliko Muhammad
32. Basiru Babangida
33. Zubairu Ibrahim
34. Saminu Jibo

Thank you.

Aliyu Hassan,
Establishment Secretary,
FUT Babura.