



IMPORTANT OF MENTORSHIP ON ACADEMIC ACHIEVEMENT OF OFFICE TECHNOLOGY AND MANAGEMENT STUDENTS IN FEDERAL POLYTECHNIC BALI

ABSTRACT

In this paper, The Important of Mentorship on Academic Achievement of Office Technology and Management Students in Federal Polytechnic Bali was examined, 20 students has been qualitatively surveyed using structured questionnaire. From paper findings, it was observed that mentoring is the most preferable system of teaching Office Technology and

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Introduction

For decades now, fast changes have been taking place in all facets of human life including the level of academic achievement. This is as a result of Technological Advancement in Mentorship of Office Technology and Management students.

Aromolaran, S. K. (2021). Every arena of learning in today's world, be it government, industry or other human endeavors, require facts and accurate information for quick decision-making. The office worker, including the secretary, expects certain support from the organization into which he/she is employed. This support can be technological (machines and equipment) and human. In this light mentorship is required to academic performance and a rapid development to foster the career of people of student activities and achievement. (Ezoem, 1995; Osuala, 2004). As a result of changes in Technology, the Important of mentorship in educational sector has changed tremendously from that of teaching in blind



Management Students, mentoring ability of tutors provide Office Technology and Management Students better understanding. Conclusively This Paper shows importance of mentoring students for better performance, the research gives an eye opening that mentoring skill or application of mentoring system is what gives Technology backbone, therefore mentoring skills or system is the bedrock to Technology impartation.

Keywords: *Mentorship, Students, Achievement, Skills, Protégé/ Protégée.*

format and unacceptable decision making on academic learning especially in typewriting and shorthand dictation, as some courses required a serious practical activity. Today's lecturers are expected to be exposed to office Technology equipment that can help them in mentoring activities which includes the internet that make work much easier and knowledge more accessible (Edwin, 2008).

This Paper seeks to examine the Important of mentorship on academic achievement of office Technology and management students in Federal Polytechnic Bali.

Study Objectives

This Paper aimed at examining the Important of mentorship on academic achievement of office Technology and management student through the following objectives:

1. To ascertain the importance of mentoring office Technology and management students.
2. To investigate the Important of mentorship on the academic achievement of Technology students.

Research Questions

In order to achieve the objectives of this Paper a number of questions would be explored. Consistent with the topic and objectives, the following questions will guide the Paper;



1. What are the importance of mentoring office Technology and management students in Federal Polytechnic Bali?
2. What are the Important of mentorship on the academic achievement of Technology students of Federal Polytechnic Bali?

Statement of the Problem

By the discovery of elites and academic research results shows that the best solution to present academic leprosy in our institutions of learning today, according research mentorship is the right answer to the situation on ground which is expected to be implemented in places of higher learning. An automated office, undoubtedly, offers new Important and responsibilities for the secretary. Such new Important presuppose that additional training and qualifications are required from the secretaries. The relevance of automation in business and academic related was identified by Aromolaran (2014) that mentorship will create advantages as follows:

- i.) Creating a distinct learning path tweetable for mentoring.
- ii.) Automation in mentoring to enhance productivity in academic world.
- iii.) It creates routine and assigned Important to tutor for students of office technology and management students.

This study is therefore undertaken in order to gain understanding and to examine Important of mentorship on academic achievement of office technology and management students in Federal Polytechnic Bali.

Method of the Study

This study is qualitative and it utilized Questionnaire and some ready-made materials for data collection. These enhance the understanding of the data and make the data collection more systematic as compared survey approach.

The Concept Mentorship

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less



knowledgeable person. The mentor may be older or younger than the person being mentored, but they must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. Interaction with an expert may also be necessary to gain proficiency with cultural tools. Mentorship experience and relationship structure affect the "amount of psychosocial support, career guidance, Important modeling, and communication that occurs in the mentoring relationships in which the protégés and mentors engaged".

The person receiving mentorship may be referred to as a *protégé* (male), a *protégée* (female), an apprentice, a learner, or, in the 2000s, a mentee. The mentor may be referred to as a *godfather* or *godmother*. Mentoring is a process that always involves communication and is relationship-based, but its precise definition is elusive with more than 50 definitions currently in use, such as: Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less (the protégé), (Faugier, 2013).

Important of a Mentor

Serving as a mentor brings many challenges and rewards, with the best mentors working to shape their mentees into other leaders, rather than just good followers. If done well, the long-term impact of mentoring can offer life- and career-changing benefits to both parties, (John, 2019).

Goals of a Mentoring Relationship on Student Academic Achievement

An essential first step in a successful mentoring relationship is for both the mentor and mentee to identify, define, and honestly articulate their common and individual goals and motives. Does the mentor want to



eventually delegate a portion of his or her job responsibilities to the mentee? Or is the mentor secretly developing a succession plan? Does the mentee envision mastering their "craft" or transitioning away from hands-on work to build management and leadership skills? Is the mentee planning to use the mentoring experience to progress within the organization or to seek employment elsewhere? Are both looking to give back to the organization and make the work environment a better place for all, or is mentoring a stepping-stone to personal and professional growth?

Based on interviews with three senior administrators at the University of South Carolina, co-mentors (William Hogue and Ernest Pringle in 2006) developed a "work in progress" set of Mentor Guiding Principles: **Strive for mutual benefits.** The relationship should be defined from the beginning as mutually beneficial. Each participant has committed to the relationship by choice. Each should openly share his or her goals for the relationship and work collaboratively to help achieve them.

Agree on confidentiality. Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely as the situation warrants, the relationship is unlikely to reach its full potential.

Commit to honesty. The participants should be willing to candidly share what they expect to gain from the relationship and their vision for getting there. They should be prepared to offer frank feedback as appropriate, even if the feedback is critical.

Listen and learn. Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected. Mentors, especially, need to remember that the relationship is not primarily about them. Co-mentors should not be intimidated or made to feel their views are not valued.

Build a working partnership. Consider structuring a working partnership that includes project consultation or active collaborations rooted in the common ground of shared professional goals. These collaborations can lead to discoveries about each participant's preferred working style, daily obligations, and professional aspirations.

Lead by example. Actions create the most lasting impression.



Be flexible. It might help for a mentoring relationship to have defined goals, but the process may be as important as or more so than the goals.

Types of Mentors

Different mentoring relationships generate a whole host of mentor types and styles. (Susan E. Metros, 2006) states the following types:

The wise leader is someone who through executive title, seniority, or status within the organization has reached the pinnacle of his or her career and is worthy of and willing to impart knowledge and wisdom to others in the organization.

The life coach is a professional mentor, often in the organization's human resources division or an outside consultant. Staff looking to change jobs or careers often hires life coaches outside the work environment to evaluate their performance, prepare for new career opportunities, or simply set and achieve personal goals. These relationships tend to be short term with a targeted and prioritized set of objectives.

The teacher could be an educator, working with current or past students to build their professional talents and skills, or someone who assumes the "honorary" Important of teacher—promoting learning and growth by imparting knowledge, debating ideas, or recommending resources. A teaching relationship might be officially sanctioned, such as enrolling for independent Paper, or as informal as dropping by during office hours for a chat.

Peer mentors participate in informal relationships in which colleagues or friends pair up to help each other grow within an organization. They might team up to gain professional development experience, share networking contacts, or simply support each other's career path choices.

The confidante is not so much a mentor as someone to use as a touchstone or sounding board. It is helpful in both healthy and dysfunctional work environments to have a confidante with whom to bat ideas around, air frustrations, request reality checks, and seek advice.



The self-help mentor takes the form of books, manuals, articles, checklists, software, Web sites, and so forth that provide proven formulas or step-by-step advice on how to grow professionally. While not a substitute for the real thing, some of these popular resources are useful in helping an employee map a career path and/or lay a foundation for future mentoring relationships.

The inner mentor is the internal voice that calls upon intuition to glean and mold life experiences into a personalized leadership philosophy. This nontraditional self-mentoring approach takes into account past experiences, current competencies, and future potential. The first step is to conduct a life experience inventory, identifying experiences that might hold leadership potential. It is the deconstruction—the picking apart—of these experiences to reveal underlying values and beliefs that will translate into a customized set of leadership principles.

Discussion of Finding

From the findings, it was observed that mentoring is the most preferable system of teaching office Technology and management students, mentoring ability of tutors provide office Technology and management students in federal polytechnic Bali a better understanding. While quite number of respondents says Academic achievement can come through mentoring and mentoring skills is the bedrock to Technology students to gain technical quality.

In the Important of mentorship in the academic achievement of Technology students, Paper shows that non-deployment of mentorship skill can lead to technological inefficiency of office Technology and management student and further state that student mentorship plays a big Important in academic achievement. Set of respondent's opinion is that mentorship skill build office Technology and management for career development and posited further that without mentorship skills technical education will not be functioning.

The Paper shows that the expected effects of mentorship on student's career after their graduation, numbers of respondents believed that mentoring system provide technical ability needed for industrial productivity and that students without technical strength through



mentorship cannot withstand industrial threat when they are out for labour market.

Conclusion

In conclusion, it was observed through the Paper that; examining the Important of mentorship on academic achievement of office Technology and management students in federal polytechnic Bali, by ascertaining the word mentoring skills required by tutors or lecturer per say to deliver effective academic input to technological student of the polytechnic, academic achievement on the other hand is ability of student to live on the slandered delivered to him/her from mentor through mentorship ability so as to make technical student function in the career world.

This Paper shows importance of mentoring office Technology and management student in federal polytechnic Bali for better performance, the Paper gives an eye opening that mentoring skill or application of mentoring system is what gives Technology backbone, therefore mentoring skills or system is the bedrock to Technology impartation.

Recommendation

From the findings and conclusion of the Paper, the Important of mentorship on academic achievement of office Technology and management students in federal polytechnic Bali, the following are the recommendation:

- i.) Employment of technical tutors should not be run based on certificate only but also test technical ability of the job seeker.
- ii.) Timely conference and seminars should be organized on enlightening tutors on how and when mentorship skill is to be used.
- iii.) Room should be given to anyone who loves to do more publication of this type and this Paper will give us way out to our life Challenges.



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APPENDIXES

Federal Polytechnic Bali,
School of General Studies and Management Technology
Department of Office Technology and Management (OTM)
18th March, 2021.
Dear Respondent,

REQUEST FOR COMPLETION OF QUESTIONNAIRE

I am a Staff in the department of Office Technology and Management (OTM). Federal Polytechnic Bali Taraba state carrying out a Paper work on the topic: **“Important of Mentorship on Academic Achievement of Office Technology and Management Students in Federal Polytechnic Bali.”**

The paper is part of the requirement for Promotion. The researcher needs your assistance in filling the questionnaire.

All information provided will be treated with utmost confidentiality and will be used sole for the purposed of this paper, which is purely on academic exercise.

Thanks for your co-operation.

Your's Faithfully,
Hakuri A. Waziri

Part A: Personal Data/ Information

Sex: Male [] Female []

Education qualification if applicable: Phd. [] Msc. [] Degree []

HND []



Working Experience if applicable: 2 Years [] 5 Years [] 10 Years [] 15 Years [] 20 Years and Above []

Part B: Questions

You are to fill the questionnaire by ticking [] the appropriate option. The following are the keys to the questionnaires.

Response categories	Code	Score
Strongly Agreed	SA	5
Agreed	A	4
Undecided	UD	3
Strongly Disagreed	SD	2
Disagreed	D	1

Research Question One

What are the importance of mentoring office Technology and management student in Federal Polytechnic Bali?

S/N	Statement	SA	A	UD	SD	D
1.	Mentoring is the most preferable system of teaching office Technology and management students.					
2.	Mentoring ability of tutors provide office Technology and management students better understanding.					
3.	Academic achievement can comes through mentoring for Technology students.					
4.	Mentoring skills is the bedrock to Technology students to gain technical quality.					

Research Question Two

What are the Important of mentorship in the academic achievement of Technology students? in Federal Polytechnic Bali.

S/N	Statement	SA	A	UD	SD	D
5.	Non-deployment of mentorship skill lead to technological inefficiency of office Technology and management student.					
6.	Student mentorship plays a big Important in academic achievement.					
7.	Mentorship skill build office Technology and management for career development.					
8.	Without mentorship skills technical education will not be functioning.					