

Organizational Training and Job Performance of Administrative Staff in State-owned Polytechnics, Oyo State, Nigeria

**Rukayat Oyeyemi AKINPELU
LCU/PG/001350**

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Certification

This is to certify that, Rukayat Oyeyemi Akinpelu with matriculation number LCU/PG/001350 carried out this research work titled “**Organizational Training and Job Performance of Administrative Staff in State-owned Polytechnics, Oyo State, Nigeria**” in the Department of Information Management, Faculty of Communication and Information Sciences, Lead City University, Ibadan, Oyo State, For the award of Master of Science (M.Sc) Degree in Office and Information Management and that this has not been previously submitted.

Dr. T.E. Adenekan
(Supervisor)

Date

Dr. T.E. Adenekan
(Head of Department)

Date

Dedication

I wish to dedicate this study to the Almighty God

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Abstract

Job performance (JP) of administrative staff (AS) is serious for transformation of higher institutions globally. However, studies have shown that JP of AS in Oyo State-owned polytechnics is perceived to be below standard. With this weakening, performance of AS in State-owned polytechnics in Oyo State have aggravated into poor service delivery and delay in attending to student's request. Hence, this study investigated the influence of OT on JP of AS in State-owned polytechnics in Oyo State. Cross-sectional survey research design was adopted. Population consists of 1,509 administrative staff of the three polytechnics in Oyo State with a sample size of 307 staff determined through Raosoft (2004). Simple random sampling technique was adopted for the purpose of the study. A validated questionnaire was used to collect data. The reliability co-efficient for the constructs ranged from 0.74 to 0.81. Data collected was analyzed using descriptive and inferential statistics. Findings revealed that OT had significant influence on all measures of JP; ICT skill training (Adj. $R^2 = 0.099$, $F(3,257) = 10.518$, $p = 0.000$), administrative skill training (Adj. $R^2 = 0.268$, $F(3,257) = 32.714$, $p = 0.000$), automated office equipment skill training (Adj. $R^2 = 0.356$, $F(3,257) = 49.008$, $p = 0.000$), Sources of Knowledge acquisition (SKA) significantly moderated the interaction between OT and JP of the administrative staff in Oyo State polytechnics ($\Delta R^2 = 0.508$, $R^2 = 0.258$, $P = 0.000$). This study concluded that OT significantly influences JP and SKA significantly moderated the interaction between OT and JP of AS in State-owned polytechnics, Oyo State, Nigeria. It was recommended that, management of Oyo State polytechnics should ensure there is adequate OT for AS performance, while they continue to implement the appropriate SKA strategies such as attending educational seminars, local summit and international summit to acquire new knowledge that will assist job performance of AS in Oyo State polytechnics.

Keywords: Administrative Staff; Job Performance; Organizational Training; Oyo State; Polytechnic; Sources of Knowledge Acquisition

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Abbreviations

OT	-	Organizational Training
JP	-	Job Performance
SKA	-	Sources of Knowledge Acquisition
AS	-	Administrative Staff

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