

Report of a 4-Day National Conference on: “Repositioning Office Administration and Information Management for Innovation, Sustainable Development and Global Competitiveness”, organized by National Institute of Office Administrators and Information Managers (NIOAIM), at the International Conference Centre, Lead City University, Ibadan, Oyo State, Nigeria, from 7th – 10th February, 2022.

The first day of the Conference was scheduled for arrival and registration. The registration for the maiden conference of the National Institute of Office Administrators and Information Managers commenced on the 7th February, 2022 at 2.00pm. Conference materials which consisted of a branded laptop bag, pen, jotter, key holder, lapel and programme were given to registered participants. This continued on the second day at 8am prompt.

The Opening Ceremony commenced at exactly 10.50am with the National Anthem and University Anthem. Dignitaries and participants were already seated before the ceremony began. The programme was moderated by Dr. S. V. Adeyeye and Mr. Tajudeen Jimoh. This colourful ceremony was attended by Deans of Faculties and Head of Departments in Lead City University and other Institutions. Two Royal fathers, in person of Oba Dr. Solomon Adisa Akinola and Oba Sunday Oladapo Oyediran, graced the occasion with their royal presence. NIOAIM members, LCU staff, Press men and students also graced the Opening Ceremony.

The President, Dr. Tolulope E. Adenekan delivered the welcome address; [copy available here](#). The Vice Chancellor, Lead City University, Prof. Kabiru Adeyemo, in his opening address, expressed that Office Administrators and Information Managers play a major role in the development of a nation, and they are expected to provide accurate information for better communication which would create values for individuals, organizations, communities and the society at large.

Prof. Oyesoji Aremu, the Keynote Presenter, who doubled as the Chairman of the Conference welcomed members and wished the academia an impactful conference while commending the

activities of NIOAIM in organizing the worthy programme. He thereafter led a discourse on "Information Dissemination and Management in the 21st Century: Some realities and untold challenges." Here, he admonished business organizations to embrace the use of technology in order to remain relevant in business. He expressed that technology has become a sine qua non of modern professional emancipation, owing to its enormous contribution to alleviating human sufferings occasioned by analogue practices. [Copy of the lecture is available here.](#)

A Goodwill message was delivered by the representative of Hon. Olayemi A. Lawal, Hon. Commissioner for Youth and Sports, Osun State. He was ably represented by Adeola Olayiwola, Senior Assistant to Osun State Governor on Youth Empowerment.

Honorary fellowship awards were presented to deserving Nigerians who have demonstrated intellectual and administrative prowess in the course of their careers. The awardees included Prof. Jide Owoeye, Chairman, Lead City University, Ibadan and Chairman BOT, NIOAIM; Hon. Olayemi A. Lawal, Commissioner for Youth and Sports, Osun State; Arc. Dr. Olusegun O. Aluko, The Rector, The Federal Polytechnic, Ilaro; Prof. Afolakemi Oredein, Dean PG School, Lead City University, Ibadan; Dr. Kola Adeyemi, Chairman, Epite Group, Abuja, FCT; Alh. Fatai Ibikunle, Chairman, National Lottery Regulatory Commission, Abuja, FCT; Rev'd Dr. Edward Kehinde Alabi, Snr./Lead Pastor, Malete Baptist Church, Ibadan; Chief 'Yomi Otubela, *fcma*, National President, National Association of Proprietors of Private Schools, Nigeria; and led a discourse on the topic: "Managing Nigeria's Records and Archival Resources in support of her Sustainable Development." This was an eye opener, as members were made to understand the relevance of managing Nigeria's records and archival resources which will aid sustainable development. [Copy available here.](#)

The Special Adviser to the Governor on Technical Education, Prof. Joseph Odemuyiwa, the second Lead Paper Presenter, delivered his paper, titled: "Professional Ethics as a tool for enhancing the job effectiveness of Office Administrators and Information Managers in Nigeria." The presentation revealed the attributes of Office administrators as integrity, honesty, respect, discipline and good appearance. All these would ensure that the objectives and goals of an organization are achieved. Office and information managers were advised to follow professional ethics which is a global phenomenon necessary for success and professional pride towards enhancing better service delivery in any organization. [Copy available here.](#)

Lead City Dance Troupe added flavor to the Opening Ceremony with their captivating performance. The Financial Secretary of the Institute, Mr. Fred Awomuse, gave the vote of thanks, where he appreciated God for the success of the Conference as well as everyone present at the Ceremony. The Opening Ceremony ended on a good note as every attendee was delighted.

Out of 103 registered participants, 101 attended physically, while others attended virtually.

The Dinner started at 6.00pm prompt and the programme was anchored by the PRO of the Institute, Mr. OlumuyiwaOjo. The President welcomed members and appreciated notable contributions of the Executives, Planning Committee and all participants alike. After the introduction of members, goodwill messages were shared by participants. During the dinner, new members were inducted. Dr. S. V. Adeyeye anchored the Toast (NIOAIM to the world), while the vote of thanks was delivered by the Assistant General Secretary, Mr. OluwaseyeIge.

The three plenary sessions were held concurrently at Emerald 1, 2, 3 & 4 on the 9th of February, 2022.

1ST NIOAIM NATIONAL CONFERENCE - FEBRUARY 9, 2022	
LIST OF PRESENTERS	
PANEL A: Dr. S. Tunmibi Venue: Emerald 1 & 2	
S/N	Titles
1	Records keeping and information security of ICT Polytechnic in Ogun State. – Akah, OluseyiAugutina and Ogunyemi, AdebolaAdedotun
2	Lecturers' Perception of the challenges and prospect of ICT as a Teaching and Learning medium in Tertiary Institution in Ogun State, Nigeria - OmololaIyabodeAyelotan, AishatOlabisiTaiwoSotayo, AdebimpeOlusolaAdesanya
3	Challenges and Prospects of Educational Technologies as Teaching and Learning Medium – Dr. Akasi, Sunday Ebhodaghe, Prof. E. A. Erwat and OluwatosinAbiodunOlogbosere
4	Instructional Facilities on Perceived Academic Performance of Office and Information Management Students in Lead City University, Ibadan – Ibronke O. E, Oloye, R. A., Oduwole, D. O. &Sokunbi, H. T.
5	Repositioning of the National and Public library in the 21 st century towards national development – Ologun, Deborah B., AyodeleTosin A., Ogedengbe, Esther, AdisaModupe, AdekanbiAbidoun, Ogunlola Victoria and Okhaku David
6	Innovation Capability and Customer Perspective of Deposit Money Banks in Ibadan, Oyo State, Nigeria - IBIRONKE, Oluwakemi Esther
PANEL B: Dr. Toyosi Samuel, Dr. O. Banjo, Prof. Oyedokun Venue: Emerald 3	
1	Improving Surveillance of Infectious Diseases In Developing Countries With Real-time Data From Digital Media - Bakare N.
2	The Role of Telecommunication Network in Information Policy - Sodiyan, Titi Juliet
3	Managing Information in Public and Federal Domains for Sustainable Development and Global Competitiveness - P. O. Adeniran, PhD
4	Records Management and Information Security as Essential Tools for Enhanced Corporate Performance - OdumadeChinyere J. &Ogunyemi, Victoria A.
5	Influence of Internet Usage on Productivity of Secretaries in an organization - Ikusemiju, F. A.
6	Record Management Practices as Correlates of Job Performance of Registry Staff in Some Selected Tertiary Institutions in Oyo State - Ajibola, Rita Ebehireime
7	Information Security and Corporate Performance of Public Organisations in Ogun West Senatorial District, Ogun State, Nigeria - Isaac Akindele Jolaade
PANEL C: Dr. S.V. Adeyeye, Dr. M.A. Adeolu-Akande Venue: Emerald 4	
1	Internet and learning habits of Students in Universities in Ile-Ife metropolis, Osun State - Ojo Emmanuel Olumuyiwa
2	Assessment of Artificial Intelligence Application on teaching and learning of office technology and management, Ekiti State tertiary institutions – Dr. T. E. Adenekan and MuniratOpeyemiAdeyeye
3	Social Support and Productivity of Academic Staff of Polytechnics in Ogun State - Iro-Idoro, Charlotte Bose, PhD &Jimoh, TajudeenAdisa
4	Human Resources Management Practices and Organisational Development in Lead City University, Ibadan, Oyo State - Ahamze, Olanike Victoria
5	Information Communication Technology: A Tool to Enhance the Job Performance of Office Managers – KehindeOluwatosinAbosedo& J. I. Orija, Ph.D

6	Machine learning for Sustainable Development - Dr. Sunday Tunmibi and David Okhakhu
PANEL D: Prof. Isaiah Abolarin, Dr. J.A.Alonge, Dr. J.I. Orija, Venue: Emerald 1 & 2 Dr. Kenneth Umezurike	
1	ICT: A Veritable Tool for Productivity among Civil Servants in Yewa-South Local Government, Ogun State - Kazeem, S. O. And Akinlade, O. O
2	Entrepreneurship Education and Self-Employment of Office Technology and Management Graduates of Federal Polytechnic Auchu, Edo State - Afeidia, Obogbai Alfred and Ogiagah, Zuberu Muhammed
3	Influence of Organizational Culture on Organizational Sustainability of Telecommunication Companies in Ibadan Oyo State - Oluwatosin Abiodun OLOGBOSERE & Rasheed Olanshile OLADIPUPO
4	Challenges and Prospects of Information and Communication Technology in Job Performance of Secretaries/Information Managers in Public Organizations in Ogun State, Nigeria - Iro-Idoro, Charlotte B. Ph.D. & Akintola, Esther M.
5	Work ethics and Institutional performance: The moderating role of <i>Omohiwàbí</i> leadership - OLOYE, Rachael Aina
PANEL E: Prof Godwin Oyedokun, Dr. T.M. Akinbo, Dr. JideOke, Venue: Emerald 3 Dr. S. E. Akasi	
1	Employees Engagement and Academic Staff Commitment in Tertiary Institutions in Delta State, Nigeria. AkhileleEkeata and Prof Erwat, E.A
2	Challenges and Prospects of ICT as a Teaching and Learning Medium - Osakwe, Stephen Onyeawuna
3	Entrepreneurship a panacea to unemployment and underdevelopment in Kwara State – Yusuf O. Ridwan, Olayanju T. Emmanuel, Osholonge A Rasheed, and Okanu B. Ngozi.
4	Employers' Expectations of Office Managers' ICT Skills and Competencies in a Business-Driven Environment - Elizabeth Omone OJO; YinusaOyeniran JINADU; Oluwaseye Jacob IGE
5	Office Management and Information Communication Technology in the COVID-19 Era - Adeolu-Akande, ModupeolaAtoke&Oyedokun, Godwin Emmanuel
6	Assessment of students' perception of office and information management as a course of study at the Lead City University, Ibadan, Oyo State - Popoola, KofoworolaOyindamola, Anene, ChisomEbere and Ige, Oluwaseye Jacob
7	An Appraisal of the Role of Information Communication Technology for Quality Education in Nigerian Tertiary Institutions- Oyedokun, Godwin Emmanuel, and Adeolu-Akande, ModupeolaAtoke
8	Library styling and its effects on library users information seeking behaviour. – Adelaja, Israel A., AjokotolaBusola and BakareOlubunmi
PANEL F: Prof E.A. Erwat, Dr. L.A. Awobenu, Dr. P.O. Adeniran, Venue: Emerald 4 Dr. LamideAdeyemo	
1	Professional Ethics and Moral Standard of Female Secretaries at The University of Ibadan, Oyo State, Nigeria - Virginia Ochanya Onche& Emmanuel A. Isah
2	New Waves In Library and Information Science Profession: Changing Roles, Skills and Strategies - Sophia V. Adeyeye, PhD &Opeyemi R. Oboh (Mrs)
3	Job Motivation, Leadership Style on Job Performance of Library Personal in University Libraries, Oyo State, Nigeria. - Obaseki, Grace Moromoke and Oluwabunmi D. Bakare, PhD
4	The Role of Information and Communication Technology in Improving Records Management and Security for Successful Business Performance - OSENI, Sudetu OHIKERE, RashidatAighufue& ALLI, AminatZumat

5	Records Management and Information Security as essential tools for enhanced corporate performance of Selected Companies in Lagos State - Idiako Christiana Omoye
6	Roles of Technological Innovation in Enhancing the Service Delivery of Information Managers in Public Organizations in Ekiti State - Hammed AbosedoFisayo, Dada RonkeTemitope
7	Professional Ethical Standard: A Tool for Optimal Job Performance of Office Managers in an Organisation – Olugbemi, S. O. & Adesina, E. M.
8	Librarianship Education, Curriculum Review for Global Competency - Oluwafemi, Sunday Ademidun
9	Records Management and Information Security as Essential Tools for Enhanced Corporate Performance of Selected Companies in Nigeria. - Lawal, I. A., Opeifa T. S., Oduwole O. K. & Aliu J. A.
10	Human Resources Management and Employees Productivity in Telecommunication Industry – Quadri, O. S. and Adesina, E. M.
11	Information Literacy and Research Competence of Undergraduates in Oyo State, Nigeria - Tolulope E. Adenekan, PhD & Prof. Yemisi Babalola

The Professional Development Workshop titled, "Upskilling for Professionalism in the Information age", started on a good note on the 10th February, 2022. Prof. R. A. Animashaun, from the University of Ibadan, led a discourse on Work-life balance, where he expressed that Work-life balance is the state of equilibrium where a person equally prioritizes the demands of one's career and personal life. He stated that the lack of work-life balance over an extended period will result in anxiety, burnout, sickness, untimely death amongst others. He further highlighted the reasons why work-life balance is important, and he admonished participants to manage their work and life well to avoid unforeseen occurrences.

Dr. Tolulope E. Adenekan, the National President of NIOAIM, also led a discourse on Corporate Ethics, where she noted that ethics are the moral rules or principles, values, and beliefs that define right and wrong decisions and behavior e.g. professional/business/medical ethics. She concluded by highlighting five basic ways of becoming better in a chosen profession, some of which include sharpening of communication skills, working on peoples' management skills,

becoming an innovative thinker, developing business acumen as well as continuous professional development.

Prof. Y. T. Babalola from Babcock University, led another discourse on writing an academic paper, where she expressed that researchers are to research extensively on their identified topics, as this will help to broaden their understanding of the topic and identify gaps in research. To suffix this, she highlighted the two types of papers to write- Research/Empirical paper, which entails reporting the findings of a completed research; and Opinion/Position paper, which presents an opinion, idea or conviction about an issue whereby the researcher tries to defend and sell to his audience. Conclusively, she highlighted the academic writing pitfalls to avoid, which are poorly written articles, plagiarism/self-plagiarism and publishing in predatory journals.

Certificates were issued to members. The conference ended with group photographs and interview sessions with Press men from Lead City Radio 89.1*fm*, Fresh *fm* among others. The members were highly impressed and are currently looking forward to NIOAIM 2nd Conference in the year 2024.