



**UNIVERSITY  
OF LAGOS**



**A MONTHLY NEWSLETTER OF THE UNIVERSITY OF LAGOS STAFF TRAINING AND DEVELOPMENT UNIT**

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## **ACHIEVING A FIT-FOR-PURPOSE WORKFORCE IN THE UNIVERSITY OF LAGOS THROUGH THE ACQUISITION OF SOFT SKILLS**



Acquisition of skills is pivotal to the achievement of a fit-for-purpose workforce in the University of Lagos. These skills are required for the members of staff to take their pride of place among their teams, compete effectively with colleagues within the University and then, globally as the University mission states.

The Staff Training and Development Unit is more intentional than ever to build these skills in the workforce in the quest to enhance the knowledge, attitude and capabilities of members of staff for the benefit of the members of staff who will get more confident in themselves and improve their conducts.

Improvement in the individual worker will enable them to earn the respect as well as the admiration of others. This will reflect in the better performance of the members of staff for the benefit of the University.

Merriam-Webster Dictionary defines Skills as " the ability to use one's knowledge effectively and readily in execution or performance: dexterity or coordination especially in the execution of learned physical tasks: a

learned power of doing something competently : a developed aptitude or ability".

Skills are classified into hard skills and soft skills.

Hard skills, refers to the technical knowledge needed to perform a particular job. Hard skills are generally on proficiency in specific software, coding, app, programme or role. Hard skills are generally about expertise in particular job roles.

Soft skills on the other hand are traits that help employees succeed on the job. These comprise of the ways an employee works.

### **Ten soft skills identified by the LinkedIn Talent Solution include the following:**

#### **COMMUNICATION:**

Sharing and absorbing information productively, openly, and respectfully

#### **TEAMWORK:**

Working effectively with other team members



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## **TIME MANAGEMENT:**

Working efficiently and productively, especially when faced with deadlines and multiple priorities



## **PROBLEM-SOLVING:**

Thinking critically about a problem (and working toward a solution)

## **CREATIVITY:**

Devising inventive, outside-the-box solutions



## **LEADERSHIP:**

Guiding and mentoring others



**INTERPERSONAL SKILLS:** Interacting positively with others

**WORK ETHIC:** Being dedicated to a broader mission of the University and the work it entails

**ADAPTABILITY:** Evolving with change and adjusting to new circumstances. This means the ability of an employee to fit and function adequately in new job roles  
**Attention to detail:** Identifying and accounting for every last detail

**COLLABORATION:** Working together with others to achieve a common goal.

**INITIATIVE:** The ability to originate ideas and actions without being prompted by anyone.

**EMPATHY:** This refers to the ability to understand and share the feelings of another person. This promotes interpersonal relationships.

With the right soft skills, a positive work culture, improved staff competence, productivity, and more will be accomplished .

In subsequent editions of this newsletter, **UNLEASHING HUMAN POTENTIALS** , these soft skills and more will be deliberated on. Please repost.

