

Staff Training in Schools

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Abstract: This research investigates diverse staff training methodologies within educational institutions, specifically focusing on workshops, seminars, symposiums, and conferences. It underscores the critical role of training as an essential tool for skill development and the improvement of institutional performance, tailored to the unique needs of school staff for the advancement of teaching, administrative functions, and overall student development. The study emphasizes the interdependence between school administrators and teachers for educational success, highlighting the vital nature of training for both groups. For administrators, this training enhances confidence, communication skills, productivity, delegation, decision-making, and conflict management. The research recognizes the indispensable contributions of non-teaching staff, portraying them as the backbone of educational institutions with roles ranging from administration and healthcare to support services. The paper concludes by emphasizing the overarching importance of training for all school stakeholders, including administrators, teachers, and non-teaching staff, as a crucial element in fostering efficient and successful school environments. The comprehensive exploration extends beyond staff training to illuminate the multifaceted role of teachers in curriculum implementation, student mentoring, and the adoption of modern pedagogy strategies. The study underscores the evolving nature of teachers' responsibilities and the significance of continuous training to adapt to the dynamic challenges of the contemporary educational landscape, ultimately positioning teachers as instrumental in shaping future generations.

Key points: Training, Staff Training, School Training, Teachers Training, Administrators Training.

Introduction

In the tapestry of education, schools emerge as pivotal social institutions, intricately woven for the implementation of teaching, learning, and the orchestration of extracurricular activities. Functioning as microcosms of society, schools stand as formal and non-formal bastions, harmoniously uniting teachers, students, and school administrators in a shared pursuit of knowledge. They extend beyond brick and mortar, becoming a second home for students, where educators assume the roles of second parents. Within this educational ecosystem, the organized structure of schools aims not only at imparting knowledge but also at sculpting behaviors, fostering a conducive environment for teaching and learning to flourish. Amidst this intricate dance, school stakeholders, comprising administrators, teachers, and non-teaching staff, play integral roles, offering services that necessitate perpetual enhancement of skills and knowledge.

Recognizing the paramount importance of school staff training, this research delves into the multifaceted dimensions of training methods and their profound impact on professional development. As a cornerstone for maintaining currency in educational practices, staff training transcends the mundane, serving as the linchpin for effective administrative functions, enriched teaching methodologies, and holistic student development. With a lens on the evolving landscape of education, this paper navigates through the nuances of workshops, seminars, symposiums, and

conferences, elucidating their transformative potential. It unravels the symbiotic relationship between administrators and teachers, highlighting the indispensable nature of continuous training in fortifying their capabilities.

As the educational symphony resounds, this research underscores the imperative of investing in staff training—a resonant chord that harmonizes the learning environment, promotes safety, fosters a positive school culture, and propels professional development. With a gaze fixed on the future, this exploration advocates for a collective commitment to the perpetual enhancement of skills and knowledge, ultimately sculpting a dynamic and adaptive educational landscape for the benefit of all stakeholders.

I. Concept of the School

A school is a social institutions for implementation of teaching and learning and other extra-curriculum activities. A school is an institutions designed for impartation of knowledge. A school is a micro part of the society curve out for the purpose of teaching and learning. A school is a formal and non-formal institutions that brines together teachers, students and school administrators for the purpose of teaching and learning. A school is considered a second home for students, and teachers as a second set of parents.

The School is an organized social institutions meant for impartation of knowledge. The purpose or objective of the school is to provide a medium were instructors meet with learners to effect cane of behaviors. The School provide avenue for conducive teaching and learning to take place between the teachers, s and students. The Schools are designed to have service providers (school administrators, teachers and non-teaching staff) and services receiver (learners). The School stakeholders which include school administrators, teachers and non-teaching staff are providing services that demands tem to always upgrade their skills and knowledge.

II. Concept of Training

Training is teaching, or developing in oneself or others, any skills and knowledge or fitness that relate to specific useful competencies. Training has specific goals of improving one's capability, capacity, productivity and performance. Chand, S. (undated) viewed training constitutes a basic concept in human resource development. It is concerned with developing a particular skill to a desired standard by instruction and practice. Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively, and conscientiously. Training is the act of increasing the knowledge and skill of an employee for doing a particular job. Dale S. Beach defined training as 'the organized procedure by which people learn knowledge and/or skill for a definite purpose'. Training refers to the teaching and learning activities carried on for the primary purpose of helping members of an organization acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization. Training deals with providing staff with specific skills or helping those correct deficiencies in their performance. It is a short-term learning process that involves acquiring knowledge, sharpening skills, concepts, and rules, or changing attitudes and behaviors to enhance the performance of employees. Training is an activity leading to skilled behavior, teaching employees the basic skills they need to perform their jobs. The heart of a continuous effort designed to improve employee competency and institutional performance.

The objectives of school training includes; to erupts teachers, non-teaching staff and school administrators wit intellectual knowledge, manual skills and problem solving skills. Generally, training is meant to improve staff professional skills and knowledge. Training enables staff to gain the knowledge required to perform their duties while contributing to organizational development. These training programs are designed to help staff learn different skill sets to perform their daily tasks efficiently, improve overall performance, develop efficiency in their job, and avoid violations of laws and regulations. By providing comprehensive training and support, school can ensure that teachers are productive and engaged, which leads to greater retention and job satisfaction over time. From the above, training is an organized programme designed to improve professional skills and

knowledge on the job on or on a special skills. Training is the process of equipping staff with skills and knowledge that will aid to improve the job performance in the institutions.

Types of Training

There are different types of training, namely:

1. School staff training

School staff training is an important aspect of professional development and is essential for ensuring a successful and safe learning environment for students. It helps staff to stay up to date on the latest trends and techniques, promotes a positive school culture, ensures student safety, and enhances professional development (Raghav foundation 2023). School staff training is important for schools because it is the only means to upgrade skills and knowledge needed to effectively support the administrative functions, teaching and learning and development of students.

2. Orientation Training

Effective staff orientation training provides basic organizational information that new hires need to prepare for their role in a company. The orientation program benefits both employees and employers by educating new hires, setting them up for success in their new roles, addressing any questions they might have, and helping them contribute to the organization right away. Some key components of an employee orientation training program: Self-paced online learning programs for job-specific technical training; Online courses to explain the ins and outs of enterprise software; Information on safety procedures; Hands-on training on machines and equipment; In-person group training sessions for soft skills training like customer service, team-building, and client management; and Formal courses through outside vendors on business and other topics.

3. Onboarding Training

Onboarding training is the process of getting your new hires up to speed, understanding their new responsibilities, getting familiar with company culture, and becoming productive team members quickly. Employee orientation is a 1-2 days process, whereas the staff onboarding training is a series of events that take place for a week, a month, or even a year in some cases. Onboarding is responsible for truly integrating an employee within an organization.

4. Compliance Training

Compliance training is a workplace training type mandated by legislation, regulation, or policy. It educates employees on the laws and regulations applicable to their job function or industry. An effective compliance training program helps prevent poor conduct and ensures proper governance in an organization. It helps minimize risks, maintains reputation, and provides a better and safer workplace environment for employees. Some examples of courses covering government-mandated and industry-specific compliance policies include: Anti-harassment: Anti-harassment compliance training programs administer guidance and measures for responding to incidents like bullying, harassment, and sexual harassment; Diversity training: Diversity training emphasizes the strengths of diversity and addresses how to work with people of different ethnicities, genders, sexual orientations, ages, mental or physical abilities; Cybersecurity training: These programs include how to manage sensitive and confidential information efficiently and train staff on the strategies, tools, and systems needed to protect personal data; and Business ethics: The ethics & compliance training programs include risk assessment training, methods to encourage whistleblowing staff accountability structures, and a system for addressing grey areas/conflicts of interest.

5. Product Training

Product training includes all the information about your organization's goods, services, or products that employees need to learn to perform their jobs effectively. Depending on different employee roles, product training focuses on various aspects and has other learning goals. Value-adding product training enables a marketing team to reach the right market and a sales team to answer the critical questions customers are looking for. Some of the most common product knowledge training

objectives to help different groups get the most out of the product training: Product training for sales reps: Train the sales team on the product to improve their communication with the customer, overcome prospects' objections, and close deals faster; Product knowledge training for customer service: Train the support team on the technical aspects of the product – how it works, what parts it consists of, and how to fix it Product training for a marketing team: Training on distinctive features and benefits of the product to create an effective positioning and promotion strategy; and Product knowledge training for customers: Train your customers on how to use the product and achieve great results – this can also be known as product adoption.

6. Leadership training

Leadership training for your existing leaders is a way to refresh and reset their mindset. On the other hand, leadership training for other employees helps them better understand their current roles and learn what it takes to become exceptional leaders in the future. Leadership development training programs have several important benefits, such as: Increase employee morale and retention; Promote better decision making; Build better teams; and Improve leadership styles.

7. Technical Training

There is an infinite number of new software applications and technologies emerging in every industry. In order to avoid the risk of falling behind the competition, employees need to continuously adopt the latest technologies or update existing ones. Technical training enables your workforce to build core technical skills and master the technical aspects of their jobs.

Strategies facilitate technical training for your employees: Demonstrate a clear link between technical training and career progression to keep employees motivated and engaged throughout the course; Demonstrate how technical training can positively impact an employee's real work; Use subject matter experts to enable effective instructor-led training sessions; Allow learners to customize their training to make them engage more with the content; and Lecture-based, hours-long training is no longer an effective mode of training for the modern workforce.

8. Quality Assurance Training

Quality assurance training helps employees better understand quality assurance activities and improve processes that ensure the final product or service meets set quality standards, which leads to customer satisfaction and loyalty. Q/A training benefits organizations in many ways: Establish trust and integrity with customers; Reduce wastage, improve profit margins, and accelerate growth.

3. Build a company culture that prioritizes quality products; Build meaningful customer relationships and customer loyalty; and an educated and engaged employee base.

9. Soft-Skills Training

Soft skills training programs focus on personal attributes, such as communication, conflict resolution, and problem-solving, that are necessary for an individual's success and career development. Olatunde-Aiyedun, T.G. and Ayo (2023) noted that soft digital skills such as word processing are one of the basic essential skills in every organization, business unit and employee role. Soft skills are crucial for gaining new clients, improving current customer relationships and service metrics, and building a stronger team dynamic. Steps to design a soft skills training program for your organization: Decide what soft skills are necessary for your employees; Assess employee soft skills via self-assessments; Identify the resources required depending on the type of training; Set goals to assess the effectiveness of the training program; Share the benefits of the training program with your employees to engage them; and Provide ongoing feedback to learners.

10. Team Training

Team training encourages beneficial team dynamics, ensures every team member has the same professional growth opportunities and improves employee morale, collective efficacy, and member satisfaction. Strategies implement team training in a workplace: Use your team's input to determine training needs; Establish a training schedule that suits every team member; Implement team-

building sessions across different departments working towards the same organizational objectives; Explain how every individual contributes to the overall team training objective to get their buy-in and give them a sense of purpose; Focus on good team-building skills to unite employees around a common goal and increase productivity; Cater to the different learning needs of your team; and Follow up after training sessions.

11. Diversity Training

Diversity training programs create awareness for diversity-focused issues within the workplace with an aim to facilitate positive interactions and reduce prejudice and discrimination among employees. These programs encourage employees to embrace people with diverse cultures and backgrounds, including – race, color, nationality, sexual orientation, religion, gender, physical and mental ability, etc. Implementing a diversity training program is an important step toward reducing the risk of workplace discrimination and harassment claims. An effective diversity training strategy with these steps: Conduct a thorough assessment to identify key diversity and inclusion barriers; Research and analyze the assessment data to develop objectives and goals; Develop a clear, detailed definition of what the program should entail; Create common goals for all employees; Look out for an expert to run the program; All employees, including senior executives, must participate in the training sessions; and Focus on a long-term plan led by experts rather than producing a short-term solution as a reaction to a specific event.

12. Safety Training

Safety training is especially important in industries that involve physical labor as it reduces the risk to individual employees as well as a company's potential liabilities. Some safety training programs, such as fire prevention or lockdown drills, are somewhat universal, while others are highly industry-specific. For instance, companies that use potentially dangerous chemicals will need rigorous safety training protocols, while food-service companies must provide food safety training. Safety training sessions can be held in-house, but organizations usually hire external practitioners with more adequate knowledge to train their employees.

13. Up-skilling

Up-skilling is the process of employees learning new skills and acquiring relevant competencies needed for today's work environment as well as for the near future. It focuses on improving employees' skill sets, usually through continuous training programs, to help them advance in their jobs. Some steps you can take to up-skills in the workforce: Assess your workforce needs: Conduct a skills assessment to identify the skills gaps within your workforce. This will help you understand which skills are most critical to your business and which employees need training to fill those gaps; Develop a training plan: Based on the results of your skills assessment, develop a training plan that outlines the training opportunities you will provide to your employees. This can include classroom-based instruction, online learning, mentoring, coaching, and workshops; Provide resources: Provide employees with the resources they need to access training, such as access to online courses, and training materials; Encourage continuous learning: Encourage your employees to engage in continuous learning by providing ongoing training opportunities, and promoting a culture of learning within the organization; Recognize and reward learning: Recognize and reward employees who engage in learning and development activities, such as by providing certificates, awards, or promotions; and Evaluate and measure results: Evaluate the effectiveness of your training programs by measuring employee performance before and after training. Use this information to refine your training programs in the future.

14. Reskilling

Reskilling is a process where employees learn new skills to move into a different job role within the organization or to meet the new demands of a current role. It typically occurs when an employee's previous tasks or responsibilities become irrelevant, often due to advances in technology or skill gaps.

15. Teaching Training

Teaching training is any support and capacity building which enables teachers and other education personnel to effectively instruct and assess learners on the curricula. Teacher development programs are based on actual and evolving needs of both teachers and learners. There should be a clear link between the curriculum, learning rights, needs of students and their families, and teacher training and continued teacher support. Teachers and other education personnel should receive periodic, relevant, and structured training according to needs and circumstances. Pre-service training refers to the training teachers receive before entering a classroom and beginning to teach. In-service training refers to the continued training opportunities given to teachers after they have begun teaching in classrooms.

III. Methods or Ways of Delivery Training Schools

There are different ways or strategies of delivery staff training in schools. Some of the ways includes:

1. Workshop

Workshop as a meeting where a group of people learn about something through intensive discussions and activities related to it. Workshops may involve small or large group discussions, exercises and activities, and practical application of concepts learned. In workshops, participants, usually, involve fully in the learning process. Therefore, they include working, thinking, processing, doing, creating, and interacting. When we compare workshops with conferences and symposiums, workshops are more practical in nature and offer hands-on sessions. Moreover, workshops may have different purposes; for example, problem-solving, training, and informing (Hasa, 2021). A workshop is a meeting where a group of people learn about something through intensive discussions and activities related to it,

2. Seminar

A seminar is a form of academic meeting. It can be held at an academic institution or offered by a professional or commercial organization. Seminars are generally recurring meetings that focus each time on specific subjects. The attendees are also expected to actively participate in these meetings. Active participation is achieved through engaging in discussion about the relevant topic. A seminar is always lead by a seminar leader or an instructor who directs the discussion. A seminar can involve a formal presentation as well. Although seminars are academic in nature, seminars can also be classified into several categories such as educational seminars, business seminars, etc. A business seminar can be a place where new skills are taught to the business owners (Hasa, 2021). Seminar is a form of academic instruction, either at an academic institution or organized by a professional organization.

3. Symposium

A symposium is a meeting at which a number of experts in a particular field discuss a particular subject. We usually use the word symposium to refer to different types of meetings. It can sometimes refer to an academic conference or even a university class that has an openly discursive form. A symposium generally involves multiple speakers and multiple speeches. Typically, a symposium is more formal or academic and features multiple experts delivering brief presentations on a particular topic. Like a workshop, it focuses on a particular issue rather than a general discussion, but it's less practical than a workshop. Moreover, a symposium is usually completed within a day. Generally, symposiums are smaller than conferences (Hasa, 2021).

4. Conference

A conference is a large and formal meeting that aims at discussion, problem-solving, and consultation. It is a platform where people 'confer' about a topic. Conferences have specific objectives and can last for several days. There are various types of conferences, such as academic

conferences, business conferences, media conferences, trade conferences, religious conference, etc. An academic conference is a place for academicians and researchers to present and discuss their work. A business conference, on the other hand, is a conference that focuses on new trends and opportunities in the business. Moreover, innovative ideas and new information can be exchanged at all types of conferences. Some conferences do not allow discussions. A conference usually has an organized format. Selection of speakers and subjects happen before the conference. Moreover, there is a keynote speaker who delivers the keynote speech. You can notice this in both academic and business conferences (Hasa, 2021). A symposium is a meeting at which a number of experts in a particular field discuss a particular subject while a conference is a formal meeting of people with shared interests, involving discussion, problem-solving, and consultation

5. In-services

In-service training, integral to the professional development of educators, encompasses diverse methods aimed at enhancing their skills and knowledge within the context of their current roles in schools. Workshops and seminars provide interactive platforms for educators to exchange ideas and insights, often featuring expert facilitators in specialized educational fields. Professional development days, strategically embedded in the school calendar, afford educators focused time for training without the usual demands of daily teaching responsibilities. The advent of technology has opened avenues for in-service training through online courses and webinars, granting flexibility for educators to engage in learning at their own pace. Peer observations and collaborative learning initiatives, where teachers observe and provide feedback to one another, foster a culture of shared expertise and continual improvement. Inviting guest speakers and experts to address specific educational topics brings fresh perspectives and cutting-edge insights to the school community. Action research projects immerse educators in hands-on exploration of new teaching strategies, promoting an environment of experimentation and growth. Book studies and reading groups centered on educational literature enable educators to delve into current theories and best practices. Mentorship programs pair experienced educators with newer colleagues, facilitating knowledge transfer and ongoing support. In-house training resources, including manuals and videos, offer a customizable and cost-effective approach to professional development. Reflective practices, such as journaling and group discussions, encourage educators to contemplate and refine their teaching methodologies, fostering a culture of continuous improvement tailored to the specific needs and goals of the school.

IV. The School Stakeholders

School Stakeholders in this paper refer to players and runners of educational system that is people saddled with the responsibilities of ensure effective supervision and organization of both human and materials resources, those with responsibilities of implementation of teaching programme and those responsible for provision of administrative services for easy supervision and implementation of teaching programme in the schools and those to receive the training. School Stakeholders include school administrators, teachers and non-teaching staff or admin staff and students.

V. Concept of School Administrators or Manager School

Administrators typically work in schools and universities. They are responsible for overseeing administrative tasks in educational institutions by making sure that the organization runs according to the expected rules and regulations. This qualifies them for managing personnel in the school or university like teachers, heads of departments, and other non-academic staff (Skolera undated).

Muhammed & Ogunode (2021) opined that one of the basic functions of school administrators is to ensure that teaching and learning take place and to ensure this, the school administrator needs adequate and quality teachers. School administrators need teachers to implement the curriculum. School administrators are powerless without teachers. The teachers determine the success of the school administrators.

In respect of the roles of school administrators, the school administrator according to Muhammed et al (2021) also known as principal appointed by the ministries of education to head public secondary schools across the country. Appointment of principals or school administrators is based on seniority in service. In Nigeria, the position of the principalship is based on experience and promotion. This is because the Nigerian civil service relies mostly on years of experience and promotion to elevate people from one cadre to the other, especially from the classroom to the management levels (Dubi, 2014). School administrators are appointed to help in the realization of the objectives of the schools. The function of the school Principals/School administrators includes administration of teachers, coordination of student programmes, resources allocation and physical resources application, and school community relationship management (Muhammed et al, 2021). Ornstein (2008) viewed the functions of the principal as setting instructional directions, result-oriented, team management, organizational coordination ability, effective communication, development of others and developing self. Roles and functions of school administrators according Skolera undated) to include:

1. Recruiting staff, providing training

One of the roles of administrators in a school is the recruitment process. This entails the recruitment of teachers, heads of departments and even admin specialists that would join the school staff. A school head might also be asked to provide training if necessary and carry out orientation sessions to explain the school system, policy and working environment.

2. Monitoring and supervision of staff

A key element of administration is the ability to organize the staff's tasks and monitor their workload. The school head does not sit in his office expecting everything to manage itself.

Usually, a school administrator should supervise the staff, their assigned tasks, have a round of the classrooms and ensure everything is working according to plan.

3. Communicating with parents

Another role of an admin manager in a school is that he/she must preserve a connection with the parents. A keen school administrator should consistently organize parent-teacher conferences to keep the parents updated about their children's progress, news and important announcements.

4. Preparing calendar for school academic year

One of the school administrator's duties is to plan and prepare each academic year's calendar that should set expectations for the teachers and students alike. One advantage of doing that is that everyone would have an idea about the goals and details of the academic year.

5. Representing the school in events, parties

Of course, a major responsibility of a school head is that he/she should be the school's image in social events and important occasions. They might be required to give speeches and hold talks that address parents and potential students at school.

6. Managing and overseeing students affairs

Usually, a school head participates in student-related matters like providing academic consultations, recommending subjects according to expected college entrances, overseeing students' academic progress and granting support when necessary.

VI. Importance of Training School Administrators or School Managers

School Administrators or leadership training is an organization's efforts to train School administrators in leadership skills with the aims of achieving the school objectives. Government or proprietors give this training through many mediums such as video, audio, live speaking, meetings, online classes and others. Training and retraining programme is important for school administrators in the following ways:

- 1. Enhanced confidence** – School administrators training programme can help strengthen their confidence as they grow as a school leader and allow them to take on challenges without feeling intimidated or overwhelmed by them.
- 2. Efficient communication skills** - School administrators training programme can help them to know how to interact with parent's better, like using the correct wording or grammar when speaking or sending a written message. Training can help to improve School administrators communicate with parents and clients clearly and concisely.
- 3. Increase productivity** - School administrators training programme can lead to abilities such as leveraging empathy effectively to engage and empower teachers and being smart about getting to know the team members personally, bridging the gap between the managers and subordinate members within a school environment.
- 4. Improved delegation** - Training programme will help school administrators to establish themselves as an eminent school leader that know how to delegate in different ways, when interacting with people from diverse backgrounds and cultures present in the same team, which includes explaining the goal to be achieved, providing feedback after completion of a task and making sure that all conversations are agreed upon, realistic and ethically recorded.
- 5. Make better decisions** - Training enable school administrators to solve school problems. Training enable school administrators to know how to implement analytical, behavioural, conceptual and directive decision-making, to reach a larger audience and make impact academically.
- 6. Performance management** - Training programme helps to improve school administrators or manager job performance in the schools. It provide the school administrators with modern techniques and knowledge to manage teachers very well.
- 7. Managing conflict** – Training programme helps school leadership to acquire relevant skills required to manage stress and emotions, process complaints formally, confront a bad situation and swiftly resettle the team.

Training and retraining programme is very important for school leaders. Training helps school leaders to achieve more. Training and retraining programme helps to equips school leaders with relevance skills and knowledge to be able to plan, organize and coordinate the school for effective performance. School leadership training to better prepare school leaders for coaching employees. Managers can use leadership workshops, online training and even seminars to improve their leadership skills. Some leadership skills that may benefit managers are those concerning communication, presentation, confidence, interpersonal skills, flexibility and emotional intelligence. School Leaders often use negotiation skills motivating, teaching and convincing their team and clients. Leadership training help school leaders learn how to better select a team, and how to evaluate whether team members increase or decrease a team's overall efficiency. School leadership training help to expose school leaders to different leadership styles that suit teachers and school environment. Some styles are more open and allow for more freedom, while others rely heavily on adherence to rules and management. Training helps to school leaders manage conflicts in the schools and provide quality leadership. School leadership training helps to reposition school leaders with administrative skills and managerial skills to coordinate the teachers and students.

VII. Concept of Non-Teaching staff and Administrative staff in schools

School administrative staff or non-teaching staff are professionals employed in the schools that are providing professional service that aid effective implementation of teaching and learning programme. School administrative staff or non-teaching staff are groups of people providing essential services that teachers cannot provide in the schools. Bordia (2020) defined non-teaching staff consist of people who are in the school system but do not function as people who impart knowledge directly to the students. They do not have a direct stake in the education of the student but their absence can severely impact the same. Non-teaching staff are an integral part of the

school system and their everyday functions are what helps the school function normally and seamlessly without any hiccups or hindrances along the way. They are people who work on the sidelines and yet their effect is felt directly in each and every student as well as teacher with respect to their everyday activities in school. The non-teaching staff includes those individuals who are not immediate part-takers in a classroom for teaching but still play crucial roles to support the school system and its various functioning. Their responsibilities range from administration and healthcare to maintenance and student support.

The non-teaching staff in an educational institution has a significant role to play in the functioning of the school and in the overall being of the students in the school but the absence of the contribution can have a very negative effect in the overall functioning and fabric of the same. Their contributions might seem invisible at first, but it is actually very evident their contributions are the reason for the smooth functioning of the school system. Without the non-teaching staff, the everyday work of an institution dwindles. Without their contributions, areas such as administration, health services, cleanliness, and logistics could suffer, affecting the overall quality of education and student experience. A campus must treat its non-teaching members with equal importance to make them realise how absolutely necessary their role is. The non-teaching staff members could be called the backbone of an educational institution, they make sure everything is clean, organised, recorded and readily available. Their efforts, although often behind the scenes, significantly impact the students, teachers, and the entire school community. Non-teaching staff members are divided into various departments, some of their offices (Bordia 2020):

- **Administrative Staff:** To record day-to-day activities, maintain discipline in the school, and provide leadership roles.
- **Infirmaries:** An in-school doctor or nurse for immediate health concerns of students and staff. They offer first aid and emergency care too.
- **Cleaning Staff:** To keep classrooms, laboratories, washrooms, and the entire campus clean.
- **Transport Related Staff:** Manage school transportation, ensuring students' safety while commuting.
- **Accounts & Finance:** The office staff that maintains financial records, often fees payments from students too.
- **Storekeepers:** Manage inventory and supplies, books, copies, and uniforms.
- **Librarians:** To provide an environment for learning and research.
- **Counsellors:** Mental support for students, and staff. They are usually certified.

Importance of Training Administrative Staff in schools

Training is important for non-teaching staff in the schools because it represents a good opportunity for them to grow their knowledge base and improve their administrative skills to become more effective in the schools. Non-teaching staff training programs to help improve their knowledge and skills to match their various changes in the school. These improvements will positively affect the productivity of non-teaching staff, which can increase the effectiveness of the schools. Training programs can be organized for non-teaching staff to help satisfy their requirement. Training can therefore address an identified problem area and work toward a solution in the schools. Training programs can also help prepare employees who are moving into higher roles and taking on more responsibilities in an organization. These programs will help them learn the skills that are required to function effectively in their new positions Training programs help employees learn about specific computer skills and IT topics, such as the use of software systems. Companies may train their employees to create graphs and spreadsheets, edit data in their database and understand network arrangements in order to provide a more comprehensive understanding of computers to improve workplace efficiency. Some likely advantages of training non-teaching staff in the schools:

1. Increased productivity and performance

When non-teaching staff undergo training, it improves their skills and knowledge of the job and builds their confidence in their abilities. This will improve their performance and make them work more efficiently and effectively.

2. Uniformity of work processes

When non-teaching staff in the schools are exposed to training, it helps to standardize the work process among the staff. Non-teaching staff will apply and follow similar procedures as a result of their exposure to similar training.

3. Reduced wastage

When non-teaching staff are trained, they will learn to make good, safe and economical use of the school's materials, tools and equipment. Accidents and equipment damage will be minimized, and this will keep waste low.

4. Reduced supervision

Though training non-teaching staff should not totally eliminate the need for supervision, it can significantly reduce the need for excessive supervision in the schools.

5. Promoting from within

When a school needs professionals with new or specific skills, they don't have to go into the labor market to employ new professionals from outside sources. They can look inward and select promising staff members who can be promoted after they are trained in this set of new skills needed by the organization.

6. Improved organizational structure

When a school has an organized system of training for non-teaching staff, it helps them learn in a consistent and systematic way. It also prevents the non-teaching staff from learning by trial and error.

7. Boosted morale

Non-teaching staff of school who go through training programs will feel like they are a part of a supportive school environment where they are appreciated, which will boost their morale and make them approach their job duties with more self-confidence.

8. Improved knowledge of policies and goals

A good training program will always help non-teaching staff get acquainted with their school's ethics, values, policies, visions and missions (Herrity, 2023).

VIII. Concept of Teachers

Teachers are professional trained to impart knowledge and provide guidance to students of all types. A teacher is a person who helps others to acquire knowledge, competences or values. Teacher is a designation for the office, position, and profession for someone who devotes himself in the field of education through patterned educational interaction, formal and systematic.noted that teachers have the ability to shape leaders of the future in the best way for society to build positive and inspired future generations and therefore design society, both on a local and global scale. In reality, teachers have the most important job in the world. Those who have an impact on the children of society have the power to change lives. Ogunode (2021); and Olowonefa & Ogunode (2021) observed that teachers are fundamental to the effective delivery of the teaching programme in educational institutions. The teachers' place in educational institutions cannot be replaced. The teacher plans the lesson, organizes the instructional resources and delivers the lesson. The teachers ensure the students learn the right knowledge and skills through the process of teaching and learning. Teachers are found in all educational institutions.

Teachers can act as a support system that is lacking elsewhere in students' lives. They can be a role model and an inspiration to go further and to dream bigger. They hold students accountable for their successes and failures and good teachers won't let their talented students get away with not living up to their full potential. Teachers of all walks of life and subjects have the ability to shape opinions and help form ideas about society, life and personal goals. Teachers can also expand students' limits and push their creativity. In the roles of the teachers in the schools, the teachers are regarded as the implementer of the school curriculum. The job of the teachers includes; implementation of curriculum, planning of lesson notes, lesson plan, organization of instructional resources, assessment of students via continuous assessment and examination, marking of students' scripts and provision of feedback to parents on students' academic performance (Ogunode, Olowonefa, & Ayoko, 2023).

Role of teachers in the school according to (Exceedcollege, undated) includes:

1. Sharing Knowledge

First things first, the primary duty of a teacher is to impart knowledge, and that comes from teaching. Teaching usually entails following a specific curriculum and ensuring that the students understand what is being taught. It is from this role that all other roles of a teacher originates from, because if a teacher fails in carrying out his/her basic responsibility to impart knowledge, then it might be difficult to have any other form of influence on the child.

2. Role Modeling

Although teachers do not see themselves as role models, the truth is they actually are. The amount of time students spend with teachers each day or week makes it possible for them to have a certain level of influence on the students. It is now down to the teacher to make this influence positive or negative. Being a teacher goes beyond just teaching according to the curriculum, it is about grooming in the child. Teachers don't only impart knowledge, but they also help with character building as well. There is a direct connection between a caring and knowledgeable teacher and a secure and motivated learner. Students need to know that teachers care about how they learn and the things that help or hinder the learning process. Teachers must strive to learn the defining characteristics of every student, including their social, economic and cultural background, specific learning styles, needs, abilities, aptitudes and interests.

3. Being an External Parent

The role of a teacher transcends following a specific lesson plan and work schedule. Because both students and teachers spend as much time together, the teacher inadvertently becomes an external parent. Teachers can be a mentor to help set the child on the right path. In this role, the teacher can encourage the student to be the best they can be, and also be a source of inspiration and advice to the students. Teachers are important because they change lives, inspire dreams, and push the limits of human potential. A teacher's job is to nurture, teach, and raise children to become useful to society. Teachers' role in the classroom, society, and the world at large has taken a different turn from what it was back in the day. Over time, teachers were given a specific curriculum to follow and instructions on how to teach the curriculum. Today, the teachers' role has gone beyond teaching. Their role now involves counselling students, mentoring students, and teaching them how to use and apply knowledge in their lives. Teachers are now looking for ways to impact students on a different level and even inspire them to be more and do more (exceedcollege, undated).

4. Inspiring and nurturing healthy curiosity in learners

Teachers should be prepared to intervene at any point to help students learn. Instead of thinking of teachers as educators of specific subjects, such as science, language or math, you want them to be creative and nurture a love of learning in their students. The best teachers have mastered the art of nurturing healthy curiosity in their students. You should look for candidates who create participatory lesson plans that encompass a wide range of activities to support different learning

styles. The teacher should consider themselves as a facilitator, guide and co-learner in the education process.

5. Creating meaningful learning experiences

Students will be more cooperative if they have some say in the form and content of their curriculum. Teachers can guide students to create learning plans to achieve their goals. They can also help students decide how to demonstrate what they've learned.

6. Mediating and liaising

Teachers often have to liaise and mediate among the various stakeholders in the education landscape. For example, students may ask teachers to help them relay critical information to their parents or vice versa. Similarly, teachers can offer valuable insights when school boards and parents don't agree on school policies or strategic decisions. Working directly with both the administrators and parents, they're well-placed to act as mediators and represent learners' best interests. In class, teachers can step in to resolve conflicts between students or act in cases where school regulations have been violated.

7. Researching learning strategies

Teachers must take time to keep informed about changes that affect learning or education. The world is changing at a fast pace, and no teacher should be complacent about what they know, even in the subjects of their specialization. The overwhelming amount of information on all subjects escalates the pace of research and discovery.

8. Teachers' Training

A teacher training program is a program that equips teachers with techniques and modern pedagogy strategies that helps them to better connect with, manage, and teach to their students in a manner which ensures that all students are learning and benefitting. Teacher training programs, when conducted in the right manner and with the right content, have the power to train teachers to such an extent that they go on to positively impact students not just in academics but also outside of it. After the long gap with remote schooling owing to covid restrictions, both students and teachers are facing the consequences of learning loss and teaching loss, respectively. Students have almost completely lost their literacy and numeracy skills and teachers are struggling to get back to their offline routine of teaching. This needs to be sorted early, as it can have consequences both in the short term and long term. The only ones who can help students recover from learning loss are teachers. So training teachers, especially now, is very critical for our education system (Learning matter undated).

IX. Importance of Training Teachers

Training teachers is necessary in the 21st century mainly because of the fact that current generation students don't comprehend traditional teaching methods. In the research conducted by Álvarez, A.J. and Olatunde-Aiyedun (2023) on bringing project-based learning to education, noted that each student is unique in myriad ways including in the way they think, analyse, understand and go about academics. It is therefore important for our existing system to bring in this change. Training teachers to know how to view their students as unique individuals with different learning styles is the game changer. Once teachers understand this and know how to cater to the various learning styles, they will positively impact hundreds and thousands of students (Learning matter undated). Teacher training is also more critical now than ever because teachers today are struggling with identifying and filling the learning gaps in students to bring them up to grade level. Plus, they need to complete the current year's syllabus as well. If there were ever a mammoth task, it is this. Without the right knowledge, tools, and skills, teachers cannot be reasonably expected to navigate these challenges on their own (Learning matter undated). Some of the major benefits of teacher training programs according to learning matter (undated) include;

1) Professional growth

When teachers attend training programs, it gives them the opportunity for continuous professional development - to learn new ways, methods, strategies, skills and tools. When teachers get up skilled they automatically feel confident, happy and motivated to achieve greater things with their students. Confident and happy teachers mean confident and happy students!

2) Better Student Management

As a teacher it is important to know, understand and analyse one's students effectively. Only then can they know how to teach their students. Teaching 12-year olds cannot and should not be the same as teaching 5-year olds, isn't it? Teacher training programs help teachers to better understand and therefore, better manage their students.

3) Equips them with modern pedagogy strategies

Through a holistic teacher training program teachers, especially those who have been teaching for many years and therefore not likely to be aware of updated practices and methodologies, learn new methods and techniques which they can implement in the classroom to better educate their students. Not all traditional teaching methods are ineffective. At the same, not all of them are relevant anymore.

4) Builds better relationships with parents

In every school, one of the important predictors of happiness and success is the relationships teachers have with parents. It is important for teachers to cultivate and maintain positive relationships with the parents of the students. A teacher is the one who converses with parents the most during parent-teacher meetings, drop-off and pick-up etc. Better relationship with parents = better satisfaction quotient for the school.

5) Impacts thousands of students indirectly

A teacher training program not just impacts teachers but also students. A single teacher who is up skilled can go on to impact thousands of students. Teachers have a big role to play in nation building because students are the citizens of tomorrow. Imagine then, the impact that can be created by up skilled teachers.

Training and retraining is very important for teachers. It help teachers to be updated about current issues in their field of specialization. A training programme helps teachers to function better in the classroom. A teacher training program helps teachers to know how to communicate properly, work in a team and react to teaching change. A teacher training program helps to improve better understand and communicate with their managers, for example, productivity in their department may increase. A teacher training program helps teachers to improve communication between and teachers and school manager and helps teachers in all aspects of a teaching and classroom. A teacher training program helps to give an opportunity to further refine and equip teacher. Olatunde-Aiyedun and Hamma (2023) stated that a teacher training program helps to improve problem-solving or conflict resolution skills, leadership skills, technical skills, creative skills, classroom management skills, communicative skills, marking skills, teaching skills, team management skills, human relationship skills, presentation skills, listening skills, speaking skills, Interpersonal skills, lesson plans writing skills, Confidence building skills and time management.

Conclusion

This research unravels the intricate web of staff training methods in schools, shedding light on the transformative potential of workshops, seminars, symposiums, and conferences. Training emerges as a linchpin for not only honing skills but also elevating institutional performance, with a bespoke approach tailored to the nuanced needs of educators and administrators. The symbiotic relationship between school administrators and teachers surfaces as a cornerstone of educational success, emphasizing the pivotal role of training in fortifying their capabilities. Moreover, the study celebrates the unsung heroes, the non-teaching staff, highlighting their indispensable contributions

as the backbone of educational institutions. As the paper draws to a close, a resounding call echoes—the resolute importance of continuous training for all school stakeholders. Beyond staff development, this research transcends to illuminate the profound impact teachers wield in shaping the future. It beckons attention to their evolving roles, urging a collective commitment to continuous training for adaptability in an ever-changing educational landscape. In the symphony of education, this research champions the melody of empowerment, emphasizing that investing in training orchestrates a harmonious future for students, teachers, and administrators alike.

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