



Training of Managers in The Era of New Digital Gadgets

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Abstract

The study observes the training of managers in the period of new digital gadgets for the sustainability of organizational productivity. Three objectives of the study used are: to investigate possible ways of training managers, to determine office new era digital gadgets, to ascertain the new era digital gadgets in training managers, and to examine new era digital gadgets for sustainability of organizational productivity. The study concluded that training managers in the digital era is crucial for their success and the overall efficiency of the workplace. The rapid development of technology has significantly changed the way businesses operate, and managers play a vital role in navigating this digital landscape. By providing digital-era training to managers, organizations can equip them with the necessary skills and knowledge to leverage technology effectively. This training should include a range of topics such as digital tools and software, online collaboration platforms, data management, cyber security, and information privacy. Through proper training, managers can streamline administrative tasks, enhance communication and collaboration among team members, and improve overall productivity. The study recommended that managers should be open to continuous learning and staying updated on emerging technologies, trends, and best practices related to their roles. They can leverage online resources, webinars, professional networks, and training programs to enhance their digital knowledge and skills, digital era training enables managers to enhance their leadership capabilities. They can foster a culture of continuous learning, encourage digital literacy among employees, and champion the adoption of digital tools and processes throughout the organization, era digital gadget training should enable managers to enhance their leadership capabilities, and by providing new-era digital gadget training to managers, organizations should equip them with the necessary skills and knowledge to leverage technology effectively for sustainability of organizational productivity.

Keywords: Training, Office Manager, Era of New Digital Gadgets, Organizational Productivity.

INTRODUCTION

Leadership is the practice by which a manager guides and influences the work of others in deciding and attaining specified goals by mediating between the individual and the organization in such a way that both will attain the utmost satisfaction. Consequently, the manager should have the quality to mold the people working under him into a combined team devoted to the comprehension of the purpose of the office. An additional vital quality of a manager is his capability to entrust influence to do work., therefore, if the manager is capable of allotting his ability proficiently, he will become the most successful manager.

Pillai and Bagavathi (2012) describe training as an organized procedure for increasing the knowledge and skills of people for a specific function. Training is a constant procedure because a person never stops learning. Training should be differentiated from tutoring and expansion. The purpose of training is to improve the employee's current job performance.

Hannaway (1989), opines that managers oversee administrative support employees, such as office clerks and secretaries, and organize administrative support action. They work in all types of business and government offices. Managers may control the entire office in a small firm or administrative support process in a section of a large company. In either case, the manager is in charge of supervising workers and directing them the right way jobs are done professionally. Job duties are not unnecessarily duplicated in the office by the managers.

Gertz (2000) states that in the digital age, managers are required to possess a wide range of digital knowledge and skills to effectively manage administrative tasks, advance competence, and become accustomed to varying technical settings. In this vein, several knowledge areas have emerged that are relevant to sustainability and organizational productivity.

The organization is a communal element of a populace that is planned and handled to meet a need or to follow combined goals. Thus, it is also an organized collection of the populace to attain the rationale. Every association is composed of three elements, that is, people, system, and goals. Each organization has a systematic structure that defines members some members are managers and some are operatives. Caroline (2008), indicates that an organization is a social entity whose goal is directed, intentionally prearranged action classifications with a permeable borderline.

Monday and Premeaux (1993) stated that productivity is a quantify as a connection between inputs (labour, assets, natural capital, power) and the value and amount of output (goods and services). Productivity is the quality, state, or fact of being able to generate, create, enhance, or bring forth services. How well people combine resources such as raw materials, labour, skills, capital, equipment, land, intellectual property, managerial capability, and financial capital to produce goods and services is productivity. Alan (2008) stated that productivity is the value at which an employer, organization, or creates goods, and the quantity produced is evaluated by how much time, work, and capital is required to manufacture it.

Statement of the Problem

Managers are likely misconstrued, mislaid, and derelict to the setting by countless high officers and as a result not placed in their exact place. Thus, it seems they are likely problems encountered, when training is not properly addressed to the managers it may not enhance employees' skills, knowledge, and attributes, thereby improving their capabilities for effective and efficient productivity. Thus, this might cause limitations in the performance of their work. Therefore, when inadequate tools used for training on the job seem to be not well directed, this could cause reduced human relations between workers, and bosses, and lack of support by supervisory could lead to reduced wages. The likely problem of the digital period is not restricted to text documents, but equally related to photos, video, audio, and extra varieties of electronic documents. It also applies to the problems that arise due to possible ways of training managers, office new era digital gadgets, the new era digital gadgets in training managers, and new era digital gadgets for the sustainability of organizational productivity.

Objectives of the Study

The major objective of the study is to examine the training of managers in the Era of New Digital Gadgets for the Sustainability of Organizational Productivity. Specifically, the objectives of the study are:

1. To investigate possible ways of training managers
2. To determine office new era digital gadgets.
3. To ascertain the new era of digital gadgets in training managers.
4. To examine new era digital gadgets for the sustainability of organizational productivity.

CONCEPT OF TRAINING MANAGER

Ahukannah, (2001). Stated that managers choose the time they ought to acquire to do every work. Managers most instances spend setting up and developing job programmes. Thus, if new apparatus would formulate a method extra proficient, they regulate the essential technology. For instance, a quicker replication appliance might be structured to condense the era it takes workers to produce copies. In addition, they are in charge of exposure to advanced administration and stand in as a link between managerial support and the higher-ranking administration. Austine (2001). Postulated that they account for the advancement made by their sections in meeting the targets of the organization's goal. The manager translates these directions into working practice through directives from the senior management. Communicating is one of the prerequisites for the manager. Furthermore, office managers should be influential, attentive, and inventive. The manager position entails logical capability at this time requires discretion.

Austine, (2001), states that managers are often trained on the job. Many companies and government offices have management trainee programs. Occasionally trainees start by working for a short time in each of the company's departments to find out how the company functions. They work under the supervision of an experienced manager. Many companies send employees to courses and seminars at business schools or colleges to learn management techniques.

Austine, (2001). postulated that managers mostly began as subordinates and grew on their engagement of superior liability as superintendents of big numerals of workers and that a minority of office managers proceed to higher management placement in their organization. Their educations make them competent to manage several sorts of industries. In addition, they also grow to be executive professionals in diverse organizations.

At the same time, managers could encompass an affluence of knowledge in their professions to execute their functions, all and sundry may perhaps have an advantage from schooling to advance their stewardship and administration expertise. Training managers in the workplace is a way of investing in managers to develop their knowledge and skills for higher productivity Organization is the key player that embraces the companies jointly, so failing to coach managers and elevate their enthusiasm can cause less self-esteem and reduce improvement in the organization.

WHY TRAINING MANAGERS

Developing knowledge and skills in the business environment enriches the organization therefore, no matter your position, it is the right decision to take. At the same time as trade/manufacturing companies' knowledge is essential, it ought to be mutual through a variety of organizational instruments to administer groups successfully. Henry (2002), defined training as a process of learning organizational experiences designed to further the learning of particular job behaviors that will enhance organizational goals. Alufohai (2012) and Tumara (2013) pointed out groups of teachers that should be part of training programs. Looking at several vital motives why managers' education is necessary in several offices:

1. Training improves Communication:

Communication skills are for great managers who understand the rules of communication. Thus, one of the most important points in communication is to get the meaning of the point communicated clearly and effectively. Also, having an understanding of any group of people you are addressing. One of the inputs of administration proficiency, thriving managers must endeavor to recognize that the populace converses in unlike conduct, which means they react and enhance to unreliable get-in-touch with techniques for group performance.

A manager who can master communicating with their staff on different levels is more likely to have an engaged team and reap the benefits of the positive impact on their teams' performance.

2. Training gives a Deeper Understanding of the Management Role:

A manager's function is to direct the accomplishments of others in the place of work as well as to set and accomplish persons', group, and organizational goals depending on well-founded grounds. Also, they have numerous daily duties to be completed, and the set goal is to obtain things complete whichever with or in the course of additional workers in their group.

The manager can direct and guide extra employees which is an additional administration function that is frequently unnoticed in the place of work. A lot of thriving persons contributed their achievement to being determined by a counselor, other than woefully merely 37% of the populace encompasses a counselor in the place of work, regardless of 76% of employers considering it's vital.

POSSIBLE WAYS OF TRAINING MANAGERS

Training managers can be approached through various methods to develop their skills and enhance their effectiveness in managing office operations. Here are some possible ways to train managers:

1. **On-The-Job Training:** One common approach is to provide managers with hands-on training while they are working in their roles. This can involve shadowing experienced managers, gradually increasing responsibilities, and receiving real-time feedback and guidance from supervisors.
2. **Workshops and Seminars:** Conducting workshops and seminars focused on specific managerial skills can be beneficial. Topics might include time management, communication skills, conflict resolution, team building, and organizational skills. These sessions can be conducted by internal trainers or external professionals.
3. **Leadership Development Programs:** Enrolling managers in leadership development programs can help them enhance their leadership abilities. These programs typically cover topics such as strategic planning, decision-making, problem-solving, delegation, and motivating teams.
4. **Online Courses and E-learning:** There are numerous online courses and e-learning platforms that offer training programs specifically designed for managers. These courses provide flexibility, allowing administrators to study at their convenience time and acquire resources from anywhere.
5. **Mentoring and Coaching:** Combining managers with skilled guides or instructors can be highly effective. Mentors can provide guidance, share their knowledge and expertise, and offer valuable insights into managing office operations.

6. **Professional Associations and Networking:** Encouraging managers to join professional associations relevant to their field can provide opportunities for networking and attending industry conferences and events. These interactions can broaden their knowledge, expose them to best practices, and facilitate the exchange of ideas with other professionals.
7. **Continuous Learning and Self-improvement:** Promoting a society of constant education in companies can motivate managers to seek self-improvement. Encouraging them to read books, listen to podcasts, participate in webinars, and attend relevant training programs can keep their skills up to date.

It is important to customize training approaches based on the specific needs and goals of the managers and the organization as a whole. A combination of these methods can create a comprehensive training program that supports the development of office managers.

THE NEW ERA DIGITAL GADGET IN TRAINING MANAGERS

In the digital age, managers are required to possess a wide range of digital knowledge and skills to effectively manage administrative tasks, advance effectiveness, and adjust to varying technical settings (Gertz, 2000). Here are some key areas of digital gadget that are relevant for training office managers:

1. **Digital Communication and Collaboration:** Managers should be proficient in using various communication tools and platforms such as email, instant messaging, video conferencing, and project management software. They need to understand how to effectively communicate and collaborate with team members and stakeholders remotely.
2. **Document and Data Management:** Amid the shift towards digital documentation and data storage, managers need to be familiar with document management systems, cloud storage platforms, and file-sharing tools. They should understand best practices for organizing and securing digital files and be able to retrieve information quickly.
3. **Productivity Tools:** Managers can benefit from using productivity tools like project management software, task management apps, and digital calendars. These tools help in managing workflows, tracking progress, setting deadlines, and scheduling appointments, ensuring efficient operations.
4. **Office Automation:** Automation technologies can streamline repetitive tasks and improve efficiency. Managers should be aware of tools like robotic process automation (RPA) and workflow automation software to automate routine administrative processes such as data entry, report generation, and invoice processing.
5. **Cyber Security Awareness:** Managers should have a basic understanding of cyber security practices to protect sensitive data and prevent security breaches. They should be familiar with concepts like strong password management, data encryption, phishing awareness, and secure online practices.
6. **Data Analysis and Reporting:** The ability to analyze data and generate meaningful reports is crucial for managers. Knowledge of spreadsheet software, data visualization tools, and basic data analysis techniques can help them make informed decisions and present information effectively.
7. **Project Management:** Managers often oversee various projects and initiatives. Familiarity with venture executive methodologies, gear, and methods be able to aid them in intent, carry out, supervisor, and venture more efficiently, ensuring timely completion and successful outcomes.
8. **Digital Marketing Awareness:** In an increasingly digital business environment, managers should have a basic understanding of digital marketing concepts and trends. This knowledge can assist them in coordinating marketing efforts, managing social media accounts, and analyzing marketing data.
9. **Remote Work and Virtual Collaboration:** As far-off jobs become extra established managers need to adapt to virtual collaboration tools and remote work practices. This includes knowledge of video conferencing platforms, remote team management, and creating a conducive virtual work environment.
10. **Continuous Learning:** Finally, managers should be open to continuous learning and staying updated on emerging technologies, trends, and best practices related to their roles. They can leverage online resources, webinars, and professional networks, with education curriculums to improve their digital information and talents.

Thus, it is vital to notice that the specific digital knowledge requisite might diverge resorting to the organization, industry, and the manager's role. Regular assessment of digital skills and ongoing training can help office managers stay competent in the ever-evolving digital landscape.

THE NEW ERA OF DIGITAL GADGETS FOR THE SUSTAINABILITY OF ORGANIZATIONAL PRODUCTIVITY

In the digital era, several gadget areas have emerged that are relevant for sustainability and organizational productivity (Compaine, 2001). Here are some key areas:

1. **Data Analytics and Big Data:** Organizations can leverage big data and advanced analytics to gain insights into their operations, identify areas of improvement, and optimize resource allocation. Data analytics can help identify sustainable practices, reduce waste, and enhance performance across various functions.
2. **Internet of Things** This means a system of a unified strategy to assemble and replace information. IoT technology enables organizations to monitor and manage resources more professionally, leading to better sustainability practices. For example, sensors can be used to optimize energy consumption, track supply chain logistics, and improve overall operational efficiency.
3. **Renewable Energy and Energy Management:** The implementation of sustainable vigor resources such as planetary and storm speed power can considerably contribute to sustainability. Organizations can leverage digital tools to monitor and manage energy consumption, implement smart grids, and optimize energy usage to reduce costs and environmental impact.
4. **Blockchain Technology:** This technology supplies a distributed and translucent stage for safe business and information distribution. It is capable of being applied to enhance sustainability efforts, such as trailing and confirming the authenticity of sustainable goods, enabling efficient supply chain management, and facilitating carbon credits and offset trading.
5. **Artificial Intelligence (AI):** AI technologies, including machine learning and predictive analytics, can be used to optimize processes, reduce waste, and improve decision-making. AI-powered algorithms can help organizations identify patterns, forecast demand, optimize logistics, and develop more sustainable products and services.
6. **Sustainability Reporting and Management Systems:** Digital tools and platforms can streamline sustainability reporting and management processes. These systems enable organizations to track, measure, and report their environmental and social performance, set sustainability goals, and engage stakeholders more effectively.
7. **Virtual Collaboration and Remote Work:** Digital communication and collaboration tools facilitate remote work and virtual meetings, reducing the need for commuting and office space. This shift can lead to significant energy savings, reduced carbon emissions, and increased employee satisfaction and productivity.
8. **Circular Economy and Product Lifecycle Management:** Digital know-how can sustain the movement to a globular financial system by making it possible for superior product lifecycle management. This includes tracking and optimizing resource usage, facilitating product recycling and remanufacturing, and fostering collaboration among stakeholders to create closed-loop systems.

It's important to note that the digital era is constantly evolving, and new technologies and knowledge areas may continue to emerge. Organizations should stay updated with the latest advancements and adapt them to their specific sustainability and performance goals.

CONCLUSION

Training managers in the digital era is crucial for their success and the overall efficiency of the workplace. The advancement of rapid changes in knowledge has significantly distorted the way trade operates, as well as managers engage in an essential role in navigating this digital landscape.

As a result of supporting new-era digital gadget training for office managers, organizations can equip them with the necessary skills and knowledge to leverage technology effectively. This training includes a range of topics such as digital tools and software, online collaboration platforms, data management, cyber security, and information privacy.

With proper training, managers streamline administrative tasks, enhance communication and collaboration among team members, and improve overall productivity. They can implement digital solutions that automate routine processes, reducing manual errors and saving time. Additionally, new-era digital gadget training enables managers to adapt to changing work environments and embrace remote work or hybrid models. Moreover, new-era digital gadget training empowers office managers to be proactive in identifying and implementing innovative solutions that optimize operations and improve the organization's bottom line. They leverage data analytics to make informed decisions, track key execution pointers, and discover sectors for development.

Furthermore, new-era technological gadget training enables managers to enhance their leadership capabilities. Also fosters a culture of continuous learning, encourages digital literacy among employees, and champions the adoption of digital tools and processes throughout the organization.

RECOMMENDATIONS

Based on the conclusion, the study recommends that:

1. Managers should be open to continuous learning and staying updated on emerging technologies, trends, and best practices related to their roles. They can leverage online resources, webinars, professional networks, and training programs to enhance their digital information with talent.

2. Digital-era training enables managers to enhance their leadership capabilities. They can foster a culture of continuous learning, encourage digital literacy among employees, and champion the adoption of digital tools and processes throughout the organization.
3. New-era digital gadget training should enable managers to enhance their leadership capabilities.
4. By providing new-era digital gadget training to office managers, organizations should equip them with the necessary skills and knowledge to leverage technology effectively for the sustainability of organizational productivity.

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