NAME: DR. (MRS) CHARLOTTE BOSE <u>IRO-IDORO</u>, MABEN, FIPMD

DATE OF BIRTH: 15TH DECEMBER, 1963

SEX: FEMALE

STATE OF ORIGIN: ONDO

LOCAL GOVT. AREA: AKOKO SOUTH-EAST

NATIONALITY: NIGERIAN

MARITAL STATUS: MARRIED

NO. OF CHILDREN: TWO

RELIGION: CHRISTIANITY

POSTAL ADDRESS: DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT.

THE FEDERAL POLYTECHINC, P.M.B. 50, ILARO, OGUN STATE,

NIGERIA.

PERMANENT HOME SACRED HEART VILLA, ADEYEMI STREET, ILARO,

ADDRESS: OGUN STATE, NIGERIA.

E-MAIL ADDRESS: charlotte.iroidoro@federalpolyilaro.edu.ng or iro lotte@yahoo.com

PHONE NO: +234- 8037133216, 8052848296 & 9090455532

PRESENT STATUS: CHIEF LECTURER

INSTITUTIONS ATTENDED WITH DATES:

1. WORD OF FAITH BIBLE INSTITUTE, ABEOKUTA CENTRE, TWO WEEK INTENSIVE COURE (JULY – 2018)

- 2. OLABISI ONABANJO UNIVERISITY, AGO-IWOYE 2006 May, 2014
- 3. LEADCITYUNIVERSITY, IBADAN, OYOSTATE 2010 2011
- 4. NCC IN COLLABORATION WITH DIGITAL-BRIDGE INSTITUTE NOV. 27, 2006 DEC 1, 2006
- 5. VIRTUAL INSTITUTE FOR HIGHER EDUCATION PEDAGOGY (NUC) 2004
- 6. VIRTUAL INSTITUTE FOR HIGHER EDUCATION PEDAGOGY (NUC) 2004

- 7. NORTH-SOUTHCOMPUTERCOLLEGE, IDIMU ROAD, ORELOPE BUS STOP, EGBEDE, LAGOS JUNE 2003 NOVEMBER 2003
- 8. UNIVERSITY OF IBADAN, IBADAN 1998 2002
- 9. UNIVERSITY OF IBADAN, IBADAN 1996 1998
- 10. FEDERAL POLYTECHNIC, ILARO 1993 1995
- 11. FEDERAL POLYTECHNIC, ILARO 1990 1992
- 12. IPEHIGH SCHOOL, IPE AKOKO 1984 1985

EDUCATIONAL QUALIFICATIONS:

- 1. BASIC CERTIFICATE COURSE (BCC)
- 2. Ph.D APPLIED PSYCHOLOGY AREA OF SPECIALIZATION PERSONNEL PSYCHOLOGY
- 3. M.Sc. BUSINESS ADMINISTRATION (*OTM OPTION*)
- 4. ADVANCED DIGITAL APPRECIATION PROGRAMM (ADAPT) TRAINING
- 5. CERTIFICATE IN EMPOWERING WOMEN FOR SUCCESS IN HIGHER EDUCATION (NUC) APRIL, 2004
- 6.CERTIFICATE IN GUIDANCE & COUNSELLING IN HIGHER EDUCATION (NUC) FEBRUARY, 2004
- 7. CERTIFICATE IN DESKTOP PUBLISHING 2003
- 8. MASTER IN PERSONNEL PSYCHOLOGY (MPP) 2002
- 9. POSTGRADUATE DIPLOMA IN EDUCATION 1998
- 10. HIGHER NATIONAL DIPLOMA (HND) UPPER CREDIT 1995
- 11. ORDINARY NATIONAL DIPLOMA (ND) UPPER CREDIT 1992
- 12. W.A.S.C

PROFESSIONAL BODIES:

- 1. Member Association of Business Educators of Nigeria (MABEN) Treasurer, OgunState Chapter
- 2. Women in Technical Education and Employment (WITED), Ilaro Chapter Secretary (2008 June, 2018) and Coordinator (June 2018 to Date).
- 3. Senior Member, International Economic Development Research Centre (*IEDRC*)

4. Fellow, Institute of Policy Management Development (*FIPMD*)

WORKING EXPERIENCE:

CHIEF LECTURER FEDERAL POLYTECHNIC, ILARO

PERIOD 2018.

PRINCIPAL LECTURER FEDERAL POLYTECHNIC, ILARO

PERIOD 2015 – 2017

SENIOR LECTURER FEDERAL POLYTECHNIC, ILARO

PERIOD 2012 – 2014

LECTURER I FEDERAL POLYTECHNIC, ILARO

PERIOD 2009 – 2011

LECTURER II FEDERAL POLYTECHNIC, ILARO

PERIOD 2006 - 2008

SENIOR INSTRUCTOR FEDERAL POLYTECHNIC, ILARO

PERIOD 1999 – 2005

HIGHER INSTRUCTOR FEDERAL POLYTECHNIC, ILARO

PERIOD 1998 – 1999

PRINCIPAL SECRETARIAL ASSISTANT FEDERAL POLYTECHNIC, ILARO

PERIOD 1996 - 1998

TEACHING AREAS

1. Shorthand

- 2. Information Communication Technology I & II
- 3. ICT Office Applications I & II
- 4. Advanced Desktop Publishing

RESEARCH INTEREST

- 1. Information and Communication Technology
- 2. Personnel Psychology

ADMINISTRATIVE EXPERIENCE

- 1. Coordinator, Women in Technical Education and Employment (WITED) (June, 2018 to Date)
- 2. Head of Department (*HOD*), Office Technology and Management (OTM) (2014 to June 2018)
- 3. Head, Departmental Computer Unit (2002 to Date)

MEMBERSHIP OF COMMITTEES:

- 1. Member, Taskforce Committee on Polytechnic Library Upgrage.
- 2. Member, Sub-Committee on Fellowship/Awards for 40th Founder's Day & 19th Convocation Ceremonies.
- 3. Member, Institutional Endowment Fund Raising Committee (November, 2018 to Date)
- 4. Member, Students Electoral Committee for the 2018/2019 Session
- 5. Chairman, Committee on Endowment
- 6. Member, Students Electoral Committee for the 2017/2018 Session
- 7. Chairman, Welfare Committee School of Communication and Information Technology (2017 to date)
- 8. Chairman, Hosting of Newly Inaugurated Governing Council Members May, 2017
- 9. Chairman, Hosting of Governing Council Members of Esa-OkeCollege of Technology, Ire.OsunState
- 10. Member, Academic Awards Committee (2017 to date)
- 11. Member, Polytechnic Endowment Fund Raising Committee (2016 to date)
- 12. Member, Students Electoral Committee for the 2016/2017 Session
- 13. Peer Reviewer, Federal Polytechnic, Ilaro Journal of Humanities and Management (FPI JOHAM)
- 14. Member, Students Electoral Committee for the 2015/2016 Session
- 15. Member, Ceremonies Committee
- 16. Chairman, Entertainment Sub-Committee of Ceremonies Committee (2015 to date)
- 17. Chairman, Polytechnic Choral Group (2015 to date)
- 18. Member, Students Electoral Committee for the 2014/2015 Session
- 19. Logistic Sub-Committee Member, 3rd National Conference School of Applied Science Committee (2014)
- 20. Chairman, School of Applied Science End of Year/New Year Party Committee (2012 to Date)
- 21. Member, 2ndNationalConferenceSchool of Applied Science Committee (2012)
- 22. Member, Publication/Abstracts Sub-Committee for WITED National Conference 2012
- 23. Secretary, Local Organising Committee for WITED National Conference 2012
- 24. Member, Committee on Preparation for NBTE Accreditation of Office Technology and Management Courses (2012)
- 25. Member, 1stNationalConferenceSchool of Applied Science Committee (2009)
- 26. Secretary, Convocation Concert Committee of 15th Convocation and 30th Anniversary
- 27. Pioneer Secretary, Women in Technical Education (WITED) (2008)

- 28. Technical Adviser, Practical Manual Shorthand for HND and ND (2007)
- 29. Pioneer Secretary, Ladies in Sports Association, Federal Polytechnic, Ilaro (2006 To Date)
- 30. PRO, Departmental Accreditation
- 31. Member, ALUMNI Local Organising Committee
- 32. Member, ASUP Conference Sub-Committee on Technical Planning (2007)
- 33. Secretary, ASUP Conference Exhibition Sub-Committee (2006)
- 34. Secretary, Sub-Committee of Polytechnic Flag Ad-Hoc Committee
- 35. Member, Polytechnic Flag/Anthem Ad-Hoc Committee
- 36. Coordinator, Production of Examination Question Papers
- 37. Member, Examination Committee
- 38. Departmental Treasurer
- 39. Member, Senior Staff Electoral Committee
- 41. Departmental Counselor
- 42. Departmental Project Coordinator
- 43. Secretary, School of Management Project Committee

SERVICES OUTSIDE THE FEDERAL POLYTECHNIC, ILARO

- 1. Collation Officer, 2019 General Election by Independent National Electoral Commission (INEC)
- 2. Resource Person, National Board for Technical Education (NBTE) Accreditation of ND Programme in Office Technology and Management, ABDU Gusau State Polytechnic, Talata Mafara, Zamfara State (Sun Oct. 21st to Wed. 24th, 2018)
- 3. External Examiner, Higher National Diploma (HND) Department of Office Technology and Management, KwaraState Polytechnic 2017 to Date.
- 4. Adjunct Lecturer St. Albert De Great Major Seminary, Affiliated to University of Benin, Catholic Diocese, Idowu-Offonron, Abeokuta, Ogun State in 2018/2019 Second Semester Academic Sessions
- 5. Adjunct Lecturer PostGraduate School, Lead City University, Ibadan, Oyo State First Semester 2018/2019
- 6. Adjunct Lecturer St. Albert De Great Major Seminary, Affiliated to University of Benin, Catholic Diocese, Idowu-Offonron, Abeokuta, Ogun State in 2017/2018 First Semester Academic Sessions.

- 7. Adjunct Lecturer PostGraduate School, Lead City University, Ibadan, Oyo State First Semester 2017/2018
- 8. Adjunct Lecturer St. Albert De Great Major Seminary, Affiliated to University of Benin, Catholic Diocese, Idowu-Offonron, Abeokuta, Ogun State in 2016/2017 First Semester Academic Sessions.
- 9. Adjunct Lecturer (Weekends), PostGraduate School, Lead City University, Ibadan, Oyo State First Semester 2016/2017
- 10. Adjunct Lecturer St. Albert De Great Major Seminary, Affiliated to University of Benin, Catholic Diocese, Idowu-Offonron, Abeokuta, Ogun State in 2015/2016 First Semester Academic Sessions
- 11. Adjunct Lecturer (Weekends), PostGraduate School, Lead City University, Ibadan, Oyo State First Semester 2015/2016.
- 12. Items Writer/Generator (Office Practice) The West African Examinations Council Test Development Division, Ogba. WAEC Office Practice, GCE & SSCE Examinations 12th 17th July, 2013)
- 13. Editorial Assistant of International Journal of Frontiers in Education http://www.edinwilsen.org/journal/fe/ e-mail fe@edinwilsen.org
- 14. Treasurer, Association of Business Educators of Nigeria Ogun Chapter
- 15. Member, Organising Committee of 3rd National Conference of Association of Business Educator of Nigeria, October, 2016, Ogun Chapter
- 16. Member, Editorial Board of Association of Business Educators of Nigeria Ogun Chapter (2008 to Date)
- 17. Member, Organising Committee of 2nd National Conference of Association of Business Educator of Nigeria, October, 2012, Ogun Chapter
- 18. Member, Organising Committee of 1st National Conference of Association of Business Educator of Nigeria, October, 2008, Ogun Chapter

AWARDS AND HONOURS

- 1. Meritorious Award as Distinguished Role Model for Innumerable Contribution towards Development of Female Gender. Presented by Students' Representative Council (SRC) 2018/2019.
- 2. Awards of Honour in Recognition and Appreciation for Continued Support and Active Involvement towards the Success of Estimable Corporate Klob -28th May, 2019

- 3. Award of Honour in Recognition of your Unquantifiable Contributions to the Association by National Association of Communication and Information Technology Students (NACITS) 2018
- 4. Award of Excellence in Recognition of your Support towards the Success of the Entire Students Populace. Presented by Students Representative Council (SRC), 2017
- 5. Award of Honour as the Head of Department. Presented by National Association of Office Technology and Management Students 2015/2016 Session.
- 6. Award of Honour in Recognition of your Contribution to Christianityin Yewa South Government Presented By The Christian Association of Nigeria (CAN) Yewa South Local Government 2014
- 7. Award of Excellence in Recognition and Appreciation for your Remarkable Efforts and Support to the Growth of the Students Union Government. Presented by Students Union Government, 2013.
- 8. Ambassador of Mary Diocesan Merit Award in Recognition of your Outstanding Performance to the Growth and Development of ADCCWO and Catholic Church. The Award Admitted you as one of the Distinguished Catholic Mothers of Abeokuta Diocesan Council of Catholic Women Organisation (ADCCWO), Ogun State. 2008.
- 9. Award of Excellence in Recognition of your Contribution towards Achieving our Objectives in this Institution. Presented by Department of Secretarial Studies Part-Time II 2008/2009 Session.
- 10. Appreciation Award in Recognition of your Outstanding Contribution to the Progress and Development of the Klob. Presented by Estimable Corporate Klob 2003.

JOURNALS ALREADY PUBLISHED (BOTH LOCAL & INTERNATIONAL)

- 1. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa **(2019).** Knowledge Management in Technological Innovation: Correlate of Job Performance of Non-Teaching Staff in Federal Polytechnic, Ilaro. *NCITJ Nigerian Communication & Information Technology Journal*. *Vol.* 1. *No.* 1 Harrmattan.Published by: School of Communication & Information Technology, The Federal Polytechnic, Ilaro (FPI).
- 2. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa **(2018).** Knowledge Management as a Predictor of Survival of Small and Medium Scale Enterprises in Ogun State. Published in the Ilaro Journal of Management, Arts, Science & Technology (TIJMAST), Volume 1, No. 1, October, 2018 A Publication of Academic Staff Union of the Federal Polytechnic, Ilaro. pgs. 71 84.
- 3. Iro-Idoro, Charlotte Bose & Jimoh Tajudeen Adisa (2018). Communication Competence of Administrator: Essential Ingredient for Change Management in Higher Educational

- Institutions. Published in Lagos Journal of *Vocational and Technical Education, Vol. 7, No. 1, 2018*,
- 4. **Iro-Idoro, Charlotte Bose,** Prof Edun Taiwo& Prof. Alaba-Adenuga **(2017).** Assertivenessand Emotional Intelligence Training Programmes as Strategies for EnhancingNurses'Work Attitude in Ogun State Nigeria. *Published in International Journal of Engineering Inventions (IJEI). E-ISSN: 2278-7461, p-ISSN: 2319-6491, Volume 6, Issue 12 [December, 2017] PP22-28.www.ijeijournal.com*
- 5. **Iro-Idoro, Charlotte Bose** & Jimoh Ibrahim Bamidele (2017). Entrepreneurship Education and Self-Efficacy: Strategies for Reducing Unemployment Problem Among Nigerian Graduates. A Paper Published in *IOSR Journal of Humanities and Social Science (IOSR-JHSS) Volume 22, Issue 12, Ver. 5 (December, 2017) PP 34-39, e-ISSN:2279-0837, p-ISSN: 2279-0845. www.iosrjournals.org*
- 6. **Iro-Idoro**, Charlotte Bose & Jimoh Tajudeen Adisa (2017). ICT Use as a Veritable Tool for Enhancing Job Opportunities for Graduates of Office Technology and Management. . Published in Gateway Journal of Business Education (GAJBED) Volume 4, No. 1, June, a Publication of the Association of Business Educators, Ogun State Chapter. Pgs.
- 7. **Iro-Idoro, Charlotte Bose (2017).**ICTas Strategy for Facilitating Security Management and National Development in Nigeria. A Paper Published in *Secretarial Forum(Journal for Promotion and/Advancement of Office Management/Secretarial Profession), Department of Office Technology & Management, The Federal Polytechnic, Ede, Osun State, Volume 10, No. 1, 2017. ISBN: 1117-5486- pgs. 1 16.*
- 6. **Iro-Idoro, C. B.** & Jimoh , T. A. (2017). Social Media Use among Students of Federal Polytechnic Ilaro, Ogun State, Nigeria: Implication on Academic Performance. A Paper Published in *IOSR Journal Of Humanities And Social Science (IOSR-JHSS) Volume* 22, Issue 5, Ver. 1 (May 2017) PP 01-06 e-ISSN: 2279-0837, p-ISSN: 2279-0845. www.iosrjournals.org
- 9. **Iro-Idoro, C. B.** & Jimoh, T. A. **(2017).** Differential Effects of Entrepreneurship Education on Entrepreneurial Intention Among Science And Non-Science Students' In Nigerian Polytechnics. A Paper Published in *IOSR Journal Of Humanities And Social Science (IOSR-JHSS) Volume 22, Issue 3, Ver. 1 (March. 2017) PP 01-06 e-ISSN: 2279-0837, p-ISSN: 2279-0845. www.iosrjournals.org*
- Iro-Idoro, Charlotte Bose (2017). ICT Knowledge as a Predictor of Good Academic Performance of Students'in South-West, Nigeria. A Paper Published in *International Journal of Business & Work Place Education*. ISSN 24. Pp 99-113, Lagos, Institute Business and Office Administration of Nigeria.
- 11. **Iro-Idoro, Charlotte Bose** & Jimoh Ibrahim Bamidele **(2017).** Impacts of Personal Factorson Entrepreneurial Behaviour and Intentions among Tertiary Students in Ogun State, Nigeria. A Paper Published in *International Journal of Engineering and Innovative Technology (IJEIT), Volume6, Issue 8, February. Pg. 1 6.*

- 12. **Iro-Idoro, C. B. &** Ajibare, O. Z. (2017). Emotional Intelligence as a Strategy for Enhancing Nurses' work Attitude in Ogun State, Nigeria. A Paper Published in *Journal of Economics, Business and Management JOEBM* Vol. 5 (1) 50 53 ISSN: 2301-3567
- 13. **Iro-Idoro**, **C. B.** (2016). Assertiveness as Strategy for Enhancing Nurses' Work Attitude in Ogun State, Nigeria. Published in Gateway Journal of Business Education (GAJBED) Volume 3, No. 1, June, a Publication of the Association of Business Educators, OgunState Chapter. Pgs. 199 209.
- 14. **Iro-Idoro, C. B.,** Ayodele, K. O.& Iro-Idoro, E. U. **(2015).** ICTas Strategies for Enhancing Political Stability and Economic Development: An Empirical Investigation. Published <u>by Global Journal of Research in Business & Management Vol. 3, No. 2, November 11, 2015. www.gpcpublishing.com</u>

ISSN: 2454-3128 194

- 15. **Iro-Idoro, C. B.**& IRO-IDORO, Evelyn Ufuoma(2015). Self-Efficacy as Correlates of Entrepreneurial Intention of Tertiary Institution Students in Ogun State, Nigeria Published by <a href="International Journal of Engineering and Innovative Technology (IJEIT) Volume 5, Issue 2, August2015, ISSN: 2277-3754 ISO 9001:2008
- 16. **Iro-Idoro, C. B.**, Ayodele, K. O. & Jimoh, T. A. **(2015).** National Transformation Agenda as a Veritable Tool for Challenges Facing Entrepreneurship Education in Federal Polytechnics in Nigeria: Students' Perspectives Accepted by *International Review of Management and Business*<u>Research (IRMBR)</u> www.irmbrjournal.com
- 17. **Iro-Idoro, C. B.,** Ayodele, K. O.&Orija, J. I **(2014).** Students' Perception of Service Quality Encountered and their Future Enrichment: Implication for Academic Quality Assurance in Nigeria Polytechnics. Published by *International Review of Management and Business Research (IRMBR)* www.irmbrjournal.com Vol. 3 Issue. 2, 929 -937.
- 18. Olugbemi, O. S., Ogungboyega, S. A. & Iro-Idoro, C. B.(2014). An Anatomy of the Falling Standards in Business Education in Nigerian Post-Secondary Institutions Published in *Journal of Vocational and Technical Education*, Adeniran Ogunsanya College of Education, Otto/Ijanikin.
- 19. Ayodele, K. O., Iro-Idoro, C. B. &OKUWOGA, B. (2014). Inclination Towards Poverty Alleviation Among Nigerian Women: An Empirical Study of Women In Ogun State, Nigeria Published in Journal for Women in Technical Education (JOWITED) Vol.7, No.1, 2014, pp 71 80.
- 20. **Iro-Idoro**, C. B. (2014). Entrepreneurship Knowledge as Correlates of Entrepreneurial Intention of Tertiary Institution. Published in Gateway Journal of Business Education (GAJBED) Volume 2, No. 1, October, a Publication of the Association of Business Educators, OgunState Chapter.

- 21. **Iro-Idoro, C. B.**, Okuwoga, B. & Ayodele, K. O. **(2013).** The Mediating Role of Academic Achievement Motivation and Technology Use on Perceived Academic Climate and Academic Performance of Polytechnic Students Published by *International Journal of Social Sciences and Entrepreneurship*, Vol.1, Issue 7, 2013 *I* (7), 118-130.
- 22. **Iro-Idoro**, C. B., Ayodele, K. O. & Okuwoga, B. (2013). Technology Use and Self-Efficacy as Predictors of Academic Standing among Polytechnic Students in Polytechnic Students in Ogun State Published by *International Journal of Social Sciences and Entrepreneurship*, Vol.1, Issue 7, 2013, *I* (7), 131-139.
- 23. **Iro-Idoro, C. B.,** Aluko, O. O. & Ayodele, K. O.(**2013**). Challenges Faced By Adult Female Students in some Faculties: The Nigerian ExperiencePublished by*International Journal of Social Sciences and Entrepreneurship 1* (5), 28-36.*International Journal of Art*, Volume 1, Issue 3,
- 24. **Iro-Idoro, C. B.,** Jolaade. A. I, Aladenusi, K. and Ajibare, O. **(2012).** Prospects and Challenges of Entrepreneurial Skill Acquisition in the Tertiary Institutions Published in Gateway Journal of Business Education (GAJBED)Volume 2, No. 1, October, 2012 A Publication of the Association of Business Educators, OgunState Chapter. Pgs. 52 58.
- 25.Ayodele, K. O and **Iro-Idoro**, C. B. (2012). Undergraduates' Entrepreneurial Behaviour and Intentions: The Role of Biographical MediatorsPublished in the Ilaro Journal of Management, Arts, Science & Technology (TIJMAST), Volume 2, No. 1, September, 2012 A Publication of Academic Staff Union of the Federal Polytechnic, Ilaro. pgs. 164 172.
- 26. **Iro-Idoro**, C. B., Ayodele K. A. and Jolaade, I. A. (2010). Self-Concept Traits and Entrepreneurial Orientation as Predictors of Students' Academic Performance by Published in JOWITED Journal of Women in Technical Education and Empowerment. Vol. 6, Nos.3 & 4, November, 2010, pgs 132 138.
- 27. **Iro-Idoro**, **Charlotte Bose (2010).** Students' Perception of their Abilities to Master Academics Tasks as Correlates of Academic Success among Secretarial Studies Students of Federal Polytechnic Ilaro: Published in Journal of Contemporary Humanities Babcock University, Ilisan, Ogun State, Nigeria, Volume 4, Nos.1 & 2 May, pgs 166 172.
- 28.Ogungbemi, O. S., Orija, J. I. and **C. B.Iro-Idoro**, **C. B.(2009).** Job Performance as the Basis for Gender Discrimination in the Employment of Secretaries in an Organisation By Published in Journal of Business Educators, Ogun State, Vol. I, No 1 August, 2009 pgs 28 38
- 29. Ayodele K. O. and **Iro-Idoro**, C **B.(2009).** Psychology and Socio-Psychological Factors as Correlates of Antisocial Behaviour among SecondarySchool Students: For National Development Published in Journal of Information, Technology and Communication (JICOT), OsunState, Vol. II No.1 August. pgs 236 246.

- 30.Ogungbemi, O. S., **Iro-Idoro**, C. B. and Orija, J. I. (2009). An Analysis of Commonly Committed Errors during Examinations by Students in Some Selected Polytechnics in Nigeria. Published in ASUP Ilaro Journal of Management Art Science and Technology (TIJMAST) Volume 1, No. I, March. (38 44).
- 31. Ayodele K. O., **Iro-Idoro**, C. B. and Bello, A. A. (2008). The Psychology of Mate Seeking: A Situational Analysis of the Use of Socio-Cultural and Physical Attributes Among Nigerian University Undergraduates Published in Journal of Business Educators, Osun State, Vol. No. 4 August, (pgs 73 91)
- 32. **Iro-Idoro**, **C.B.**& Adebayo, F.A. **(2008).** Importance of Interpersonal Relationship Between the Secretary and the Boss in an Organisation Published in Journal of Office Management and Technology, Vol. 1, No. 2 June 2008 (pgs. 218 227)
- 33. **Iro-Idoro**, C. B.& Adebayo, F. A. (2007). The Attitude of Secretarial Students in Polytechnics towards Secondary Commercial Education as a Foundation for Effective Secretarial Training Published in Journal of Business Educators (JOBE), Osun State, Vol. 3, No. 1 July, (pgs 333 345)

BOOKS/MANUALS ALREADY PUBLSHED:

- 1. **Iro-Idoro, C. B.**, Adaramola, O. J., Enehizena, A. O., Jimoh T. A. and Jimoh Ibrahim B. (2017) Advanced Desktop Publishing, 1st Edition, Published by OLAS Publishing Press Lagos.
- 2. **Iro-Idoro, C. B. (Ph.D),** Adaramola, O. J. & Jimoh, T.A. (2017). Introduction to ICT Office Application I & II, Standardized Revised Edition, 3rd Edition, Published by OLAS Publishing Press, Lagos.
- 3. Ajibare, O. A. (Ph.D), **Iro-Idoro, C. B. (Ph.D)**, Orija, J. I. (Ph.D) & Olawunmi, K. O. (2017) Human Behaviour in Organisation, 1st Edition, Published by OLAS Publishing Press Lagos.
- 4. Funke Olu-Ajibare (Ph.D) & Bose Iro-Idoro, (Ph.D) & Jimoh, T. A. (2016). Understanding Psychology & Dynamics of Human Behaviour Revised Edition, Edition, Published by OLAS Publishing Press, Lagos.
- 5. Jimoh, T.A., Jolaade, I. A, Durowaiye, D. A. & Iro-Idoro, C. B. (Ph.D). (2015). Fundamentals of People Communication Skills, 1st Edition, Published by OBASIT PUBLICATION SERIES, Ilaro, Ogun State.
- 6. **Iro-Idoro, C. B. (Ph.D),** Adaramola, O. J. & Jimoh, T.A. (2014). Introduction to ICT Office Application I, Standardized Revised Edition, 2nd Edition, Published by OLAS Publishing Press, Lagos.
- 7. 'Funke Olu-Ajibare, Charlotte Iro-Idoro, (Ph.D)& Oluwakemi, Adenusi (2014).

- Understanding Research Methods & Statistical Analysis, EDDY ASAE PRESS, Lagos
- 8. **Iro-Idoro, C. B.**, Adaramola, O. J. & Jimoh, T.A. (2010). Introduction to ICT Office Application I, 1st Edition, Published by OLAS Publishing Press, Lagos.
- 9. Funke-Olu- Ajibare & Bose Iro-Idoro (2009). Understanding Psychology & Dynamics of Human Behaviour EDDY ASAE PRESS, Lagos
- 10. O.S. Ogungbemi, Jolaade I.A, Adebayo, F. A and **Iro-Idoro, C. B. (Mrs.)** 2007. National Diploma Shorthand Practical
- 11. O.S. Ogungbemi, Jolaade I.A, Adebayo, F. A and **Iro-Idoro**, C. B. (Mrs.) 2007. Higher National Diploma Shorthand Practical Manual

CONFERENCES ATTENDED WITH PAPERS PRESENTED

- 1. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa (2018). Knowledge Management in Technological Innovation: Correlate of Job Performance of Non-Teaching Staff in Federal Polytechnic, Ilaro. A Paper Presented at the 1st International Conference and Exhibition on Technology Innovation and Global Competitiveness, The Federal Polytechnic, Ilaroheld at International Conference Centre, The Federal Polytechnic, Ilaro, Ogun State between5th 8th November.
- 2. **Iro-Idoro,** Charlotte Bose & Jimoh Tajudeen Adisa (2018). Technicaland VocationalEducationalTraining (TVET) as a Strategy for Employment and Poverty Reduction among Women in Ogun State, Nigeria. A Paper Presented at the CAPA 40th AnniversaryInternational Conference on Enhancing Technical Capacity and Partnerships for Industrial and Sustainable Economic Development in Africa"held at Nicon Luxury Hotel, Abuja, Nigeria, between 27th 31st.August.
- 3. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa (2017). Knowledge Management as a Predictor of Organisational Survival of Small and Medium Scale Enterprises in Ogun State. A Paper Presented at the *National Conference of Schools of Pure and Applied Sciences and Communication and Information Technology, The Federal Polytechnic, Ilaroheld at International Conference Centre*, The Federal Polytechnic, Ilaro, Ogun State between4th 7th December.
- 4. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa (2017). Communication Competence of Administrator: Essential Ingredient for Change Management in Higher Educational Institutions. A Paper Presented at 3rd National Conference of School of Vocational and Technical Educationheld on 13th 16th November, at Adeniran Ogunsanya College of Education (AOCOED), Otto-Ijanikin, Lagos.
- 5. **Iro-Idoro, Charlotte Bose**&Jimoh, Ibrahim Bamidele (2017). Availability and Usage of Modern Office Technology on the Job Performance of an Office Managers in a Contemporary Organisation A Paper Presented at the *International Conference on*

- Office Technology Management Curriculum and the Challenges of the 21st Century Office in Africa held at Assembly Hall, North Campus, The Polytechnic, Eruwa, Oyo State, Nigeria between 9th 12th August.
- 6. **Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa **(2016).** Differential Effect of Entrepreneurship Education on the Entrepreneurial Intention among Science and Non-Science Students of the Federal Polytechnic, Ilaro. A Paper Presented at 8th Academics Staff Union of Polytechnic (ASUP), Ilaro Chapter National Conference held on 17th 20th October, at ASUP House, Federal Polytechnic, Ilaro.
- 7. **Iro-Idoro, Charlotte Bose (2016)**. ICTas Strategy for Facilitating Security Management and National Development in Nigeria. A Paper Presented at the *International Conference of Global Education Network in Collaboration with the University of Cape Coast, Ghana*, September 26th 30th
- 8.**Iro-Idoro**, **Charlotte Bose** & Jimoh Tajudeen Adisa **(2016).** ICT Use as a Veritable Tool for Enhancing Job Opportunities for Graduates of Office Technology and Management. A Paper Presented at the 3rd National Conferenceof Association of Business Educators of Nigeria, Ogun Chapter on Functional Business Education: Strategic Direction for Mass Employment in Nigeria held at *held OGD Hall*, Olabisi Onabanjo University, Ago-Iwoye, Ilaro, Ogun State between20th 24thSeptember.
- 9.**Iro-Idoro, Charlotte Bose** & Jimoh Ibrahim Bamidele (2016). Personal Factors as Correlate on Entrepreneurial Behaviour and Intentions among Tertiary Students in Ogun State, Nigeria Paper Presented at the 3rd National Conferenceof Association of Business Educators of Nigeria, Ogun Chapter on Functional Business Education: Strategic Direction for Mass Employment in Nigeria held at *held OGD Hall*, Olabisi Onabanjo University, Ago-Iwoye, Ilaro, Ogun State between20th 24thSeptember.
- 10.**Iro-Idoro, Charlotte Bose (2016).** ICT Knowledge as a Predictor of Good Academic Performance of Students' in Tertiary Institutions in South-West, Nigeria. A Paper Presented at the International Conference on Office Technology Management Curriculum and the Challenges of the 21st Century Office in Africa held at Assembly Hall, North Campus, The Polytechnic, Ibadan, Nigeria between 7th 8th September.
- 11. **Iro-Idoro, Charlotte Bose,** Prof T. Edun & Prof R. Alaba-Adenuga(2016). Assertiveness and Emotional Intelligence as a Strategy for Enhancing Nurses' Work Attitude in Ogun StateNigeria: An Implication for Nationhood. A Paper Presented at the *International Conference of Institute of Education, held OGD Hall*, Olabisi Onabanjo University, Ago-Iwoye, Ilaro, Ogun State between20th 22nd July.
- 12. **Iro-Idoro, Charlotte Bose,** Ayodele, Kolawole Olanrewaju and Iro-Idoro, Evelyn Ufuoma (2015). ICTas Strategies for Enhancing Political Stability and Economic Development: An Empirical Investigation. A Paper Presented at the 3rdNational Conference of School of Applied Science held ASUP House, The Federal Polytechnic, Ilaro, Ogun State between 16th 19th June.

- 13. **Iro-Idoro, Charlotte Bose,** Adebayo, F. A., Jimoh, Tajudeen and Jimoh, Ibrahim (2015). Information Technology: A Catalyst for Good Governance and Economic development. A Paper Presented at the 3rdNational Conference of School of Applied Science held ASUP House, The Federal Polytechnic, Ilaro, Ogun State between16th 19th June.
- 14. Orija, J. I. and **Iro-Idoro**, C. B. (2013). Assessment of the Quality of OTM Graduates in Relation to Employers requirements A Paper Presented at the 25th Annual National Conference of the Association of Business Educators of Nigeria (ABEN) at University of Benin "EDO 2013", 22nd 26^h October, 2013
- 15. **Iro-Idoro, C. B.**, Ayodele K. O., Orija, J. I. and Okuwoga, B. (2013). Students' Perception of Service Quality Encountered and their Future Enrichment: Implication for Academic Quality Assurance in Nigeria Polytechnics. A Paper Presented at the 25th Annual National Conference of the Association of Business Educators of Nigeria (ABEN) at University of Benin "EDO 2013", 22nd 26^h October, 2013
- 16. Iro--Idoro, Bose Charlotte and Ayodele, Kolawole Olanrewaju and Jimoh, Tajudeen Adisa(2013). National Transformation Agenda as a Veritable Tool for Challenges Facing Entrepreneurship Education in Federal Polytechnics in Nigeria: Students' Perspectives. A Paper Presented at the 2nd National Conference of School of Applied Scienceheld ASUP House, The Federal Polytechnic, Ilaro, OgunState between6th 9th May.
- 17. Adebayo Adelani and **Iro-Idoro**, **C. B**. (2012). Developing Entrepreneurial Skill Among Nigeria Youth: Panacea to Unemployment: A Paper Presented at the 2nd National Conference of Association of Business Educators of Nigeria, Ogun Chapter held at the Auditorium of Tai Solarin University of Education, Ijagun, Ogun State between 12th 16th October.
- 18. Ayodele, Kolawole Olanrewaju and **Iro-Idoro**, **Bose Charlotte**(2012).Inclination Towards Poverty Alleviation Among Nigerian Women: An Empirical Study of Women in Ogun State, Nigeria A Paper Presented by Ayodele, Kolawole Olanrewaju and **Iro-Idoro**, Charlotte Bose at the 6thNational Conference of Women in Technical Education and Employment (WITED) held at Multi-Purpose Hall, The Federal Polytechnic, Ilaro, Ogun State between 8th 11th October.
- 19. **Iro--Idoro**, **Bose Charlotte** and Ayodele, Kolawole Olanrewaju (2012). Challenges Faced By Adult Female Students In Some Faculties: The Nigerian Experience A Paper Presented at the 6th National Conference of Women in Technical Education and Employment (WITED) held at Multi-Purpose Hall, The Federal Polytechnic, Ilaro, Ogun State between 8th 11th October.
- 20. Orija, J. I. and **Iro-Idoro**, C. B. (2011). Strategies for Coping with Challenges Facing Nigerian Polytechnics in the Implementation of Office Technology and Management Programme A Paper Presented at the 2nd International Conference of the Association

- of Business Educators of Nigeria (ABEN) at University of Lagos held on 11th 14th October.
- 21. **Iro-Idoro**, C. B.; Jolaade, I. A; Aladenusi, K and Ajibare, O. (2011). Opportunities and Challenges of Acquiring Entrepreneurial Skills in Tertiary Institutions A Paper Presented at 4th Academics Staff Union of Polytechnic (ASUP), Ilaro Chapter National Conference held on 5th 9th September, at ASUP House, Federal Polytechnic, Ilaro.
- 22. Jolaade, I. A. and **Iro-Idoro**, **C. B.** (2010). Strategizing for the Entrepreneurship Development: The Implication and Challenges on the Nigerian Polytechnics A Paper Presented at the 22nd Annual National Conference of the Association of Business Educators of Nigeria (ABEN) at College of Education Osiele, Abeokuta, 12th 16th October.
- 23. **Iro-Idoro**, C. B., Ayodele K. A. and Jolaade, I. A. (2009). Self-Concept Traits and Entrepreneurial Orientation as Predictors of Students' Academic Performance A Paper Presented at the 5th National Conference of Women in Technical Education and Empowerment (WITED) at Auchi Polytechnic, 2nd 5th November.
- 24. Jolaade, I. A, **Iro-Idoro**, C. B. and Mohammed, S. R. (2009). Secretarial Education: A catalyst for Entrepreneurship Development A Paper Presented by at the *I*st National Conference of School of Applied Science, The Federal Polytechnic, Ilaro 26th 30th October.
- 25. Ogungbemi, O. S. and **Iro-Idoro**, C. **B.** (2009). Enhancing the ICT Component of Secretarial Studies Curriculum Towards Repositioning Secretaryship for National Development A Paper Presented at the 1st National Conference of School of Applied Science, The Federal Polytechnic, Ilaro 26th 30th October.
- 26. **Iro-Idoro**, C. B., Ajibare F. A. and Ogungbemi, O. S. (2009). The Influence of the Knowledge of Entrepreneurship on the Interest in Entrepreneurship among Secretarial Students of the Federal Polytechnic, Ilaro A Paper Presented at the *Ist National Conference of School of Applied Science, The Federal Polytechnic, Ilaro*, 26th 30th October.
- 27. Ogungbemi, O. S., Orija,J. I. and **Iro-Idoro, C. B.** (2008). Job Performance as the Basis for Gender Discrimination in the Employment of Secretaries in an Organisation A Paper Presented at the *I*st Annual Conference of the Association of Business Educators of Nigeria Ogun Chapter at Olabisi Onabanjo University, Ago-Iwoye 11th 13th August.
- 28. **Iro-Idoro**, C. B., Ogungbemi, O. S. and Orija, J. I. (2007). An Appraisal of Secondary School StudentsAttitude towards Secretarial Subjects –in Some Selected Secondary Schools in Yewa-South Local Government in Ogun State A Paper Presented at the 19th Annual National Conference of the Association of Business Educators of Nigeria (ABEN) (EBONYI 2007)

- 29. Ogungbemi, O. S., **Iro-Idoro, C. B**. and Orija, J. I. (2007). An Analysis of Commonly Committed Errors during Examinations by Students in Some Selected Polytechnics in Nigeria. A Paper Presented at the 19th Annual National Conference of the Association of Business Educators of Nigeria (ABEN)- (EBONYI 2007)
- 30. Jolaade, I. A., Adebayo, F. A. and **Iro-Idoro**, C. B. (20007). The Implication of the Conversion of Polytechnics into University Campuses on the Nigerian Educational System A Paper Presented at 2nd Edition *Academics Staff Union of the Polytechnic (ASUP) Ilaro Chapter National Conference Ilaro Chapter* September.
- 31. **Iro-Idoro**, C. B. (2001). Professional Ethics The Mode of Dressing of the Professional Secretary in Educational Institutions A Paper Presented at 3rd Edition of School of Management Studies, Federal Polytechnic, Ilaro National Conference October.
- 32. **Iro-Idoro**, **C. B.** (2000). The Rudiments of Computer as a Necessity for Modern Secretaries in the New Millennium. A Paper Presented by at the *Annual National Conference of the National Association of Professional Secretarial Staff of Nigeria (NAPSSON)* (Yankari), held 9 -13 October, Federal Polytechnic, Bauchi, Nigeria, pp 72-78
- 33. **Iro-Idoro**, C. B. (1999). Traditional Secretarial Duties in an Office A Paper presented by at the *Annual National Conference/Workshop of the Association of Professional Secretarial Staff of Nigeria (NAPSSON)* held at Umudike October,

UNPUBLISHED RESEARCH WORK

- 1. **Iro-Idoro**, C. B. (2014). Assertiveness, Emotional Intelligence and Interpersonal Skill Training Programmes as Strategies for Enhancing Nurses' Work Attitude and Job Performance in Ogun State of Nigeria **Ph.D Thesis** "*MAY*, 2014"
- 2. **Iro-Idoro**, C. B. (2011). Entrepreneurial Knowledge and Self-Efficacy as Correlates of Entrepreneurial Intention of Tertiary Institution Students in OgunState Submitted in Partial Fulfilment for the Award of Masters of Science (M.Sc.) Office Technology and Technology, LeadCityUniversity, Ibadan, OyoState.
- 3. **Iro-Idoro**, C. B. (2000). The Effects of Leadership Styles on Employees Productivity Unpublished Dissertation Submitted in Partial Fulfilment for the Award of Masters in Personnel Psychology (MPP), University of Ibadan.
- 4. **Iro-Idoro**, C. B. (1998). Survey of the Viability and Contribution of Private Vocational Schools (A Case Study of Private Vocational Schools in Lagos) Unpublished Dissertation Submitted in Partial Fulfillment for the Award of Postgraduate Diploma in Education (PGDE), University of Ibadan.

5. Iro-Idoro, C. B. (1995). The Career Prospect for Professional Secretaries –Unpublished Dissertation Submitted in Partial Fulfilment for the Award of HND Secretarial Studies, Federal Polytechnic, Ilaro.

RESEARCH WORK CONCLUDED

1. Iro-Idoro, C. B. (2014). Assertiveness, Emotional Intelligence and Interpersonal Skill Training Programmes as Strategies for Enhancing Nurses' Work Attitude and Job Performance in Ogun State of Nigeria - **Ph.D Thesis** "MAY, 2014"

CONFERENCE/WORKSHOPS/RETREAT ATTENDED WITH DATES

- 1. Empowerment Training Programme on Soap Making for all Women in Technical Education and Employment (WITED), Ilaro Chapter. Organised by Entrepreneurship Development Centre, The Federal Polytechnic, Ilaro 10th 13th August, 2019.
- 2. Strategies for Handling Prevailing Pressures as a Female Student in Tertiary Institution: A Seminar Organised for all Female Students of the Federal Polytechnic, Ilaro by Women in Technical Education and Employment (WITED), Ilaro Chapter on Wednesday 12th December, 2018 at the Multitpurpose Hall, the Federal Polytechnic, Ilaro, Ogun State.
- 3. Iro-Idoro, Charlotte Bose & Jimoh Tajudeen Adisa (2018). Knowledge Management in Technological Innovation: Correlate of Job Performance of Non-Teaching Staff in Federal Polytechnic, Ilaro. A Paper Presented at the 1st International Conference and Exhibition on Technology Innovation and Global Competitiveness, The Federal Polytechnic, Ilaro held at International Conference Centre, The Federal Polytechnic, Ilaro, Ogun State between 5th 8th November.
- **4. Iro-Idoro,** Charlotte Bose & Jimoh Tajudeen Adisa (2018). Technicaland VocationalEducationalTraining (TVET) as a Strategy for Employment and Poverty Reduction among Women in Ogun State, Nigeria. A Paper Presented at the CAPA 40th Anniversary International Conference on Enhancing Technical Capacity and Partnerships for Industrial and Sustainable Economic Development in Africa"held at Nicon Luxury Hotel, Abuja, Nigeria, between 27th 31st. August.
- **5. Iro-Idoro, C. B. (2018).** Causes and Manifestations and Preventive Measures against Sexual Harassment in Tertiary Institutions: A Paper Presented at a 2-Day Retreat Programme for Heads of Department and School Officers Organised by the Federal Polytechnic, Ilaro, Ogun State at YEWA Frontier Hotels & Resorts Conference Hall, KM 4-5, Ilaro-Ibese Road, Ilaro, Ogun State, Friday, 31st Aug Sunday 2nd Sep., 2018
- **6. Iro-Idoro,** Charlotte Bose & Jimoh Tajudeen Adisa (2018). Technicaland VocationalEducationalTraining (TVET) as a Strategy for Employment and Poverty Reduction among Women in Ogun State, Nigeria. A Paper Presented at the CAPA 40th Anniversary International Conference on Enhancing Technical Capacity and Partnerships for Industrial

- and Sustainable Economic Development in Africa" held at Nicon Luxury Hotel, Abuja, Nigeria, between $27^{th} 31^{st}$. August.
- 7. **Iro-Idoro**, **Charlotte Bose** & Jimoh Tajudeen Adisa (2017). Knowledge Management as a Predictor of Organisational Survival of Small and Medium Scale Enterprises in Ogun .A Paper Presented A Paper Presented at the *National Conference of Schools of Pure and Applied Sciences and Communication and Information Technology, The Federal Polytechnic, Ilaro held at International Conference Centre*, The Federal Polytechnic, Ilaro, Ogun State between 4th 7th December.
- **8. Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa (2017). Communication Competence of Administrator: Essential Ingredient for Change Management in Higher Educational Institutions. A Paper Presented at 3rd National Conference of School of Vocational and Technical Education held on 13th 16th November, at Adeniran Ogunsanya College of Education (AOCOED), Otto-Ijanikin, Lagos.
- 9. Iro-Idoro, Charlotte Bose & Jimoh, Ibrahim Bamidele (2017). Availability and Usage of Modern Office Technology on the Job Performance of an Office Managers in a Contemporary Organisation A Paper Presented at the International Conference on Office Technology Management Curriculum and the Challenges of the 21st Century Office in Africa held at Assembly Hall, North Campus, The Polytechnic, Eruwa, Oyo State, Nigeria between 9th 12th August.
- **10. Iro-Idoro, Charlotte Bose** & Jimoh Tajudeen Adisa **(2016).** Differential Effect of Entrepreneurship Education on the Entrepreneurial Intention among Science and Non-Science Students of the Federal Polytechnic, Ilaro. A Paper Presented at 8th Academics Staff Union of Polytechnic (ASUP), Ilaro Chapter National Conference held on 17th 20th October, at ASUP House, Federal Polytechnic, Ilaro.
- **11. Iro-Idoro, Charlotte Bose (2016).** ICT as Strategy for Facilitating Security Management and National Development in Nigeria. A Paper Presented at the *International* Conference of Global Education Network in Collaboration with the University of Cape Coast, Ghana, September 26th 30th
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- 15. Capacity Building Workshop for all Academic Staff Organised by the Federal Polytechnic, Ilaro, Ogun State, 11th 12th February, 2015.
- 16. Training Workshop on Intellectual Property Generation, Protection and Management for Academic Staff, Federal Polytechnic, Ilaro, Organised by the Federal Polytechnic, Ilaro, Ogun State, August, 2015.
- 17. **Iro-Idoro, Charlotte Bose,** Ayodele, Kolawole Olanrew and Iro-Idoro, Evelyn Ufuoma (2015). ICT as Strategies for Enhancing Political Stability and Economic Development: An Empirical Investigation. A Paper Presented at the 3rd National Conference of School of Applied Science held ASUP House, The Federal Polytechnic, Ilaro, Ogun State between 16th 19th June.
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- 21. Association of Business Educators of Nigerian (ABEN), OgunState Chapter Training Workshop Organized by the Association of Business Educators of Nigeria (ABEN) OgunState Chapter on SPSS on 3rd October, 2013
- 22. **Iro--Idoro**, Bose Charlotte and Ayodele, Kolawole Olanrewaju and Jimoh, Tajudeen Adisa (2013).National Transformation Agenda as a Veritable Tool for Challenges Facing Entrepreneurship Education in Federal Polytechnics in Nigeria: Students' Perspectives. A

- Paper Presented at the 2nd National Conference of School of Applied Science held ASUP House, The Federal Polytechnic, Ilaro, Ogun State between $6^{th} 9^{th}$ May.
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- 24. Ayodele, Kolawole Olanrewaju and **Iro-Idoro**, **Charlotte Bose(2012)**. Inclination Towards Poverty Alleviation Among Nigerian Women: An Empirical Study of Women in Ogun State, Nigeria A Paper Presented at the 6thNational Conference of Women in Technical Education and Employment (WITED) held at Multi-Purpose Hall, The Federal Polytechnic, Ilaro, Ogun State between 8th 11th October,
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- 26. Association of Business Educators of Nigerian (Aben), Ogun State Chapter Training Workshop Organized by The Association of Business Educators of Nigeria (ABEN) Ogun State Chapter on Computer Software Packages on 24th July, 2012
- 27. Orija, J. I. and **Iro-Idoro**, C. B. (2011). Strategies for Coping with Challenges Facing Nigerian Polytechnics in the Implementation of Office Technology and Management Programme A Paper Presented at the 2nd International Conference of the Association of Business Educators of Nigeria (ABEN) at University of Lagos held on 11th 14th October, 2011.
- 28. Jolaade, I. A; **Iro-Idoro**, **C. B**.; Aladenusi, K and Ajibare, O. **(2011).** Opportunities and Challenges of Acquiring Entrepreneurial Skills in Tertiary Institutions A Paper Presented at 4th ASUP National Conference held on 5th 9th September, 2011 at ASUP House, Federal Polytechnic, Ilaro.
- 29. Computer Software Packages: Microsoft Excel and Power Point organized by Association of Business Educators of Nigeria (ABEN) Ogun State Chapter, held at Office Technology and Management Department, Moshood Abiola Polytechnic, Abeokuta, Ogun State, Nigeria on 7th July, 2011
- 30. Jolaade, I. A. and **Iro-Idoro**, C. B (2010). Strategizing for the Entrepreneurship Development: The Implication and Challenges on the Nigerian Polytechnics A Paper Presented at the 22nd Annual National Conference of the Association of Business Educators of Nigeria (ABEN) at College of Education Osiele, Abeokuta, 12th 16th October.

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- 34. **Iro-Idoro, C. B.**, Ajibare F. A. and Ogungbemi, O. S. **(2009).** The Influence of the Knowledge of Entrepreneurship on the Interest in Entrepreneurship among Secretarial Students of the Federal Polytechnic, Ilaro A Paper Presented at the 1st National Conference of School of Applied Science 26th 30th October.
- 35. MDG Workshop for Teachers on Writing Skills for Journal Publication and Conference Paper Presentation Organised by Federal Ministry of Education in Conjunction with PolyConsult and Industrial Services Ltd. of Federal Polytechnic, Ilaro, Ogun State. Nov. 24 26, 2008
- 36. Retreat on Project Writing and Supervision Organised by the School of Applied Science on 4th September, 2008
- 37. O. S. Ogungbemi, J. I. Orija and **Iro-Idoro**, C. B. (2008). Job Performance as the Basis for Gender Discrimination in the Employment of Secretaries in an Organisation A Paper Presented in the 1st Annual Conference of the Association of Business Educators of Nigeria Ogun Chapter at Onabisi Onabanjo University, Ago-Iwoye 11th 13th August.
- 38. Planning and Writing Scientific Research Dissertation/Thesis for Masters, M.Phil/Ph.D and Ph.D Students organised by Olabisi Onabanjo University, Nigeria PostGraduate School at Otunba Gbenga Daniel Hall, MainCampusOlabisiOnabanjoUniversity, Ago-Iwoye, Ogun State, Nigeria. 14th 15th March, 2008
- 39. **Iro-Idoro, C. B.**, O. S. Ogungbemi and J.I. Orija **(2007).** An Appraisal of Secondary School Students Attitude towards Secretarial Subjects –in Some Selected Secondary Schools in Yewa-South Local Government in Ogun State- A Paper Presented in the 19th Annual National Conference of the Association of Business Educators of Nigeria (ABEN) (EBONYI 2007)
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- 41. Writing Skills for Journal Publication and Conference Paper Presentation Organised by Federal Polytechnic, Ilaro in Conjunction with PolyConsult and Industrial Services Ltd. Sept. 24 26, 2007
- 42. I. A. Jolaade, F.A. Adebayo and **Iro-Idoro, C. B. (2007).** The Implication of the Conversion of Polytechnics into University Campuses on the Nigerian Educational System A Paper Presented in 2nd Edition ASUP National Conference Ilaro Chapter September.
- 43. Advanced Digital Appreciation Program-Tertiary (ADAPT) Training organised by NCC in Collaboration with Digital Bridge Institute held at Ladoke Akintola University, Non. 27, 2006 Dec. 1, 2006
- 44. Professional Ethics The Mode of Dressing of the Professional Secretary in Educational Institutions A Paper Presented in 3rd Edition of School of Management Studies National Conference October, 2001
- 45. **Iro-Idoro**, C. B. (2000). The Rudiments of Computer as a Necessity for Modern Secretaries in the New Millennium Published In National Association of Professional Secretarial Staff of Nigeria (NAPSSON) Annual National Workshop Proceedings/Journal Yankari 2000
- 46. **Iro-Idoro**, C. B. (1999). Traditional Secretarial Duties in an Office Published In National Association of Professional Secretarial Staff of Nigeria (NAPSSON) Annual National Workshop Proceedings/ Journal Umudike '99

CONTRIBUTIONS TO THE SOCIETY

- 1. Secretary, Catholic Diocese of Abeokuta Technical Institute (2014 to date)
- 2. Prizes and Awards for Overall Best Female Student in HND II in Advanced Desktop Publishing Course OTM 415 in the Department of Office Technology and Management, The Federal Polytechnic, Ilaro, Ogun State.
- 3. Women Leader, Adeniji Adele Community Development Association (CDA), Ilaro, Ogun State.
- 4. President, St. Vincent De Paul Society, St Joseph Catholic Church, Ilaro Parish. Projects embarked upon as Coordinator of St. Vincent De Paul Society on yearly basis:
 - Donation of Big Mats for the Inmates at Ilaro Prison 26thDec. 2018
 - Cooked for 480 inmates and donation of clothes, shoes Sacramentals and daily Readings at Ilaro Prison on 26th Dec. , 2018
 - Provision of 504 pieces of Stainless Aluminum Plates for the Inmates at Ilaro Dec. Prison on 26th December, 2017 with clothes, sacramentals, Daily Readings (word among us) and also cooked for 485 inmates on the same day.
 - Visitation to the inmates at Ilaro Prison during Festivity Periods

- Visitation to the Aged, Widows and Orphans in Ilaro and its Environs every Festivity Periods with food items, clothes, shoes and bags
- Sourcing for Fund to Meet the Needs of the Physically Challenged
- Visitation to the Sick at the Ogun State Hospital Ilaro
- Visitation to the HandicappedSchool, Ilaro
- Presentation of Wheel Chairs to the disabled
- Visitation to the Orphanage Home
- 5. Intervention Officer Ilaro Prison, Police Station and Justice Peace Development and Movement (JDPM) of Catholic Church, Abeokuta Diocese.
- 6. Secretary, 2007 Solemn Admission Abeokuta Diocese Sacred Heart of Jesus & Immaculate Heart of Mary.
- 7. Member, Lady of St. Mulumba of Nigeria (LSM).
- 8. Financial Secretary, Sacred Heart of Jesus & Immaculate Heart of Mary Council III, Abeokuta Diocese (2001 - 2007).
- 9. President, Catholic Women Organisation (CWO) St. Joseph's Catholic Church, Ilaro (2002 - 2005)
- 10. Secretary, Sacred Heart of Jesus & Immaculate Heart of Mary, St. Joseph Catholic Church, Ilaro (2001 to date.
- 11. Secretary, Project Committee Diocesan Catholic Women Organisation (CWO) 2001.

EXTRA CURRICULAR ACTIVITIES: Reading, Corporal Work Of Mercy By Ministering to the Needs of the Physically Challenged, Aged, Widows, Orphans and Inmates, Travelling, Singing, Table Tennis and In-door Games.

REFEREES:

- 1. DR. (ARC) O. O. ALUKO THE RECTOR, THE FEDERAL POLYTECHNIC, P.M.B. 50, ILARO, OGUN STATE, NIGERIA
- 2. MR. O. S. OLUGBEMI. DEAN, SCHOOL OF INFORMATION AND TECHNOLOGY, DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT. FEDERAL POLYTECHNIC, ILARO, OGUN STATE, NIGERIA.
- 3. MR. D. A. DUROWAIYE DIRECTOR, POLYCONSULT DEPARTMENT OF OFFICE TECHNOLOGY AND MANAGEMENT, FEDERAL POLYTECHNIC, ILARO, OGUN STATE, NIGERIA