

Steno-Entrepreneurship Skill Retrainings: A Veritable Tool as Emerging Reality in Quality Business Education for Developing Nation

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Abstract This paper opines that entrepreneurship Skill be combined with Stenographic Skill to have a common name STENO-ENTREPRENEUR for quality education that inculcate two viable skills into one for Business Educators and be offered at regular workshops at given intervals. This can keep the undertaker at a more advantageous position for effective role performance in a developing nation where unemployment is a societal problem as in Nigeria today. It agitates here as presented in a twelve slides power point. It explains what is meant by steno- entrepreneurship and spelt out the qualities and functions expected of such personnel. Motivating factors and strategies for inculcating such desired skill were fully presented. This paper further agitates that multinational companies, banks and financial houses which records have shown their high profit margin over others be made to aid a developing nation like Nigeria to finance such steno- entrepreneurship skill acquisition programme. The paper also affirmed that such resources can be tapped to enhance the teaching and learning quality education programmes in steno-entrepreneurship skill as solution to challenges for effective and efficient education and for developing nations.

Introduction

The worldwide economic depression of the early 80's that is about repeating itself these days and the improper management of Nigeria's oil resources and wealth that brought about rapid deterioration in our economy are pointers to the modern genesis of survival efforts of human beings. Industrial output that surged up world economy since after 18th century shrunk to all-time low commercial activities including negative stock market results. This consequently reduced substantially cash flow and developmental strides in the society leading to less of employment opportunities for millions of job seekers world-wide (Igbo C.A, 2003) affirms to this. He further in addition said that unemployment preens poverty which in turn is one of the greatest problems plaguing developing nations today, and put the figure of Nigerian living below poverty level at 60 million (World Bank 1998). The Nigerian Federal Office of Spastics (FUS) in 1999 stated that as at 1996, unemployment figure rose to 62 million (Ajayi 2000). No doubt the youths and tertiary schools graduates are at the top or this figure reason Larum stated that only 110% (percent) or about 100,000 have prospect or securing employment on graduation from Nigerian secondary and tertiary institution yearly. He further called for high need for reformation at this angle in Nigerian tertiary institutions, implication of steno-entrepreneurship skill in this case is eminent.

This situation can improve if our undergraduates this lecturers renewal programme in steno-entrepreneurship especially with the agitated integration of stenography skill. The reform of individuals in this direction of entrepreneurship enhance country business education and national reform. Reform in this regard mererore becomes an emerging issue that can now be acquisition well enough in the nation education system for good quality and poverty alleviation in this modern era.

The union no accur is ungeneration revolution like the industrial revolution of the seventeenth century in history that spread some among many time men. The present Palmtops etc that can be used in our rooms of offices an get connected to any part of the globe. Entrepreneurship is a special skill that is mistakenly thought to be a free-for-all talent. It is only when business endeavor fails that people realizes the benefits and special talent endowed in a trained entrepreneur. These days it is evidently realized that such a wonderful skill as

entrepreneurship could be given a special place in the curriculum of education. Others saw it as an instrument that should be developed through business. With that of stenography as a regular renewal programme is a very welcoming development. The digital revolution that has come to stay makes it even more imperative for the functions of an entrepreneur to be simplified ably expanded. Unlike the industrial revolution where large and heavy engines and irons were invoked, the digital revolution makes things coin sized, portable and rapidly too. The laptop and palmtop computers as well as the mobile phones sets are cases of records as examples.

A more pragmatic entrepreneur is in no way exempted from the uses of these gadders. A proper and effective uses of these gadders call for knowledge and skill of word processing (typing) with regular workshop for retraining as in been proposed here. But as a professional this work is not only agitating processing idea only but calling for the full knowledge and skill or stenography to be acquired in line with entrepreneur skill. For any group on the currencies in these set of professional personals, let the explanation here below assist.

- An entrepreneur is one who has the act of managing business firms
- A word processor is one who can just operate the keyboard of the machines and produce documents in mail able printed form
- A stenographer requires the knowledge or sounds, able to represent them and as well produce them in ail able printed form.

It is this kind of joint-skilled personnel that this paper is agitating for and as part skill to b e on regular renewal to make a more quality business education.

Stenography is one of the most important ingredients that can be used for self reliance. The current digital revolution otherwise known as "*touch button life*" highly requires this skill. Therefore, an entrepreneur with it remains unbeatable human resources in the field of business and in societal commerce generally.

The skill however cannot be properly impacted without going through the curriculum where the frame works for entrepreneurship education are spent out to integrate stenography skill. The curriculum is also the emerging source from which the teacher or instructor and the school administrators derive desirable learning experiences to be impacted on the learners.

Despite the rich and well articulated ideas embedded into the art of stenography the subject is yet to be given any consideration in the curriculum of entrepreneurship. This paper is to address the issue of stenography hitherto perceived as shorthand and typewriting major and how it can be integrated into entrepreneurship education through seminars and workshops to meet the digital evolutionary benefits of an entrepreneur for better quality education. This can be possible with a well articulated curriculum that will integrate *both stenographic and entrepreneurship items* as emerging educational issue for effective and efficient quality business education.

One of the aims of this paper is to see the entrepreneurship with stenographic elements could be kindled at all level of our tertiary education as products of this level of any education are regarded as the trainers of all others. The role of the teachers as the builder and molder of destiny cannot be overemphasized. Business management generally that once the teacher trainers at this level are able to acquire problems of any growing nation in terms of employment would have been solved as the quality of education must have been enhanced. This paper is therefore going to handle this emerging issue of quality steno- entrepreneurship education under the following subheadings:

1. Stenographic Entrepreneurship Qualities
2. Functions of a Stenographic Entrepreneur
3. Motivating Factors in Entrepreneurship/Stenographic Resources
4. Strategies for Inculcating Stenographic Entrepreneurship Skill on Learners

The Qualities Expected of Stenographic Entrepreneur

Every business is an adventure (Orunloye 1992), which largely depend on the ability of the entrepreneur to effectively use his positive qualities. It also depends on the entrepreneur's ability to acquire and utilize effectively the experience of those who have succeeded or failed in the type of venture he or she failed compare to the type of venture so intended to undertake. Some of the positive tools associated with skill are:-

- (1) **Self-Confidence and Self Reliance:-** This is about the greatest tool to be acquired through stenographic entrepreneur. The skill must make one believe in oneself ability to achieve goals in either working for others or reliance on one's own skill. He or she sees obstacles or difficulties achieving goals as challenges which must be faced squarely and conquered. He or she is trained to maintain a high level of emotional stability in the face of difficulties (Readom 1950), in Igbo A. C. (2000). It makes one abides by one's decisions and accepts responsibilities for them.
- (2) **Risk Confident:** An entrepreneur must calculate the risk involved in any project and is confident of overcoming it, this must begins from the learning process. The skill of stenography gives one, ample enduring training that is capable to enable one to bear technical and digital know how experiences, attributes and values that can take care risks (Ghana 2001). The risks are such that can provide reasonable and challenging chances of success.
- (3) **Task (Result) Orientation:-** An entrepreneur is result oriented . The idea of considering stenographic skill is an enhancement to further affirms the actualization of the task oriented skill which should spell out measurable goals. He should be able to put in lots of physical and mental energy in the venture stenographic skill acquisition methods has a lot to offer in this regard. Speed and accuracy tasks are major skills developed in the learning of the stenographic arts, which makes it more relevant for an entrepreneur.
- (4) **Creativity:** An entrepreneur should be creative and think positively different from others. Stenographic skill offers this as the art of representing sounds with signs and the ability to know it and recognize it any other time no matter how long the write-up last.
- (5) **Initiative:-** Another quality an entrepreneur must possess is that of initiative. This again abounds in stenographic act acquisition. The signs associated with sounds are automatically initiated according to the rule of the art. An entrepreneur with this character and skill can easily transfer same to others in the horizon of business.
- (6) **Leadership:-** The leadership quality expected of an entrepreneur can only manifest through good command of the subject matter. An entrepreneur can only boost of what he or she know if there is an evidence. And evidence can only be gotten if it is provided. And provision can only be made if available. And available can only be ascertained of a proper record. Record can only be kept by whoever knows how to keep it and has kept such accurately too. A good stenographer does not quarrel her records interpretations.

Stenographic Functions for Effective Entrepreneurship

A quality educated stenographic-entrepreneur that is well groomed can function effectively on the following categories:

- 1) **Involvement In Marketing And Recording:** Opportunities arise and disappear at surprising speech. This might be because of the changing environment and there is a limited period of time when market offers opportunities and keeps proper records of the exploration and manifestations of such when one avails. Marketing may include organizations goods and the skilled stenographic entrepreneur, personnel, sees to the manipulation of the digital key machines for communication round the glob for

the business depending on the socio-economic requirements of their operations which can instigate the personality involved.

Here in Nigeria, some organizations can help an entrepreneur to identify investment opportunities through what Igbo (2005) describe as GAP ANALYSIS. Gap analysis she said, is involves identifying a gap between customers desire and what other entrepreneur offer. The entrepreneur can do this through market research and survey. Some organizations can also help an entrepreneur to identify investment opportunities through (IDCS) just as some do same for job opportunities. A steno-entrepreneur fits well and stands a better chance above others. Bodies associated with these services include I.D.C – Industrial Development Centres. Operation of the most comfortable machine for communication – Computer, Internet becomes inevitable. It behooves a steno-entrepreneur to familiarize himself or herself in to the system.

- 2) **Improve Duplications:** This includes looking into other peoples' and organizations' ideas, coping with them and improving on them, adopting such good ideas for oneself or his organization. He sniffs around and got alerted to happenings about other firms, see their weakness and shortcomings and uses them to modify his own goods and services and remain favourable in competition. The idea here can only go perfectly well with an entrepreneur that has stenographic skill. A stenographic entrepreneur may use ideas that worked elsewhere believing it will work out in the present situation considering the socio-cultural environment of the new area and engagements. This is highly common now through the computer net working.
- 3) **Identification And Analysis of Investment Opportunities:-** This can be understood better through what Hasty and Reade (1995), call "SWOT" analysis – Strength, Weakness Opportunities and Threats Analysis in Igbo (2004). In this respect an entrepreneur must know the strength and weaknesses of an on going business by assessing the factors and advantageously maximize the uses of all available assets and can minimize or even eliminate obstacles posed by inherent weaknesses. Analyzing weakness and such negativities as that can be overcome by hiring an outside expert in the areas in which the ordinary entrepreneur knowledge and experiences are limited especially in the case of stenographic skill. But with the stenographic entrepreneur as agitated in this paper, such wastage of hiring will not be there. Additional training will only take the form of retaining to bring such stenographic entrepreneur up-to date. Instead of looking for such other close skilled person to work with as suggested by Igbo (2004). Steno- entrepreneur with magic fingers on computer networking solves it all
- 4) **Creativity:-** This involves exhibition of new ideas and the capability of an entrepreneur to do something in a way that no body has thought of and put forward before. We can consider briefly here the four forms of creativity as put forward in Igbo (2004).
 - i) **Innovation:-** This refers to originality, couple with ability to develop new products, new technology, new distribution outlet, new supply, etc. For an entrepreneur to be successful he must always come up with new ideas.
 - ii) **Synthesis:-** This is another form of creativity which involved combing information from many sources, analyzing and sieving them and then integration them into something new. Such information could come from salesmen or newspaper; graduates or telecasts or even from complains of middlemen or customers.
 - iii) **Extension:** This involves expansion and enlargement of current boundaries of relationship with banks and financial houses, government agencies, and suppliers of new materials. Records

concerning all these must be in order and this will not pose any hindrance for a stenographic entrepreneur.

- iv) **Establishing An Enterprise:** This involves the determination of the tasks necessary to achieve goals planning, organizing, writing mission statement, selecting and allocating necessary resources coordination of activities and motivation of personnel, redesigning records and information to suit establishment and enterprise purpose and goal achievement.

Perfect manipulative fingers on the computer networking and the dexterity to be postulated by a steno-entrepreneur can make out these four forms of creativity effectiveness and oriented goals achievable.

Motivation Enhancing Factors for Steno- Entrepreneurship Skill

Many factors can enhance individuals decide to embark on entrepreneurship skill. There are negative and positive factors (Igbo 2004), that can be remedied and enhanced respectively by quality education stenographic skill renewal workshops.

The Negative Factors Are:

- a) **Job Dissatisfaction:-** This arises when an individual feel his skills, experience and other attributes are not been properly utilized. He/she may become dissatisfied with his job. The inability to carry out perfectly any part of a given tasks. For example typing delays and displeases one.
- b) **Lack of Job Challenges:-** When a job is becomes routine and no longer offers challenges or diversions, it might lead to establishment of another industry where satisfaction can be got. But a stenographic entrepreneur will always get enough work to occupy him/her opportunity of changing from one job type to another is always there to avoid fatigue or monotony.
- c) **Delay in Payment:** When a worker is poorly remunerated in relation to amount and time of payment unnecessarily delayed for months as with teacher previously, in some states. An entrepreneur (sole) may function negatively. But with stenographic experience, other types of jobs as type setting, photocopying, etc. can fetch instant cash for him to go with cheerfully.
- d) **Unemployment:-** The ordinary entrepreneur may lack jobs but the additional skill of stenography will provide more opportunity to him/her. Retrenchment and lack of job which has become the order of the day in most forms can lead an individual into stenographic entrepreneurship skill, where unemployment itches might not be felt.

Functions Expected to Enhance the Steno-Entrepreneur Renewal Includes:

- (a) **Encouragement:** A stenographic entrepreneur can be encouraged by friends and relation based on the skill acquired on how to always be on job as a result of the skilled quality education attained from such dual skill.
- (b) **Favourable Government Policies:** According to Igbo (2004) includes:
- i. National Directorate of Employment (NDE)
 - ii. Nigerian Bank of Commerce and Industries (NBCI)
 - iii. Industrial Development Centre (IDCS)
 - iv. Nigerian Economic Reconstruction Funds (NERFUND)

- v. Nigeria Agricultural and Co-operative Bank (NACB)
- vi. Small Scale Industries Credit Scheme (SSICS)
- vii. State and Regional Investment Companies (SRIC)
- viii. Small and Medium Enterprises Scheme (SMES)

Every one of these advocates for quality education skill that can well be met and occupied by a stenographic-entrepreneur.

- (c) **Provision of Venture Opportunities:-** A person may be running a business part-time but realizing the venture is a success might decide to get into the business full-time. The extra skill of being able to process his documents and communication data himself generally keeps him better ahead of others.
- (d) **Job Security And Independence:** Fear of losing a job or being retrenched or literally can motivate one to in addition to acquiring stenographic skill establish an enterprise of his /her own boss can also motivate one to become as entrepreneur. But enhancing this with stenographic skill assures one more than ones counterparts that are not so equip skillfully.

Strategies for Inculcating Stenography into Entrepreneur

The much talked about quality education steno- entrepreneur skill can be impacted through the following:

- (a) **Selecting Resources That Enhances Skill Acquisition:-** For a stenographic entrepreneur skill to be impacted on the students and the students succeed in life, the sources for acquiring the resources must be identified and selection made of the ones that are of comparative advantages. In management generally the five Ms are always attested to as such major sources. They are: - Money, Man (Manpower), Materials, Management and Machinery. An entrepreneur of the caliber agitated of here need to use either some of or all of these Ms to get him/herself inculcated to the skill required of these personnel. The issue of adequate management of such each of the Ms stipulated above is a direct strategy for producing an entrepreneur that can stand the test of time.
- (b) **Planning:** This is an indispensable tool for anyone that wished to succeeds in business. Even in an on-going job one can plan and had additional skill to the one he/she is working with. In fact, on the job training has been proved beyond reasonable doubt as a strategy for improvement, both in business and in life generally. In fact Igbo (2004) says that an entrepreneur who is weak in planning needs extra hands. So it is better acquired than sort for elsewhere. Objectives need be stated and mission statements written to answer some basic questions about business ventures. It is also imperative to plan about services one can start with few number of people and how to appeal to target consumers. This also include how ell and shows some innovative ways to deal with customers pleasantly and take the product of your skill to where it is wanted
- (c) **Suitable Environment For Inculcating This Integrated Skill Into The Learners:** The lecturers involve in stenographic entrepreneurship education should always be at their best emotionally and ensure to make explanation of facts in the most appreciable ways. Introduce more in-depth information as the learners go higher in the lesson discussion. The lecturer should be able to skillfully shape students attitudes towards understanding the relationship between what they are studying and that of natural relational examples. In doing this, it may go along well if extra curricular activity in form of orientation as a regular programme is adopted. The classrooms for these courses

must be made to have adequate facilities necessary. This goes in line with Schammberger (1987) and Butler (1987) who said of small business owners and junior executive trainings as an example of inculcating skill that works for training up an entrepreneur. This should be done in adequate environment.

The use of games like monopoly and Gbasibo, S. (2004) shorthand games is a good way of training up a stenographic- entrepreneur in addition to assignments. Assignment related methods as put forward by Igbo (2004), for the right impartation process to developing steno-entrepreneur includes:-

- Development of business idea and how to identify business opportunities for professional steno-entrepreneur
- Writing business plans and presenting it to others, in supporting the skill.
- Writing reports – to include additional functions and benefits of a steno-entrepreneur.

Conclusion

Entrepreneurship is synonymous with self employment just as stenographic skill. Quality education that integrate these skills in one naturally might be a huge solution to any nation's problem of unemployment and underdevelopment. Youth can be taught stenographic entrepreneurship skills specifically. With quality education and the right environment in terms of the 5 Ms earlier in here presented. Nigerian youths can get into stenographic entrepreneurship. This idea of providing a renewal programme will definitely stem the tide of effectiveness of education for employment against unemployment, poverty and other social malaise of which rise had much affected the developing nations. A combination skill as this is possible with relevant quality education. This is hereby highly recommended for a developing nation as Nigeria and others. We dearly need to take a bold step in this direction to make the required positive change.

Recommendation

At this point the following recommendations are hereby postulated:

1. It will be very helpful to identify business and steno-entrepreneurships ventures in every area of studies and organizational setups, write mission statements of some of the business and job opportunities, for prospective quality educational steno-entrepreneurship skill.
2. set up objectives or goals the missions hope to achieve through quality educational steno-entrepreneurship skill development.
3. Identify source of funds for take-off and managerial strategies to be adopted in training up adequately this caliber of human resources for a developing nation's need using multinational companies, financial organizations, even wealthy philanthropic individuals and government at various levels.
4. Quality steno-entrepreneurships education should be a quality education method of solving the problems of poor education, poverty, unemployment and other societal imbalances in any developing nation, under utility of human resources and none availability of required manpower.

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