

**ADEKUNLE AJASIN UNIVERSITY, AKUNGBA-AKOKO
P.M.B 001, AKUNGBA-AKOKO, ONDO STATE OF NIGERIA
WOMEN STUDIES AND DEVELOPMENT CENTRE (WSDC)**

ACTIVITIES OF WOMEN STUDIES AND DEVELOPMENT CENTRE

Highlight of Achievements:

2011/2012 Session

- 1) The training and development of Office Assistants at Workshop from 12th – 13th , 2012.
Papers presented were on the following topics:
 - a) Dress Code and Body posture
 - b) Time Management and Work Simplification
 - c) Tell it as it is (My Experience)
 - d) Professionalism and Duty of Care
 - e) Cleaning Agents and Gadgets
 - f) Safety Precautions

Demonstration was carried out by the Environmental Sanitation Officer using available chemicals, equipment and tools