

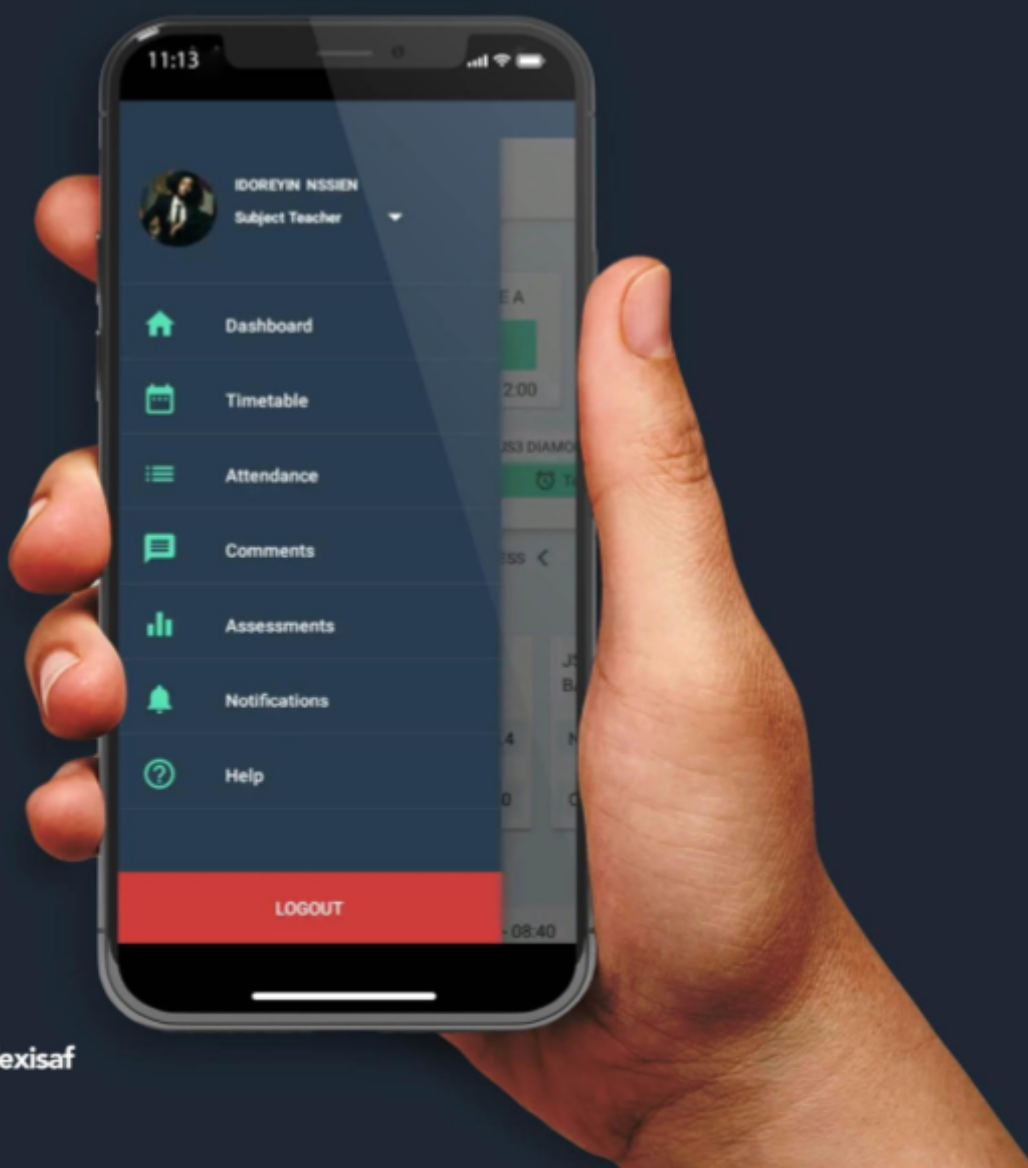
JAN/FEB
2020

ISSUE 00

MAGAZINE

Emotional Intelligence

In the workplace





Editors' Note:

Welcome to another fabulous edition of our magazine. This issue is packed with a useful article for your career-growth, quick product updates, a short story, the usual 'quiz corner' and some more. We are indeed grateful to you for your constant feedback and referrals. Thanks also for taking the time to read and contribute.

Enjoy!

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A school management system that is **Simple** and **Affordable**.

Try



SAFSMS



Support Desk: SAFSMS User Guide



Yay! To self-service

Oh yes! You can now resolve almost anything by yourself on SAFSMS using the new user guide with extensive screenshots & pictures showing you exactly how to do whatever you need as Admins, Accountants and even Parents on SAFSMS.

Find the User Guide at:
<https://help.safsms.com/>

+500
Schools trust us
to manage their
finances.

Request

 SAFSMS





Short Story: **Encourage, Don't Dissuade**

"Get out of my class!" Screamed Mr. Ahmed.

Nasir rushed out of the classroom, into a corner at the end of the hallway. He wept and wondered why he was such a failure at everything, compared to his mates.

He suddenly jolted as a firm hand rested on his shoulders. Nasir turned to see the worried eyes of Mr Tayo.

"What is the matter, Nasir?"

"I failed again sir, even after the extra lessons; I don't know why I'm so dumb." he responded amidst tears "Mr Ahmed sent me out of the class to the Headmaster's office"

The teacher nodded. "Well, that's no reason to cry, and you are not 'dumb', don't use such words. Now, hurry along to the Headmaster's office and try to see me during your break. Okay?"

Nasir nodded and took a long walk pondering the outcome of his visit. A moment later, Mr Tayo walked into the staff room where Mr Ahmed was busy on his computer "Mr A, Can I have a word with you?" he asked.

"Of course, would you like us to step outside? But, you will have to give me some minutes to finish entering my scores on SAFSMS" Mr Ahmed added.

"No problem" responded the other teacher; stepping outside to wait in the hallway"

"Thanks for meeting with me, Mr Ahmed."

"Ah ahn, don't mention Mr T. I hope all is well?"

"Not really, I want to discuss the student Nasir with you."

"O! Did he fail in your class too?"

"No but that's not why I wanted to see you, I wanted us to have a long talk, but now, I'm just going to tell you a story."

"Hmm. Okay, I'm all ears."

"I used to hate math. The only subject I was reasonably good at was French" Mr Tayo paused to allow the information to sink in.

Mr Ahmed stared at Mr Tayo, in shock, wide-eyed.

"I'm a math teacher today simply because my French teacher not only believed in me but also encouraged me. She made me understand that I could perform as well in other subjects as I did in French, even better than my peers if I just put my mind to it. Every day I would fill up a little notebook with what I had learnt in class that day before I got home and over time, I was able to give a summary of each subject."

"The point Mr Ahmed is that we have to try our best to encourage our students, no matter how badly they perform. And there are different ways we can do this, but if we don't try, who will?" Mr Tayo added.

Mr Ahmed thought about it for a while. Finally, he said "You're right, Mr T. Perhaps I was too harsh with the student, forgetting we all learn at different paces. Thank you for reminding me." Mr Ahmed and Mr Tayo shook hands amicably as they both agreed that every child is unique in their own way, and it is unfair to think that they all have to perform a certain way.



SAFSMS Updates

- 'Accounts' module now contains details of all staff members in one bank schedule.
- Principals, teachers and housemasters can now save frequently used comments for easy input on students performance and behaviour assessment.
- Reports containing the list of Parents' contacts are now listed with serial numbers, so that you can easily know the total number of contacts.
- Only the details of students, teachers and parents set as "active" are now shown.
- It is now ONLY possible to send approved termly results via email.
- You can now select other countries aside from Nigeria from a drop-down list during configuration.

Featured Post:

Emotional Intelligence in the Workplace

A summary of some core ideas in the best selling book by Harvard Business Review Press.



“What distinguishes good leaders from great ones?” asks Daniel Goldman; “it isn’t IQ or technical skills but emotional intelligence.”

Self-awareness:

Self-awareness is the conscious knowledge of one's character and feelings and related to your ability to take stock of your situation, strengths, moods, motivations, drivers, etc. Self-awareness is an essential element to emotional intelligence - it's about understanding yourself and having a deep understanding of your emotions, strengths, weaknesses, needs, and drives. The hallmarks of a self-aware person are confidence and a realistic self-assessment. If you are self-aware, you know your particular

vulnerabilities, which you can then work around rather than making-believe you are perfect.

One common problem in the workplace is that people do not regularly and honestly self-access. How many times can you admit to yourself that your work is below the company's expectations or that you lack inspiration? Have you ever recognized that you don't know enough about a particular project to work on it or that you may be using a tool the wrong way?

Self-regulation:

It's one thing to be self-aware and another thing entirely to be able to regulate one's excesses at the right time. Self-regulation is merely controlling and taming those biological impulses and habits that are not relevant in the workplace. It is solely the ability to separate your personal feelings from your job. It, however, doesn't mean that one should stop being human.

Self-regulation also means correcting subordinates at work in a calm, appropriate manner even if they have made a huge mistake rather than yelling or flipping over tables. As human beings, it's typical to want to react based on our feelings, but emotional intelligence is about being able to control those impulses when the time and place is just not right.

Motivation:

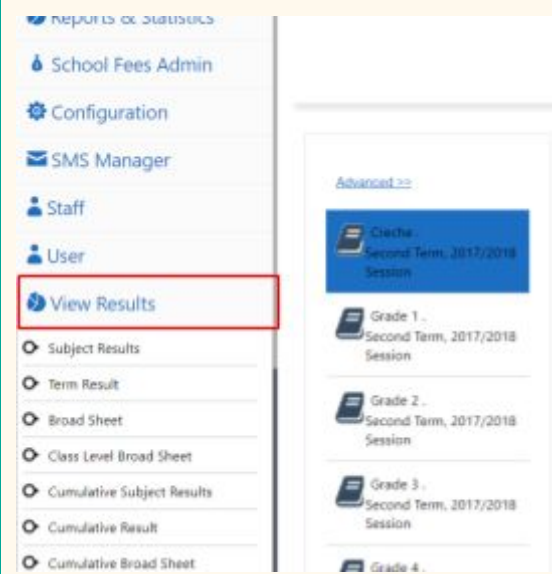
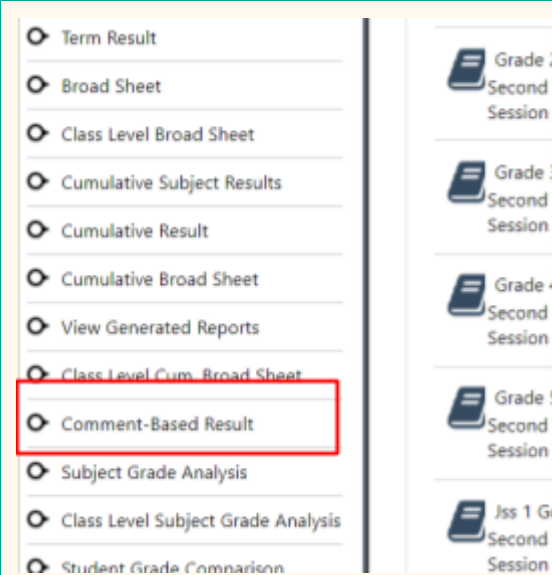
Motivation is one trait that all leaders and star employees have in common. If you wish to be a highly functioning individual, there has to be something driving you.

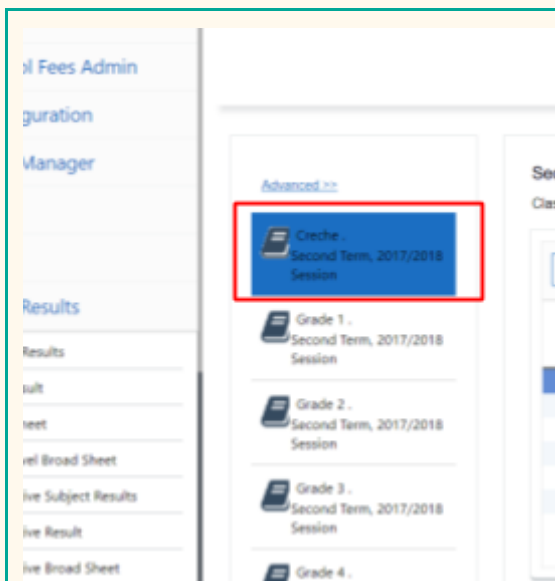
Motivation comes in different forms; it could be some noble cause like making the world a better place or impacting human lives with your work. It could also be personal like living up to your reputation for creating exceptional designs, for example, or getting promoted to the next level. It could be contributing to the company's growth or alignment to the inspiring vision of the company you work for (like most of us here at FlexiSAF)

Whatever it is, the fact remains that people who tend to move forward are usually self-motivated. Read more: blogs.flexisaf.com

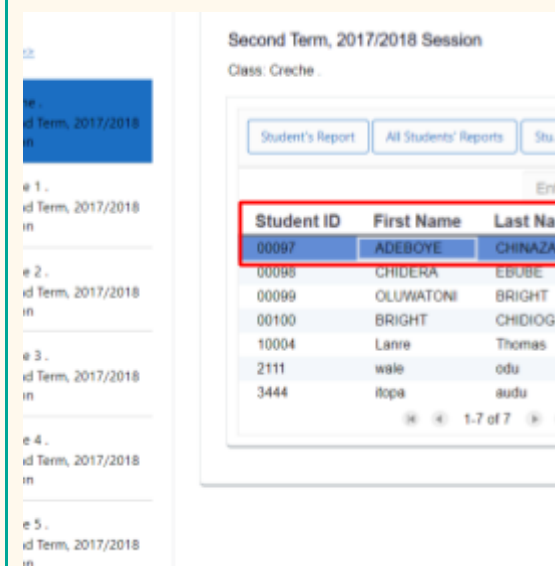
SAFSMS-HOW: How to Print Comment-Based Reports

The comment-based report is a very important feature especially for schools with pre-primary classes. Find below the quick and easy steps to print a comment-based class report.

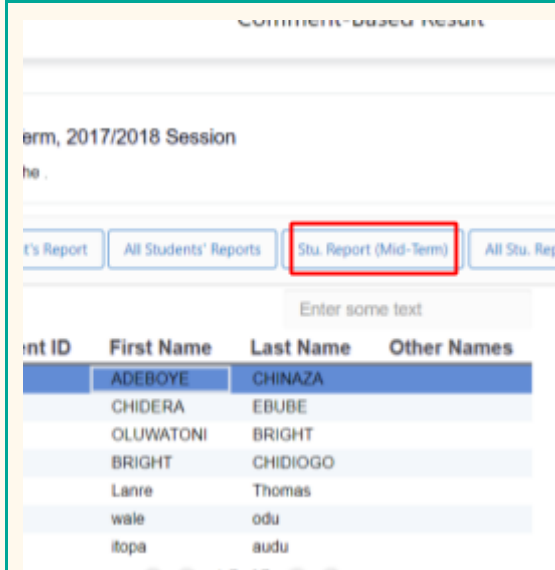
 The screenshot shows the SAFSMS interface. On the left, there is a sidebar with various menu items. The 'View Results' option is highlighted with a red rectangle. Below it, there are sub-options: Subject Results, Term Result, Broad Sheet, Class Level Broad Sheet, Cumulative Subject Results, Cumulative Result, and Cumulative Broad Sheet. On the right, there is a main content area with a list of reports for different grades and sessions, including 'Criche Second Term, 2017/2018 Session', 'Grade 1 Second Term, 2017/2018 Session', 'Grade 2 Second Term, 2017/2018 Session', 'Grade 3 Second Term, 2017/2018 Session', and 'Grade 4 Second Term, 2017/2018 Session'.	Step 1: Go to "View Results"
 The screenshot shows the SAFSMS interface. On the left, there is a sidebar with various menu items. The 'Comment-Based Result' option is highlighted with a red rectangle. Other options visible include Term Result, Broad Sheet, Class Level Broad Sheet, Cumulative Subject Results, Cumulative Result, Cumulative Broad Sheet, View Generated Reports, Class Level Cum. Broad Sheet, Subject Grade Analysis, Class Level Subject Grade Analysis, and Student Grade Comparison. On the right, there is a main content area with a list of reports for different grades and sessions, including 'Grade 1 Second Session', 'Grade 2 Second Session', 'Grade 3 Second Session', 'Grade 4 Second Session', and 'Jss 1 Grade 1 Second Session'.	Step 2: Click on "Comment-Based Result"



Step 3: Click on **“Select A Class”**



Step 4: Choose a student from selected class



Step 5: Click on **“Stu.Report (Mid-Term)”**

School of the Month



Jan: Dialogue College, Kaduna



Feb: Federal Government Girls College, Bwari, Abuja.

Quiz

Want a free data bundle? Answer our quiz and submit your answers to newsletter.safsms@flexisaf.com.

First 3 correct submissions win!

Question	Answer to Previous Quiz
What is the First name of FlexiSAF CEO?	Proclusk

Contact Us

Your feedback is always welcome, so please contact us anytime. See you in our next issue.



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