



Digital Skills and Research Methods

BMSW4003

Lecturer: Toyin Adisa

Student: Olivera Teofilovic

Student No: 2018132

Introduction

Introduction of technology in a work place helps the organisation by fulfilling the industry needs, helps in employee participation and generates the overall performance of the organisation.

Today's technologically advanced employees can instantly communicate anywhere in the world and access large amounts of cloud-based data at any time. Companies that use these innovations can scale and migrate their execution better than ever. As we enter the 21st century, new technological advances are added every day. Technology at work is really changing the way we work. We are no longer connected to the bench, but we still have a laptop, tablet or smartphone. Research shows that employees are more satisfied and efficient in deciding when, where and how it works. Remote work and remote self-employment are becoming more common, and people increasingly expect to be able to work in the places of their choice. Technology is the driving force behind these trends. Mobile devices, cloud collaboration software and other advanced technologies provide flexibility beyond the physical space of the office.

Taking Edge of the Group Chats

- ▶ Group Chats
- ▶ Group Messaging and Calling



The cost of lack of communication is increasing. In fact, small businesses with 100 employees suffer huge losses each year due to a lack of communication between employees. Group messaging and group chat technologies can dramatically improve communication efficiency and employee productivity. This tool can minimize the game between employees, as many people follow rabbits. For many small business owners, group chat is becoming an increasingly popular way of communicating with customers, partners and suppliers. This technology is essentially instant messaging and can be scaled to dozens of users simultaneously, as well as on a one-to-one scale. Chat can be used alone and for meetings or video presentations. There is also a growing sense of urgency and collaboration that can only be achieved on the boards of directors of large companies with partners and employees spread throughout the territory.

Workplace Habitat

- ▶ Brainstorming Sessions
- ▶ Boost Collaboration

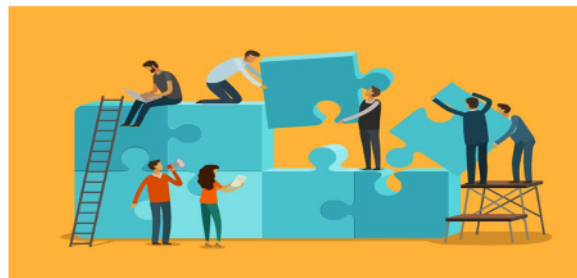


But technology is increasing the number of places where employees innovate, so employees can come together to discuss ideas, create new things, and collaborate to find solutions to problems. Something simple (clipboard skills, etc.) can greatly facilitate collaboration between team members and thus increase the ultimate productivity in the workplace. Most of these tools are available from a variety of devices, allowing employees to collaborate from anywhere. In the office, on the road, or at home, employees can hold virtual meetings using Skype, Google Meet and Zoom.

By using collaboration technologies in their day-to-day work, employees become more productive and motivated to do their best.

Simplifying the Daily Job

- ▶ Improving workplace productivity.
- ▶ Minimizing Unnecessary Steps



Every day everyone does something wrong. This can take from a few seconds to several minutes. Organisations cannot ignore the time it takes to complete these tasks. But in a few days, weeks or months, everything will be complete. Technology can simplify these tasks and improve the efficiency of the process. Organizations can take unnecessary additional steps and minimize the burden on employees performing this task. For example, if the computer shares files with password-protected systems, a password management tool is a good option. This way, supervisors can access what they need without having to enter the real password. This improves data security and saves time because employees do not need to disturb anyone to get the information they want.

Building a Seamless Management

- ▶ Implementing Project Management Application
- ▶ Minimising Confusion between the employees



A great project is coming to an end, and no one is ashamed of the success. Employee A starts action X. Employee B does not know if someone is already involved in this work, but starts doing the same work, felt confusion wasting the time. Organizations may have different perspectives on the same story, but it is clear that the lack of project management is the reason for the decline in business productivity. Not to mention the impact on employee morale. Project management software and applications can easily solve this problem. Team members can find out who is doing what. It also clarifies project dependencies and bottlenecks so that project managers can take specific steps to maintain their productivity. In any case, project planning and scheduling is a very important part of project management. With such a management system, organisations can easily access the current team's past records related to a project. Project managers can also easily create consistent management plans and prioritize project success. With project management software, employees can quickly and easily complete tasks such as setting deadlines for determining resource allocation dependencies and generating project deliverables. All effective project management tools have features that help streamline the planning process because a good start lays the foundation for the success of the project.

Time Tracking Tools

- ▶ Helps to establish personal goals
- ▶ Helps to track employee performance



Thanks to technology, management is able to establish efficiency and productivity tools enable time tracking, progress towards goals and project management. With these tools, organisations can know in advance if the project is late and if the company is correcting problems and shortening the work schedule. Technology allows employees to manage their own set of personal goals and drive productivity trends across individuals, teams and the entire organization. This method of analysing and monitoring employee performance can also be used to promote friendly competition.

Conclusion

Efficiency is a concept that affects almost all key business indicators: operating costs, revenue, employee loyalty and sales rate, and even customer satisfaction. With the introduction of technologies in a workplace daily operations can be seamless and efficient.



Efficiency is a concept that affects almost all key business indicators: operating costs, revenue, employee loyalty and sales rate, and even customer and customer satisfaction. In addition, corporate culture, work environment, employee experience and brand image are more intangible, but equally important. The reality that every manager or employer must accept is that unless the organization plans to reduce workload, this is not the place to avoid workplace demands. Fortunately, technology is constantly evolving. With the innovation new tools to help companies increase productivity and make their employees and managers enjoy their work more.

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