

Digital Skills and Research Methods (LCH4007Birm)

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Module Title; DIGITAL SKILLS AND RESEARCH METHODS

Lecturer Name: Bianca Dodgen

Assignment: Workplace Task; staff training.

Workplace task is staff training at Riverdale nursing home

What the workplace task Involves:

- Training staff in new skills
- Sharing care information
- Checking staff understanding.

My chosen Microsoft 365 tool is Microsoft Planner.

Why is this tool suitable?

This tool is suitable because:

- It helps to organise training.
- It stops training sessions from overlapping.
- It helps to schedule a meeting

How does planner improve efficiency?

- It allows the staff to know what they are learning, when they are learning, and

- where they are learning without the trainer needing to inform them separately.

Advantages of Microsoft planner include:

- It is easy to collaborate with the staff.
- It separate training from regular work.
- It helps to track training.

Limitations of Microsoft planner;

- It can be tricky to set up.
- Loses functionality without internet connection.

Conclusion:

Microsoft planner is suitable for the staff at Riverdale Nursing Home to manage their time while administering medication to the older adults.

Microsoft (2024) Microsoft365overview

<https://www.microsoft.com/en/microsoft>

-365(accessed;14June2026)

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