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BMSK4003
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Technology and the digital instruments in the workplace has seen a rapid increase to a point whereby that this is now unimaginable in the modern workplace. With this comes a more productive and cost effective workforce that now has a wealth of information, presence and connectivity at the core of their working environment. There are many benefits which will be explored throughout this topic which will discuss positive and negative indicators to this environment.

To ensure that modern techniques can lead to a more efficient workplace which results in employability.

At the heart of the modern workforce lies the technological and digital revolution, without this know how employers and employees may not be able to function productively and efficiently. The minimum that an organisation will require will to establish a good internal and external communication system which relies on the internet and fast connectivity, of course computers are vital in order that a connected employee workbase can be established, from then on a intranet based system can be used to connect employees within, the intranet is only available to an organisations staff from within and is a private network. The benefits of an intranet system can allow a more efficient workforce for the following reasons;

communications, this is vital for staff within to allow collaboration via an internal based chat system and allow the exchange of files via email, not to mention the utilisation of calendars which are fundamental for accepting meeting requests, schedules and appointments, communications is also key as this provides the link for the employer and the employee to broadcast any strategic vision for the company, other ways this can be communicated is an internal homepage (a digital message board) to keep up to date on key and core principles of the organisation.

Email, email in the workplace is a vital tool for productivity and efficiency, it should be relevant and provide the reader a summary of the content which can be achieved through the subject header, it should be noted that if no subject header is given then this may be overlooked as spam and missed especially if vital to the sender. It should be separated and free from being inappropriate and irrelevant, it should be kept brief, to the point, clear and contextual and easy to disseminate by the reader without being long and tedious. It is important to differentiate between the different types of operating systems available such as icloud and gmail, gmail is more of an open source system whereas icloud hosted by apple is a more closed system, both are capable of providing a networking system in their own unique ways.

Social Networking, The most fundamental tool of society and common in this era, although at first glance can be seen as time wasting and table surfing, however looking beyond this can provide the employer and employee a platform to foster a productive network by breaking down barriers and creating new ones within the company. Informal social networks in the workplace help foster greater performance, learning and innovation. (Madeleine Bennett, Telegraph, March 2017).

The intranet helps eliminate paperwork and speeds up workflow (www.bbc.co.uk/webwise).

Having established the intranet some organisations can allow access to the internet through the intranet to their employees, this in my opinion is vital to maximise connectivity and networking which will link into other programs discussed further on this article. Some employers even go onto allow and create an extranet which provides access to other companies and organisations to access their intranet which is beneficial for the employer and employees in that again is a very good networking tool.

“The difference between internet, Extranet and intranet” (1998, Steven L. Teleen).

Another beneficial tool for the connected office is to allow the use of teleconferencing, gone are the days of cramming into a congested office and having to make room for last minute attendees, the use of applications such as skype, facetime and telephone conferencing has waved goodbye to such times, not only are they a more efficient way of establishing meetings it also allows the user to become more prepared at the comfort of their own desks even from home if such a situation permits, technology in an organisation today must enable people to be more productive, efficient and innovative; stay connected internally and externally; and feel safe and cared for. It should facilitate the comfortable and expeditious flow of people, ideas and emotions. (Forbes, Louis Efron, December 2017).

Having touched on the few technological and digital instruments in the workplace it is pertinent to note that most of the mentioned above can seem restrictive and one can sense that they are tied down to the office or company workplace, the majority of organisations have started to allow employees to become more free flowing and confined to the workplace, mobile applications have started to become the norm and this can be seen by the advent and availability of tablets and the advances in mobile technology, providing a platform whereby apps can be integrated in the workplace will allow the employee to start work even before they have entered the workplace, on most occasions on route to work and home, this can be efficient and provide the employer more productive results, the advent was seen quite early on via the use of company blackberrys and has now been adopted by public and provide organizations, the mobile app can also be used to collate feedback and gauge satisfaction levels by utilising surveys and also provide and relay important information to the individual via push notifications, the app can also be tailored to the individual if for example an organisation has several premises then geolocation can be enabled so that the exact location, times can be utilised if required, and at the same time valuable information can be passed forward to the employee, which in turn may

assist in making time sensitive decisions and thus potential savings. Most organisations are now taking advantage of social media applications such as facebook, instagram and twitter to gain a marketing advantage over their competitors, many small business prior to startup see this as a fundamental achievement and boost to their businesses.

Utilising digital technologies does not come without its risks, in order to understand this regulation has been implemented to safeguard the owner of the information and the way this is handled by the company and its users, the main legislation that this is controlled and safeguarded is by use of the data protection act and the information commissioner, the information gathered must be sufficient for the purpose that it was gathered for and should be processed fairly and lawfully. The user and controller which majority of the times will be the employee may be required to provide their consent indirectly by logging onto company computers or more overtly by sign posts or initial logon messages or bulletins.

Most larger organisations have dedicated IT departments put in place to safeguard against would be hackers, this is most prevalent in the modern digital company as they are at most risk to being held to ransom through data breaches, security is a must against its customers but also its employees as information especially now is very valuable in the right hands. Through education and training aimed towards the employees can be seen as a preventative measure along with encrypted databases, enhanced background checks on employees handling data are to name but a few. A potential data breach or hacking may lead to being taken to civil court, a challenge in credibility and reputation may be lost, some may go far and question the ethical reasons why so much data had been stored on company systems if not required, so regular virus checks on servers and utilising some of the preventative measures are of utmost importance.

Being employed in any organisation can lead to problems being faced by any potential employee, from disputes with colleagues right the way through the hierarchy chain, this can have a negative impact on any person and affect their performance . It is important how this can be avoided and what avenues are open in order that this can be halted and prevented in the future. A good place to start would be to challenge the the behaviour or confront the dispute, however this does not always lead to the desired outcome so it may be required to instigate the company's grievance procedures, some organisations allow mediation prior to invoking this procedure, if one feels uncomfortable then there are outside organisations that can be good source for confidential help such as citizens advice bureau, equality and diversity and the many strands that they represent and so on, (www.acas.org.uk) lists a great deal of information as a starting point along with (www.gov.uk.solve-workplace-dispute).

Technology is a fundamental requirement of any modern company to date, almost all businesses from the small the the corporate utilise at least some form of electronic and digital equipment which is capable of storing data and allowing a seamless workplace environment

through the use of computers. Any person would struggle without the assistance of digital media. Many persons start from a young age on how to effectively use computers in fact they are now an everyday part of life. Social media plays an integral part of life so much so that employers are now creating their own social media profiles, it is important to tailor one's own profile through various platforms such as facebook, twitter, instagram, LinkedIn in order to become an attention grabber and stand out from the crowd. Marketing companies are taking full advantage of this to promote businesses and make them stand out from the rest and design quite unique profiles, although it is apparent that advertisements are now appearing as pop ups on most social media platforms and may be counterproductive, this can be compared to the desktop computer when pop ups were the vain of every PC user.

With the use of modern technologies many organisations will almost lack effectiveness and productivity, with the advent of connectivity via digital media the cost saving implications are not to be overlooked, many organisations have transformed towards this type of setting so much so that jobs have started to become at risk, this is evident in the public sector, it is not unusual now to see the majority of personnel with some form of tablet or mobile application in their possession whilst conducting their daily routine within their employment, it is paramount to have the know how on how to operate the basics of a computer, however this is not one the many will struggle with as mobile applications are a part of everyday life, however gleaning the information from the application and embedding this into the working environment is a must, to conclude the use of modern technologies is a fundamental requirement, and in order for a company to launch itself forward social media is a must to reach the end user and make themselves stand out from the rest, it is rare to see not one organisation making use of this valuable tool as the first point of call are places such as twitter, instagram, LinkedIn and apps alike, this needs to be applied in both directions, not just the employer but the employee, as during the employment hiring process the employer may be looking for a potential employees online social profile, it is not uncommon for the current employees to be researching another potential co-worker too, so a professional online presence needs to be polished and remain professional. Although the consciences individual may argue the ethical reasons of this the counter argument could be that if it's out there on the public domain it is available for all to access and view. Digital media is here to stay, without this any organization is doomed to fail, if any person does not have the knowhow of the use of such media and how to apply this then the chances of survival are slim, therefore the knowledge and application is paramount.

