



I.

Skills for the Workplace

Module Assignment Submission

Student Name:	Mehedy Hasan
Student Number:	1604610
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Lecturer Name:	Chandranna Rayadurg

Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offense has been committed.

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PART 1:

Technology has become indispensable in the daily life both in the personal as well as in the professional front. It not only makes the task easier but the effort along with the time invested gets shorter against a better result .

The aspect of the technological relevance in the organisational scenario could be attributed to the web based email and the era of the smartphones and tablets. The web based email on the likes of Gmail and Yahoo could be brought into the discussion as both the email service provider tries to convey the electronic messages along with serving as a unique doorway to the vast and crucial information. But amongst the two, Gmail seems to be very popular with the crowds so far as the aspect of browsing is concerned. But Yahoo seems to be a little more presentable to attract the crowd. Simplistically both the web based email smoothly functions in the organisational horizon. High capacity of disk storage supports in strong official emails in proper manner. Existence of high security process aids in catching the attention of wide range of service users.

Availability of Gmail drive aids in sharing valuable documents among the employees existing in workplace. Creator of the account possesses the authority to enter in to the webpage of the site. High speed of the email service assists in sharing valuable information among staffs that facilitates the business function. The email service provided by Gmail assists the managers to send important official messages and documents in short time

span. Customisation of linking pages in Gmail supports in maintaining the authenticity of the documents shared in the web-related email site.

The use of yahoo mail enables the users to access in address book for sending emails to different contacts. Incorporation of finance and news in the Yahoo web assists in gathering financial update about the industry. Sharing of the valuable financial information among employees benefits in facilitating the business function of the corporation effectively. Easy availability of financial information assists in identifying business strategies that need to be taken for progressing business function.

Besides the web based email service provider, the aspect of the smartphone and tablet has also made the job easier by transferring information, banking services and so on. To address the situation a smartphone from Apple and a tablet from Samsung is to be discussed.

The smartphone has become a very useful apparatus as it has collaborated the workings of the computer uniquely to serve the customers in a better way like checking the mails, browsing different sites. Being locomotive in nature, it strives to provide a better facility as and when it is necessary.

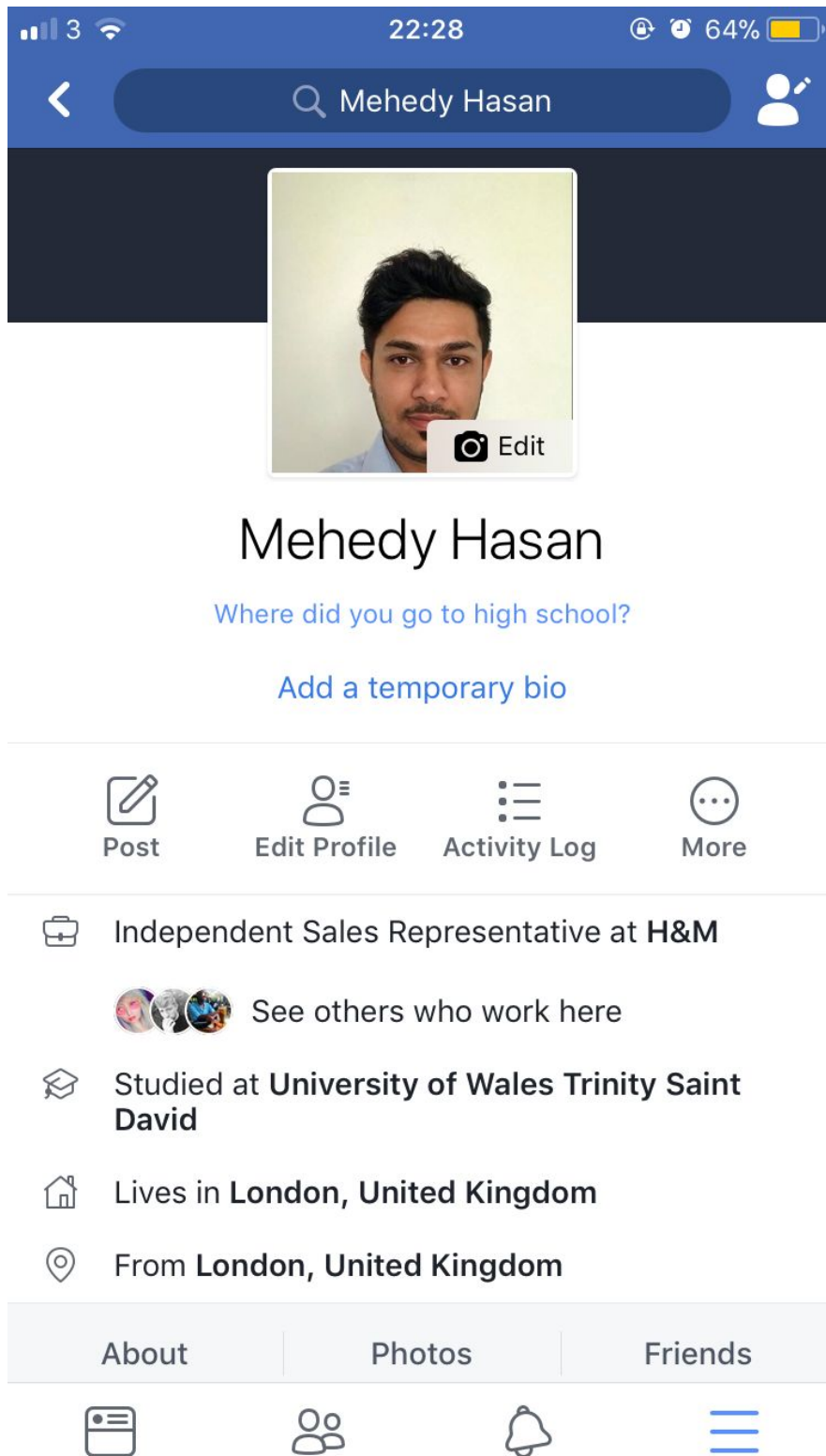
The advent of the smartphones has taken up the market share of the tablets as the devices offer similar features to the smartphone. So, keeping in tune with time, the customers has chosen smartphone with a greater facility over and above the tablets .

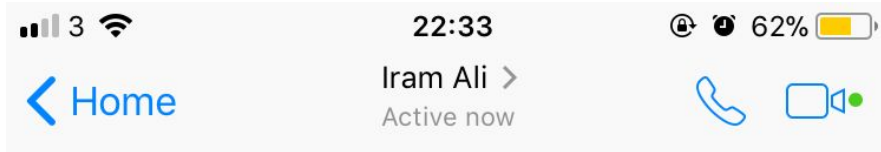
Availability of smartphones supports in enhancing the communication of managers and employees that benefits in facilitating business function. Unique features of iPhone 6 assist the employees to make PowerPoint presentation for official purpose. Availability of smart phone also enablers the managers to mark special events and notes regarding the business operation. On other hand, use of tablets assist in sharing mails and other necessary documents among the employees of the workplace . The user-family nature of smartphones also assists the managers to store valuable data that benefits in progressing business function of the corporation. The use of tablets like iPhone mini enables the workers to express valuable information within short time span.

PART 2 A:

I have included the link for my Facebook account below:

<https://www.facebook.com/profile.php?id=100025483471203>





Iram Ali

You're friends on Facebook

Owner/Managing Director at Fashion & Textiles

Studied at University of Wales Trinity
Saint David Careers Service



Iram Ali just joined Messenger! Be the first to send a welcome message or sticker.

Hi Miss Iram,
This is Mehedy Hasan, I am the
Sales Representative of H&M,
London Stratford Branch. I need
a 1000 pieces of regular sized
mens denim jeans. How much
would be the wholesale price for
that?
Many thanks,
Mehedy Hasan



Aa



I have included the link for my Linkedin account below:

<https://www.linkedin.com/in/mehedy-hasan-929134162/>

I have included the link for my Twitter account below:

<https://mobile.twitter.com/MehedyH40236620>

PART 2 B:

It is perceived that the aspect of the social networking sites like the Facebook, Twitter and LinkedIn has revolutionised the range of information sharing in the personal as well as professional life. Through the social networking sites the team members in the organisation stay connected and could share posts and information for the purpose of contemplating the business. With the passage of time, the social accounts has gained on relevance and would be adding more such features and facilities to make the business scenario more constructive. The social networks has become an organisational mouthpiece to face competition in the market.

The use of LinkedIn supports in addressing the enhancing the communication between employees and managers that influences business function of the corporation. Extension network of the site supports in sharing relevant industry news that contributes in talking effective business decision. Analysis of valuable information enables the managers to identify recent business trends. Identification of current business style supports in incorporation strategic plans for progressing the business function. The use of LinkedIn benefits the company to create groups for involving the workers. Direct communication with employees benefits to progress business operation. Group incorporation in the site benefits in availing innovative business ideas of various staffs existing in workplace. Availability of updated profile status supports in sharing questions to the staffs for gathering valuable information regarding the business function. The use of LinkedIn also benefits in

providing detailed information about the joint business partners in an elaborate manner. Quick search in the social networking site can assist in identify potential clients and their demands. Identification of the needs of customers benefits in introducing innovative plans for facilitating the business function.

On other hand, the use of Twitter is effective for sharing valuable business ideas among the employees of the workplace. Incorporation of professional Twitter account benefits in sharing valuable information among the employees that facilitates the business operation. Direct communication among the staffs aids in reducing the business risks that affect the business function of the enterprise. The use of authentic Twitter account benefits in sharing valuable business information for progressing business function in proper direction. However, availability of Twitter for personal purpose during the working hour creates an adverse impact on the business function of the enterprise. Therefore, different enterprises need to include effective online programs for making the staff aware of the use of the social networking sites for professional matter. Trained employees of the organisation can use social media for promoting business functions efficiently. Proper usage of social media benefits in making the customers aware of the valuable services provided by the corporation. It also resists the chances of cyberbullying faced by employees that affects their dignity and self-esteem. Incorporation of unique software programs in Twitter account benefits in progressing the business function of the enterprise. Discussion session in Twitter account is

effective for making the workers aware of necessary business steps for progressing business function.

The use of social networking sites benefits in enhancing staff's efficiency to manage business function. For instance, powerful system of Facebook assists in securing official information of the corporation in an effective manner. Sharing of valuable information supports in making the employees aware of the internal business process considered by the enterprise. Creation of multiple-company groups in the site benefits in addressing leadership style considered by different enterprises. Existence of updated market information assists in taking effective strategies for facilitating the business function. Presence of message or video calling options in Facebook benefits the employees and managers to share necessary information from various places all around the world. Incorporation of work chat supports in evaluating the performance of workers in regular basis. The use of social networking tool is effective for sharing different files among the workers. Group chat in social networking suites benefits in encouraging the employees to improve their performance in workplace. Interaction among different colleagues also assists in identifying the strength and weakness of the individuals working in an enterprise.

Introduction of official account in social media assists in improving employee performance in work area. Technological advancement contributes to include modern technical tools to improve business operation. Use of social media for official purpose helps the managers to conduct meetings

with staffs via message or video conferences. Digital media enables the manager to regulate the performance of expatriates in international location. Incorporation of strong password supports in securing the official documents that influences business function. Filtration of URL supports in encrypting official information effectively. Incorporation of effective coaching session assists in making staffs aware of the business policies followed for managing the business performance of the enterprise

Through social media sites the work employees can create a relationship professionally with anyone outside the company which can strengthen the workplace business. Social media can help you if you need to find a person for a job in your company. As everyone uses social media it is a good way to get a job advertisement across. Sometimes people may not check their emails or answer calls this way they are missing out on important information but through social media that can be solved.

Incorporation of strong password supports in securing the official documents that influences business function. Filtration of URL supports in encrypting official information effectively. Incorporation of effective coaching session assists in making staffs aware of the business policies followed for managing the business performance of the enterprise. Refrain from using public wifi and free wifi as usually it is unsecured and unsafe which could create risks of other people gaining access to your information.



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