

Academic report

Question 1

What is the most effective way to motivate staff?

Introduction

My main objective is to create a friendly efficient environment where staff have a positive mental attitude towards the tasks that they have been assigned to.

A good working environment is a place where staff feel more comfortable, also enjoying their work can establish great relationships between all members of staff.

There are many ways to create a good workforce team, by creating a friendly working environment, giving pay rises when team members reach a specific target. When there is a reward at the end of your great effort you as a team or team leader have put in. The acquainted members of the team will be motivated by the rewards they will accumulate at the end of their task completion.

Pay

Customer Relationship Management(CRM)

Customer relationship management system synthesising sales and marketing efforts gives your company the ability to track their customer buying habits, new trends and dealing with customer enquiries. Customer relationship management allows companies like Walmart to interact with their customers for feedback on their available products and what are the consumer demands, also resolving customer complaints. CRM stores all the data into one big data storage, ready to be processed where required (www.chron.smallbusinesses.co).

Using customer Relationship management has many gains for the Walmart business for future progress.

- Gaining new customers.
- Faster customers transactions.
- Distributing effectively worldwide.
- Setting up call centres worldwide.
- Good customer liaisons

➤ Big data usage effectively

Recognition and awards

Freedom of Information Act (200).

The freedom to retrieve information to the public sector on request (British Education Research Association, BERA). All major association such as the government have a duty to produce static information for the people on request i.e., Google data of research on the public sector can be accessed through the web. Funded organisation which holds projects for the upcoming future details can be accessed by the public who have been funding the organization. Research organization such as the ULC London Global University 1 of the leading research organization also must give information to the people

Additional holidays

This is a great encouragement for the employees, when they get a reward for the hard effort they have been doing. Rewarding your employees with extra payee holidays as there reward.

This will motivate the employees to work twice as hard to be able to achieve their goals.

Good working conditions

➤ Religion is one of the oldest foundations of ethical values to be set down laws to abide and raises a lot of ethical values on how a person should live his day-to-day life abiding by the laws set by religious beliefs.

➤ Culture is an ethical source which has been transferred from generation to generation. This not always a good ethical source because in some culture an ethical value which is acceptable in other cultures is not acceptable.

➤ Law and code of conducts are laid down by the legal system of the country you are living. These laws are set up to guide the human nature of behavior of the county you are living in. these laws are for every changing because of new cultures happening in the country.

Conclusion

The employees must be in a good comfortable working environment, to be able to perform at there full potential.

Other encouraging benifits must be put into the working environment that will encourage the employees to work at the full potential

Recommendations of what types of rewards

Paid holidays

Wage bonuses

Time keeping bonuses

Target achievement bonuses

Promotion work deserved employees

Workshop safety and cleanliness bonus

Pay rises

Extra holidays for reaching the goal placed.

What motivates staff most effectively

Ethic values are a way of everyday living for person, the beliefs of a person are part of the ethic value of a person. Ethic values concerns everybody around you, your behaviour toward others and others behaviour towards you (behaviour breads behaviour). Ethical values are considered when a problem arises, and you must solve this considering and considered how this will affect the peoples living. Ethics have been set to guide people on what is right and what is wrong. Ethical values and guidance have been around since the medieval time and laws have been set for people to follow. New guidelines and rules have been set by the worlds health organisation and Ethics Committees (RECs) in England

Question 2

Reflective report?

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Time table

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	sunday
9.30 Till 12.30	11.00 Till 1.00	12.30 Till 2.30	9.30 Till 12.00	1.00 Till 3.00	11.30 Till 1.00	2.00 Till 4.00
4.00 Till 6.00	7.00 Till 8.30	6.00 Till 6.30	4.00 Till 5.30	5.00 Till 6.00	2.00 Till 4.30	7.00 Till 8.30

During my first week we were introduced to academic writing skills some brief discussions we had where consisted of:-

- Problem solving
- Communication skills
- Team work
- Note taking
- Plagiarism
- Referencing
- Planning your essay

During this lesson i was not confident because i was new to all this information. As the lesson progressed i became more confident and started participating in the class group discussions. Finding out my main weakness is, problem solving which i need to concentrate and improve on. Also realising that my communication skills where good considering some of the other students not having English as there first language. There is a lot more to studying then to just open up a book, you must have academic skills. The way forward for me to improve on my academic skills for my education future.

Key points

- Note taking
- Referencing the Harvard way
- Planning your essay
- Reflecting on your work

Other reflective model's examples

Learning about time management has helped me towards my time keeping skills, this has also helped me to keep a good timetable of my studying during this module Helping me to manage my time effectively.

One of the time management skills i found very interesting and had great enjoyment in learning which was the Pandora (tomato) method. This time management skills help you to split your studying time into short periods with a break in between. You can have brainstorming periods which i really enjoyed. There are six main key objectives you can obtain using the pandora method.

1) Set a timer 26 minutes, 2) find how many activities you want to complete , 3) make sure you have no distractions, 4) find out how many pandora's you need, 5) reflect on your work, 6) set a timetable.

Learning and practicing the pandora method i became good at what information i was taking in, helping me to remember more accurately the information given to me. During my studying time, my reflecting and revision also completing my assignment tasks i carried on using the pandora method.

We also explored the Eisenhower matrix box, which is very useful when you want to split your task into categories such as a) the urgency of the task, b) the importance of the task. This method will help you obtaining the best time management to do your important task first and the gradually completing the rest of your commitments and studying time. The Eisenhower matrix splits into to four quadrants. The first two quadrants one and two, holds your important tasks and then quadrants three and four.

During the module i was also introduced to the Gibbs model a useful tool for reflecting on my studies, reflecting on my notes which i created during the module and to put into action when needed. Using all these methods helped me to complete my module, setting my self time limits when researching on my tasks for the assignment writing.

Using all my time management skills i created my own time management timetable, which i split into five weeks timetable. Helping me complete my daily task and my study module. First i made a to do list for my daily task then weekly fitting all this into my timetable also colour coding the

importance of the tasks, creating a semester schedule

To make sure i met the deadlines i set alarm's on my phone warning me when my next scheduled task is and also made a dairy for appointments and also my personal activities, fitting the activities and tasks into my timetable and gradually completing my assignment.

Using the Eisenhower matrix method to split my tasks into four quadrants then placing them into my weekly timetable.

Using the pandora method i set myself targets on completing my revision, researching journal, and writing my essay. The pandora method helped me to put my brainstorming energy in to twenty six minute periods and then taking a short break and then setting my self another twenty six minutes to reflect on my work. The pandora method i enjoyed and helped me to complete my assignment tasks. Using the Gibbs model helped me to reflect on my lessons and notes to achieve my target in completing my learning skills module and my assignment tasks

Reflect on how you wrote your report

Whereas recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world,

Whereas disregard and contempt for human rights have resulted in barbarous acts which have outraged the conscience of mankind, and the advent of a world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people,

Whereas it is essential, if man is not to be compelled to have recourse, as a last resort, to rebellion against tyranny and oppression, that human rights should be protected by the rule of law,

Whereas it is essential to promote the development of friendly relations between nations,

Whereas the peoples of the United Nations have in the Charter reaffirmed their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life in larger freedom,

Whereas Member States have pledged themselves to achieve, in cooperation with the United Nations, the promotion of universal respect for and observance of human rights and fundamental freedoms,

Whereas a common understanding of these rights and freedoms is of the greatest importance for the full realization of this pledge,

Now, therefore,

The General Assembly,

Experience gained from writing the academic writing rreport

Finding it very hard at first, but grew more confident as report was being researched and written up as a presentation for the class.

My confidence in writing a academic skills report i have gained a lot of experience and always looking for ways to improve my academic writing skills

Time management skills

- Creating a timetable
- Keeping a reflecting diary
- Assignment writing
- Study skills book online
- Presentation

This lesson was very useful learning about time management skills, making me realise that making a timetable helps you complete your daily task mainly my day did not have any structure. Fitting all my daily activities into a timetable gave me a good understanding of what i have to do on a particular day and time. This made me more confident in keeping my tasks as scheduled. My main weakness was to have confidence in my self, but after this weeks lesson on creating a presentation to the class using PowerPoint gave me a boost in my confidence. This lesson also helped me to keep a good time management timetable skills. From this day on i will be creating my own timetable to which i will use through out my life .

Key points

- Time management skills
- Researching
- Creating a presentation
- Using time to reflect

During this weeks lesson on academic writing skills i learned about the following:-

- Reflecting and reflection techniques
- Soft skills
- Answering essay questions
- Formative writing
- The study skills book

This lesson consists of topics which i was not familiar with, so was less confident. Learning about reflecting on work i found interesting, because the more you reflect on a piece of work the more you learn about that piece of work. One of my weaknesses is understanding a essay question. We learned in this lesson how to take apart a question so that you can take out the key points heping you understand the question more easily. In the future when i come across a difficult question, i will apply the skills which i learned on take the question apart.

Key points

- Planning your essay
- Formative writing
- Taking a essay question apart
- Researching a journal

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