LESSON STARTER!

What is the video about?

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Effects of IT on working patterns within the organisations
Learning Objectives:

- describe how the use of computers has led to a number of employees changing their working patterns (e.g. part-time working, flexible hours, job sharing, compressed hours)
- describe what is meant by part-time working, flexible hours, job sharing, compressed hours





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The Effects of ICT on WORKING PATTERN!

The introduction of ICT into workplaces has led to a number of changes in working pattern for staff/ workers.!

The 4 main working patterns are:

- Part Time working
- Flexible working
- Job Sharing
- -Compressed hours

Why have many working patterns?

It will lead to lower contented staff since they can work the hour that suit their lifestyle or home circumstances.

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PART-TIME JOBS

What?

Staff work between 1 and 30 hours a week or someone who works fewer hours per week than full time staff.
This can be either fewer hours per week or day.

Examples?

- Baby sitting
- Car wash
- Food Delivery
- Waiter
- Catering Staff

Advantages?

- The still have time to attend school, recover from illness or even work at another job for extra income

Disdvantages?

- They will not earn any income at all when they are not working

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FLEXIBLE WORKING HOUR

Flexible working is the ability to choose the start and finish time, but they must complete a full day work

What?

Examples?

- Computer & IT work. These jobs can range from computer repair to website maintenance to Internet security positions
- Freelance
- Online seller (marketing)

Advantages?

- It allows employee to schedule their work during the time that are 'most productive'.

Disdvantages?

- If there is an important meeting scheduled, employees may have to report to work during down times- and that can be a moral crusher.

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Job Sharing

What?

A full time job is divided between two part-time workers!

Examples?

- One part-time worker can work in the mornings and the other can work in the afternoons.

Advantages?

- Employees who experience work-life balance are less stressed and may more effectively contribute when they are working.

Disdvantages?

- The job share partners may not be compatible and the job share will not work.

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Compressed Hours

What?

An employee works their full-hours for the week but works for fewer days.

Examples?

- An employee may complete their 40 hours in four days rather than the normal five days.

Advantages?

- Employees have more time outside of work to take care of personal responsibilities

Disdvantages?

- Longer work day is physically and mentally unhealthy

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Advantages towards employers



A happy workforce will produce more!



A flexi-time allows them to open for longer hours.



Compressed hours makes the staff more focused on their work.



Job sharing ensures the company has more than one person with a particular skill set.

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Exercises!

The use of computers has led to some employees changing their working patterns.

Complete the following sentences.

(a) Two or more employees doing the same job but working at different times is called _____.

(b) When a person is employed to work fewer hours than the normal working week, this is called _____.

(c) When employees work the full normal hours in a week but work at times which suit them and the employer, this is called working _____.

(d) When an employee works the full normal hours in a week but works fewer days, this is working _____.

(e) Azeeqmal & Ahmad both take turns working as a programmer in SoftExcel. Azeeqmal works in the morning and Ahmad takes over from home in the afternoon. What sort of working pattern is this called? _____.

(f) Suria only works 3 days in a week but she work longer hours each day to ensure she hits the 40-hour work week. _____.

(g)Unlike his co-worker, Azri only works 4 hours a day instead of the normal 8 hours. Which type of working pattern is this? _____.

(h) Employee can vary when or even where they can work but must complete a full day work. _____.

(i) Ensures company has more than one person with particular skills set. _____.

(j) Five days a week, eight hours a day, from 8AM to 4PM. _____.

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