

# LESSON STARTER!

What is the video about?

## 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



# 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.

# PART-TIME JOBS

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.

**What?**



**Examples?**



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

**Advantages?**



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

**Disadvantages?**

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



# 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.

# 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.



# 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

**Disadvantages?**

- Longer work day is physically and mentally unhealthy

# 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.

# 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. \_\_\_\_\_.