The Essential Elements in a Modern Work Setting

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Introduction

The modern workplace environment is very different from the traditional one. It is a casual way to maintain a balance between work and life. It shows flexibility in every manner so that employees will work together for a long time and their productivity will increase. This also depends on the national culture and dynamics of the workforce. Even more modern software increases collaboration levels by making it easier to communicate. This helps both employees and their employers in many ways. Some of the elements that increase the productivity of the workplace will be discussed in this paper. Workplaces are facing multiple challenges in this rigid, old way. Those challenges cannot be solved with the old rigid ways of working. These old methods provided work with efficiency, but problems were not encountered in a responsive manner. These challenges give rise to a new system of modern workplace where employees focus on getting the work done fast. Flexibility is the key to this system, and it gives rise to many other new elements to increase the productivity of employees. Here are the elements that are needed in a modern work setting to have better productivity.

Body Components

Flexible Workforce:

This concept is prevailing because of the increased number of freelancers. This is considered a good practice by employers because there is no administrative cost involved, and the efficiency level of freelancers is higher. This part of the economy is also rising because a large amount of work is done on the Internet. “Lifelong learning has become central to education and economic policy, with an increased emphasis on individuals, workplaces, and providers of learning opportunities becoming more flexible” (Edwards). This shows that it is the requirement of the modern workplace that things should be flexible according to the comfort of workers as long as they perform the work effectively. Flexibility is the concept of applying a change that is essential in a workplace. Employees should learn how to change so that they can avail themselves of new opportunities for learning. The use of Skype and Messenger has made it easy for everyone because there is no need to halt operations if someone cannot come to work. In addition, the culture for working eight hours is also changed now. In addition

to flexibility, the satisfaction of workers is also a key driver. The amount of work, as well as the place where they do work, is the key factor that should be considered while looking for the satisfaction of employees. There is a lot of research being done in the area of making new machinery and technology to make the working environment flexible. This is a key factor in not only improving productivity but also increasing retention of employees.

Humanizing Workplace:

The right environment for working should be developed when the social life blends with personal life. Companies should blend in the lives of their employees so that they can increase productivity in a few ways. Some of the principles that should be added include communication, socializing, connecting, and understanding the rewards and risks. “A workplace that welcomes their inclusion will, in the end, be a human, healthy, and satisfying environment.” (Bailey). Therefore, the employees should be welcomed at the workplace with all their human aspects so that they will be satisfied in the long run. Companies take many steps to make their workplace into a humanized environment. Some important steps include allowing them to decorate their personal areas at the workplace. This will motivate them to work. They are also allowed to dress in a casual way on their special day. An open-door policy is commonly adopted by many well-reputed companies so that employees feel comfortable and become more engaged in work. Even when the employee commits any mistake, they should be welcomed in a constructive way so that they do not feel discouraged. Criticism will only make them feel less, and this will have a negative effect on their productivity. There are even companies that offer yoga sessions in breaks so that employees will feel better and motivated toward work. This work-life balance creates a holistic approach towards work and inspires employees to think creatively for better performance. This also improves the communication level in the work setting with expanded concentration.

Alternative Methods Of Presentation:

In most of the business environments, PowerPoint is considered the only best option. This trend is now fading away because of the modern workplace. There are multiple alternatives available for a purpose that is helpful in making presentations attractive. Websites like Keynote and Prezi are working really well in most business settings. When companies allow these great alternatives for making presentations, the employee takes more interest in their work because they have something new to do. This also has a great impact on the client because they are impressed by the creative ways of presenting new ideas. The cost factor of making presentations with these alternatives has also decreased, which makes it even more attractive for the companies. If these methods are incorporated into the training and development of employees, they also create a high impact on the outcomes. The willingness to learn increases in employees. It is also mentioned in the literature, “a tension between the requirements of flexible training methods based on distance learning methods, and the characteristics that typify learners and their workplaces” (Peter). Therefore, when the training

methods are integrated into this system, it has a positive effect on the workplace. As the audience is known in the workplace, employees should make something interesting in a presentation that gets attention from everyone, and people focus on it because they think it is something different. Being creative and using new ways of delivering presentations can show how organized a person is and shows that he cares about his work.

Being Transparent In All Matters Of Work:

In this age of digital workplace, people are more connected, and they require a high level of transparency. People like to access information right away, and this has become more of a trend because of the internet. When everything is transparent in the workplace, the level of trust increases, and the relationships are built better. The authenticity level increases in the relations, and this ultimately results in an increase in productivity. When everything is transparent, it will have a positive impact on the collaboration of employees. This will ultimately increase the company's profits. Social media is a great way of advertising information, and this enhances the opportunities for both personal and professional aspects. The data of employees is monitored by companies routinely, and when employers share that data with employees, it will increase their motivation and productivity. Some of the employees are often uncomfortable when they are monitored, so the type of information monitored by the employees should be discussed with them so that they can rest assured of their privacy. "Transparency, through the extensive use of glazed facades and partitions, is a common ingredient in today's office buildings. In some cases, this can lead to a loss of physical borders for the employee" (Pierre). Even in such cases, if the goals are transparent for employees, it will increase their level of motivation. The KPIs of employees should be shared with them regularly, and events should be held to tell them about their performance. When performance is boosted, it also increases happiness and satisfaction, which is essential for the workplace.

Rebuttal:

The risks and challenges coming with transparency can adversely affect the content of the work environment. Though having a transparent work environment can improve the productivity of employees, it is important to consider the misrepresentations that come with this factor. In addition, it is more time to be transparent about every aspect, which will decrease the efficiency of organizational processes. In addition, companies that have complete transparency are vulnerable to attacks. Companies face the main challenge of balancing privacy protection and transparency. It is better to be safe than sorry because disclosing irrelevant information can raise issues for the company in the future. "What makes an issue difficult for some is that it results from the close connection of the issue to the core business: for example, how do you make a media company transparent? How can you be open to intellectual property or trade secrets? Where transparency appears to involve giving away the essence of the business, it will seem like a bad idea" (Henriques). This shows that transparency against some particular things can bring new challenges for companies.

Conclusion:

These arguments suggest that there are multiple elements in the modern workplace that have a positive impact on the productivity of employees. There are few organizations that go against the self-expression of their employees, and as a result, their success level is affected (Gull and Jonathan). If the strategies mentioned above are followed, it will help in making an efficient and effective workplace. This will make employees feel empowered about their work. The level of digital transformation also increases when employees collaborate more effectively.

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