Digital Skills and Professional Development

by B R

Submission date: 24-Apr-2023 09:08AM (UTC-0400)
Submission ID: 2073970467
File name: Digital_Skills_and_Professional_Development.docx (27.95K)
Word count: 3632
Character count: 21590

Module Name: Digital Skills and Professional Development

Student Name:

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Task 1: Report

Introduction

Every element of our life has been impacted by the digital age's transformation of the globe as we currently know it. The industry as well as economic structures have changed as a result of the emergence of technology that is digital. The development of digital technology has been advancing at an unprecedented rate in recent years, propelling technological development and reshaping the modern workplace. This article will look at current developments in digital technology and explain why industries are still advancing. In addition to examples representing various businesses including the contemporary workplace, a summary of the technical skill areas in need will also be given.

Digital Development

The application of digital technology to accomplish the objectives of the economy, society, and the environment is called "digital transformation". It entails integrating technology for communication and information (TIC) into a variety of societal areas in order to increase production, innovation, as well as efficiency (Van Laar *et al*., 2018). The emergence of the digital age has altered how individuals interact, communicate, as well as obtain knowledge. It has improved access to monetary, healthcare, including educational services, among other advantages. Digital technology has also transformed the shipping, energy, as well as agribusiness industries, resulting in higher production and lower prices. The growth of mobile as well as internet technologies constitutes one of the latest and most important developments in the world of digital media. People may now easily access knowledge and amenities at any location, at any moment, thanks to the growing usage of handsets as well as other handheld gadgets. Due to this, telecommunications- online learning, and numerous other digital services have become increasingly popular. Digital progress has been significantly impacted by the growth of big information as well as the development of artificial intelligence (AI). In order to gain insightful conclusions, data analytics enables the collection, storage, and utilisation of enormous volumes of data (West *et al*., 2019). Automation, predictive modelling, as well as decision-making are made possible by algorithms based on artificial intelligence (AI) and data science, which leads to higher production as well as effectiveness.

The digital gap, data privacy, as well as insecurity are only a few of the difficulties brought on by digital progress. The disparity in access to digital technology among various socioeconomic classes, regions, and especially nations is known as the "digital divide." This gap may exacerbate already existing disparities and impede economic development. In the

age of digital communication, the confidentiality of information and vulnerability are also big issues (Fernández-Batanero *et al*., 2022). Privacy issues as well as the possibility for information exploitation have been brought up by the gathering and storing of personally identifiable information. Threats to cyber security like computer hacking and information breaches may have serious repercussions for people, companies, including authorities.

Continuing Industrial Advancement

The term "continuous industrial advancement" describes how corporate innovations and procedures are constantly developed and improved to boost efficiency, long-term viability and efficiency. Throughout the dawn of the Industrial Revolution, the proliferation of industry has been a key factor towards the development and expansion of the economy, allowing for the widespread manufacture of products and commodities (Rubach and Lazarides, 2021). New materials, tools, as well as processes are being created as a result of continual industrial growth, completely altering a number of different sectors. Innovative substances and nanomaterials have made it possible to produce goods that are smaller, more powerful, as well as more durable, whereas robotics and artificial intelligence have enhanced industrial productivity as well as effectiveness. New energy sources have been created, as well as the use of energy from renewable sources has increased as a result of ongoing industrial growth. Utilising sunlight, wind power, as well as other renewable energy sources has decreased reliance on fossil fuels, which has decreased the release of greenhouse gases as well as mitigated the effects of climate change. novel technological innovations in transportation, which include drones as well as self-driving automobiles, as well as novel modes of shipping, which include the hyper loop, have all been made possible by continual industrial progress (Schmid and Petko, 2019). These innovations possess the possibility to lessen traffic, boost security, and cut the release of carbon dioxide. With further industrial development come difficulties including the possibility of harmful environmental effects including the elimination of jobs due to technology. If not properly controlled, the utilisation of industrialised technologies and procedures can result in contamination along with other detrimental consequences for the environment. It is crucial to make absolutely certain that industrial progress is equitable and environmentally conscious in order to solve these issues. This entails making investments in workforce training and educational opportunities to get them ready for new employment, as well as making sure that corporate procedures as well as technology are ecologically friendly. For growth in the economy and expansion, technological advances must continue (Parry *et al*., 2018). It has sparked the creation of novel

methods and technologies that have completely revolutionised a range of sectors, from production to transportation and electricity. Still, it is crucial to make sure that industrial development is equitable and environmentally conscious in order to solve issues like worker relocation and adverse ecological consequences.

Digital Skills in Demand

Digital abilities are now crucial for advancement in practically every sector of the modern world. There is a demand for people with expertise in electronic technologies primarily as a result of the growing usage of electronic devices in companies as well as in society. A strong need exists for experts who can analyse and interpret the growing volume of data produced by organisations and organisations (Beardsley *et al*., 2021). Data professionals employ mathematical approaches and programmes for data visualisation to find trends and patterns which might help them make decisions for their companies. The frequency of intrusions is rising, making cyber security a crucial talent in necessity. Security experts are required to defend networks, computer systems, and personally identifiable data against phishing as well as other online threats. Because of the change to online commerce, expertise in digital advertising is highly sought. Online communities, email, along with other electronic mediums are used by online advertisers to reach consumers as well as advertise products and services to consumers. As more companies migrate their activities online, there is a rising need for qualified developers to develop websites. Publications are built and maintained by internet programmers, who make sure they are useful, easy to use, as well as aesthetically pleasing (Spante *et al*., 2018). Businesses now often store as well as retrieve data using the cloud, which has increased popularity among experts in the area of cloud technology. The development and implementation of into practise cloud-based software and services constitute the responsibilities of cloud engineers along with designers. The need for experts with these talents has grown as technology for artificial intelligence and machine learning keeps on developing progress. Experts in machine learning and artificial intelligence (AI) create and put into use techniques along with systems which are capable of developing and making judgements according to data. The need for developers to create mobile apps has grown since smartphones and tablets are being used more often (Amhag *et al*., 2019). Applications for Android as well as iOS smartphones are developed and maintained by mobile developers, who make sure they are intuitive as well as helpful.

Examples from Different Industries and the Modern Workplace

In today's workplace as well as virtually every business, technological abilities are crucial. Computer abilities are necessary for the majority of occupations in today's work environment. Workers with experience with digital tools as well as technology are in high demand among employers (Starkey, 2020). Since remote employees must be able to cooperate and converse successfully online, technological abilities are likewise becoming more and more crucial. Here provide a few instances of how many businesses are utilising technological talents.

Healthcare: Healthcare organisations are using digital technology to enhance the patient's experience as well as cut expenses. Healthcare professionals may quickly and readily access information regarding patients thanks to computerised medical records (EHRs), which enhances coordination as well as cooperation (Guillén-Gámez *et al*., 2021). The practice of telemedicine, which uses technology to provide medical treatment remotely, is also gaining popularity.

Education: In order to improve instruction and comprehension, technological innovations have been implemented in education. Students can access instructional content as well as remotely engage with their classmates and instructors thanks to distance education systems (Zhao *et al*., 2021). To raise student participation and achievement, classroom technologies like classroom management systems, whiteboards with interactive elements, as well as online tests have recently been deployed.

Finance: In order to increase productivity and save expenses, technological innovations have been utilised in accounting. Customers may now access financial products and services virtually everywhere thanks to the growing popularity of web-based banking as well as payments made via mobile devices (Bejaković and Mrnjavac, 2020). Additionally, fraud detection as well as management of risks are being enhanced by artificial intelligence.

Retail: In order to enhance consumer satisfaction and boost sales, technological innovations are being applied in commerce. Customers may use platforms for electronic commerce for shopping online while having their purchases delivered right to their residences (Chaffey and Ellis-Chadwick, 2019). Tools for managing customer relationships (CRM) are used to analyse client information as well as tailor advertising approaches.

Conclusion

Since the advent of technology has changed the way individuals operate and live, practically every industry now has a need for individuals with digital abilities. Professionals exhibiting these abilities are in great demand in today's workplaces across a variety of industries,

including statistical analysis, information security, digital advertising, including mobile application development. In fields including educational institutions, healthcare, finance, and commerce, technological advances are being leveraged to boost productivity, save costs, as well as increase consumer satisfaction. Achievement in both the business and employment markets of today depends on having the capacity to effectively employ technologies and tools that are digital, and as technological technology develops, this trend will probably continue.

Task 2: Reflection

A variety of soft skills are needed for successful leadership as well as administration, including the ability to forge and sustain strong bonds with people, articulate clearly, and encourage and inspire individuals. I will use a variety of frameworks to analyse my individual leadership as well as management soft skills in this examination, and I'll also create a personal growth strategy to help me become a more successful manager and leader. I'll mix three non-digital soft talents with two technological soft capabilities. The Emotional Intelligence (EI) framework represents a method that may be used to evaluate leadership as well as management soft abilities. Emotional intelligence (EI) is the ability to recognise and control one's own emotions, comprehend those of others, and use this comprehension to inform relationships including decision-making processes. I think I have a good awareness of myself and self-regulation abilities, these have helped me to efficiently handle stress while maintaining a positive outlook in difficult circumstances. I am conscious, nevertheless, that I could do better with regard to understanding society and managing interpersonal relationships, especially when it comes to comprehending and addressing the feelings of individuals.

The Situational Leadership framework offers another tool for evaluating leadership as well as management interpersonal abilities. This concept calls for changing one's leadership approach to suit the demands of various people and circumstances. I think I have effective coaching and leading abilities, which allow me to offer team members advice and assistance. I am aware, though, of the way I could do a better job of helping including entrusting duties especially when it comes to allowing others on the team greater freedom and offering them psychological support whenever they require it. The Transformational Leadership framework is a third paradigm that may be used to evaluate leadership as well as management interpersonal abilities. In this paradigm, members of the team are inspired as well as motivated to realise a single vision while pursuing shared objectives. I think I have great envisioning and inspiring abilities, which allow me to articulate a distinct vision as well as

motivate my team to strive towards it. I am aware, though, that I can do better in terms of stimulating the mind and taking into account the needs of each individual, especially when it comes to teaching and supporting everyone on the team individually. Digital communications as well as analysis of information are two capabilities I think are crucial for good management as well as leadership when it comes to interpersonal abilities in the digital era. Effective use of electronic instruments like video conferences, and email, along with instantaneous messaging requires the development of digital communication capabilities. The capacity to gather, examine, and evaluate data is necessary for individuals to make educated decisions while improving procedures.

I'll create a personal development strategy that covers the following to enhance my leadership, management, and other soft skills enhancing my understanding of society and handling relationships abilities through active listening, compassion training, and comments provided by members of the team. Establishing clear goals and giving team members chances for improvement can help me become better at delegating and assisting. motivating collaborators to think imaginatively and offering individualised help and instruction will improve their intellectual stimulation as well as individualised contemplation abilities. improving electronic interaction abilities by participating in sessions for learning as well as honing the ability to communicate with technological devices. Through taking training classes, developing one's abilities in data analysis, and utilising data to influence choices and enhance procedures.

A variety of soft skills are necessary for successful management as well as administration, including psychological awareness, scenario-based leadership, as well as leadership that transforms. I have established a personal growth plan to enable higher levels of accomplishment in leadership managerial excellence management by evaluating my unique soft skills employing these frameworks, identifying areas for enhancement, along with areas for advancement. I may become an even more well-rounded as well as successful leader who can successfully navigate the obstacles of the contemporary workplace by integrating that is not digital and technological soft skills. For supervisors and managers to be successful, I also think that disagreement settlement is a traditional soft talent that is crucial. Successful managers require being able to resolve disputes as well as come up with answers that benefit all parties concerned since disagreement is an unavoidable component of any organisation. I will practise listening and empathising with others as well as negotiation and negotiating skills while I look for instructional videos and materials on dispute resolution methods.

Adaptability is an additional non-digital emotional talent that I think is critical for good leadership and managerial positions. Successful managers require being able to adjust to developments in market conditions, technology, as well as organisational structures since the contemporary workplace is always changing. I will endeavour to cultivate a growth mentality, look for fresh learning experiences, as well as view new problems as chances for progress and growth in order to increase my flexibility. The management of projects and understanding technology are two more digital interpersonal abilities that I think are crucial for efficient leadership as well as management. Digital comprehension refers to the capability of using technological devices and applications successfully, whereas project administration skills refer to the capacity to plan, coordinate, and carry out complicated projects. These two abilities are necessary for successful management.

I will look for training as well as materials on project administration approaches like Scrum as well as agile methods and put these concepts into practice by using software for project administration like Trello along with Asana. In addition, I'll focus on honing my organisational and organisational abilities, establishing objectives and goals that are clear, and allocating jobs skilfully. I will look for instruction and materials on using digital tools and technology, such as social networking sites, teamwork apps, as well as information analytics software, in order to increase my level of digital literacy. I'll also focus on improving my technical abilities, keeping up with current digital technology developments as well as advancements, and honing my digital abilities to communicate. Effective management as well as leadership, in my opinion, also involve a variety of other human attributes, such as ethics, and resiliency, through a dedication to lifelong learning and development. I'll look for professional development possibilities, regularly reflect as well as evaluate my performance, as well as cultivate an outlook on development that welcomes challenges as well as new chances if I want to develop these skills. I'll establish specific objectives and performance standards to measure my advancement towards them, ask team members as well as co-workers for regular input, and maintain myself responsible for adhering to keeping my word. All of these actions will help my strategy for development to become successful. I'll keep track of my development throughout time, acknowledge my triumphs, and draw lessons from my mistakes as well as disappointments.

Emotional competency, scenario leadership, managerial transformation, resolution of disputes, flexibility, administration of projects, and knowledge of digital technologies are just a few of the non-digital as well as digital interpersonal abilities needed for a successful leadership and management career. I could grow into an additional successful leader who can

navigate the difficulties of the contemporary workplace as well as inspire and motivate my team members to reach their maximum potential by creating a strategy for my own growth which focuses on those characteristics. I can enhance and develop myself as an administrator by continuing to learn as well as grow, which will benefit my team, the organisation I work for, and ultimately the larger community. It is crucial to comprehend how to use these talents in real-world situations if I want to make certain that my own personal growth strategy is effective. Using a variety of leadership frameworks as well as ideas to inform my decisions and thought processes is one strategy I find useful. According to the case for situational leadership, for instance, successful managers must modify their approach to management to suit the demands of various team members as well as the current circumstance. By taking this method, I may get the adaptability as well as the versatility required to manage various teams in challenging organisational settings. The notion of transformational leadership, on the opposite end of the spectrum, places a strong emphasis on the significance of empowering and inspiring teammates to reach their maximum potential. I can promote an environment of imaginative thinking, collaboration, as well as cooperation that fuels accomplishment and growth by concentrating on creating a common objective and encouraging members of the team to assume the responsibility for their work. At the same duration, it's critical to understand that good management as well as leadership necessitate ongoing enhancement. This entails being receptive to criticism, looking for fresh possibilities for acquiring knowledge, as well as welcoming fresh difficulties as chances for personal progress.

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