

THE COMMON SOCIAL INTERRUPTIONS
AND THE WAYS TO HANDLE THEM AT
JABATAN BELIA DAN SUKAN
NEGERI PAHANG

ROZAIHA BINTI ABDULLAH

8

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Rozaiha Binti Abdullah

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Faculty of Business Management
Universiti Teknologi MARA

ABSTRACT

Interruption can occur anywhere. But, this study is focusing on interruption in the office and it can come from many ways. Interruption in the office can give bad effect not only to employees in the organization, but also the organization itself. The study is conducted to identify the types of interruption that occur in the office. This study also wants to identify the effect of interruption toward the employees and the ways to handle interruptions.

The method that is used in this study is by using questionnaire. The questionnaire is distributed to the respondents by hand. The findings of the study was analysed using Statistical Package For Social Science (SPSS 2.0). The findings of this study show that human cause more interruption than machines. After being interrupted, employees are difficult to focus back to their work. This study also found that employees will try to focus to their work eventhough they are interrupted whether by people or machine.

It is recommended that management give a reminder to employees about the work ethics. Management also can make some program in order to increase the employee awareness about the interruptions in the office. Besides that, employee also can negotiate with other colleague about the interruptions that happen in the office. Other than that, it is recommended that employees can schedule their task according to priorities and goals.