**Mid-Term Assignment**

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 **Subject: organization behavior**

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**Q1: Management functions,**

1. **Planning:**  the first managerial function is planning, the function is about creating a detailed plan toward achieving a specific organizational objective.
2. **Organizing:** the second managerial function is organizing, it’s about using the plan to bring together the physical financial and other available resource and use them to achieve the organizational goal.
3. **Staffing:** the process of selecting and training individuals for specific job function, and charging them with the associated responsibilities.
4. **Directing:** the directing function is concerned with the leadership, communication, motivation, and supervision so that the employees perform their activates in the most efficient manner possible in order to achieve the desired goals.
5. **Controlling:** the final function of management is controlling, controlling is the process of checking whether or not proper progress is being made toward the objective and goals and acting if necessary, to correct any deviation.

**PART 2:**

**Management Roles:**

Henry mintzberg categorized all the activities into ten managerial roles.

**Interpersonal roles**

1. **Figurehead**
2. **Leader**
3. **Liaison,**

**Informational roles**

1. **Monitor**
2. **Disseminator**
3. **Spokesperson**

**Decisional roles**

1. **Entrepreneur**
2. **Disturbance handler**
3. **Resource allocator**
4. **Negotiator.**

**Explanation**

1. **Figurehead:** includes symbolic duties which are legal or social in nature.
2. **Leader:** in leader all aspects of being a good leader. This involves building a team, coaching the members, motivating the employees and build strong relationships.
3. **Liaison:** includes developing and maintaining a network outside the office for information and assistance.
4. **Monitor:** evaluate the performance of managers in different functions.
5. **Disseminator:** communicate to employees the organization vision and purpose.
6. **Spoken person:** includes representing the organization and providing information about the organization to outside.
7. **Entrepreneur:** commit organization resources to develop innovative goods and services.
8. **Disturbance handler:** to make restorative move to manage surprising issue confronting the association from the outside just as inward condition.
9. **Resource allocator:** allocate exiting resource among different functions and departments.
10. **Negotiator:** you might be expected to partake in and direct significant dealings inside your group division, or association.

**PART 3:**

 **Management skills**

1. **Technical skills**
2. **Human skills**
3. **Conceptual skill.**

**Technical skills: -** A person knowledge and ability to make effective use of any process or technique constitutes his technical skills.

**Human skills: -** a person's capacity to help out different individuals from the association work adequately in groups.

**Conceptual skills:** it is natural talent that addresses difficult scenarios with innovative approaches.

**Q2: WHAT ARE THE CHALLENGES AND OPPORTUNITY FOR ORGANIZATION BEHAVIOR?**

1. **Responding to globalization:** globalization can be describe as a process by which the people from the world into a single society. Responding to globalization is a process of combination, technological and political force.
2. **Managing work force diversity:** organization become more heterogeneous with the terms of gender, age race and other diverse group.
3. **Improving quality and productivity:** quality administration is the consistent accomplishment of consumer loyalty through the constant improvement of authoritative procedures.
4. **Improving customer services:** organization behavior are contribute for the organization performance by showing managers how the employee’s attitude and behavior are associated with customer satisfaction.
5. **Improving people skills:** ability to explain the behavior of people at world is important for managerial effectiveness.
6. **Empowering people:** putting employees in the organization in the charge of what they do.
7. **Coping with temporariness:** In organization the employee need to update their knowledge and skill to perform new job requirements.in the organization manager must be learn to live with flexibility.

***Q3: What are the biographic characteristics of divers?***

Biographical characteristics typically include **age, gender, and race**. It also include **tenure religion sexual orientation, and gender identity**.

* **Age:** age is an increasing relevant characteristic as the workforce is aging older workers bring with them a wealth of knowledge and experience, but the perception is that productivity often decline with age.
* **Gender:** in workplace, it has been found that there are very few differences between man and woman that impact job performance.
* **Race:** it has been shown however that people in the workplace do identify more with people like themselves so in some cases there may be opportunities given to people in view of the way that they resemble their chief.
* **Tenure:** often tenure is seen as a positive as it signifies that people are happy with their employment because they have remained in their job a long period of time.
* **Religion:** religion may likewise affect work results because of strict limitations, for example, dress and preparing.
* **Sex:** sexual orientation and gender identity are not protected by federal law and as a result the are handled differently by most employers.