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Class Timing: Tue 2:00 to 5:00

Subject:

 Principles of Management

(Q5)Ans:

* **Team**

A Team as defined as a small group of people with complementary skills, who work together to achieve a shared purpose and hold themselves mutually accountable for its accomplishment.

* **Team work**

The purpose of people actively working together to achieve common goals.

* **Teams contribute to organization.**

Supervisor serving as the appointed head .

Network facilitator serving as a peer leader.

Participant serving as a helpful contributing member of the team

External coach serving a member or

Sponsor for team members.

* **What can go wrong in terms?**
* **Social loading**

Free riders who slack off because responsibility is diffused and others are present to do the work.

* **Common problems**

Personality conficts

Difference in work styles

Task ambiguity

Poor readness to work

* **Usefulness of Terms**
* More resources for problem solving
* It Improved creativity and innovation
* It Improved quality of decision making
* Greater communication to tasks
* The Higher motivation through collective action
* A Better control and work discipline
* More individual need satisfaction

(Q1)Ans:

**Power** is a force of influence and authority. Most leaders wield power, but how power is manifested and used often differs between leaders. Where does a leader get power from? Or do a leader’s followers give it to them? Well it’s both. In this post, we’ll be looking at the five different sources of power a leader can use, with some advice on when these powers should be used, and perhaps when not.

The five sources of a leader’s power come from distinctly different sources. Here’s an overview:

* **Expert Power**: When a leader has significant domain knowledge/skills. E.g. an expert accountant influences how junior accountants go about their tasks
* **Positional Power**: Comes when a leader has a legitimately held position of authority. E.g. typically, the CEO of an organization has the highest positional power
* **Reward Power**: Is evident when a leader can give, or take away, a reward. E.g. a leader can influence a follower’s behavior by awarding a bonus, or taking away perks
* **Coercive Power**: This is felt when a leader creates the perception of a threat. E.g. a leader has coercive power if her followers believe that she will initiate disciplinary action
* **Personal Power**: Influence gained by persuasion. E.g. a manager may have to rely on nothing more than a friendly please and thankyou for an employee to perform a task

So now we will look at each of these sources of power and consider when they could be used, and when it’s not appropriate to use them

**(Q2)Ans:**

* **Importance of contingency planning in todays environment: contingency plans** are the backup **plans** which businesses activate only when a disaster or unforeseen situation disrupts the operations of the company or put its employees at risk. The purpose of these **plans** is to minimize the disruption,
* **Identify Uncontrollable Factors**
	+ Economic turndowns
	+ Declining markets
	+ Increases in costs of supplies
	+ Technological developments
	+ Safety accidents
* **Minimize Impact of Uncontrollable Factors**
	+ Forecast a range of alternative responses to most-likely high-impact contingencies
	+ **Importance of Building Scenarios**
* It Looking the trends and discontinuities and imagining possible alternative futures to build a framework within which unexpected future events can be managed
* **Importance of Crisis Management Planning**
* Prevention
	+ It Build trusting relationship with key stakeholders
	+ Open communication
* Preparation
	+ Crisis Management Team
	+ Crisis Management Plan
	+ Establish an Effective Communications system
* Containment

(Q3)Ans:

In this **organization control** process very carefully collecting information about a system, process any person, or any group of people in then order to make necessary decisions about each it consist on four key step

* **The following measure in the process**
1. **Establish standards to measure performance**

An organization`s overall strategic plan, mangers describe goals for the organizational departments in specific, operational terms that includes standards of performance to compare with all organizational activities

1. **Measure Actual performances**

Most of organization prepare formal reports of performance measurements that managers review regularly.  The measurements is to be related to the standards set in the first step of the control process. For example, if sales growth is a target, the organization should have a means of gathering and reporting sales data.

**3.Compare performance with the standards.** In this step compares actual activities to performance standards. When managers read computer reports then identify whether actual performance meets, exceeds, or falls short of standards. Typically, performance reports simplify such comparison by placing the performance standards for the reporting period alongside the actual performance for the same period and by computing the variance—that is, the difference between each actual amount and the associated standard.

**4.Take corrective actions.** At the end when the performance deviates from standards, managers must determine what changes, if any, are necessary and how to apply them. In the productivity and quality‐centered environment, workers and managers are often empowered to evaluate their own work. After the evaluator determines the cause or causes of deviation, he or she can take the fourth step—corrective action. The most effective course may be prescribed by policies or may be best left up to employees' judgment and initiative.

**These steps** must be repeated periodically until the organizational goal is achieved.

Q4:Ans

It change originates in either the external or internal environments of the organization.

* Inertia
* Indecision
* Fear of making mistakes
* Lack of best practices