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SUBMITTED TO MAM MEHWISH

COURSE NAME: PRINCIPLE OF MANAGEMENT

SECTION A

SEMESTER 2<sup>ND</sup>

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QUESTION NO .1: Identify sources of leader power and the tactics leaders use to influence others.

ANSWER:

A leader has a character that sets him apart from his followers.

Leadership:

Leadership is a process that influences leaders and followers to achieve it organizational goals through change.

**Leadership:**

- Adds unrelated influence.
- The focus is on the goal.
- It needs followers.

Influence is the process of leader making an impression, gaining acceptance

Theirs is to encourage fans to support and use them ideas through change. Motivation and some influence is leadership

**Followers:**

- Share leadership responsibilities collaborative leadership, peer leadership.
- Teach leadership skills to subordinates.
- Set goals.
- Followers Influence followers to support the interests of the organization.
- Switch with people:
- Leadership treats people.
- Collective human efforts to get things done.
- Influence and set goals and move towards change.
- Always change in adaptation to a rapidly changing environment.

**Objectives of the Organization:**

- Set challenging but specific goals and guide well Organizational interest.
- Leadership occurs when followers are persuaded to do what is right and ready to engage and do it for themselves.

**Use of leaders to influence further:**

That it is important that every manager and leader develop to be successful. To process, will create a healthier, more productive state of cooperation in the work environment, where everyone can win, and work is done successfully too all right. It is important to remember that

you should not start with a natural talent for influencing others to succeed in implementing these strategies.

Learning is a process and the Program of Influence will provide you with tools start developing your skills, but it will be up to you to put in the work again

Continue to develop these skills on your own. It will take time and hard work to well the ability to positively influence others, but it will produce the greatest benefit within your life and work.

There are a few tricks to hurt others: Less influence on the tactics of other people or another person.

**The idea:**

Convince someone by using factual, logical and step-by-step thinking.

**Promotion:**

To suggest what might happen in contrast to a fact-based assumption. This is appealing to feelings beyond comprehension.

**Participation:**

Asking a number of questions where the answers will lead someone else to him draw his own conclusions.

**Merge:**

It makes someone feel good about themselves and starts listening to you. Performance: Giving something in return for something. Quid pro quo (Latin) "this is that".

Favorites:

Asking for what you want.

**Related:**

The opinion of other people is used to influence a person.

**Goal:**

Authority acts as a quick response to a problem. It's very interactive too sometimes it is provocative.

Force: Using energy always the last method.

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**QUESTION NO.2:** Describe and explain the importance of contingency planning, scenario building, and crisis planning in today's environment.

**ANSWER:**

Importance of emergency planning

Planning is important in every aspect of life. It is important for business because it would be good to prevent risk. In simple terms, emergency plans face support arranges for businesses to

operate only in the event of an emergency or emergency disrupts the company's operations or endangers its employees.

The purpose of these systems is to reduce interference, protect data and ensure the safety of everyone involved Contingency strategies for better and better preparation: You can prepare for the worst in the best way if you know of any unbearable events. You can protect your business in several ways Hazardous and hazardous conditions with effective and transparent planning

#### Good flexibility

Not only emergency strategies help you in planning the worst, but also let your organization adapt to any potential challenges that may arise that may arise in the future

#### **Quick response**

A business with an emergency plan in place is likely to respond quickly to its unplanned events. When real issues arise, such businesses can overcome this problem by not doing much harm to their performance

#### **To prevent panic attacks**

It is not an accident that causes people to panic. They are frightened because they know that there are no solutions in the area and nothing could be more disastrous than that.

#### **Ending last-minute understanding**

You should not make decisions when you are angry or depressed. Decisions made internally such conditions can be very bad for your health. This can also apply to a business when faced with an unexpected and unpredictable situation.

#### **Reduced losses**

When a business suffers a disruption, it can be in the form of a natural disaster, a force getting out or even moving to office space, having an emergency plan can help in reducing production and sales losses there.

Structure of the situation can be described as a subject based on analysis as well as an understanding of current and historical situations and events Including fixed Interpretation of future conditions. Development of narrative sets Circumstances help to identify possible pathways to the vision of the future. Scenario design can be done by an individual or a group of stakeholders and they should focus on the key issues covered by the vision.

#### **Benefits**

It promotes strategic development by making participants more aware of risk

Issues Helps to consider the number of possible improvements

Awareness of possible future situations also helps people to be prepared in these cases

Too bad

There is no objective method that combines all the different elements

It can be very difficult - the limitation of the five conditions keeps the process organized

The focus should be on buying rather than on desire

Distinguishing the interior from external objects is not easy. An assistant can help differentiate the face of this

### **Goals**

The process of creating a situation should produce uncertainty, risk and problems that they may face in the future. Examples of this

Issues and dangers can be illegal water use, old water network, high costs and many more problems (MORIARTY et al. 2005)

### **Today's disaster planning:**

Today's business environment needs a solid, whole business plan to deal with it unexpected challenges. The reputation of the company and the brand, as well as trust and loyalty for stakeholders, they are all critical elements after disaster management.

Introduction "Commitment to planning today will help support employees, customers, society, the local economy and the world. Also it protects your business investment and gives your company a better chance to survive."1 Never before has disaster management been so important. As recently events show, the business community, and the broader community, you are at risk of costly interruptions.

### **Business Story:**

Cost or Survival As noted in SHRM 2004-2005 Workplace Forecast, there are increased focus on home security and security and concern for global security.

### **Challenges**

The business case comes with challenges. Organizations may be hesitant provide the essentials - that is, the total commitment of the CEO and the board (short term and long term), shared resources, and, ownership of them all employee

### **The Great Side of Callen**

One of the defects in disaster risk management planning is the tendency to focus programs, activities, infrastructure and public relations, and the last people on list.

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QUESTION NO.4: NAME various organizational sources of resistance to change

**ANSWER:**

**Sources of Resistance to Change in a Business Organization**

**Insecurity:**

For people who work in a comfortable environment for a long time, change often brings uncertainty and people still do not know exactly what to expect from the onset of change. The feeling of insecurity is rife with people being changed from one place to another. For example, when a person goes from high school to college, or from one job in the city to another job in another city, a sense of insecurity may occur.

## **2. Possible social loss:**

Change has the power to bring about social loss. An informal work group can be very powerful. If a change causes a certain person to be transferred, the group's power may be reduced. The transferred person is affected as he or she loses the organization and the other members of the group. This loss is called 'social loss' which is a new technology that could enable a company to produce the same amount of labor. Even if some employees have given more money to a particular department due to automation, they may be re-employed and retained, other employees may lose the economy.

## **4. Inconvenience:**

Even if the change is inconsistent with social or economic loss, new processes and strategies may need to be learned. Physical and mental energy need to be used and some may not like the same.

## **5. Resentment of control:**

**When employees are told that a change is happening, they are made aware that they have no other choice but to make that change. This can create resentment that employees may not have the control over what is being done for them. Although change may be better, they may resent the change. For example, if management makes it mandatory for employees to wear uniforms, then the change may be offended for workers feel that they have no other choice but to wear a uniform.**

## **6. Unanticipated repercussions:**

Because an organization is a system, changes in one department or category may have unintended consequences for another. For example, a newly designed work may require a change in supervisory behavior and managers may resist this change even if they initially support the idea of career counseling by reorganizing activities.

## **7. Threats to influence:**

**Where change is likely to undermine the strengths of a group, department, or category, or is appropriate for the organization as a whole, it is likely to meet employees who are concerned with change.**

QUESTION 5: How do teams contribute to organizations? WRITE down the Usefulness and Common problems in teams

Answer:

TEAM: A small group of people with something to do with it skills, working together to achieve shared The purpose is also to hold them in sequence it is worth responding for its accomplishment.

Team and teamwork roles for managers:

Supervisor-like fixed head

A Network-based facilitator that works as a peer leader

Participant - serves as a help the role of a team member

External trainer-serving advisor either sponsor of team members

Usefulness of teams:

Many resources for troubleshooting

- Innovation and refinement
- Improved decision-making quality
- Greater commitment to the profession

- Higher motivation for collective action
- Better control and discipline of good behavior
- Each person needs contentment

Social feeds:

The “free riders” postponed because the load is they are distracted and some are there to do the work.

Common problems:

- Personality conflicts
  - Differences in work styles
  - Change work
  - Preparedness for poor performance
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QUESTION NO.3: ‘ORGANIZATIONAL CONTROL’ is the process of monitoring, comparing, and correcting work performance

NAME How (source of information) and What we measure in the process?

ANSWER:

Control - the process of monitoring, comparing, and adjusting work performance.

- Purpose of Control
  - Ensuring that tasks are completed in ways leading to achievement the objectives of the organization.

All managers should control whatever their units are they act as planned because they cannot you really know that without them checking out the works are done and compared to the original performance that contradicts the process you want.

**WHY IS CONTROLLING IMPORTANT?**



Planning can be done, an organizational structure designed to successfully achieve goals, and employees were successfully promoted leadership. But there is no guarantee that activities go as planned and the objectives employees and managers work for, truth, availability.

The value of the control function can be seen internally three specific categories: planning, empowerment human resources, and the protection of the workplace.

As a last link to administrative tasks:

- Planning - Controls inform managers that they will the goals and plans in the target and what things will happen in the future to take.
- Empowering staff - Control systems are in place experienced managers and feedback on employee performance.
- Workplace protection - Controls expand physical safety and help reduce workload to be disturbed.

### **CONTROLLING PROCESS:**

Control Process - a three-step process to measure actual performance, to compare real anti-mainstream performance, too to take administrative action to correct the deviation or insufficient values.

Process The control process takes that operation standards are already in place, and they are happening. They are there specific objectives created during the planning process.



- Step 1: Measuring Actual Performance

- How Do We Measure - personal observation, statistical reports, oral reports, and written reports.

Many managers use a combination of these ways.

### **What We Measure :**

That Measure is perhaps the most critical of the regulatory process is how to measure other control methods can be used in any administration condition. For example, all managers deal with people, as well a process such as employee satisfaction or profit and unemployment rates can be measured.

Keeping costs within budget is also a common control measure.

Other control systems should detect different functions executives in charge. For example, the manager pizza delivery site can use methods such as numbers of pizzas delivered per day.

Activities many types of tasks can be identified correctly goals.

#### Step 2: Comparing Actual Performance

Against Level:

- Identify the degree of difference between actual and normal operation.

- Scope of variance - acceptable parameters for the difference between actual performance and process.

#### Step 3: Taking Control action

Managers can choose from three possible options

courses:

- do nothing
- adjust actual performance,

Establish standards.

- Immediate remedial action – remedial an action that fixes problems simultaneously in sequence restoring performance following a track.
- Basic corrective action - a corrective action that looks at how and why the task went astray before correcting the source of the deviation.
- Update Level - if performance exceeds the goal, the manager should consider that the objective is very simple and needs to be maximized.
- Managers need to be careful with regard to routine downsizing.