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● CLASS : BS (SE)

Section : B

● PAPER : Principal Of

MANAGEMENT  
Sorry MAM Today I have a  
big Problem there is no  
Electricity in Area So I  
will write a paper on Page

# Questions # 1

1) Identify Source of Leader power and the tactics leader use to influence others?

ANSWER:-

Power is a force of influence and authority. Most leader wield powers but how power is manifested and used often differs between leaders. Where does a leader's ~~followers~~ give it ~~to~~ them get power from? Or do a leader's followers give it to them? well its 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 power should be used, the perhaps when not.

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

## Expert Power :-

when a leader has significant domain knowledge skills.

## Example :-

An expert accountant influences how junior accountants go about their tasks.

## Positional Power :-

comes when a leader has a legitimately held position of authority.

Example:

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.

Example:

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.

Example:-

leader has coercive power if her followers believe that

Power - she will initiate disciplinary action.

Personal power:- Influence gained

by Persuasion.

Example:-

A manager may have to rely on nothing more than a friendly please and thank you for an employee to perform a task.

So now we will look at each of these source of power and

Consider when they could be used and when it's not appropriate to use them.

## Question No # 2

a) Describe and explain the importance of Contingency planning, Scenario planning and Crisis planning in today's Environment?

ANSWER:-

**PLAN:-** A map specifying the resource allocations, schedules, and other action necessary for attaining goals.

**Planning:-** Determining the organization goals and the means for achieving them.

- The most fundamental management function.
- The most controversial management function.

# Importance of Contingency Plans

## Identify Uncontrollable Factors:-

- Economic downturns
- Declining markets
- Increases in Costs of Supplies.
- Technological development.
- Safety accidents.

## Minimize Impact of Uncontrollable Factors.

- Forecast responses to a range of alternative most likely high-impact contingencies.

## Building Scenarios:-

Looking at trends discontinuities and imagining possible alternative futures to build a framework with in which Unexpected future events can be managed

Forces managers to rehearse mentally that they would do if their best-laid plans were the collapse.

## Crisis Management Planning:-

### Prevention:-

- Build trusting relationship with Key stake holders - ~~Open Communications~~
- Open Communication

## Preparation:-

- Crisis Management Team.
- Crisis Management Plan.
- Establish an Effective Communication System.
- Containment.

# Question No # 3

"ORGANIZATION Control" is the

- Process of Monitoring..... what we measure in the Process.

The Proper Performance of management Control function is critical to the success of an organization. After plans are set in place management must execute a series of steps to ensure that the plans are carried out. These steps in basic Control Process can be followed for almost any application, such as improving product quality, reducing waste and increasing sales. The basic Control Process includes

the following steps

## 1) Setting Performance Standards

Managers must translate plans into performance standards. These performance standards can be in the form of goals, such as revenue from sales over a period of time. The standards should be attainable, measured. ~~it cannot be ascertained whether standards have been~~ and clear.

## 2) Measuring actual Performance:-

if performance is not measured it cannot be ascertained whether standard has been met.

3) Comparing actual performance with standard goals:-  
Accept or reject the products or outcome.

4) ANALYZING deviations:-

Managers must determine why standards were not met. The step also involves determining whether more control is necessary or if the standard should be change.

5) Taking Corrective action:-

After the reasons for deviation ~~why~~ have been determined, Managers can then develop solution for issues with meeting the standards and

make changes to processes or behaviors.

## Question No # 4

NAME Various Organizational Sources  
of resistance to change?

ANSWER:-

Change originate in either the internal or internal environment of the organization. External source include the political, social, technological or economic environment, externally motivated change may involved government action, technology development, competition social values and economic variable

1) INERTIA:-

Existing relationships  
satisfaction with the status quo.

Laziness and busyness hinder change

## 2) INDECISION:

People believed that their decision are based on free will, and having more option gives them a sense of freedom. Yet when it comes time to make decision, people will hesitate because it mean reducing their options.

## 3) Fear OF MAKING MISTAKE:-

This one goes with the previous point, as people avoid making decisions to not make mistakes

## 4) LACK OF BEST PRACTICE:-

Most people are followers, so they needed a "role model"

to follow. If none exists, they will  
have behavior to copy.

5) People don't care about your  
product/service because they  
don't like it:-

While there are  
ways to be make yourself and  
your ideas likeable, you can't  
force people to like to like you  
or your ideas.

Just because it makes sense  
doesn't mean people will care.

# Question No# 5

How to team contribute to organization? Write Down the Problems in teams.

How Do teams contribute to organization?

## TEAM:-

- 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 Process of People actively working together

to achieve common goals.

## • TEAM AND Teamwork roles for managers:-

- Supervision - Serving as the appointed head.
- Network - Serving as a helpful, contributing member of the team.
- External Coach - Serving a mentor or sponsor for team members.

## Usefulness and Common Problems in Team:-

### Social loafing:-

ee "Free riders"

who slack off. because responsibility is diffused and other are present do the work.

# Common Problems:

1) Personality Conflicts.

- Difference in work styles
- Task ambiguity.
- Poor readiness to work.

# Synergy

- The creation of a whole that is greater than the sum of its parts.
- A team uses its membership resources to the fullest and achieves through collective action far more than could be achieved otherwise.

# Usefulness of teams

- More resources for Problem Solving.
- Improved Creativity and innovation
- Improved Quality of decision making
- Greater Commitments to tasks.
- Higher motivation through Collective action.
- Better Control and work discipline
- More individual need Satisfaction.