

# Jamia Millia Islamia



## Dept. Of Computer Science LI & GD Assignment-3

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**Q1) List out the behaviors and attitudes a member should adopt to be effective.**

**Sol.**

**1. Learn continuously:** Leaders are never satisfied with what they know. On a daily basis, they allot time in order to become familiarized with new business aspects. They understand that learning is the best way out of any trap. Through consistent learning, they have the confidence to try lots of new things, keep those that work and quickly discard those that do not.

**2. Have the ability to see things from other people's perspectives.** Truly great executives possess the ability to look beyond their own interests and can consider an issue from every possible angle.

**3. See the big picture** and, by understanding the overarching goals of the company, they are able to allot their time to only those activities that forward the organization. Leaders eliminate tasks that need not be done at all and can effectively delegate work that can be done by others.

**4. learn from every experience.** We should try new things, take a lot of chances and take time to learn after every defeat or victory.

**5. Acquire focused thinking.** By removing distractions and mental clutter, leaders possess the ability to concentrate for extended periods of time and, thus can concentrate on a single issue and think with clarity. Effective executives focus on outward contribution. They gear their efforts to focus on results rather than on work itself.

**8. View problems as temporary and surmountable.** One of the defining characteristics to be effective is that they tend to believe that defeat is a temporary setback. Instead of turning setbacks into disasters, they view hurdles as challenges to be overcome and, thus try harder.

**10. Focus on continually improving their subordinates:** We should relentlessly upgrade their team, using every encounter as an opportunity to evaluate, coach and build self-confidence. To the effective manager, every day is about growing people. Moreover, the best leaders care passionately about their people.

**Q2) What do you mean by the term Conflict? What are the various causes of conflicts?**

**Sol.**

**“Conflict is the deliberate attempt to oppose, resist or coerce the will of another or others”**

Conflict is an ever-present process in human relations. It is a form of struggle between individuals and group. Conflict implies a desire for violence and revenge. It is based on opposition. It is a process of seeking to obtain rewards by eliminating or weakening the competitors. Parties, which are in conflict, oppose, resist or coerce each other deliberately. Conflict arises when the attention of the competitors is diverted from the object of competition to themselves.

**The following sections discuss five of the most common factors that lead to conflict situations within organisations.**

### **1. Misunderstandings**

Conflict can arise from misunderstandings about:

- The nature, aims and objectives of a job
- Differing expectations about how things should be done
- Work conditions and wages
- The different responsibilities of management and employees
- Differences in values, beliefs, needs, or priorities

### **2. Poor communication**

Communication relies on clear and complete messages being sent as well as being received. Problems can be reduced by paying attention to how well you send messages and how well you receive them. Both managers and workers are responsible for ensuring that these issues are considered.

### **3. Lack of planning**

Lack of planning often means an organisation moves from one crisis to the next. This sense of disorganisation and lack of direction can be stressful and can create many problems including misunderstandings. The time spent in planning will be recouped many times over in the more efficient use of workers' time, and in real and long-term benefits to clients.

### **4. Poor selection**

Inappropriate selection of staff can result in ill-feeling and conflict. Feelings of ill-will may be increased by dismissing staff members.

While staff conflict problems can never be entirely avoided, they can be minimised with good staff selection procedures. Considering existing staff views when approaching staff selection will help minimise conflicts in the workplace.

## **5. Frustration, stress and burnout**

When people become frustrated or stressed they are more irritable and more likely to create conflicts than at other times. It is important to recognise the signs of stress in people's work situations in order to prevent burnout. Try to help people identify the causes of work related stress, and take steps to change these factors or, better still, try to anticipate possible causes of stress before they arise.

### **Q3) Define Stress. How it can be decreased?**

**Sol.**

Stress is a normal reaction the body has when changes occur. It can respond to these changes physically, mentally, or emotionally.

In simple terms stress is the body's reaction to any change that requires an adjustment or response. The body reacts to these changes with physical, mental, and emotional responses. Stress is a normal part of life. You can experience stress from your environment, your body, and your thoughts. Even positive life changes such as a promotion, a mortgage, or the birth of a child produce stress.

#### **1. Exercise**

Exercise is one of the most important things you can do to combat stress. It might seem contradictory, but putting physical stress on your body through exercise can relieve mental stress.

#### **2. Meditate**

A few minutes of practice per day can help ease anxiety. "Research suggests that daily meditation may alter the brain's neural pathways, making you more resilient to stress," says psychologist Robbie Maller Hartman, PhD, a Chicago health and wellness coach.

#### **3. Breathe Deeply**

Take a 5-minute break and focus on your breathing. Sit up straight, eyes closed, with a hand on your belly. Slowly inhale through your nose, feeling the breath start in your abdomen and work its way to the top of your head. Reverse the process as you exhale through your mouth.

#### **4. Eat right**

Stress levels and a proper diet are closely related. When we're overwhelmed, we often forget to eat well and resort to using sugary, fatty snack foods as a pick-me-up.

## 5. Be mindful

There are many lifestyle changes that can be more effective in the long run. The concept of “mindfulness” is a large part of meditative and somatic approaches to mental health and has become popular recently.

### **Q4) Define Power. Discuss positive and negative consequences of power.**

**Sol.**

Power is the capacity of an individual to influence the conduct (behaviour) of others. The term "authority" is often used for power that is perceived as legitimate by the social structure. Power can be seen as evil or unjust. This type of power is historically endemic to humans. However, power can also be seen as good and as something inherited or given for exercising humanistic objectives that will help, move, and empower others as well. In general, it is derived by the factors of interdependence between two entities and the environment. In business, the ethical instrumentality of power is achievement, and as such it is a zero-sum game. In simple terms it can be expressed as being "upward" or "downward". With downward power, a company's superior influences subordinates for attaining organizational goals. When a company exerts upward power, it is the subordinates who influence the decisions of their leader or leaders.

#### **Positive Consequences**

- People feel more responsible when they have power.
- Leaders can discover a talented person and someone's potentiality.
- **Freedom to act without interference:** This effect causes those with greater power to be impulsive, unconstrained, inappropriate with touch, more aggressive, less vigilant, and less aware of their impact. They ignore, fail to respond to, or punish those who offer negative feedback.

#### **Negative Consequences**

- Some people use their power in a dictatorial way.

- Sometimes power gives leader fierce criticism
- **Moral hypocrisy:** Increased power causes leaders to have stricter standards for others than for themselves and to stick to the rules regardless of whether they have negative or positive impacts. They also shift the blame for their mistakes and misuses of power onto others with lower power.

## Q5) What are the negative side of Organizational politics?

**Sol.**

Organizational politics refers to office politics. Further, organizational politics encompass politics within the workplace. Thus, it involves the use of authority in a company or an organization to attain personal interests. Research shows that companies that engage in healthy organizational politics perform better than others.

The following are some negative sides of Organisational Politics :

- Negative politics affects the concentration of workers of a company. There is the likelihood of making a lot of mistakes when one is involved in workplace politics. In most cases, the focus of the employees involved in organizational politics is elsewhere. Employees might not even produce goods and services as required by the company.
- Employees whose attention is divided cannot maximize on the productivity of the company. In fact, interests of employees that indulge in workplace politics are inclined towards spoiling the reputation and image of other employees. This is aimed at humiliating others in front of supervisors, team leaders, and even departmental heads.
- Secondly, organizational politics could ruin the ambience. The world of business requires people and organizations to have good relations. This will foster unity in production and service delivery. However, organizational politics will interfere with good relations among employees of the company.
- Organizational politics can also lead to an unfriendly work environment. Employees will not have peace in their workplace. Situations of negative work environment will enhance high turnover rates in the company. The staff members of the company will not be comfortable because the environment will be hostile.