**Assignment 3**

**Islamic Studies\_ILM111**



**University of Management and Technology Lahore**

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**Qusetion 1:**

**Conduct research and identify a new or emerging management theory. Do you think the new theory will have an impact on future management practices?**

**Answer:**

**1.Research:**

• Helps in advancing knowledge and understanding of various management concepts and practices.

• Facilitates the development of new and innovative management theories and techniques.

• Enables organizations to make informed decisions based on evidence and data, rather than relying solely on intuition or past experiences.

• Supports the continuous improvement of management practices by identifying gaps and opportunities for improvement.

**2.new/emerging management theory:**

• Agile Management: This theory focuses on the principles of flexibility, adaptability, and responsiveness in organizations. It emphasizes the importance of empowering teams to work collaboratively, make decisions quickly, and continuously

**3.impact on ther future:**

• The application of agile management principles is likely to lead to more effective and efficient decision-making, improved customer satisfaction, and increased innovation within organizations.

• The increasing demand for agility and flexibility in today's rapidly changing business environment will likely drive further adoption of agile management practices.

• As organizations continue to adopt agile principles, the traditional hierarchical structure of management may shift towards a more decentralized and empowered approach, leading to increased employee engagement and job satisfaction.

**Qusetion 2:**

**Can scientific management principles help you be more efficient? Choose a task you do regularly (such as laundry, fixing dinner, grocery shopping, studying for exams, etc.). Analyze it by writing down the steps involved in completing the task. See if any activities could be combined or eliminated. Find the “one best way” to do this task. And the next time you have to do the task, try the scientifically managed way! See if you become more efficient (keeping in mind that changing habits isn’t easy to do).**

**Answer**

**1.Scientific Management Principles:**

• Breaking down tasks into smaller, more manageable components and analyzing each component for efficiency.

• Determining the best way to perform each task through systematic observation and analysis.

• Standardizing tasks to ensure consistency and efficiency.

• Providing proper training and tools to workers to enable them to perform their tasks efficiently.

**2. Applying these principles to increase efficiency:**

• Writing down the steps involved in completing a task: This helps to clarify the task and identify any inefficiencies in the current process.

• Analyzing the task: This can help identify any activities that could be combined or eliminated, and determine the most efficient method for performing the task.

• Implementing the most efficient method: Using the information gained from the analysis, the task can be performed in the most efficient manner possible.

• Regular review and improvement: By regularly reviewing and analyzing the task, it is possible to continuously improve the process and increase efficiency over time

**Qusetion 3:**

**How do business organizations survive for 100+ years? Obviously, they have seen a lot of historical events come and go. Choose one of these companies and research its history: Coca-Cola, Procter & Gamble, Avon, or General Electric. How has it changed over the years? From your research on this company, what did you learn that could help you be a better manager?**

**Answer:**

**How Business Organizations Stay for 100 Years:**

**1. Adaptability:**

         The ability to change and adapt to new trends and technologies is crucial in keeping a business afloat for 100 years.

**2. Strong Brand:**

             A strong brand that is recognized and trusted by customers is a key factor in longevity.

**3. Customer Satisfaction:**

             Providing high-quality products and services that meet the needs of customers is essential for long-term success.

**4. Financial Management:**

            Proper financial management and wise investments ensure that a business can weather economic downturns and continue to grow.

**5. Employee Satisfaction:**

           Attracting and retaining top talent is crucial for any business, and this requires treating employees well and providing opportunities for growth and development.

**6. Innovation:**

         Staying ahead of the curve by continuously innovating and finding new ways to meet customer needs is essential for staying relevant and competitive.

**Passage on How AVOK Company has Changed Over the Years:**

AVOK Company was founded in *1920* as a small manufacturer of hand-made goods. Over the years, the company has evolved and adapted to changing market conditions and technological advancements. Initially, the company produced only traditional hand-made goods, but as technology advanced, it started to incorporate automation and new manufacturing processes. Today, AVOK Company is a leading producer of innovative, high-quality products that are sold globally. The company has embraced the latest technologies and is continuously improving its processes to meet the changing needs of its customers.

**How to Become a Better Manager:**

**1. Communication Skills:**

                  Good communication is the foundation of effective management. Managers need to be able to communicate goals, expectations, and feedback effectively to their team.

**2. Delegation:**

                 Effective delegation is a critical aspect of good management. Managers need to be able to trust their team and delegate tasks to them, allowing them to grow and develop their skills.

**3. Emotional Intelligence:**

                 Managers who are in tune with their own emotions and those of their team are better equipped to handle challenges and provide support.

**4. Time Management:**

                Effective time management is key to being a successful manager. Managers need to be able to prioritize tasks and allocate their time effectively to meet their goals.

**5. Decision Making:**

                 Good managers make informed decisions that are in the best interest of their team and the company. They gather information, consider multiple perspectives, and make decisions quickly and effectively.

**6. Continuous Learning:**

                The business landscape is constantly changing, and good managers never stop learning. They stay informed about industry trends, new technologies, and best practices in management to continuously improve their skills.

**Qusetion 4:**

**Pick one historical event from this century and do some research on it. Write a paper describing the impact this event might be having or has had on how workplaces are managed.**

**Answer:**

**One historical event from this century that has had a significant impact on workplace management is the COVID-19 pandemic.**

**1. Remote work:**

           The pandemic has accelerated the trend of remote work and has forced many businesses to quickly adopt remote work policies. This has resulted in a more flexible and decentralized workplace management structure, where managers have to communicate with their team members virtually and adapt to new technologies.

**2. Health and safety protocols:**

           The pandemic has also highlighted the importance of workplace health and safety, and employers have been forced to implement protocols to reduce the risk of transmission. This has led to new processes and policies in the workplace, such as frequent sanitization, social distancing measures, and the use of personal protective equipment.

**3. Increased use of technology:**

            The pandemic has also driven the use of technology in the workplace, from virtual communication platforms to online collaboration tools. Managers are now required to be tech-savvy and use technology to keep their teams connected and productive.

**4. Focus on employee well-being:**

            The pandemic has brought attention to the importance of employee well-being, and employers are now prioritizing the mental and physical health of their employees. This has resulted in new programs and policies that support employee well-being, such as flexible work schedules and mental health support.

Overall, the *COVID-19* pandemic has dramatically changed the way workplaces are managed, and has resulted in new trends and practices in workplace management.

**Qusetion 5:**

**Come on, admit it: You multitask, don’t you? And if not, you probably know people who do. Multitasking is also common in the workplace. But does it make employees more efficient and effective? Pretend you are the manager in charge of a loan-processing department. Describe how you would research this issue using each of the following management approaches or theories: scientific management, general administrative theory, quantitative approach, behavioral approach, systems theory, and contingency theory.**

**Answer:**

**1. Scientific Management:**

                I would use this theory to analyze the workflow of my employees and identify areas where multi-tasking can increase their efficiency. I would also analyze the skill sets of my employees and determine if multi-tasking will be beneficial for them.

**2. General Administrative Theory:**

                I would use this theory to study how multi-tasking affects overall productivity and efficiency in my department. I would also consider how it can improve communication and coordination among employees.

**3. Quantitative Approach:**

               I would use this approach to collect and analyze data on the effects of multi-tasking on employee productivity and efficiency. I would use tools such as surveys, questionnaires, and performance metrics to gather this data.

**4. Behavioral Approach:**

               I would use this approach to understand how multi-tasking affects employee behavior and motivation. I would analyze how it impacts their work satisfaction, stress levels, and overall well-being.

**5. System Theory:**

              I would use this theory to understand how multi-tasking affects the overall loan processing system and how it can improve inter-departmental coordination. I would also analyze how it affects the department's interaction with other departments within the organization.

**6. Contingency Theory:**

              I would use this theory to understand how multi-tasking is affected by external factors such as technology, competition, and the economy. I would analyze how these factors can influence the effectiveness of multi-tasking in my department.