

# A powerful scanner is in your pocket.

You no longer need to keep piles of paper or stuff your wallet with receipts. The free CamScanner mobile app works on your mobile device, scans documents into PDFs, and automatically recognizes text.

## 1.Turn Paper and Whiteboard to PDF

### **Scan anything in a snap.**

With CamScanner, easily capture and convert documents, forms, business cards, and whiteboards into high-quality PDFs. And with different capture modes along with automatic boundary detection, you can get the best scans every time.

## 2.AI-Enhanced Scans

### **Intelligently cleaner and clearer scans.**

With the powerful AI behind many of our intelligent features, CamScanner corrects image perspective and sharpens handwritten or printed text, while removing elements you don't want, like glare and shadow.

## 3.Edit Freely

### **Fill & Sign PDF on the go.**

Eliminate the hassle of finding a printer, filling a form by hand, and scanning it again. Use CamScanner to turn paper forms into interactive digital documents you can easily fill out, sign and share.

## 4.Save pages as JPEG

### **Do more with your scans.**

Flexibility to save as a JPEG to do more with your scans than work on PDFs. Upload to your favorite apps or incorporate your scans into documents.



## POWER

Power :-

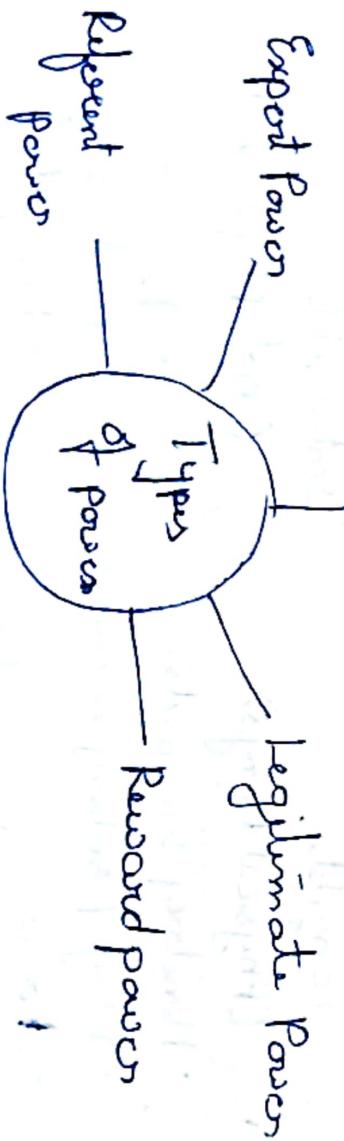
It is defined as the capacity of a person, team, or organization to influence others.

- It is used as a means for achieving goals.
- Power refers to the possession of authority and influence over others.

Why Power is required:-

- Providing direction
- Get fast access to decision makers.
- Maintain regular, frequent contact with decision makers.
- Assisting in the Mgt - Process.
- Structure to organizations
- Assist to employees in performing better
- Articulate the goals.

Types of Power



### 1) Coercive Power

- It is the ability of a manager to force an employee to follow an order by threatening the employee with punishment if the employee doesn't comply with the order.

Eg:- Demotions, Pay cuts, layoff

- Termination if employee don't follow orders.

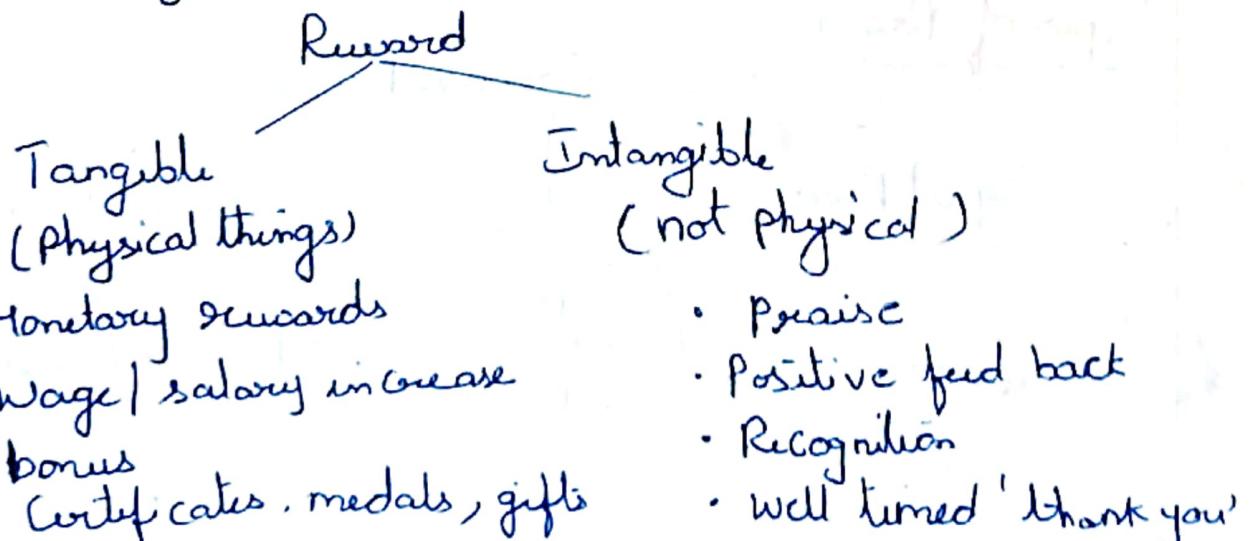
### 2) Legitimate Power

It is a power you derive from your formal position or office held in the org. hierarchy of authority.

Eg:- The President of a corporation has certain powers bcoz of the office he hold in the Corporation.

### 3) Reward Power

- It is the power of a manager to give some type of reward to an employee as a means to influence the employee to act



#### 4) Referent Power:-

- It is a power of an individual over the Team or followers, based on high level of identification with admiration of, & respect for the power holder/leader.
- Eg:- Nationalism, Patriotism, celebrities, mass. Leader widely respected people.

#### 5) Expert Power:-

- It is power based upon employees perception that a manager or some other member of an org. has a high level of knowledge or a specialized set of skills that employees/members of the org. don't possess.

#### Politics

- workplace politics (office politics or organizational politics) is the use of power and social networking within an org. to achieve changes that benefits the org. or individuals within.

#### Why politics Required?

- To come in the lime light & gain undue attention and appreciation from the seniors.
- To obtain advantages which are beyond their control.
- Getting things done at right time.
  - Career, Fame

## Types of politics

### 1) Attacking & blaming

- Targeting on others, Blaming others, Not accepting faults.

### 2) Controlling Information

- Maintaining secrets, Incomplete info., Wrong info.
- Destroying info.

### 3) Forming Coalitions

- Forming negative aspects on others
- Groupism
- Rationalism

## Effects of politics

- Decrease job satisfaction
- Increased anxiety & stress
- Decreased in overall productivity
- Affects Concentration
- Spoils the Ambience
- Changes the attitude of employees
- Demotivated employees
- wrong information

## Empowerment

### Definition:-

- To invest people with authority
- sharing Varying degrees of Power with lower level employees to better serve the customer.

### Meaning:-

Empowerment is the Process of enabling employees to set their own work related goals, make decisions & solve problems within their sphere of responsibility & authority.

Definition:- "Empowerment is the Process of sharing Power with employees"

### Empowerment Three levels

- Enabling the employees to make bigger decisions without having respects a senior.
- Involving the employees to improve the ways things are done
- Encouraging employees to play a more effective role in their work

### Benefits:-

- Improved employer satisfaction.
- By being shared, org. power can grow.
- Employees to perform better.
- Increase trust in the org.

## Complications

- giving up control can be threatening to some managers.
- Managers may not want to share power with someone they look down upon.
- Managers fear losing their own place & special privileges in the system.

## Pros & Cons of employee empowerment

- It leads to great job satisfaction, motivation, increased Productivity & reduces the cost.
- It also leads to creativity & innovation since the employees have the authority to act on their own.
- There is increased efficiency in employees bcoz of increased ownership in their work.
- Lesser need of supervision & delegation.
- Employees when empowered become more entrepreneurial & start taking more risks.
  - Greater the risk, greater are the chances to succeed.

## Cons:-

- 1) Egotism/Arrogance:- Worker arrogance can create a big trouble for supervisors & the Managers. There can be problems in delegating. Employees avoid reporting about their work & feed back can be taken negatively.
- 2) Risk:- Creativity & innovation demands a greater risk bearing & there are equal chances of success & failure.
  - Workers often lack the expertise to execute are, which can cost big.

### 3) Industrial democracy:-

- Labor unions & workers are empowered and they may misuse the same.
- strikes and lock outs become more frequent.

### 4) Security:-

- Since information comes and is shared by all, there are apprehensions about leakage of critical data.

### Conclusion:-

- > definitely employee empowerment is a positive element in an org.
- > Empowering develops self confidence & loyalty in them & also leads to improved customer satisfaction.
- > Everyone's limit is to be defined when empowered.

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Groups

## Group vs Team

- Groups are an integral part of modern org.
- They are present everywhere, from the shop floor to the high levels of mgmt.

### \* Definitions:-

Stephen Robbins :-

A group "as two or more individuals, interacting and interdependent, who have come together to achieve particular objective".

### \* Types of groups

#### 1) Formal groups :-

→ These groups are consciously created to serve an org. objective

→ Eg:- The crew of an airline flight

formal groups can be further divided into different types.

#### a) Command group:

→ It is group determine by the connection b/w individual who are a formal part of org.

Eg:- Marketing dept. comprising of the general manager & the other marketing staff

b) Task group-

- It is created by the mgt. to accomplish certain org. goals.
- It is specifically created to solve the problem or perform a defined task.

2) Informal groups-

- These are groups that develop naturally among people, without any direction from the org. within they operate.
- They are formed spontaneously & are based on personal relationships or specific interests.

Different types of Informal groups-

a) Interest groups-

- It consists of Person who share common interests.
- They may job related or such as, sports, politics, etc.

## b) Friend ship groups-

- This group consists of individual who come together because they share one or more common characteristics.

## Stages of Group Development

- Every group passes through different stages in its life cycle.
- Every group passes through 5 stages of group development.

### 1) Forming:-

- In - the members share personal info. & try to know more about the task to be performed.

### 2) Storming:-

- The members compete for position of status & control.
- This is a period of high emotionally & tension among group members.
- The storming stage is completed when intra group conflicts are resolved & the group leader is accepted.

### 3) Norming :-

- In this stage the group really begins to come together as co-ordinated Unit.
- Members start co-operating with each other.
  - place their competing interest in the back ground.

### 4) Performing :- This stage is called as total integration.

- During this stage, the group members work effectively & efficiently towards achieving the group objectives.

### 5) Adjourning :-

- the group prepares for disbandment.
- The group's focus now on wrapping up activities rather than achieving high task performance.

## Dysfunction of groups (Subba Rao) - Pg 177

- > As indicated earlier, informal groups are not only functional but also dysfunctional.
- > The dysfunctional aspects of informal groups create hindrance in the org. process.
  - 1) Challenge the formal authority.
  - 2) Challenge the formal leadership.
  - 3) Role conflict:-
  - 4) Miscommunication:-
  - 5) Resistance to change.
  - 6) Confirmity.

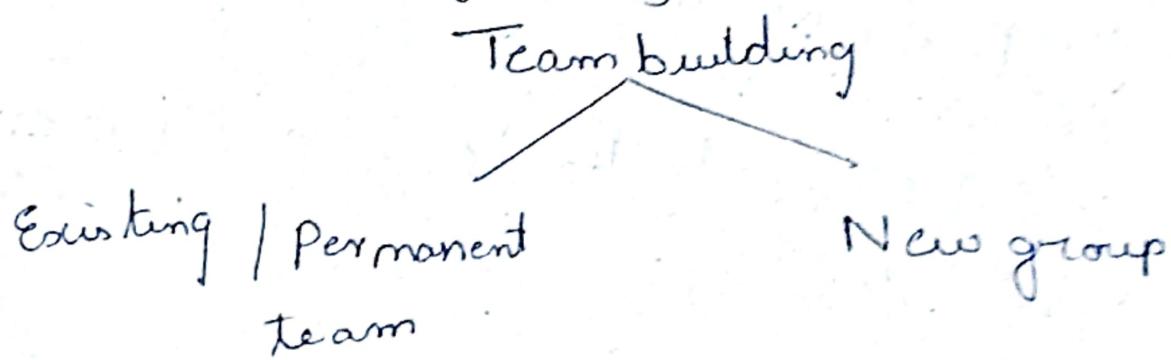
## Dynamics of Informal group (IG)

- > Informal group almost always arise if opportunities exist.
- > They have powerful influence on the effectiveness of an org.
- > But IG role is not limited to resistance.
- > The impact of IG upon the larger Formal group depends upon the norms that the IG sets.
- > So IG can make the formal org. more effective, too.
- > Collaborative group

- 2) Employee satisfaction
- 3) Efficient employee performance
- 4) Norms of behaviour
- 5) Protection to members
- 6) Effective communication
- 7) Effective HRM
- 8) Improved productivity

### \* Teams in Modern work place

- Team Building is method of improving org. Effectiveness at the team level by diagnosing barriers to team performance & improve inter-team relationships & tasks accomplishment.
- Team Building analyses the activities, resource allocation & relationships of a group or team to improve effectiveness.
- This technique can be used develop a sense of unity among members.



## Purpose of Team Building

- to set goals
- to analyse/allocate the way the work is performed.
- to examine the way a group is working & its process
- to examine the relationship among people

## Essentials Conditions of Team Building

- Every member must have a clearly assigned role.
- Team must speak with one voice
- No appeal from one member to another.
- Good team is small in no.

## Building Team successfully

- Hold small & informal meetings for minor problems  
→ large & long meetings for strategic issues
- Create a climate of co-operation
- The rule of order is to pick easy problem first
- Keep the atmosphere casual and light.
- Compliment the participants & strengthens the spirit of cooperation and collaboration
- Keep an open mind
- Help the members when they do something wrong
- Protect the workers when they do something wrong