

- Use Goals:-

You should that employees have hard specific goals and feedback on how well they are doing in Pursuit of those goals.

"Ensure that goals are perceived as attainable"

Regardless of whether goals are actually attainable employees who see goals as unattainable will reduce their effort.

- Individualize Rewards-

Because employees have different needs use your knowledge of employee difference to individualize the rewards that you have control

Link reward to P

You need to make rewards contingent on performance key reward such as pay increase and permission

⑦ Impact of Strong Culture
on managers as organisations
All organisations have culture but
not all cultures equally influence
employees behaviour and actions.
Strong culture those in which the
key values are keptly held and
widely shared have a greater
influence on employees than weaker
cultures.

The more employees accept the
organisation key values and the greater
their commitment to those values,
the stronger the culture.

⑧ Leader Traits:-

Researchers at the universities of
Florida and North Carolina reported
that taller men compared to shorter
men tended to possess shorter
height levels of social esteem.
Successful leaders earn

more money and have greater Career Success.

Leadership research in the 1920s and 1930s focused on isolating Leader Traits that is characteristic that would differentiate leaders from non-leaders. ~~some~~ some of the traits studied

included Physical stature appearance, social class, emotional stability, fluency of speech and sociability.

(a) Q. Importance of communication in an organization.

Communication promotes motivation by informing and clarifying the employees about the task to be done. The managers they are performing the task ~~to be done~~. ~~The manager they~~ and how to improve their performance if it is not up to the mark.

should be given for attainment
of employee specific goals.

Check the system for
equity

Employees should perceive
that rewards or outcomes are
equal to the input given.

"Don't Ignore Money"

It's easy to get so caught up
in setting goals creating
interesting jobs and providing
opportunity for participation
that you ~~forget~~ forget that money

⑥ Describe to become effective leader?

Ten step to help you become a successful leader.

- 1) Always be honest.
- 2) Practice what you preach to become a successful leader in your personal life and work place.
- 3) Delegation and prioritizes task.
- 4) Communicate constantly.
- 5) Have confidence in your self.
- 6) Commit yourself. ~~lead with~~
- 7) Lead with Positively.
- 8) Think creatively.
- 9) Follow your intuition.

Mon Tue Wed Thu Fri Sat
Date: _____
Equity:- All employees should be treated equally and respectfully.

Stability:-

An employee delivers best if they feel secure in their jobs.

Initiative:-

The management should support and encourage the employees to take initiatives in an organization.

Esprit de Corps:-

Developing trust and mutual understanding will lead to a positive outcome and work environment.

- ① Subordination of individual interest
Be subordinate to the purpose of an organization. It refers to the whole change in command in a company.
- ② Remuneration - This plays an important role in motivating of workers of a company.
- ③ Centralization - The management of any authority responsible for the decision making process should be rational.
- ④ Scalar Chain - Taylor in this principle highlights that the hierarchy steps should be from the top to the lowest.
- ⑤ Order - A company should maintain a well define work order to have a favorable work culture.

⑤ Explain the controlling process in ~~an~~ organization?

The control process involves carefully collecting information about a system process person or group of people in order to make necessary decisions about each. Managers set up control system that consist of four key steps.

- 1) Established
 - 2) Standard
 - 3) Measure Performance.
 - 4) Compare Performance to standard and then,
 - 5) Take active action as needed.
-

③ Four Functions of Management:-

Planning:-

In this step they set goals
establishing strategies and developing
plan to coordinate activities

Organizing:-

When managers organized they
determine what tasks are to be
done. Who is to do them. Who
the tasks are to be grouped.

Leading:-

When manager motivate subordinates.
help resolve work groups conflicts.
influence individual or team as they
work. select the most effective
communication. Communication channel.

Controlling:-

The final function of management
is controlling in this step goals
and plans set ~~monitor~~ monitoring