A Leader's Role in Sustainable Development

What is Sustainability?

Sustainability refers to the capacity to maintain or continue a particular system or process over the long term

- without depleting resources,
- without causing irreparable harm to the environment,
- without compromising the well-being of future generations.

A Trend in Corporate Practices

Companies have increasingly begun to recognize their role in sustainability.

Factors:

- Growing Consumer Awareness
- Regulatory Pressures
- Client Demand
- Internal Decisions

A Trend in Corporate Practices

Environmental & Societal Impacts

Cost Savings

Competitive Edge

Module 4
Management Fundamentals

What comes to mind when you hear Management?

Mentimeter

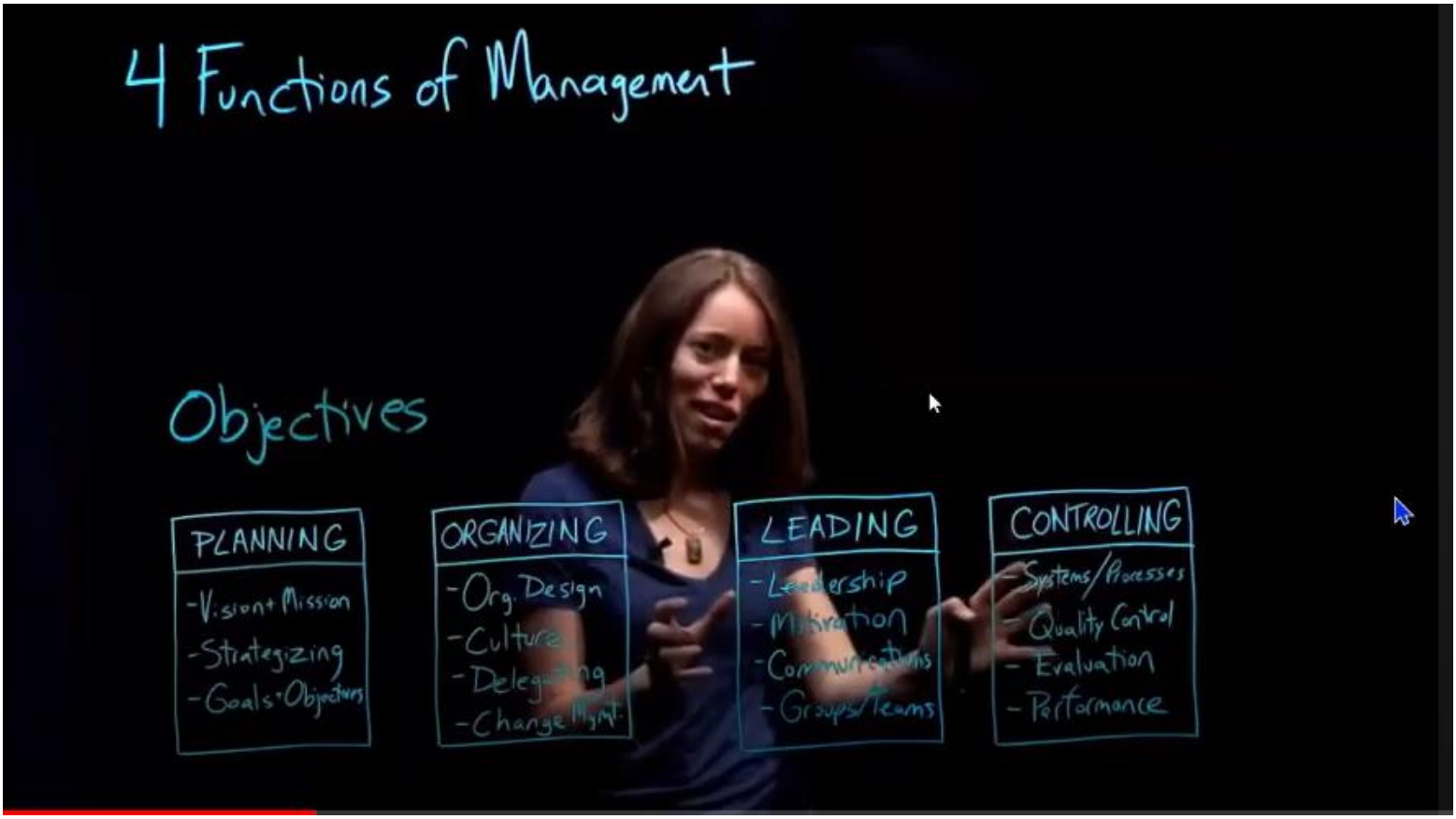
menti.com
1606 2096

- One-word Answers
- As many answers as you can think of

Module 4
Management Fundamentals

The 4 Functions of Management
- Henry Fayol

P	O	L	C
Planning	Organizing	Leading	Controlling



P

Planning

Planning is a fundamental management function that involves:

- ✓ **Setting objectives (begin with the end in mind)**
- ✓ **Determining the appropriate course of action, and**
- ✓ **Developing a systematic approach to achieve the said objectives.**

O

Organizing

Organizing is a fundamental management function that involves arranging and structuring:

- ✓ Resources
- ✓ People
- ✓ Tasks
- ✓ Processes

in a coordinated and efficient manner.

C

Controlling

Controlling is a fundamental management function that involves

- ✓ Regulating
- ✓ Monitoring
- ✓ Evaluating

activities to ensure they align with the established plans and objectives.

Project

- A unique endeavor, and usually includes a set of unique deliverables
- A temporary pursuit; it has a defined beginning and end

Project management

The application of knowledge, skills, tools, and techniques to meet the project requirements and achieve the desired outcome

ANALYTICAL THINKING

HR ONLINE PHILIPPINES

- ✓ Involves a structured and systematic approach
- ✓ Consists of various methods and steps
- ✓ Emphasizes objectivity and evidence-based decision-making – relying on facts and data

ANALYTICAL THINKING

HR ONLINE PHILIPPINES

- ✓ Normal thinking refers to everyday thinking that is not as structured as analytical thinking
- ✓ Normal everyday thinking is more spontaneous and intuitive - relying on our existing knowledge, experiences, instincts and even emotions

Key Steps

Here are Key Steps in Analytical Thinking

HR ONLINE PHILIPPINES

1. Identify the Problem:
"Sales have dropped"

3. Break down the problem:
"pricing? features? market?"

2. Gather Information:
"sales reports, feedback"

4. Identify patterns, linkages:
"pricing-features-market?"

Types of Reasoning

HR ONLINE PHILIPPINES

Analytical thinking involves using different types of reasoning to systematically analyze problems, draw conclusions, and make informed decisions.

1. Deductive Reasoning:
All cats have tails.
- Fluffy is a cat.
- Therefore, Fluffy has a tail.

2. Inductive Reasoning:
- I've seen ten cats, and they all have tails.
- Therefore, cats probably have tails in general.

3. Abductive Reasoning:
Muddy footprints on the floor
- Someone must have entered your home

4. Analogical Reasoning:
Babies need milk to grow.
- Just like babies, plants need water to grow.

Common Methods

Commonly-used and well-known Analytical Thinking* models:

HR ONLINE PHILIPPINES

SWOT Analysis	Statistical Analysis	Failure Mode and Effects
5 Whys	Benchmarking	Simulation and Modeling
Fishbone Diagram	Gap Analysis	Balanced Scorecard
Pareto Analysis	Cost-Benefit Analysis	Process Flowcharts
Decision Matrix	Root Cause Analysis	Data Visualization
Mind Mapping	Scenario Analysis	Decision Trees

**can overlap with critical thinking*

Analytical Thinking:

- Break down complex problems
- Gather and interpret data
- Use logical reasoning
- More focused
- More confined

Critical Thinking:

- Assess, evaluate information
- Question assumptions, biases
- Multiple viewpoints
- Objective analysis, reasoning

Practical Application

ANALYTICAL THINKING	CRITICAL THINKING
Analyzing data from customer surveys	Evaluating the reliability of sources
Creating spreadsheets to track and analyze project expenses	Assessing the validity of arguments
Conducting market research to identify customer preferences	Identifying assumptions in a proposal
Developing a workflow diagram to optimize a business process	Examining potential risks and drawbacks of a new business strategy
Utilizing time tracking tools to identify areas of inefficiency	Recognizing biases in decision-making and seeking alternative viewpoints
Conducting a SWOT analysis	Identifying logical fallacies in presentations or arguments

Keep in mind

Analytical and critical thinking skills should not be viewed as opposing poles, but rather as overlapping and complementary abilities that form a continuum. While they are distinct in their focus, they are interconnected and enhance each other --- when applied together.

HR ONLINE PHILIPPINES

MANAGING TIME VS MONEY

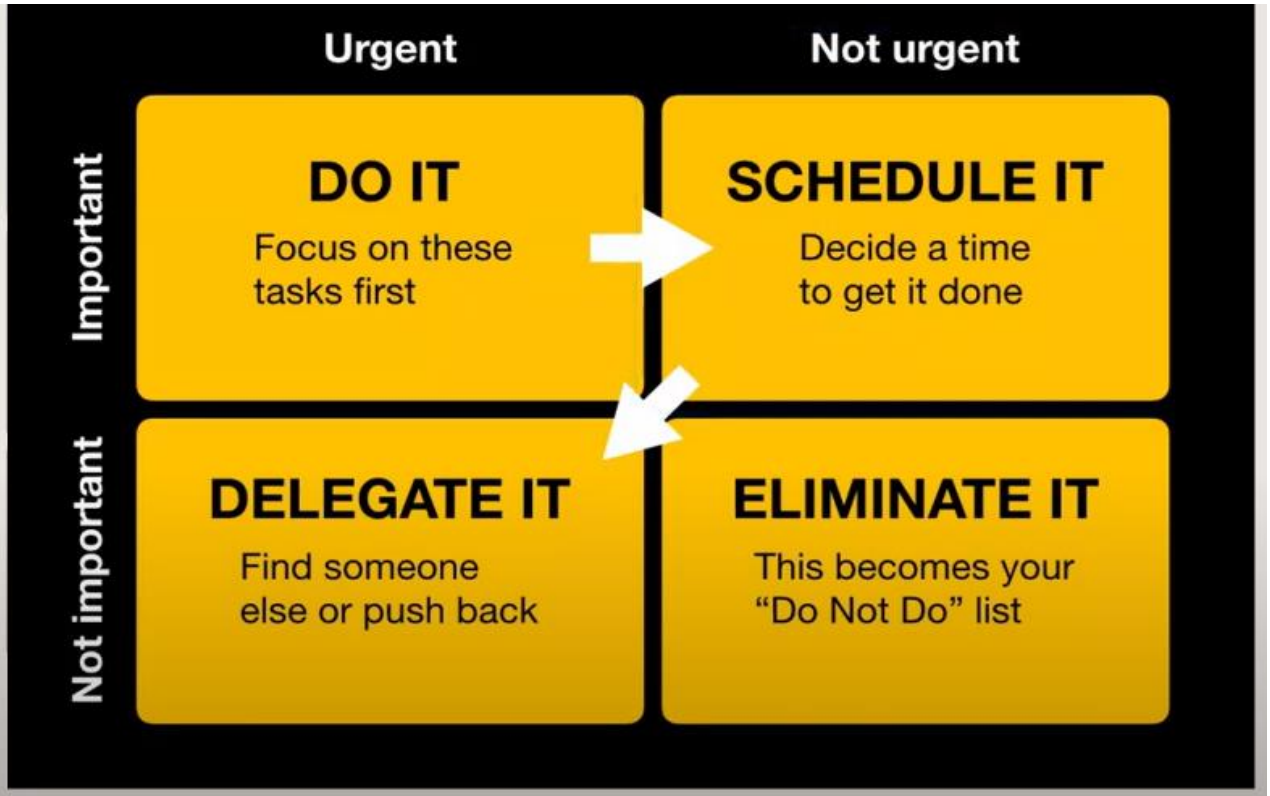
*Both are Finite Resources

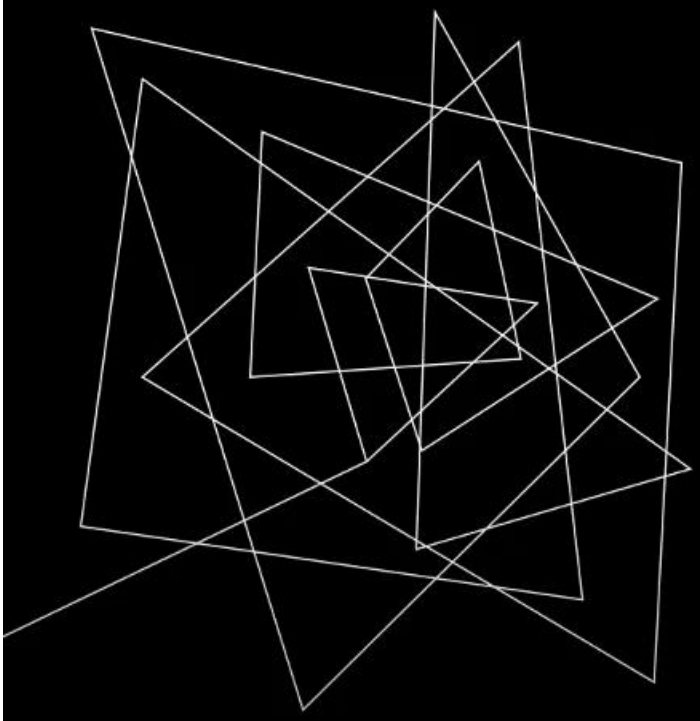
*Both Require Prioritization (and discipline) – to ensure optimized utilization

*Tracking and Monitoring are essential; identify areas of improvement and potential waste

*Planning plays a vital role in managing both time and money

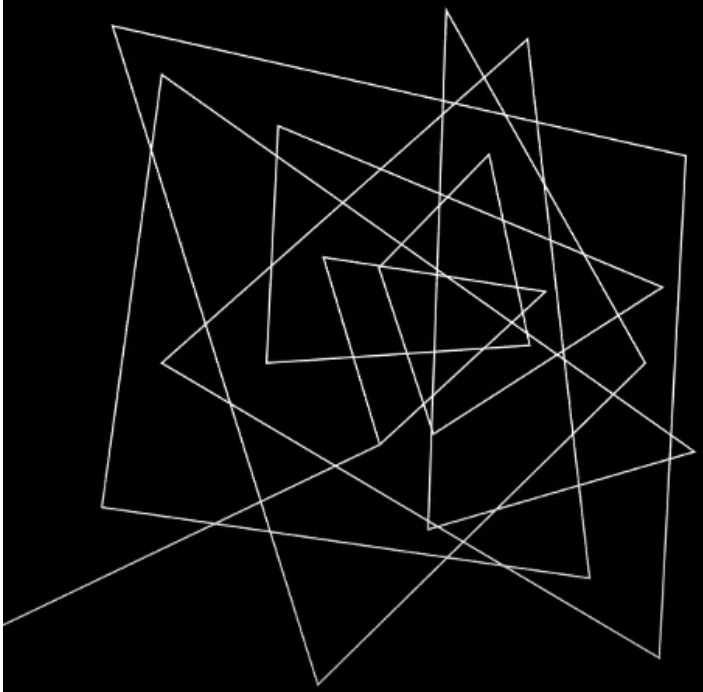
THE EISENHOWER MATRIX





PREPARE A TIME BLOCK CHART

- Mon to Fri
- How You Typically Spend Your Time
- Time Blocks of 15 Min / Multiples of
- Include but do not focus too much on Routinary Activities (sleep, grooming, etc.)



CLASSIFY YOUR NON-ROUTINARY TIME BLOCKS

- T1 Important and Urgent
- T2 Important, Not Urgent
- T3 Not Important, Urgent
- T$ Neither