**Assignment 8: Introduction to project and disaster management**

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Introduction

A project is an interrelated set of activities that has a definite starting and ending point and results in the accomplishment of a unique often-major outcome. Project management is the planning and control of events that together comprise the project. Project management aims to ensure the effective use of resources and delivery of the project objectives on time and within cost constraints. An activity or task is the smallest unit of work effort within the project and consumes both time and resources, which are under the control of the project manager.

Disasters are events that occur when significant numbers of people are exposed to extreme events to which they are vulnerable, with resulting injury and loss of life, often combined with damage to property and livelihoods. Disasters, commonly leading to emergency situations, occur in diverse situations in all parts of the world, in both sparsely populated rural and densely populated urban regions, as well as in situations involving natural and man-made hazards. One of the major goals of disaster management, and one of its strongest links with development, is the promotion of sustainable livelihoods and their protection and recovery during disasters and emergencies. Where this goal is achieved, people have a greater capacity to deal with disasters and their recovery is more rapid and more durable.

The essential elements for this presentation is focused on introduction to project and disaster management. The limitations of this research are based on: What are the differences between a disaster and emergency? What are the traits a leader in an emergency setting should have? What are the four major advantages and four disadvantages of stress? What is stand the three theories of leadership stands for? How large do you think teams should be and why? Two types of the analytical techniques are used: (1) Definition- setting down the precise of a word or phrase and showing why the distinctions implied the definition are necessary by expanding on particular elements that may be sources of confusion or misunderstanding. In addition, (2) Explanation – clarifying by the use of explanation, model and example.

# What are the differences between a disaster and emergency?

Disaster is an event that occurs when significant numbers of people are exposed to extreme event to which they are vulnerable, with resulting injury and loss of life, often combined with damage to property and livelihoods. Disaster, commonly leading to emergency situation, occur in diverse situations in all parts of the world, in both sparsely populated rural and densely populated urban regions, as well as in situations involving natural and man-made hazards. Disaster is often classified according to their speed of onset (sudden or slow), their cause (natural or/and man-made), or their scale (major or minor). Various international and national agencies that keep track of disasters employ definitions that involve the minimum number of casualties, the monetary value of property lost.

An emergency is a situation or state characterized by a clear and marked reduction in the abilities of people to sustain their normal living conditions, with resulting damage or risks to health, life and livelihoods. Disaster commonly causes emergency situation, both directly and indirectly. Dramatic loss of livelihoods and increased spending needs due to drought or flooding may place people in a very vulnerable situation. A cholera epidemic may overwhelm the capacity of a city’s under-resourced health service, creating an urgent need for support. In such emergency situation, local coping mechanisms are overwhelmed and so collective, specialized and often external action is required.

# What are the traits a leader in an emergency setting should have?

Problem solving is simply a method of fighting fires; it normally does not move the organization forward. The shortest problem solving technique is probably OODA: Observation, Orientation, Decision and Action. Yet, how many "problems" really require that you follow any of these methods? Some problems you simply see and then solve—they do not require elaborate methodologies. On the other hand, these problem-solving methodologies are sometimes too simple for complicated problems. The ability to solve many problems is based on a person's skill-set rather than on a heuristic procedure. That is, the real key to solving novel problems is often a deeper conceptual understanding of the target domain.

In addition, these problem-solving techniques can often be misleading to novices. Novices think that by following the heuristic, they will arrive at the correct solution; however, difficult problems often require a trial and error method. However, novices will often stubbornly stick to a failing solution, whereas experts with deep conceptual understandings will quickly see that a solution is not working and respond with a new procedure. Their problem solving has everything to do with adaptability and deep knowledge structures and nothing to do with the simple problem solving methods described above. Thus, when using any problem solving technique, realize that they all have limitations and that the two most useful tools are brainstorming and learning all you can about the problem at hand in order to gain a deeper conceptual understanding.

# Stress has both advantages and disadvantages. What the four major advantages of stress and four disadvantages of stress.

Leaders should maintain a stress-free work environment in organizations. It is important for them to recognize where stress is becoming a problem for staff, and take action to reduce stress. Stress in the workplace reduces productivity, increases management pressures, and makes people ill in many ways, evidence of which is still increasing. Workplace stress affects the performance of the brain, including functions of work performance; memory, concentration, and learning. Dealing with stress-related claims also consumes vast amounts of management time. Therefore, there are clearly strong economic and financial reasons for leaders and their organizations to manage and reduce stress at work, aside from the obvious humanitarian and ethical considerations.

Short-term 'acute' stress - It is the reaction to immediate threat, also known as the fight or flight response. This is when the primitive part of the brain and certain chemicals within the brain cause a reaction to potentially harmful stressors or warnings (just as if preparing the body to run away or defend itself), such as noise, over-crowding, danger, bullying or harassment, or even an imagined or recalled threatening experience. When the threat subsides the body returns to normal, which is called the 'relaxation response'. (NB The relaxation response among people varies; i.e., people recover from acute stress at different rates.

Long-term 'chronic' stressors – They are those pressures, which are ongoing and continuous, when the urge to fight or flight has been suppressed. Examples of chronic stressors include ongoing pressurized work, ongoing relationship problems, isolation, and persistent financial worries. The working environment can generate both acute and chronic stressors, but is more likely to be a source of chronic stressors.

# Explain any three theories of leadership.

Leadership is a process by which a person influences others to accomplish an objective and directs the organization in a way that makes it more cohesive and coherent. Leadership is a process whereby an individual influences a group of individuals to achieve a common goal. Leaders carry out this process by applying their leadership knowledge and skills. While leadership is learned, the skills and knowledge processed by the leader can be influenced by his or hers attributes or traits, such as beliefs, values, ethics, and character. Knowledge and skills contribute directly to the process of leadership, while the other attributes give the leader certain characteristics that make him or her unique.

Be-Know-Do Framework for Leaders: If you are a leader who can be trusted, then those around you will grow to respect you. To be such a leader, there is a Leadership Framework that guides leaders:

**BE:**

* BE a professional - Be loyal to the organization, perform selfless service, and take personal responsibility.
* BE a professional who possess good character traits - Honesty, competence, candor, commitment, integrity, courage, straightforwardness, imagination.

**KNOW:**

* KNOW the four factors of leadership — follower, leader, communication, situation.
* KNOW yourself - strengths and weakness of your character, knowledge, and skills.
* KNOW human nature - Human needs, emotions, and how people respond to stress.
* KNOW your job - be proficient and be able to train others in their tasks.
* KNOW your organization - where to go for help, its climate and culture, who the unofficial leaders are.

**DO:**

* DO provide direction - goal setting, problem solving, decision making, planning.
* DO implement - communicating, coordinating, supervising, evaluating.
* DO motivate - develop morale and esprit de corps in the organization, train, coach, counsel.

# How large do you think teams should be and why?

Groups and teams are ubiquitous on the organizational landscape and managers will find that team management skills are required within each of the planning-organizing-leading-controlling (P-O-L-C) functions. For instance, planning may often occur in teams, particularly in less centralized organizations or toward the higher levels of the firm. When making decisions about the structure of the firm and individual jobs, managers conducting their organizing function must determine how teams will be used within the organization. Teams and groups have implications for the controlling function because teams require different performance assessments and rewards. Finally, teams and groups are a facet of the leading function. Today’s managers must be both good team members and good team leaders. Managing groups and teams is a key component of leadership.



Many tasks in today’s world have become so complex, groups and teams have become an essential component of an organization’s success. The success of the group depends on the successful management of its members and making sure all aspects of work are fair for each member. Being able to work in a group is a key skill for managers and employees alike.

Conclusion

To manage means to bring about, to accomplish, to have charge of or responsibility for, and to conduct. Management is the process of deciding what to do and then getting it done through the effective use of resources. It is about what managers do to make things happen. They define goals, determine the resources – people, finance, work systems and technology – required to achieve the goals, allocate those resources to opportunities and planned activities and ensure that those activities take place as planned in order to achieve predetermined objectives. All this adds up to managing for results. The primary function of management in profit-making firms is to satisfy a range of stakeholders. This means making a profit and creating value for shareholders, producing and delivering valued products and services at a reasonable cost for customers, and providing rewarding employment and development opportunities for employees. In the public sector, management is there to ensure that the services the community requires are delivered effectively. In the voluntary sector, management is there to ensure that the purposes of the charity are achieved and also to keep the faith of the community and donors.

# References

Strategia Netherlands. (2018). Leadership & Management: Introducation to project and Disaster Management. *Module 8*.

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