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| **Name** | **Makoi Samuel Dongrin** |
| **Institution:** | **Strategia Netherlands (Resource Centre)** |
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| **Email Address:** | **makoidongrin1@gmail.com** |
| **Residential Area:** | **Gok State-Cueibet South Sudan** |
| **Contacts:** | **+211922050575/+211923063111** |

**MODULE 2 ASSIGNMNETs**

1-Explain the ways in which an employee would enhance his or her chances of achiveing

the career goals within asingle organization.

**Answer**.

At first goal is the object of aperson, s ambition or effort, an aim or desire result.For example going to law school or school of social science is a goal in his her life to achieve.And career is an occupation undertaken for asignificant period, s of aperson, s life and with opportunties for progress.To Therefore, the ways in which an employee would enhence his or chances of achieving the career goals with in asigle organization are here discusse below:

In the organizatio,people know what,s expected of them,they are clear about their goals and accountabilties.To achieve certain career goal,you must be very clear to goal you want to achieve with clear accountabilities.

People have the skills and competencies to achieve their goals.When determine to focus on achieveing the goal, you will be having the skills to competet for it.

In the career goals of the organization, high performance is recognized and rewarded accordingly.this can led the organization to achieve more goals.

People feel that their job is worth doing and that there, s astrong fit between the job and their capabilities.

Managers act as supportive leaders and coaches, providing regular feedback, performance reviews and development.

A pool of talent ensures acontinuous supply of high performers in key roles.To achieve the career goals in the single organization the must be the full talented mind that are cater to achieve the career goals of the single organization.

There is a climate of trust and teamwork, aimed at delivering a distinctive service to the customer. Here it is very important as a manager in the single organization to trust the team that working in the organization hence can lead the work to be achieved.

Cooperation among the workers in the organization, the single organization should their career goals through cooperation among the staff and the line manager in the organization.

Throuh planning and strategies of the manager and teamwork can led the single organization to achieve their career goals in an certain organization.

2. Explain the factors that may limit the objectivity of the internal change agent in an

Organization

**Answer**.

Internal change agents. This is the process where the change agents have advantages in that; they have aworking understanding of the organiszation in regards to people, culture, behavioral norms.

Agent is the person who produces the familiarisation and learning times of the consultant, or act as alink between the consultant and the organiszation.

Internal change agents have advantages in that they have aworking understanding of the organization in regards to people culture, behavioural norms.

Regardless of the question to the above that factors limit the objectivity of internal change in an organization are:

Lack of leadership support is the destined to the limitation of the objectivity of internal change agent in the organization.it is critical that any change initiative is supported at the highest level of leadership with in the organization.

Insufficient resources.Most change initiatives reguire acertain level of resources, people, time or among, wherther it is budget for few eguipment, aperson to lead the charg or time allocated to training employees resources need to be allocated and assigned to the effort.

Poor planning and implementation.This can be applied to all areas of life and business but detail in the planning of an organizational change it is critical.

Poor communication and Buy-in say that, wars are fought because of poor communication and change effort is no different.

Inadequate adjustment period.In the internal change agent, sometimes organizations do not give achange initiative enough time to take root before they kill the effort.

Regardliness of whether an internal or external change agent is choosen, the most critical aspect of change initiatives is the organzation ability to drive the change through aclear vision, support, focus and communication.

Therefore, here are the following factors that may limit the objectivity of the internal change agent in an organiszation.

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3-What four factors determine leadership behavior and performance?

**Answer**.

Leadership is the process where by you lead people with the followers while performance is the way how you can be determine to what you achieved in term of rating high performance or low performance in an organization.

According to the research on transformation behaviors, Kouzes and Posner (1993) found the four factors related to leadership which is as follows:

Risk taking. This type of leadership behavior is where the leader should be in the position of being termpted on how he cans behavior on the sentane situation.

Ispiring ashared vision. The leader should be ispiring people and influence them so that the performance of the organiszation should be high, hence this the way how the leader of centain institution can be determines through his vision shared.

Enabling others to act. As in leadership determines behavior, the leader should give clear picture to the people so that everyone will enable to act upon his interest on leadership base and yield good performance.

Modeling the way and encouraging the heart of the people to determine the peformance in leadership not the leader he should determines his performance in an organiszation.

Bass and Steldlmerier (1999) took it further by identifying inspirational motivation as the leader,s ability to communicate his or her vision in away that inspires followers to take action in an effort to fulfill the vision.Yuki (2006) discribed inspirational motivation behaviours as communicating an appealing vision, using symbols to focus subordinate effort and modeling appropriate behaviours.

4. Outline six barriers to effective communication in an institution and give the likely solution to each of the problems outlined.

**Answer**

At first, according to the definition, communication is the process of sending and receiving massages by mains agents for example through phon call,sending letters or direct talks between or among the people.Therefore communication has the following barriers which are counted in the process of communication,there two forms of communications which are very important in communication. First intrapersonal communication which tekes place when we converse with ourselves. Second, innter personal communication which takes the form of conveying or exchanging information institution, oberservations or comments to between people. Here are they barriers of communication and how to overcoming in term of the solution.

Hereing what we want to hear. This is what we hear or understand when someone speaks to us is largely based on our own experience and background.To inprove the barriers communication, you should need to adjust to the world of the receiver.

What we hear or understand when someone speaks to us is largely based on our owns.And to overcoming the barriers, try to prodicts the impect of what you are going to write or say on the reciever, s feelings and attitudes.

Ignoring conflicting information, here we tend to ignore or reject communications that conflicts with our own belifs, if they are not rejected, some way is found of twisting and shaping there meanig to fit our conceptions.on how to overcomed and provided solutions it is when you use feedback.ensure that you get amessage back from the receiver that tells you how much has been understood.

Perceptions about the communication.In the communication, it is difficult to separate what we hear from our feelings about the person who says it, for example if we like people, we are more likely to accept what they say whether it is right or wrong than if we dislike them.For the case of the barriers of communication, it should be overcomes by using face to face communication whenever possible talk to people rether than write to them that how you get feedback.

Influence of the group. The group with which we identify influences our attitudes and feelings here to overcome the barriers of communication involve the group, get the group involved in the discussion so that feelings can be brought out into the open.

Emotions. Here, our emotions color our ability to convey or to receive the true message.To provided solution, emotion on communication, control emotion, try to make your communication as unemotional as possible.

Misinterpretation during communication.Here people can easily misinterpret information for any of the reasons given above.As to overcomeing that barriers get it across, reinforce written communications with the spoken word.

Non verbal communication. This is how the people try to understand the meaning of what people say we listen to the words, but we also use other clus that convey meaning that understand the role of nonverbal communication, remember that your body language may affect listeners.

To conchud, communication is the only tool that people should run the organisation smoothly and can led down fall if the communication has barriers.

5. Discuss the role of the Manager and supervisors in maintaining discipline in an

organization.

**Answer**.

At, first surpervisior is aperson who is in charge of and coordinationes the activities of agroup of employees angaged in related activities with in aunit of anorganization.The main Job of asuperivior which is defined as instructing, guiding, monitoring and observing the employees while they are performing their duties in the organization. Main while the manager is aperson who is over role programm the organzation management.The role of manger and supervisor in maintaning discipline in an organzation are discusse below.

Clarify the responsibilities of human resource mangers so clear lines relating to employees relations are draw.for example, human resources helps with the process of hiring and firing workers, but supervisors or mangers should do the achual hiring and firing.therefore if an employees violates the code of conduct, the decision to fire him should come from his manger.

Establish aclear code of conduct that defines acceptable and uncceptable behaviors in work place specifically say what defines misconducts such as theft, assault or batter, insubordination, conflict of interest, recklessness, fraud, alcohol or drugs, sleeping on the job, sexual harassment discrimination and bribery.

Manger and supervisor has a role to develop a zero tolerance policy for violating the code of conduct and state the consequences.Depending on the severity, penalities may inchude averbal and written warning suspension and termination, state that the rules apply to all levels of the organization, including management.

Manger and supervisor has a role to include the steps employees should take to report breach of conduct, such as reporting the matter instantly to their manager or human resource.State that, prompt and impartial investigations are conducted on each report to arrive at effective solution.

Hand new employees acopy of the code of conduct when you hire them and give existing employees an updated copy whenever changes are made to the policy.

Supervisor and manager has a role to stick to the policy at all times to aviod sending mixed signals about your stance on discipline.For example allowing managers to get away with disrepecting their employees while punishing subordinates for improper conduct is unfair.

Provide leadership training to managers so they learn to lead by motivating and inspiring their workers rether than by intimidating them.Discipline is learned behavior. Therefore, when manager is lead by example, their employees might follow.

Give employees incentives to follow the rules.By understanding how obeying the rules will benefit them,they may be more inclined to comply.For examply,give promotions, pay raises,awards or prizes to employees who abide by,and perform according to or above,company stardareds, and do not reward uncceptable behaviors.

Separate performances related issues from misconduct.By problem reguire different solutions approaches.for example,an employee who performs below company stardards usually recieves achance to bring her work up to par,however,serious misconduct often results in immediate termination. Incoclusion the manager and supervisor should at frist interviewing an applicant for an open position, based on her resume, professionalism, demeanor and perceived work ethics you might be able to tell whether she is agood fit for the company or whether she might be aproblem so that the may give you a clear piecture about the person which is going to work in the organzation.

**About the author**

Grace Ferguson has been writing professionally since 2009 with years of experience in employee.

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6. What are the causes of stress? Explain five ways of Stress Management.

**Answers.**

Stress is the process where by the person is over power the things which are beyond his control.Therefore, here are they causes of stress wherther at working place or doing other thing.

External stressors, this base on physical conditions such as heat or cold, stressful psychological environment such as working conditions and abusive relationships. For example bulling or harrassment, by anyone, not necessarily aperson manger.

Internal stressors.Physical ailments such as infection or inflammation, or psychological problem such as worring about something.

Feeling powerless and uninvolved in determining on,s own responsibilties. Here the person may feel powerless because he or she is not considered to the exstent of responsibilities that are offer hence cause stress.

Continuous unreasonible performance demand.This is when the person has over thinking about the high demand by his or her people but lack of that which may easily cause stress.

Long working hours also cause stress because person may be over work during working hours without rest.

Office politics and conflict among staff also cause stress due to the conflicting and politics that has been run at working place may overcome the person and cause stress.

Feeling that one, s reward is not commensurate with ones responsibilities also cause stress.

Working hours resposibilities and pressures disrupting life balance diet, excerise,sleep and rest play family time etc also cause stress,Therefore the key to destressing in the movement is getting away from or removing you from the stressor.However,the stress has to be manage to the following .

Humor. Humor is one of the greatest and quickest dvices for reduring stress.humor works because laughter procedures helpful chemicals in the brain.

Brisk walk. This is the process that are regarding to the following, for example go to short quick really brisk walk outside to achually leave the building, change your enironment,breath in some fresh any, could be regarded as brisk walk. Inconclusion, stress can be psychological confronted of too much thinking on what to do but the failed to provide the solution for it.

**Reference**.

From Wikipedia, the free encyclopedia say: stress management is awide spectrum of techniques and pschotherapies aimed at controlling aperson,s level of stress,especially chronic stress,usually for the purpose of and for the motive of improving every functioning.

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