**Diploma in Leadership and Management**

**Assignment for module two**

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**Abstract**

The ways in which an employee would improve chances of achieving career goals include; getting feedback. Feedback helps one to clearly understand current state for better planning to improve performance, Educational development can be done through signing up for online courses, or taking short courses hence boosting the career. Creating long term plan to find steps needed to achieve goals and taking on a challenge will provide chances to grow knowledge base and skills. Employees who work out their communication will build confidence in them. One can contact the Human Resource to be provides with vast knowledge, for instance what course or training one needs to develop his career. Carrying out professional social networking with people within and outside organization, an employee will be increasing his chances of forging solid connections that can boost his career. Try to know what you’re worth and streamlining your schedules also facilitate career improvement

There factors that may limit the objectivity of the internal change agent in an organization may include; **traversing organizational politics, r**esistance to change, **balancing getting your way with gaining buy-in, staying objective**, s**peaking the truth, fighting for attention,** conflicts and lack of Communication.

The four factors that determine leadership behavior and performance are**: clear vision that inspires the team, clear communication of vision to let each employee understand what is expected of him, continuously challenging people to remain focused on the vision and support given to employees to achieve vision.**

### Effective communication is always affected by barriers which include: inadequate attention, cultural differences & Language, lack of mutual trust, resistance to Change/Ignoring conflicting information, personal barriers like difference in judgment, social values, inferiority complex, bias, attitude, pressure of time and inability to communicate create barrier to effective communication. Most people want to hear information based on their experience, knowledge and background and this creates a wider psychological gap between the communicator and the receiver. Large and complex organizations experience communication barrier.

The role of the manager and supervisors in maintaining discipline in an organization is to establish clear codes of conduct that define acceptable and unacceptable behaviors in the workplace, clarify the responsibilities of HR and other line managers so that clear lines relating to employee relations are drawn, train line managers, carry out counseling when employees' problems impact performance and is intended to mitigate any further action, including formal disciplinary action, ensure consistency in disciplinary actions when dealing with job-related behavior that does not meet expected and communicated performance standards, direct employees when performance problems seem to persist, hand new employees a copy of the code of conduct when they hire them and give existing employees an updated copy whenever changes are made to the policy, separate performance-related problems from misconduct, develop a zero tolerance policy for violating the code of conduct and state the consequences, stick to the policy at all times to avoid sending mixed signals about their stance on discipline.

There are many causes of stress some of which include; excessively high workloads, job insecurity, lack of capacity to meet personally requirements, loss of the loved ones, divorce, harassment and bullying, under load, lack of training and resources, lack of control over work activities, long working hours, organizational change, personal problems and lack of appreciation. However, stress can be managed in five ways as follows: Do regular exercises, take a Break**, meditate, p**ractice **walking, provide necessary support to those in need and also get social support,** rehydrate,

ASSIGNMNET 2

**Qn1.** Explain the ways in which an employee would enhance his or her chances of achieving the career goals within a single organization

### 1. Feedback

It’s a bold move to ask your boss for an evaluation as it can give you some excellent insight on how to improve your career. While some of the critique might sting, an evaluation can help you understand your supervisor’s point of view, give you a chance to communicate your current state of mind, and create an action plan to improve your performance going forward. Reaching out to workmate for ideas on how you can improve your skills can be helpful as well.

### 2. Educational development

Just because an employee has a job, it doesn’t mean he should not develop his educational skills. Taking an online course or signing up at a local school can help expand his knowledge base and increase his marketability. Even if he doesn't net an entirely new degree, he can still improve your resume by becoming certified in a new skill. By doing this an employee shows that he has the motivation and enterprise needed to boost his career, which may impress higher-ups.

### 3. Long term Plan

Creating a long term plan can help you easily see what steps you need to take to achieve your goals. For instance, if you are hoping for a management position, plot out the trajectory you need to take in order to get there. It might include talking to your supervisor, taking an accounting or business course, or volunteering for additional responsibilities.

Some simple tips on how to make and keep a long term plan:

* **Brainstorm your goals**. Write down what you want to have, where you want to be, and the goals you want to achieve in the next five years.
* **Note what you can do now**. If your goal is to acquire a promotion at work, what can you do today to get started? Whether it’s seeking out a mentor or speaking with your boss, you should formulate an idea for immediate action.
* **Decide what to do in the next year**. Not all of your goals can be achieved instantly, so plan for the future. Certification in a new skill, saving up to start a business, or setting a goal to begin a job hunt are things you may be able to do over the course of the next year.
* **Reward milestones**. A long term plan can give you the feeling that your goals are pretty far off. Set regular milestones along the way and reward yourself when you meet them.
* **Have regular status meetings with yourself**. Evaluate your long term plan regularly to see what’s working and what isn’t. You may need to adjust for contingencies along the way, such as a new job offer or a potential [job loss](https://www.moneycrashers.com/prepare-finances-survive-unemployment-job-loss/). Don’t let a change in trajectory throw you completely off-course. Instead, reconfigure and set yourself on a new path to achieving your goals.

### 4. Taking on a Challenge

If you are an employee and your boss asks for volunteers for a project that’s outside of your responsibility, just accept and take on the challenge. This could be a huge opportunity for you to not only give you a chance to grow your knowledge base and skill set; it also allows you to show your boss just what you’re capable of. You become a more valuable employee and give yourself a chance to branch out and take on new responsibilities. This may lead directly to promotions or at least major kudos from your supervisors and team mates.

### 5. Contact your Human Resources

Contact your Human Resource person because he has a wealth of information for employees, particularly when it comes to benefits that can boost your career. You can get information about courses and training sessions – and you may be able to score a [reimbursement on your tuition](https://www.moneycrashers.com/benefits-employer-tuition-reimbursement-program-policy/) or get paid for days that you’re in training rather than at work. It’s a smart and cost-effective way to bolster your resume. What’s more, if your five-year plan includes leaving your current job for a position that doesn’t offer HR benefits, taking advantage of the opportunity now can prep you for your goals.

### 6. Work on your communication skills

A passive and week voice an employee speaks whether on the phone, over email, or in person does not give the impression of a confident employee. Clear, confident and direct messages make someone strong that your boss and team mates wish to work with.

### 7. Networking

Carrying out professional social networking with people within and outside organization, an employee will be increasing his chances of forging solid connections that can boost his career. Employees are therefore encouraged to keep networking as this helps getting important people around you to borrow ideas from. Remember the group of people you network with matters a lot; you would not want to be with people that are not developing you at all.

### 8. Know what you’re worth

#### Even if you absolutely love your job and the company you work for, don’t get nearsighted about your current position or think only in terms of your current annual salary. Think about growth opportunities, the potential for your position to evolve, and the trajectory of your career once you have paid your dues at a lower level. If you are at the lower end of earning for your career right now, just make sure you’re doing all you can to set yourself up for promotions into the upper levels. If you have a goal in mind, you can structure your career to reach it.

### 9. Consider your career a business

If you owned your own business, you would do everything you could to make sure it was successful, you would probably spend time marketing and learning ways to improve your efficiency.

Now, take those same ideas and apply them to your career. Market yourself, make sure you’re the best, most efficient employee you can be, and work to improve your skills until you [snag your dream job](https://www.moneycrashers.com/get-job-you-want/). By investing in your skill set while cultivating a solid online reputation through social media and blogs, you can offer a better overall picture of who you are as a person and as an employee.

### 10. Streamline schedules

Learn to estimate how much time would want to spend focused on work tasks; Surfing the Internet, talking during breaks, checking Face book, and even chatting with coworkers will not make you an efficient employee. Remember this is the time to hone your schedule by writing down the things you want to do during a regular workday. By checking emails only at scheduled times during the day and neglecting time-wasting websites, you are freeing up your schedule and be much more productive.

### 11. Consider Contract Work

You can also boost your career, gain experience, and make a little money on the side by accepting freelance and contract work. Whether it’s your main source of income or a moonlighting gig, contract work gives you the chance to challenge yourself with new projects, expand your professional network, and support your lifestyle all at once.

Before you start advertising for a side gig, however, be sure to check the employee manual at your current workplace. Sometimes, contracts disallow employees from working for competitors or from competing directly for business. If you write web copy at work and advertise your services as a contract or freelance worker, your company could see that as competition. Comb through your contract to make sure that freelancing is allowed.

Once you’re ready to strike out alone, you’re going to need to create your own contracts to use when working with clients. The best part about freelance work is the ability to control how much or how little you take on. Even if you just do a bit on the side, you’re building your portfolio and opening up new career opportunities. And who knows – if you [succeed at freelancing](https://www.moneycrashers.com/tips-succeed-freelancer/), you may eventually be able to parlay that side job into full-fledged self-employment.

**Qn2.** Explain the factors that may limit the objectivity of the internal change agent in an organization.

**Traversing organizational politics**: Playing organizational politics means taking advantage of the system of power and relationships in the organization. Taken to an extreme, you would be manipulative dealmaker. On the other end of the spectrum, some change agents would prefer to ignore politics altogether. However, pretending the system doesn’t exist means you are blind to the way the organization works – the very organization you are trying to change. The effective approach to politics is somewhere between ignorance and exploitation. The challenge is choosing whose power to leverage and how without damaging relationships.

## Resistance

People naturally resist change, because we grow accustomed to the security offered by our current circumstances.

When we get too comfortable in the present, there’s no room for future growth. Resistance needs to be addressed on a psychological level, to remove behavioral barriers that restrict our evolution.

Major changes throw the cat among the pigeons, threatening familiarity as staff need to learn new procedures.

By supporting your staff with reassurance, alongside offering new training, this gives employees the time they need to adapt to organizational change management. This will [ease a transition into the future](https://change.walkme.com/the-5-most-effective-ways-to-sell-change/), where it’s crucial you can empathize with staff and reassure them.

**Balancing getting your way with gaining buy-in;** let’s face it; when it comes to your change initiative, you are probably the smartest person in the room. The problem is, you can’t just tell everyone what they should do! Instead, you have to allow people to participate and feel ownership, which requires letting them do it their own way at times. Knowing when to push and when to relax your requirements can be a tricky balance.

**Staying objective;** As someone who is working for the same organization you are trying to change, it is easy to become part of the problem. After all, the same forces that are working to keep the organization in its current state are also working on you! The longer you work for an organization, the more “the way we do things around here” becomes the truth. That which can actually change seems unchangeable. The

**Speaking the truth;** If change starts anywhere, it starts with the truth. Before people change, they have to acknowledge that change is required, and in order for that to happen, someone has to say it out loud. Whether it’s saying the thing that no one else wants to say, or sharing personal feedback in a difficult conversation, change agents must speak up. The challenge is choosing when to speak up and selecting the right words, so you can maintain relationships while enabling the change to happen.

**Fighting for attention;** The organization is still working while change is going on, so your project can easily become an afterthought. Since you can’t do the whole thing yourself, keeping the initiative going is a matter of getting other people to devote time and effort to move it forward. As a change agent, sometimes it feels like all you do is wait! But, your job is to figure out how to first gain attention and then influence people to take action or change their behavior in a reasonable amount of time.

more things you take for granted, the more stuck you can become. Keeping an objective viewpoint is a difficult yet essential skill for effective change agents.

## Conflicts; Change can evoke emotions like uncertainty and fear, leaving staff to take their frustrations out on each other. Conflicts will disrupt your schedule, so whenever possible you must intervene and mitigate issues. Be alert to proactively tackle the root of the issue, and find a solution that incorporates staff input.

An active leader will dive into the problem while working in accordance with their organizational change management. [Patience is key](http://blog.bridgebetween.com/6-reasons-leaders-must-develop-patience/), and you should resonate with staff by showing your side of the story, and understanding theirs.

## Lack of Communication

Failure to communicate well the intended changes can break you and bring down your organization. Speculation and rumors will sweep your organization, and a lack of trust will make it difficult for staff to embrace change, especially when they’re uninformed on what is required from them.

Employees need to know what’s going on, because uncertainty will disrupt your workforce. It’s preferable for them to understand planned updates, otherwise they’ll be less aligned with your objectives and feel disconnected.

Keep [employees up-to-speed](https://blog.walkme.com/how-to-improve-employee-performance/), whether you coordinate regular meetings or set up brainstorming sessions. Communication should be two-way, because staff can help your change procedures with valuable ideas.

**Qn3.** What four factors determine leadership behavior and performance?

**Clear vision that inspires:**The first thing is to determine what you want to do. Having clarity in your own mind of where you want to end up is essential to developing a plan to achieve your goal.

Your vision should be something you have a personal passion for achieving. After all, it will be hard work and not easily achieved, so if you are not inspired you will soon lose your motivation and those around you will quickly lose theirs as well.

**Communication of vision:**Communicating an inspiring vision is important other than simply talking about it or putting up posters on the walls, it is like having no vision. As a leader you need to model the attitudes and behaviors you expect from your team. Importantly, you need to make the vision part of the everyday conversation, so it isn’t simply words on a wall but an attitude that supports a clear picture of where you want the organization to go.

If you cannot clearly communicate your vision, your employees will lack direction and will adopt their own version of what they “think” your vision might be.

An inspiring vision needs to be articulated clearly and with passion if you want your employees to connect, adopt, and accept it. Your employees must understand two things about your vision for the company:

1. That their role in the company contributes to your vision
2. What is expected of them in their role within the company

If these points are not clear, their level of engagement and motivation will suffer. The leaders need to take specific and intentional action to ensure employees understand their role in order to increase their level of engagement and strengthen their commitment to the company.

**Continuously challenging people to remain focused on the vision:**Keeping your employees focused and engaged is challenging. It is critical they place the company vision and goals above their own personal motivations.

Don’t be afraid to hold your employees to a high standard. Make it clear that you expect quality results and challenge them to exceed expectations. Employees with easily achieved performance expectations can get lazy and lose their momentum and that leads to a dip in performance.

You need to set expectations that are ambitional but achievable, and then provide the support they need to achieve your vision and maintain a high level of performance. Offer coaching, training and challenge employees by offering performance incentives.

**Support given to employees to achieve vision:**Without proper support your vision will fail and your company’s performance will suffer as a result. Your company vision is not a “create it and forget it” exercise. It is something that strengthens over time as your company evolves.

Support comes from coaching and providing feedback to help employees do their job at a high level and to ensure their actions are aligned with the company’s vision. And, achievements that further the company vision need to be recognized to maintain employee engagement into the future.

While many companies are effective at creating a clear vision and communicating it to their employees, it is the support function that often gets overlooked. Revisit how you provide support to the employees in your organization.

### Qn4. Outline six barriers to effective communication in an institution and give the likely solution to each of the problems outlined.

**Barriers due to inadequate attention:**

Inadequate attention to the message makes communication less effective and the message is likely to be misunderstood. Inattention may arise because of conflicts at workplace over business or because of the message being contrary to expectations and beliefs of people. The simple failure to read notices, minutes and reports is also a common feature.

Whatever the reason, communication remains only a one-way process and there is no understanding of the message, if the receiver pays little attention to the message. When people don't like you they are more likely not to listen and accept what you say than if they like you.

### This can be solved by using face to face mode of message delivery as it provides immediate feedback enabling you to judge your communication depending on reactions.

**Cultural differences & Language:** The same words and symbols carry different meanings to different people. Difficulties in communication arise when the sender and the receiver of the message use words or symbols in different senses. The meaning intended by the sender may be quite different from the meaning followed by the receiver. People interpret the message in terms of their own behavior and experience. Sometimes, the language used by the sender may not at all be followed by the receiver.

The solution to this barrier is to use simple direct language that everyone will understand. The language should be clear and straight forward without pretence or hiding any message. This will make people believe in you always. Indirect messages will always make people become doubtful.

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**Barriers due to lack of mutual trust**

Communication must be two ways flow of information while sharing ideas in common; **meaning that** one will freely transfer information and understanding with another only when there is mutual trust between the two. When there is a lack of mutual trust between the communicator and the receiver, the message is not followed. People have their interests and want to hear from someone they trust. Therefore, lack of inconsistency in saying and doing cause lack of mutual trust which acts as a basic obstacle to effective communication. People are more likely to listen to their colleagues, who share their experiences than to outsiders such as managers.

Make sure your actions and deeds are in line with what you communicate to deal with the problem of lack of trust

**Resistance to Change/Ignoring conflicting information:**

It is a common tendency of human beings to stick to old and customary patterns of life or reject communication that is conflicting with their beliefs. They may resist change to maintain status quo. Thus, when new ideas are being communicated to introduce a change, it is likely to be overlooked or even opposed. This resistance to change creates an important obstacle to effective communication.

The employees should be oriented to understand the objectives, rules, policies, authority relationships and operations of enterprise. It will help to understand each other, minimize conflicts and distortion of messages

**Personal Barriers:**

Personal factors like difference in judgment, social values, inferiority complex, bias, attitude, pressure of time and inability to communicate create barrier to effective communication. Most people want to hear information based on their experience, knowledge and background and this creates a wider psychological gap between the communicator and the receiver.

The communicators should design their messages to motivate the receivers to influence their behavior to take the desired action. A sense of mutual trust and confidence must be generated to promote free flow of information.

**The size of the intuition**

Large and complex organizations experience communication barrier. This however can be solved by making a sound organizational structure that is suitable for the needs of the organization. Effort to shorten the distance to be travelled to convey the information must be made.

**Qn5.** Discuss the role of the Manager and supervisors in maintaining discipline in an organization.

The role of the manager and supervisors in maintaining discipline in an organization is as indicated below:

They establish clear codes of conduct that define acceptable and unacceptable behaviors in the workplace. They specifically mention what defines misconduct, such as theft, assault, insubordination, conflict of interest, recklessness, fraud, breach of confidentiality, drunken and disorderly behavior, falsifying company documents, being under the influence of alcohol or drugs, sleeping on the job, sexual harassment, discrimination and bribery.

Managers clarify the responsibilities of HR and other line managers; therefore, clear lines relating to employee relations are drawn. For example, HR helps with the process of hiring and firing workers, but employees’ supervisors or managers should do the actual hiring and firing. Therefore, if an employee violates the code of conduct, the decision to fire him should come from his manager. However, HR would help to execute the termination so it goes as smoothly as possible.

 Leadership training to line managers is done by superior managers and supervisors; so they learn to lead by motivating and inspiring their workers rather than by intimidating them. Discipline is learned behavior; therefore, when managers lead by example, their employees may follow.

They carry out counseling when employees' problems impact performance and is intended to mitigate any further action, including formal disciplinary action. The employee should solve the problem and their role is to be positive, supportive, and encouraging in that process. For instance if one of the staff employees is coming late at work and provides no explanation for his behavior; they counsel him, seeking his ownership of the issue, and hopefully avoid any further action

They ensure consistency in disciplinary actions when dealing with job-related behavior that does not meet expected and communicated performance standards. They ultimately help employees to have a better understanding of the possible room for improvements concerning performance problems.

It is important that consistency in disciplinary actions be ensured and established. There should be no discrimination in implementing rules and regulations. Being fair and just at all times is a must

They direct employees when performance problems seem to persist. During “directing” conversations, they recommend alternatives and consequences. If unfortunately the employee does not improve; they conduct a meeting with the employee clearly outlining the problem, the desired result, and the consequences of not correcting the problem. Additionally, they document their conversation with the employee and forward it to HR.

Hand new employees a copy of the code of conduct when they hire them and give existing employees an updated copy whenever changes are made to the policy. Encourage them to read it thoroughly. Instruct them to consult with HR or the equivalent if they have questions or concerns.

Separate performance-related problems from misconduct. Both problems require different solution approaches. For example, an employee who performs below company standards usually receives a chance to bring her work up to what is expected. However, serious misconduct often results in immediate termination.

Develop a zero tolerance policy for violating the code of conduct and state the consequences. Depending on the severity, penalties may include a verbal and written warning, suspension and termination. They state rules which apply to all levels of the organization, including management.

Stick to the policy at all times to avoid sending mixed signals about their stance on discipline. For example, allowing managers to get away with disrespecting their employees while punishing subordinates for improper conduct is unfair.

**Qn6.** What are the causes of stress? Explain five ways of Stress Management.

There are many causes of stress some of which are as listed:

**Excessively High Workloads:** Having a heavy workload may result into mental and physical stress, leading to poor performance and leads to diminished productivity. At the same time, it affects employee morale and increases the risk of other problems, such as burnout, absenteeism and higher turnover rates

**Job insecurity**: **Job insecurity** is one of the main causes of work related stress. Being insecure at workplace is linked with higher rates of back pain, coronary heart disease, cardiac death, depression, and morbidity. Employees who are concerned about their jobs are likely being under inevitable circumstances of increasing job related injuries and accidents. They are more likely to have serious mental disorders, pain conditions, make bad decisions, engage in destructive behaviors and fail to meet occupational safety standards hence low production.

If regular feedbacks are not provided to the employee about their performance, they feel stressed about how well they are doing. They want to know how they are performing, whether they are meeting expectations or not.

Death of loved ones and divorce cause stress in the affected family members especially if the deceased or the divorcee has been of great support to the family

**Harassment and bullying:** This bad practice provides a hostile work environment, in which insulting or offensive remarks, persistent criticism, personal abuse, or even physical abuse and threats prevail, In a survey by Career Builder, 45 percent of respondents reported being bullied by their superiors. Another 46 percent blamed their colleagues. Some were falsely accused of mistakes they didn’t make or yelled at by their bosses in front of their peers. Others reported being picked on for their gender, race and other personal attributes. Female employees face the higher risk of physical and sexual harassment at work.

#### Under Load: Under load is a situation where employees have to do less work in more time. Workplace boredom can be even more stressful and damaging than overwork and become silent killer of team productivity. The team will feel as if their manger does not pay attention to their performance as long as the project is smooth.  In such cases, employees start questioning about their capacity and feel stressed

It's a good practice for the manager to not let workers feel they are alone. Let them know that you are aware of this problem.  Talk with them about the possibilities to take on a new challenge.

### Lack of Training and Resources

It’s not easy for the employee to match the job demand if he is not trained and available for the project because the demands from deadlines to task quality will cause stress and he will get nervous. The stress level will be very high at any time. Apart from it, the danger of losing job also looms large if an employee is not able to perform as per expectations.

If an employee is trained and available for the project, then he can execute the task and meet the quality and deadline requirements.

**Lack of control over work activities:** Managers with an autocratic style of control give very little freedom to the employees in decision making and planning.

So, employees working under such managers get stressed due to very less control over their work and very high restrictions. When employees are given responsibility but no authority in their work, it creates stress in the workplace. This makes them lose interest in their work since they don’t have any control or decision making power in their activities**.** Employees should be givenfreedom to talk about their needs, concerns, and frustration.

### Working Hours: Extended work without a break and very odd working hours may lead to many physiological problems in employees which may lead to stress during work.

### Organizational change: The organizational change affects employees in a different way. Everyone doesn’t encourage and feel comfortable after the change. Some employees welcome the change but others find it stressful. Change in the organizational structure, policy, process or procedures, team, one’s job, cultural or work environmental changes, all create fear and stress for employees if they are not managed and communicated well.

### Personal Problems: Family issues or personal problems create stress in an employee who is already overburdened with the workload. This is also one of the most common causes of stress in the workplace.

An employee couldn’t concentrate and focus on the tasks which are on their hand due to these reasons.  Thus the mounting work pressure increases the stress factor further.

### Lack of appreciation: If employees are not appreciated recognition for their excellent participation, it creates loss of moral and stress that endangers future efforts.

**Below are five ways of Stress Management**

## 1. Exercise

[Working out](https://www.webmd.com/fitness-exercise/default.htm) regularly relaxes body and improves mind and mood. For exercise to help efficiently one has to do it very often. Work up to 30 minutes of moderately intense exercise like brisk walks or 75 minutes of a more vigorous exercise like swimming laps, jogging or other sports.

## 2. Take a Break

Plan to have some break to refresh and give your mind time off from stress. This may be hard at first for people who like to set goals but stick with it and you’ll look forward to these moments. Listening to music, playing an instrument, getting massage, watching movies, writing or drawing something, drinking tea and swimming or taking a bath are all good examples of restful things one can do.

**3. Meditate.**

Meditation and mind full prayer help the mind and body to relax and focus. Mindfulness can help people see new perspectives, develop self-compassion and forgiveness. When practicing a form of mindfulness, people can release emotions that may have been causing the body physical stress. Much like exercise, research has shown that even meditating briefly can reap immediate benefits.

**4. Practice** w**alking and also get social support.**

Like any other cardiovascular exercise, brisk walking boosts endorphins, which can [reduce stress hormones](http://www.webmd.com/depression/guide/exercise-depression) and alleviate mild depression. Usual exercise, through the production of feel-good endorphins, can improve mood and self-esteem. Also **you** may call a friend or send a message to help forget thinking about stressful things. When you share your concerns or feelings with other people, it helps relieve stress. Remember to share information with your true friends that you trust because if you share with stressor people your stress will not be alleviated but instead increased.Be with people that will help you be happy and cause laugh. Laughing produces some body chemicals that help reduce stress

**5. Rehydrate**

Dehydration increases stress, therefore drinking enough water on a daily basis will help reduce stress because all the body organs will function well when hydrated. If the body is dehydrate some of the organs start functioning poorly and you will get stressed, physically and mentally. Offices and workplaces commonly have a very dry atmosphere due to machines and air conditioning which increase people's susceptibility to de-hydration. This is why the body must be properly hydrated by regular drinking water equivalent four glasses minimum.

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