

HRM611/MGMT611
Solved Subjective Questions
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Discuss how can you communicate in a number of ways to build relationships?

1. Keep a positive approach.
2. Be an optimistic person.
3. Be genuinely interested in others.
4. Call people politely by name.
5. Help other people whenever possible.
6. Create a Win-Win situation.
7. Think before you act.
8. Have open communication.
9. Develop a pleasant work environment.

Discuss the six gears of the spheres of life model of happiness.

The spheres of life and happiness

Happiness is a by-product of having the various components of life working in harmony and synchrony.

The various components of life must spin together like 6 gears. The components for many people would be:

- (1) Work and career,
- (2) Interpersonal life including loved ones,
- (3) Physical and mental health,
- (4) Financial health,
- (5) Interests and pastimes, and
- (6) Spiritual life or belief system.

For the long range, a state of happiness is dependent on all six spheres working in harmony. People vary with how much importance they attach to each sphere of life. Yet a gross deficiency in any one sphere detracts from happiness.

Enlist five diversification strategies with respect to risk in different modes of investment.

Five diversification strategies with respect to risk are

- (1) Capital preservation,
- (2) Income,
- (3) Income and growth,
- (4) Growth,
- (5) Aggressive growth.

Selecting the right portfolio depends somewhat on emotional factors, as revealed by *behavioral economics*.

One example is that most investors are loss averse. Procrastination also influences investing, especially the delay of planning.

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Discuss the importance of professional values in modern work ethics.

Modern work ethics: In the organizations, the rules and regulations are formulated to promote accountability and integrity. Personal and organizational goals should be achieved following the principles and code of conduct of set by the organizations. People shall be guided in their work and their professional conduct by a balanced framework of values: **democratic, professional, ethical and people-oriented**

Professional values

Serving with competence, excellence, efficiency, objectivity and impartiality comes under professional values. Employees shall Endeavour to ensure the proper, effective and efficient use of organizational resources.

How effective work habits can beneficial for an individual?

Developing good work habits

Work habits refer to a person's characteristic approach to work, including such things as organization, priority setting, and handling of paper work and e-mail.

Good work habits means, being organized and prioritizing tasks according to their importance. Good work habits and time management are extremely important because of the current emphasis on enhancing productivity. They are also important for the personal success. Effective work habits are beneficial for yourself and your organization, because if you have good work habits, you have control over yourself, and if you have control over yourself you are productive, and if you are productive you have good human relations.

Explain any four aspects that will help you to control over the outside environment in professional

Life (2.5+2.5+2.5+2.5)

Exerting control over the outside world

Exert some control over the outside environment. If the environment is not totally controlled, at least it is juggled to one's advantage.

A. Develop a Flexible Career Path

If your goals are laid out systematically to lead to your ultimate career goal, you have established a career path—a sequence of positions necessary to achieve a goal. Here we look at two types of career paths.

1. The Traditional Career Path.

A traditional career path is based on the assumption that a person will occupy a series of positions, each at a higher level of responsibility than the previous one. You should be flexible to work for career goals.

2. The Horizontal Career Path.

The norm today in organizations is not to have fixed career paths, and for individuals only to be able to make predictions about the type of work they would like to be doing rather than target specific positions.

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A horizontal career path is slightly easier to predict than a vertical one. A significant feature of the horizontal career path is that people are more likely to advance by moving sideways than moving up.

A horizontal career path, as well as a traditional (vertical) one, does not necessarily mean the person stays with the same firm.

B. Have an Action Plan to Reach Your Goals

If you do not have action plan to achieve your goal, the environment around you will control your behaviour. To be effective, career goals usually have to be backed up by action plans. These plans can be drawn in minute detail, but avoid rigid thinking.

Create supportive environment to make others do what you want them to do to achieve your goals.

C. Achieve Broad Experience

Many people who land high-ranking positions have broad experience obtained at one or more employers.

Workers who follow the new model of career advancement are automatically achieving broad experience. A major benefit of broad experience is that you achieve more career portability, therefore being able to move to another employer will be possible. Broad horizontal experiences are more valuable than vertical experiences.

D. Be Visible

People should notice what you are doing. Your accomplishments will make you noticeable. A big career booster for many people is to call favorable attention to themselves and their accomplishments. Ways of gaining visibility include performing well on committee assignments, and distinguishing yourself in a community activity. Visibility leads to being noticed by an important person.

E. Find a Mentor

Mentors are visionary people who can guide their mentees through their past experiences. Most successful people have had one or more mentors during their career. A **mentor** is a more experienced person who guides, teaches, and coaches another individual. Mentors are usually superiors, but can also be peers and even lower-ranking individuals. The mentor serves as a positive model and a trusted friend.

F. Manage Luck

Future is in your own hands. Control your future by your hard work. To be lucky you have to clarify what you want, and then recognize an opportunity. Manage luck to some extent by recognizing opportunities and taking advantage of them. The founder of McDonald's said: "Luck is a dividend of sweat. The more you sweat, the luckier you get."

G. Balance Your Life

Do not sacrifice your family for your career, neither your career for your personal life. Having balance gives you additional energy and vitality which will help you in your career. Without balance, a career person runs the risk of burnout and feeling that work is not worthwhile.

Describe the role of placement offices, employment agencies and career fairs in finding a job to an individual.

Placement Offices, Employment Agencies, and Career Fairs

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The **placement office** is a primary avenue for job finding, and also offers guidance on conducting a job search.

Employment agencies are the most effective for applicants with about five to ten years of experience. Yet many people qualify for temporary assignments that may lead to permanent jobs. A variation of an employment agency is a *career agent*, who for a fixed fee works on behalf of his or her client.

Career (or job) fairs function somewhat like a temporary placement office.

Employers visit the fair to recruit employees, and applicants register at the fair and present their résumés. Fairs are also useful for learning about employment trends and networking

Suppose after completion of your degree, you will be the manager of an organization. Which three types of resources will be important to run your organization successfully and why?

In an organization, managers are concerned with three types of resources,

- 1. Physical resources;**
- 2. Financial resources;**
- 3. Human resources;**

Physical and Financial resources are the building, furniture, environment, money etc. Human resource is the most important resource that managers have to deal with efficiently and effectively. Good human resource is capable and will be profitable for the organization. Suppose a situation arises that people within an organization don't get along with one another. There are conflicts over small and large issues, day in and day out. Resolving these conflicts uses most of the energy of the employees and as a result physical and financial resources are not used to the optimum level.

How human relations or interpersonal skills affect the people in an organization and how they relate to one another and get things done in a congenial manner, not only affects its work environment but also have an impact for the profits/outcomes of the company

Judging another culture from ones owns point of view is a barrier in improving Cross cultural differences. Name this situation and also explain it.

Stereotyping:

We should avoid preconceived ideas or notions about a particular group that work as a barrier in generating positive feelings about a group. As a result of stereotypes, people overestimate the probability that a given member of a group will have an attribute of his/her category. People tend to select information that fits the stereotype and reject inconsistent information.

List and discuss three reasons why people procrastinate. Also discuss some ways that people can reduce or eliminate procrastination. (6+4)

Procrastination

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The leading cause of poor productivity and career self-sabotage is **procrastination**, delaying a task for an invalid or weak reason. Even productive people have problems with procrastination at times.

Reasons for procrastination:

Unpleasant tasks

If you do not like the tasks or assignments which you are supposed to do, might be the reason of delaying them.

Overwhelming

Sometimes you think that the task given to you is so huge that you can not handle, you keep on hesitating to initiate it.

Concerns about negative consequences of one's work

Sometimes the fear of negative results of doing a task becomes the reason of postponing it.

Fear of success (worry about assuming too much responsibility)

Lack of a perceived meaningful reward for doing the task

If you feel that you would not be rewarded meaningfully, you would hesitate to do that work.

Enjoyment of the rush derived from scrambling to make a deadline

Some people enjoy doing things at the eleventh hour.

Perfectionism

People also become victim of procrastination due to the habit of perfectionism.

Ways to reduce/eliminate Procrastination

Being aware of the productivity consequences of procrastination is a good start for reducing procrastination. A few specific techniques are also helpful.

- Cost of procrastination
- Counter attack
- Jump-start
- Sub-divide the large task
- Motivate yourself with rewards and punishments
- WIFO (worst in first out)
- Commitment to other people
- Express positively

How might good work habits and time management help a person to develop proper attitudes and values?

Developing the proper attitudes and values

Developing good work habits and time-management practices is often a matter of developing proper attitudes toward work and time. Good work habits can be developed by following these certain principles/rules.

A. Develop a Mission, Goals, and a Strong Work Ethic

A mission, or general purpose in life, propels you toward being productive. Goals support the mission statement, but the effect is the same. Being committed to a goal propels you toward good use of time.

Steven Covey recommends that you develop your mission statement by first thinking about what people who know you well would say at your funeral if you died three years from now. How you like to be remembered after death gives you energy to

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develop good work habits. Developing strong work ethic is closely related to establishing a mission and goals.

B. Value Good Attendance and Punctuality

Values help develop work habits. If you value punctuality, you would like to be in time. Good attendance and punctuality are essential for developing a good reputation as a worker. Also, you cannot contribute to a team effort unless you are present.

C. Value Your Time

People who place a high value on their time are propelled into making good use of time. Those who value their time are more difficult to engage in idle conversation during working hours. Being committed to a mission and goals is an automatic way of making good use of time.

D. Value Neatness, Orderliness, and Speed

Neatness, orderliness, and speed are important contributors to workplace productivity. Orderliness helps most people become more productive because less time is wasted searching for documents and tools. Speed is widely considered to be a competitive advantage. Avoid lengthy preparation trying to get things perfect before you make a move. High quality must come quickly.

E. Work Smarter, Not Harder

Developing the attitude of seeking to work smarter rather than harder increases productivity and satisfaction. An example of working smarter, not harder is to invest a few minutes of critical thinking before launching an Internet search. Many people save time by searching information over the Internet, instead of going to the libraries.

F. Become Self-Employed Psychologically

The self-employed person is compelled to make good use of time, partially because time is money.

Developing the mental set of a self-employed person improves productivity.

G. Appreciate the Importance of Rest and Relaxation

Proper physical rest contributes to mental alertness and improved ability to cope with frustration.

Neglecting the normal need for rest and relaxation can lead to **workaholism**, an addiction to work in which not working is an uncomfortable experience. Recognize, however, some people who work long and hard are classified as achievement-oriented workaholics who thrive on hard work and are usually productive. To help achieve rest and relaxation, some people take fifteen-minute power naps.

By removing inner obstacles such as self-criticism, you can dramatically improve your ability to focus, learn, and perform.

Time-management techniques

The appropriate time-management techniques are also necessary to achieve high personal productivity. For these techniques to enhance productivity, most of them need to be incorporated into and practiced regularly in daily life. Habits need to be programmed into the brain through repetition.

A. Clean Up and Get Organized

An excellent starting point for improving work habits and time management is to clean up the work area, and arrange things neatly. Eliminate clutter and simplify the work area so there are fewer distractions and the brain can be more focused. Getting organized includes sorting out which tasks need doing. Cleaning up is particularly important because so many people are pack rats.

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B. Plan Your Activities

The primary principle of effective time management is **planning**; deciding what you want to accomplish and the actions needed to make it happen. To-do lists are a basic planning tool.

1. Where Do You Put Your Lists?

To-do lists should be placed on a calendar or day planner, or in a notebook, computer or other fixed location. Some planners are part of a system that enables one to link daily activities to a mission in life. For many people these planners are invaluable; for others they are a burden that leads to an over-structuring of life. Make a realistic list of the tasks.

2. How Do You Set Priorities?

Priorities should be established for items on the list with a system such as tagging each one as an A, B, or C item. However, taking care of small (C) items can be therapeutic.

3. How Do You Schedule and Follow Through?

To convert your list into action, you should schedule when you are going to do each of the items on the list.

C. Get off to a Good Start

Get off to a good beginning and you are more likely to have a successful, productive day. Start poorly and you will be behind most of the day.

D. Make Good Use of Office Technology

Proper usage of most high-tech devices in the office can improve productivity and quality. For example, a laptop computer helps make one productive during potential periods of downtime. A major consideration is that the time saved using office technology must be invested in productive activity to attain a true productivity advantage.

E. Concentrate on One Key Task at a Time

Effective people resist distractions that prevent giving full attention to the task at hand. Achieving the flow experience is the ideal level of concentration. Conscious effort and self-discipline can strengthen concentration skills. Set aside ten minutes per day and focus on something repetitive. Concentrating on a key task is important, but sometimes doing two or three minor tasks at the same time can help save time.

F. Work at a Steady Pace

Working at a steady clip generally pays dividends in efficiency. A steady-pace approach accomplishes much more than someone who puts out extra effort just once in a while. Despite the advantages of maintaining a steady pace, some peaks and valleys in your work may be inevitable, such as in tax accounting. Napping may be helpful to replenish your energy supply in order to work at a steady pace.

G. Create Some Quiet, Uninterrupted Time

One hour of quiet time might yield as much productive work as four hours of interrupted time. Creating quiet time could mean turning off the telephone, not accessing e-mail, and blocking drop-in visitors during certain times of the workday. Many people do some work at home to avoid interruptions.

H. Streamline Your Work and Emphasize Important Tasks

Getting rid of unproductive work is part of *reengineering* in which work processes are radically redesigned and simplified. Reengineering contributes to work streamlining that eliminates unproductive work including activity that does not contribute value for customers. An example of unproductive work is sending paper or e-mail messages

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that almost nobody reads. To streamline work, look for duplication of effort and waste.

Important (value-contributing) tasks are those in which superior performance could have a large payoff.

I. Make Use of Bits of Time

A truly productive person makes use of miscellaneous bits of time, both on and off the job. A variation of this technique is **grazing**; eating meals on the run to make good use of time ordinarily spend on sitting down for meals.

D. Keep Track of Important Names, Places, and Things

Have a parking place for everything, and make visual associations about where you put objects. By

remembering the names of important places and things you can also save time.

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