Payak at tambalang pangungusap worksheet grade 4

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you agree to the use of cookies on this site. See our Privacy Policy and User Agreement for details. Read a free preview of page 2 is not shown in this preview. Below are two PDF worksheet files that require the student to rate sentences by structure: simple sentence (dayak na pangungusap), compound sentence (tambalan na
pangungusap), complex sentence (shoz) and complex compound sentences (langkapan na pangungusap). The two worksheets in the first two pages of the file below ask students to determine whether a sentence is simple or composed. The two worksheets in the
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is called payak na pansungusap. A simple sentence can also have a simple sentence may have a simple sentence can also have a simple sentence may have a simple sentence can also have a simple
subject + simple preached): And Gina ay umaawit. [b] paidak na simuno + panaguri tambalang (simple subject + preached compound): And Gina ay umaawit to sumayaw. [c]... Continue reading Pangungusap Worksheets (Part 3) (MP469) Last updated: October 26, 2020 general material · 8390 View · Total Page 50 Uploaded 2 years ago Below are two PDF files with worksheets
that require to place sentences according to structure. There are four main types of sentences by structure: simple sentence (tambalan na pangungusap), compound sentence (tambalan na pangungusap), complex sentence (shoz) and complex compound sentence (shoz) and complex sentences by structure: simple sentences by structure: simple sentence (tambalan na pangungusap), compound sentence (tambalan na pangungusap), compound sentence (shoz) and complex sentence (shoz) and complex sentence (shoz) and complex sentence (tambalan na pangungusap), compound sentence (
simple or composed. The first two pages of the file are the worksheets, and the first two pages are the answer keys. Kayarian ng Pangungusap_1 The two worksheets in the second PDF file below ask students to determine whether a sentence is simple, composed, or complex. Compound complex sentences are not included in worksheets. I reworked these two worksheets from
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worksheet will open in a new window. You can download or print using your browser's document reader options. Ang payak na simuno la tambalang panaguri
(PS-TP) Ang tubig ay malinis la malamig. PS TP Malayo at malamig ang bansang Iceland. TP PS Ang touch magulag ay minamahal at rinirespeto. PS TP 3.tambalang simuno la paidak na panaguri (TS-PP) Sina Elizabeth la Joel ay magkapapatid. TS PP 4.tambalang simuno la
panaguri tambalang (TS-TP) Ang mag batang babae la lalake ay tumatakbo la naglalaro sa parke. TS TP Masustansya la masarap ang sagging la mangga TP TS Si Tito AJ la kanyang lga ay pumunta sa aung lalawigan la binisita ang aming lolo la lola TS TP Pagsasanay: Isulat kung ano ang kombinasyon ng simuno la panaguri sa patlang. PS-PP o PS-PP TS-PP o PP-TS PS-TP
o TP-PS TS-TP ____1. Maaga nagising and Luisa. ____2. Ang Iga mesa la upuan ay kinukumpuni ni Tatay. ____3. Ang Universal Studios at Disneylang ang dinarayo sa Japan. ____4. Binili namin ang keyk. ____5. Sina Emma to Jennifer ay mababait at masayahin. ____6. Nalaman ko ito sa pahayagan la sa radyo. ____7. Ang paborito kong kulay at ASUL at Luntian. ____8.
Kumakain ng agahan la nagbabasa ng pahayagan sina Kenji la Benjie. ____9. Ang Iga ulap ay puti. ____9. Ang Iga bato sa ilog. 1. Unity – II: Individual in Workplace Motivation & move. Which makes a person act or behave and continues them to
act. The inner state or inner unity, the urge or desire of the person to do something is called Motivation. Motivation is a psychologists believe that if we can identify what motivates a person, we can understand the person. It's the energy that gives them the power to get up
and continue to walk even when things don't go their way. Definition: According to Flippo:- Motivation is the process of trying to influence others to do your will by being able to win or reward. According to Flippo:- Motivation is a complex set of forces that start and keep a person at task in an organization. Why do people work? Work is a form of activity that has social
approval and satisfies the individual's need to be active. Some of the reasons why people work are: To Produce To Create To Earn Respect To Acquire To Earn Respect To Earn Re
psychological imbalance. It's the origin of any motivated behavior. When an individual recognizes a need, he is led by an inner unit to fulfill that need. However, the need in person does not necessarily lead to action. Unit – II: Individual at work Ranju Lal 1 2. 2. Drive / Reasoned Behavior Response: It is the action directed towards reducing imbalance. They are action-oriented and
provide an energizing traction towards a goal. 3. Objective: The purpose of reasoned behaviour must be achieved in order to reduce imbalance. Goals, incentives or rewards are the tools used to get people to take a desired course of action. According to the figure a dissatisfaction with a person is the starting point in the process of motivation. This leads to tension inside the
individual and motivates him to reach ways to relieve this tension. He develops certain goals for himself. If he is successful in achieved, the individual will engage in another constructive or destructive behavior. This process never stops. Motivation features: These are some
unique features/motivational features:- 1. Motivation is a psychological phenomenon: The motivation process refers mainly to need, desired, expectations, confidence and satisfaction is a psychological phenomenon. Therefore, there is a factor of individual differences, so its really difficult to establish in practice that what incentives will motivate a person towards the desired goal. 2.
Motivation is dynamic and situational: Reasons, behaviour and goals are all dynamic in nature. What drives a person today might not drive it tomorrow. His needs, drives, expectational, too. In a set of organizational climate, structure, physical facilities and nature of work, one can
be highly motivated. However, any change in them can have a negative effect on its motivation is a goal-oriented process The reasons why a person leads it to achieve the goal of releasing his tension, for example, a person can seek food to meet the need for hunger. 4. motivation is influenced by social and cultural norms. Social and cultural values, customs and
attributes play an important role in motivation. If the company grants respect, recognition and acceptance to a job or organization, the individual is motivated to that job or to join/continue in that organization. Types of motivate his employees time to time. The manager could
use any of these types of motivation on their employees:- Positive Motivation Negative Motivation Unit - II: Individual in the workplace Ranju Lal 2 3. Positive Positive Positive Positive Motivation or incentives, wages, salaries,
increases, etc. Non-monetary incentives include increased status, recognition or work, increased responsibilities, etc. Negative motivation — Negative motivation means fear of losing something can also be used to direct an employee to do their job
efficiently and efficiently. A supervisor should also have knowledge of both motivation can be classified into two parts:- Content Theories Process content theories- Individuals have psychological and physiological need that requires behavior to meet
 these needs. For example, a physiological need, hunger, can motivate individuals not only to find a job, but to do a distasteful job and be subject to oppressive orders. A psychological need, would be unity for self-esteem, can motivate individuals to do exceptionally high quality work. So these theories of motivation focus on human needs or desires, which are internalized and give
boost to individual behavior. Content theories include Maslow's theory of hierarchy of needs, etc. Process theories: theory of hierarchy of needs, etc. Process theories provide an opportunity to understand the thought processes that influence behavior. It includes Vroom's hope theory ad Adam's Equity theory. Unit — II:
Individual at work Ranju Lal 3 4. Maslow's theory of the hierarchy of needs One of the first behavioral scientists to make management aware of the complexity of human needs and their affectation to motivation was Abraham Maslow. When he formulated his theory of motivation during the 1940s, Maslow acknowledged that people do indeed have many needs and vary in power.
He arranged all the needs in pyramid form. These basic needs (such as shelter, food and daily survival needs can be defined as a systematic arrangement of needs according to priority, which assumes that basic needs must be met before less basic needs
are awakened. We need to meet the needs at the lower level before we move on to the next level. The basic premise / essence of his theory: i. It's a that causes a man to work. Unmet needs can influence bahaviour, but needs met can no longer be a motivator. ii. Needs are arranged in order of their importance from the bottom up. As we go from the bottom up, the complexity of
the need increases. iii. When the needs at the lower level are met, the needs at the higher level come to the surface and motivate iv. Smaller needs are more physiological, but as we go up. Auto – Updating Needs Truth, Justice, Wisdom Esteem Needs
Achievement, Status, Responsibility, Reputation Social Needs Family, Affection, Security, Law & Direction, Security, Direction, Security, Direction, Security, Direction, Security, Direction, Security, Direction, D
are the needs that are necessary for the survival and maintenance of human life, would be - air, water, food, drink, shelter, etc. Maslow says that if such needs are not met, then one's motivation will arise from trying to meet them. 2. Safety/security in order to be free from the
threat of physical and emotional damage. The company can offer: * living in a safe area * Job security * Pension plans * Free * Medical insurance * Financial reserves * Provident Maslow fund claims that if a person has met all his physiological needs lower level and
safety, then his higher level needs become important, the first of which are the social needs. Social needs are those that are related to interaction with other people and may include (i) the need for membership, etc. Maslow said that love involves a healthy relationship between two people, which includes mutual respect, admiration and trust. Organizational
background: friendly work, environment, compatible peer group, supportive supervision, etc. The company can offer: Schemes would be 5 working days per week, etc. 4. Dear / Status Needs:- When a person feels a sense of belonging, the need for self-importance arises. These needs relate to prestige and individual respect, such as competence, achievements, knowledge,
initiative and success. The needs of esteem can be classified as – Internal needs of external esteem Needs includes freedom, competence includes freedom, competence includes recognition, attention, achievement, trust, etc. status, reputation, prestige, etc. Organizational background: Job title, merit salary, peer/surveillance recognition, responsibility, challenging work, etc. The company offers: Unit – II:
Individual in work Ranju Lal 5 6. Performance feedback, recognition, encouragement, promotions, etc. 5. Auto Update Needs:- Auto Update is a summit of Maslow says - What a man can be, he must be. It's the full realization of someone's potential. Organizational context: The
desire for excellence in the job, to do any work successfully, to create something, something, something, to create something, something, to create something, to create something, something, to create something, s
many, they are arranged in order of importance from the base to the complex. • The person advances to the next level of needs only after the lower level need is at least minimally met. • The present implications:- If Maslow's theory holds, there are some important
implications for management. There are opportunities to motivate employees through management style, job projects, company events and compensation packages. Some examples are:-- Physiological needs: -- by providing lunch breaks, rest breaks and salaries that are sufficient to purchase the essentials of life. • Safety needs: -- by providing lunch breaks, rest breaks, rest breaks and salaries that are sufficient to purchase the essentials of life. • Safety needs: -- by ensuring a safe working environment,
retirement benefits and job security. Social needs: -- by creating a sense of community through the team - projects based on and social events. • Dear needs: -- by recognizing the achievements of making employees with a challenge and the
opportunity to reach their full career potential. In conclusion, a manager must carefully observe the behaviour of his subordinate in order to determine what their active needs are. Since these needs change overtime, you can't assume that a technique that once worked will continue to work forever. Unit – II: Individual at work Ranju Lal 6 7. Critical evaluation of the model of the
hierarchy of needs: -- 1. Motivates the employee – Maslow has educated the manager to identify the needs of the employees and has answered questions as to why different people are motivated by different factors. 2. Dynamic nature – The model clarifies that the nature of man's need is dynamic in nature. When a need is met, you must upper level appear and the man is ever
satisfied. 3. Different approach - Maslow's approach is based on existential Philosophy, which considers man to be healthy, good and creative, who can make his own destiny. 4. No hierarchy - Some critics argue that there is no hierarchy of needs and all needs exist at any given time, i.e. they are not closed compartments, as suggested by Maslow. To explain this, they say that
although the man may need self-updating, but he may not forget his need for food or shelter. 5. Lack of universality - Critics argue that people from different cultures have different patterns of hierarchy need, so is each individual different from
the other in a culture. Therefore, people may have different models of need-hierarchy. 7. Basically – She has said that it is not possible for a manager to identify where each of his employees is in the model of the hierarchy of needs and may not be able to apply the principles in real life. Although Maslow's hierarchy has no scientific support, it is quite well known and is the first
theory of motivation to which many people are exposed. Unit – II: Individual at work Ranju Lal 7 8. Herzberg's Motivator – Hygiene Theory In the late 1950s, Fredrick Herzberg and his associates developed another model based on research by Herzberg and his
associates on a group of employees of a paint company. The research team asked 200 employees, consisting of engineers, managers and accountants, to answer questions: -- 1. Can you describe in detail when you felt extremely unwell about your job? It was found that the factors that caused
the satisfaction were different from those that caused the dissatisfaction. So he divided these answers into two general categories: -- 1. Motivation Factors 2. Maintenance factors (hygiene factors) 1. Motivation factors: There are some working conditions are not present, build a high level of motivation & amp; satisfaction in the workplace. However, if these conditions are not present, build a high level of motivation factors 2. Maintenance factors (hygiene factors) 1. Motivation factors: There are some working conditions are not present, build a high level of motivation factors (hygiene factors) 1. Motivation factors (hygiene factors) 1
they do not cause dissatisfaction. He called these motivational factors or satisfiers. These are: a) Achievement (through creative and challenging work). d) The work itself. e) Possibilities for personal growth. (f) Responsibility 2. Maintenance Factors: There are some conditions of a job that works primarily to dissatisfy employees when they are not
present. Herzberg called these maintenance factors or hygiene factors because they are necessary to maintain the current state, i.e. a reasonable level of satisfaction. These are: a) Company policy and administration. (b) Technical supervision. c) Interpersonal relations with
the supervisor, colleagues and subordinates. (d) Salary. e) Workplace security. f) Personal life. g) Working conditions h) Status Herzberg reasoned that because the factors that cause satisfaction are different from those that cause dissatisfaction, the two feelings cannot simply be treated as apposite to each other. Unit – II: Individual at work Ranju Lal 8 9. Implications for
management: 1. The job should have sufficient challenge to use the full capacity of the employee. 2. Employees demonstrating an increasing level of capacity should be to give an increasing level of responsibility. 3. If a person cannot be fully used, it will not be a motivational problem. Criticism of Herzberg's theory: 1. The procedure used by Herzberg is limited by his methodology.
When things go well, people tend to take credit. Contrary, contrary, fault failure on the extrinsic environment. 2. No generally acceptable. 3. Herzberg assumes that there is a relationship between satisfaction and productivity. But the research methodology he used was only
about satisfaction, not productivity. In order to make such research relevant, a high degree of relationship between satisfaction and relationship must be assumed. 4. The reliability of the Herzberg methodology is called into question. Mat evaluators contaminate findings by interpreting a response in one way, while interpreting similar responses differently. 5. The two factors are not
actually distinct. Both motivation and hygiene factors contribute to satisfaction as dissatisfaction as dissatisfaction is also very important. Herzberg does not attach much importance to salary status or interpersonal relations which are generally considered important elements of
satisfaction. 7. Herzberg drew conclusions from a limited study, covering only engineering and accountants, which do not represent a complete representation of the human population. Unit – II: Individual at work Ranju Lal 9 10. Unit – II: Individual at work Ranju Lal 9 10. Unit – II: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ranju Lal 9 10. Unit – III: Individual at work Ran
needs: Power, Achievement & amp; Achievement & and life experiences. A person's motivation and efficiency can be
enhanced through an environment that gives them their ideal blend of each of the three needs. This theory is also known as the three needs follows: 1. Need for Achievement (nAch) • It is the desire to excel and achieve on a predefined set of standards. Success at a task is important for the filmmakers.
Although people with a great need for achievement are often rich, their wealth comes from their ability to achieve goals. • Those with high results prefer immediate feedback on their performance and generally assume moderate difficulty tasks. They do not go for either very difficult tasks or for a very easy one, because in the first case, they do not receive any satisfaction of
achievement from accidental successes, and in subsequent case there is no challenge to their abilities. McClelland considers that the need for can be learned. He cited numerous cases where people developed the need to achieve is stimulated. 2. The Need for Affiliate (nAff) A Is It friendly and
close interpersonal relations. If they are asked to choose between working on a task with those who are technically competent and those who are their friends, the nAff big people will choose their friends. A People dominated by the need for affiliation would be attracted to jobs that have considerable social interaction. 1. Need for Power (nPow) A It is necessary to make others
behave in a way that they would not have behaved otherwise. The effective achievement of the objective is less important than the means by which the objectives are achieved and satisfaction is derived from being in a position to influence others. Unit – II: Individual at work Ranju Lal 11 12. A People in need of power tend to exhibit behaviour such as unfeeling, force, willingness
to engage in confrontation and a tendency to support their initial position. They are often convincing speakers and demand a lot from others. A People in great need of power seek leadership. The need (power) combined with the need for achievement can lead to productive and satisfactory results. Criticism of McClelland's theory: -- 1. People in great need expect similar results
from others. As a result, they may lack human skill and patience to be effective managers. 2. Theory does not fully deal with the process of motivation and how it really takes place. 3. Achieving training motivation, through promising, is time-consuming and costly. Unit — II: Individual in work Ranju Lal 12 13. Incentives are something extra to wages, namely the additional
remuneration or benefit of an employee in recognition of his achievement or better work. Types of non-monetary monetary monetary monetary for career advancement 5. Employee stock option 4. Service security 5. Suggestion Scheme 6. Participation and empowerment of
employees Monetary incentive: - - Salary or allowances: increase in salaries or other allowances: increase in addition to employees tock option: Under this
system, employees are offered shares of the company at a set price that is lower than the market price. Non-monetary incentives: -- - • Status: refers to rank, authority, responsibility, recognition and prestige related to the workplace. • Opportunity to
promote or advance your career: providing opportunities for their advancement and growth. • Service security: Workplace security: Workplace security • Scheme of suggestions: by inviting suggestions from workers. • Employee Participation & Service security: Workplace security: Workplace
Ranju Lal 13 14. Definition of workplace satisfaction: According to Feldman & Eldman & Eldman
would be extremely unhappy if he doesn't like his job intensely. In plain language, workplace satisfaction is the favorability or unfavorableness with which employees see their work. Job satisfaction is a general attitude, which is the result of many specific
attitudes in three areas: 1.) Job-specific factors: These attitudes are related to the workplace. They relate to specific factors such as wages, supervision, employment stability, working conditions, promotion opportunities, fair performance assessment, prompt resolution of complaints, etc. 2.) Individual characteristics, such as the employee's age status, temperament, desires and
level of aspiration, etc. 3.) Group relationship (outside the workplace), such as the employee's family relations, social status, recreation activities, etc. IMPORTANCE OF SATISFACTION AT THE WORK A Satisfaction at work improves a worker's productivity. Reduces absenteeism and labour turnover.
▲ Improves the image of any organisation. Chronic dissatisfaction at work causes emotional stress leading to high blood pressure, digestive disorders, mood disorders and cancer. ▲ Satisfied employees become affectionate with the organization. A satisfied
employee is a productive asset for the organization. Unit – II: Individual at work Ranju Lal 14 15. Determinants / Factors involved in job satisfaction:-)- We can classify factors 1. Satisfaction in life 1. Type of work 1. Salary or wages 2. Sex 2. Qualification required 2. Job
security 3. Number of dependants 3. Professional status 3. Opportunity for 4. Age 4. Advancement of Geographic Location 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision of Co-workers 7. Education 5. Time at work 5. Plant size 4. Supervisor & amp; 6. 6. Nature of the supervision 6. Supervisor & amp; 6. 6. Nature of the supervision 6. Supervisor & amp; 6. 6. Nature of the supervision 6. Supervisi
difference states that the variability of workplace satisfaction is due to a person's personal tendency in situations to enjoy what they do. Thus, there will be certain types of people who will generally be satisfaction in the workplace. Gender: In
different countries it has been found that female workers are more satisfied with their jobs than men. In India, any separate information on this subject is not available. However, in the Indian context it can be said that women's wages is usually considered as an additional source of income. So they have fewer financial needs and ambition. No dependants: A previous US study
indicated that the more dependants there are, the less satisfied he is with his job. In Indian studies, also research has shown that workers who need to support fewer dependants (one in four) tend to have a higher job satisfaction tends to
increase with age. Time at work: It was observed that at first there is a relatively higher satisfaction of the workplace. That starts to drop between the fourth and sixth year. Than rising again with a longer length of service at work. Unit – II: Individual at work Ranju Lal 15 16. Intelligence/education: The more education or intelligence of the employee, the more dissatisfied he
becomes if he is not cared for. In India, as well as in other Western countries, there is a tendency for more educated workers to be less satisfied. Interest: If the nature of the job will be more satisfied, e.g. an introverted person will find it difficult
to be in sales or job marketing. 2. Job Factors A Type of work: The most important factor for job satisfaction is the type of work. Employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated than employees who find their work interesting are more satisfied and motivated
skills required for a particular job. When skill exists to a considerable extent, it tends to become the first source of satisfaction for the employee. Qualified workers were found to have significantly higher job satisfaction than unskilled workers. Skill gives a certain sense of pride in the job. Professional status: Professional status is determined not only by the way in which the individual
employee looks at the status of his or her place of employment, but also by the way in which he or she is viewed by others in society. Geographical location: The geographical location of the workplace has been found to have some influence
on the satisfaction and dissatisfaction of workers. Workers in big cities are less satisfaction or satisfaction or satisfaction of workers in big cities are less satisfaction or satisfaction or satisfaction or satisfaction or satisfaction or satisfaction or satisfaction of workers. Workers in big cities are less satisfaction or sati
in the region - The size of the installation: The size of the installation: The size of an organisation does not independently affect employees. It affects them, along with management practices and various other factors. Larger organisations tend to be more impersonal and formalised leading to a lower sense of participation, involvement, optimism and a willingness to contribute. Smaller organisations provide
an opportunity to get to know each other better through more frequent and informal contacts. Thus; optimism, a sense of involvement and a desire to contribute. The nature of the supervision: could be of two types— Employee-centred surveillance unit – II: Individual at work Ranju Lal 16 17. -- more satisfaction -- less satisfaction 3. Organizational factors: There are many factors in
which employers can play a major role in increasing job satisfaction among workers. Such factors are: A Salary or wages: In Indian workers, adequate salary seems to be the most important factor of employment. It can be considered a hygiene factor. Wages are rarely referred to as government satisfaction. Wages have a big influence on dissatisfaction in the workplace. Job
security: Workplace security is a second important factor for job satisfaction. Through job security it is important for both employees to get, but over - security leads to declining production. Advancement opportunity: Advancement opportunity: Advancement opportunity is also a very well-ranked factor for job satisfaction. This should not be construed as promoting every worker.
The opportunity for advancement is more than promotion. It also means personal development & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and increased responsibility. Individual merit should be rewarded with the chance to advance, develop and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth and grow in the organization - Supervisor & growth - Supervisor & growth - Supervisor & growth - Supervisor & 
psychologically significant that workers need sympathetic supervision. This implies that workers prefer a supervision who understands their problems, helps in personal matters, does not work as an interpreter, is friendly and grants favors. Responsibility: Responsibility is an important factor in job satisfaction, which possibly mixes with factors such as; opportunity, type of work,
freedom, job challenges and so on. In many Indian studies managers have been shown to have higher job satisfaction Workers. This implies that the level of satisfaction increases with the level of responsibility • Working conditions: Over the years, working conditions have improved considerably in industries. This may be one of the possible reasons why workers are mostly
satisfied with this. Good working conditions include temperature, ventilation, safety, cleaning & mochines and tools. Working conditions are a very important factor and good working conditions are very desirable, as they lead to greater physical comfort and health. A Marginal rewards and benefits: A factor related to both job satisfaction and employee motivation is the
extent to which employees believe they are treated fairly. Our levels of workplace satisfaction and motivation are related to how we believe we are treated fairly compared to others. If we think we're being treated unfairly, we try to change our faith or behaviors that lead to discontent. Unit – II: Individual in work Ranju Lal 17 18. Fringe benefits include company homes, cafeteria,
dress, free tree, & amp; snacks, etc. The importance of marginal benefits has not been expressed in the past by Indian workers to the same extent as in recent times. MEASUREMENT OF THE SATISFACTION OF WORKS The different methods of measuring job satisfaction. They are
sometimes used together with questionnaires. In these interviews, employees discuss aspects of their jobs with supervisors or interviewers in the organization's human resources department. 2. Objective survey: These may be multiple-choice questions to answer true or false. Such surveys do not give employees much chance to express themselves in their own way. 3.
Descriptive study: In descriptive surveys, employees write their answer in words. Descriptive surveys, employees write their answer in words. Descriptive surveys, employees write their answer in words. They are very rarely
used in professional counseling of individuals with special problems. They help to study the hidden personality of workers. some important projective tests are: Rorschach Inkblot Test, T.A.T. etc. 5 Job Description Questionnaire: It consists of a series of job-related adjectives and statements that are evaluated by employees. It contains a scale to measure five job factors - the
remuneration, promotion, supervision, nature of work and characteristics of co-workers. It can be completed in 15 minutes and has been published in several languages. Job Satisfaction and Performance / ProductivityIt has traditionally been said that high job satisfaction leads to improved productivity. Stress Management STRESS Stress is the feeling you experience when you
think you can't cope effectively with a situation. It indicates the pressures that people feel in life. As a result of pressures, employees develop various stress symptoms that can affect their job performance. People who are stressed may become nervous, and unable to relax. They may be uncooperative or may use excessive alcohol.
Stress also leads to physical disorders because the internal body internal body internal changes to try to cope with stress. e.g. stomach, ulcer, heart disease, kidney problems, etc. Unit – II: Individual at work Ranju Lal 19. STRESS FACTORS – Stressors are the events and situations in our environment that cause stress. Stressors are found in the physical work environment, in the different
employee's living roles, in interpersonal relationships and in organizational activities and conditions. A person can react quite differently to the same stressor at different points over time. Definitions of stress: 1. Stress denotes a general class of problems dealing with the demands of taxation of physiological, social, and psychological systems and the responses of these systems.
 __Lazarus 2. Stress at work is a condition that results from the interaction between people and their workplaces, and characterized by changes within people that force them to deviate from their normal functioning. ___Newman 3. Stress is a person's adapted response to a stimulus that puts excessive psychological and physical demands on him or her. Stress factor creates stress
when S = P>R i.e. stress occurs when pressure is higher than resource (S-stress, P-pressure, R-resource). Stress Stages (General Adaptation Syndrome) There are three stages of stress: Alarm phase - Resistance stage - Exhaustion 1. Alarm phase It is the immediate reaction to a stressor. When a person experiences a shock or perceives a threat, they quickly release
hormones that help them survive. These hormones help us run faster and fight harder. They increase heart rate and blood pressure, providing more oxygen and blood from the skin to the core or bodies, reducing blood loss if we are
damaged. 2. The resistance stage At this stage the body activates various mechanisms and the level of glucose and adrenaline increases at this stage of exhaustion. 3. Exhaustion If stress has continued for some time, the body's resistance to stress can be
gradually reduced or it can collapse quickly. The immune system and the body's ability to resist the disease can be almost entirely eliminated. People experiencing long-term stress can be classified into two types: i. Eustress or positive stress Eustress is
a two-part word. The prefix is derived from the Greek EU meaning either good or good. When attached to the word stress, it literally means good stress. Eustress achievement in a challenge. 2. Coming first in a race. 3. Obtaining a promotion in the workplace. 4. Watching
a suspense or horror movie. 5. 5. marriage, or birth 6. Holidays. 7. Buying something, would be a new car. ii. Danger is a negative stress Danger is a negative stress that results when a person is unable to fully adapt to stressors and leads to various inappropriate behaviors, would aggression, passivity, insecurity, helplessness, despair, etc. People in constant distress are more likely
to become ill, mentally or physically. Examples of distress are: 1. Difficult working environment. 2. Overwhelming sights and sounds. 3. Threat of personal injury 4. Work under constant pressure. Job Stress are twork can be defined as harmful physical and emotional responses that occur when workplace requirements do not match the worker's capabilities,
resources or needs. Stress at work is often confused with challenges, but these concepts are not the same. Challenges us psychologically and physically energies, and motivates us to learn new skills and master our jobs. When a challenge is met, we feel relaxed and satisfied. But stress at work is different, challenges have turned into job requirements that cannot be met,
Relaxation has turned to exhaustion, and a sense of satisfaction has turned into feelings of stress. Causes of stress We can divide job stressors 1. Extra-organizational stressors are: • Social and technological changes • Family problems • Economic
and financial conditions • Race & amp; class • Residential & amp; Community conditions 2. Organizational stressors are: • Jobs with high stress • Role of work • Poor working conditions Unit – II: Individual at work Ranju Lal 20 21. • Organizational policy • Weak labour relationships • Technology 3. The stressors in the group are: • Absence of support • From group members • Group 4
conflicts. Individual stressors are: • Role conflict and ambiguity • Stress locus • Learned helplessness • Emotional instability • Cognitive dissonance • Psychological toughness Consequences • Behaviour • Alcohol & Stress 1. Individual Consequences • Psychological toughness Consequences • P
▲ Decrease in performance ▲ More absenteeism ▲ Less turnover ▲ Predisposed to accidents Stress management:-- 1. Individual Adaptation Strategies ▲ Physical Exercises ▲ Relaxation at work Ranju Lal 21 22. ▲ Workplaces
◆ Organisational Communication ◆ Counselling ◆ Stress Control Workshop and Employee Assistance Program Unit – II: Individual at Work Ranju Lal 22 23. Organization and their behaviors. Members of an organisation soon come to feel organisation.
Culture is one of those terms that are difficult to express distinctly, but everyone knows when they feel it. For example, the culture of a large, for-profit corporation by looking at furniture layouts, what it boasts, what members wear, etc. -- similar to what
you can use to get a feeling about someone's personality. Organizational culture is an idea in the field of organizational studies and management that describes the psychology, attitudes, experiences, beliefs and values (personal and cultural values) of an organization. It has been defined as the specific collection of values and norms that are shared by people and groups in an
organization and that control how they interact with each other. Organizational culture within a company or organization, and is often also referred to as corporate culture, even if they are definitely not corporations. Here
are some of the many definitions of organizational culture that can be found. Definitions: Edgar Schein defines organizational culture as: A model of shared basic assumptions that the group has learned while solving its problems of external adaptation and internal integration, which has worked well enough to be considered valid and therefore to be taught to new members as the
correct way to perceive, think and feel about these problems. The nature of an organisation The culture of an organisation may reflect in different forms adopted by the organisation. These could be: - Physical infrastructure - Routine behaviour, language, ceremonies - Gender equality, equity in payment - Dominant values, would be quality, efficiency and so on - The
philosophy that guides the organization's policies towards it employees and customers, would be the customer in the first place and the customer is king, and how employees handle customers. Unit – II: Individual at work Ranju Lal 23 24. Levels of Organisation One culture comes across a number of elements in the organization that describe its culture. Organisational culture can
be viewed on three levels based on manifestations of culture in tangible and intangible forms. Fig. 1.2 identifies these levels. Level 2: Validation of value in the physical and social environmental hypotheses about human nature, human relationships, and behavior level 1 artifacts, technology, visible and social environmental hypotheses about human nature, human relationships, and behavior level 2: Validation of value in the physical and social environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships, and behavior level 3: Environmental hypotheses about human nature, human relationships are supplied to the supplied of the 
one, organizational culture can be observed in the form of physical objects, technology and other visible forms behaviour, such as ceremonies and rituals. Although the culture would be visible in different forms, it would only be Level. For example, people may interact with each other, but what the underlying feelings are or whether there is understanding among them would require
sounding. 2 3 2. At level two there is greater awareness and internalisation of cultural values. People in your organization are trying to solution a problem in ways that were tried and tested earlier. If the group is successful there will be common perception of this success, leading to cognitive changes turning perception into values and beliefs. 4 5 3. Level three is a conversion
process. When the group repeatedly observes that the method that was tried earlier often works, it becomes the preferred solution and is converted into underlying assumptions or dominant value guides behavior, but at the same time it can influence objective
and rational thinking. These three levels vary on a shallow scale to incorporate deeply. As cultural symbols convert to share assumptions, they go from a superficial level Cultural Symbols Common Behavior Cultural Values Common Hypotheses Deeply Embedded
Levels of Organizational Culture Organization from the other. Some of the bases of differentiation are presented below: 1 1. Strong vs. Weak Culture: 0 Organizational Culture can be labeled as strong or weak based on the sharing of fundamental values
between organizational members and the degree of commitment members have to these fundamental values. The greater the sharing and commitment, the stronger the culture, the greater the possibility of consistency of behavior between its members, while a weak culture opens paths for each of the members who present unique concerns to them. 2 0 2. Soft vs. hard culture: 3
Soft work culture can occur in an organization where the organization pursues multiple and contradictory goals. In a soft culture employees to pursue a few goals that serve personal or sectional interests. A typical example of soft culture employees to
keep productivity high. Culture is well-being; people are held accountable for their mistakes, but are not rewarded for good performance. Consequently, employees consider that work is less important than personal and social obligations. Sinha presented a case study of a public sector fertiliser company, which was set up in an industrially backward rural area to promote job
generation and industrial activity. Under pressure from local communities and the government, the company to superstaff, the transformation of mechanized operations, overtime pay, and poor discipline. This has resulted in huge financial losses (up to 60 percent of the capital) for the company. 4 5 6 Unit – II: Individual at work Ranju Lal 25 26. 7 3. Formal
vs. informal culture: 8 The work culture of an organization, to a large extent, is influenced by the formal components of organizations are components of formal culture. Roles, responsibilities, responsibility, rules and regulations are components of formal culture. They shall set the expectations that the organisation has from each member and indicate the consequences if these expectations are not met. 4.
Authoritarian vs Participatory Culture: The basic assumption of an authoritarian culture is that the leader knows what is good for the organization consider themselves equal and take part in decision-making. Unit – II: Individual at work Ranju Lal 26 27.
LEADERSHIP Leadership is a process by which a person influences others to achieve a goal and leads the organization in a way that makes it more coherent and coherent. Alan Keith said that Leadership is a process by which an individual influences a
group of individuals to achieve a common goal. The characteristics of a leader listed below we have a total of eight leadership features that we believe help define a leader today 🖟 Honesty - Show sincerity, integrity and candor in all your actions. Deceptive behavior will not inspire confidence. 🖟 Competent - Your actions must be based on reason and moral principles. Don't make
decisions based on emotional desires or childish feelings. Phogoctives for the future set and have a vision of the future set and have a vision of the future. The vision must be held throughout the organization. Effective leaders imagine what they want and achieve. They usually choose the priorities arising from their core values. In the future set and have a vision of the future set and have a vision of the future. The vision must be held throughout the organization.
physical and spiritual resistance, you will inspire others to reach new heights. Take the lead when necessary. Pair-minded - Shows fair treatment to all people. Prejudice is the enemy of justice. You show empathy by being sensitive to the feelings, values, interests and well-being of others. Wide-minded - Look for
diversity. \sqrt{2} Brave - Have perseverance to achieve a goal, regardless of seemingly insurmountable obstacles. Show confident to take good at the right time. \sqrt{2} Imaginative - Make timely and appropriate changes in your thinking, plans and methods. Show creativity by thinking about goals, ideas and to trouble. Be
innovative! 🖟 Proper work assessment 🖟 Sufficient delegation of authority 🖟 Fair treatment for all 🖟 Availability of all employees 🖟 Vision 🖟 Forecast 🖟 Inner motivation 🖟 Sense of responsibility of all employees 🖟 Vision 🖟 Forecast 🖟 Inner motivation of authority of all employees of vision of authority of all employees of authority of all employees of vision of authority of all employees of al
high-status position in a company and ordering people to do things. It's a participatory journey that the leader must be willing to go with others. It is a skill that is acquired over a lifetime and these characteristics are something we can only practice about the ever day of our lives. Keep in mind that great leaders are not born, they are made. And also note that great leaders are also
not infallible. But one thing a great leader does very well is to learn from their mistakes. Practice these characteristics; Avoid repeating the same mistake, and one day you'll no longer be wondering if you're a leader – you'll know in your heart that you're a leader. The importance of leadership is an important function of management that helps maximize efficiency and achieve
organizational goals. The following points justify the importance of leadership in a concern. 1. Initiate action- Leader turns out to be playing an stimulating role in working concern. He motivates employees with economic and non-
economic rewards and thus receives work from subordinates. 3. Providing guidance- A leader must not only supervise, but also play a guiding trust- Trust is an important factor that can be achieved by expressing work efforts to
subordinates, clearly explaining their role and providing them with guidance to achieve their objectives effectively. It is also important to hear from employees about their trust and gaining their trust. A leader can be a morale booster by achieving full
cooperation so that they perform with the best of their skills as they work to achieve their goals. 6. Build the work environment helps for healthy and stable growth. Therefore, human relations should be kept in mind by a leader. He should have personal contacts with employees and should their
problems and solve them. They should treat employees in humanitarian terms. 7. Coordination, which should be the main reason for a leader. Unit – II: Individual at work Ranju Lal 28 29. Theories of leadership interest in leadership grew in the
early part of the 20th century. Early leadership theories focused on the qualities that stood out between leaders and adcepts, while many different leadership theories looked at other variables, such as situational factors and skill levels. While many different leadership theories assume
that leadership is inherent – that great leaders are born, not made. These theories often portray great leaders as heroic, mythic and destined to rise to the lead when necessary. The term Great Man was used because, at the time, leadership was primarily thought of as a male quality, especially in terms of military leadership. 2. Trait Theories: Similar in some ways to Great Man
theories, trait theories assume that people inherit certain qualities and traits that make them more suitable for leadership, then do we explain the people who possess these qualities but are not leaders? This question is one of the difficulties in
using trait theories to explain leadership. 3. Emergency Theories: Emergency driving theories focus on specific environmental variables, including leadership is best until determine which particular driving style is best suited to the situation. According to this theory, no style of leadership is best in all situations. Success depends on a number of variables, including leadership style, skills and aspects of the
situation. 4. Situational Theories: Situational theories propose that leaders choose the best course of action based on situational variables. Different leadership are based on the belief that great leaders are made, not born. Rooted in behaviorism, this theory
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of leadership focuses on leaders' actions, not on mental qualities or internal states. According to this theory, people can learn to become leaders through teaching and observation. 6. Participatory theories: Participatory theories suggest that the ideal leadership to this theory, people can learn to become leaders through teaching and observation. 6. Participatory theories suggest that the ideal leadership theories suggest that the ideal leadership theories account the contribution of others. These leaders encourage the participation and contributions of group members and help group members and help group members and help group members feel more relevant and dedicated to decision-making. However, in participatory theories, the leader retains the right to allow the entry of others. Unit – II: Individual at work Ranju Lal 29 30. 7. Management theories (also known as transactional theories) focus on the role of performance of the organisation and group. These theories are based on the leadership of a system of rewards and punishments. Management theories are often used in business; when employees are successful, they are rewarded; when they fail, they are rewarded; when they fail, they are reprimanded or punishments. Management theories are often used in business; when employees are successful, they are rewarded; when they fail, they are rewarded; when they fail they ar between leaders and adpes. Transformational leaders motivate and inspire people by helping group members see the importance and greater good of the task. These leaders with this style often have high ethical and moral standards. Unit – II: Individual at work Ranju Lal 30 31. Management grid Some leaders are very task oriented; they just want to do things. Others are a combination of the two. A popular framework for thinking about the task versus person orientation of a leader was developed by Robert Blake and Jane Mouton in the early 1960s. Called Management Grid or Leadership Grid, it outlines task versus person-centered focus and identifies five combinations as distinct leadership styles. The management grid is based on two behavioral dimensions: • Concern for people - This is the extent to which a leader takes into account the needs of team members, their interests and areas of personal development when deciding to perform a task best • Concern for production - This is the degree to which a leader emphasizes concrete goals, organizational efficiency and high productivity when deciding to best accomplish a task. Using the axis to chart production to best accomplish a task. Using the axis to chart production and high production of the production of leadership style is most concerned with the needs and feelings of its team members. These people operate under the assumption that as long as the team members are happy and secure Unit - II: Individual in the job Ranju Lal 31 32. then they'll work hard. What tends to result is a working environment that is very relaxed and fun, but if the production suffers due to lack of direction and control. 2. Produce or Pier Leadership – High Production/Low People Also known as Authoritarian or Compliance Leaders, people in this category believe that employees are simply a means to an end. Employee needs are always secondary to the need for efficient and productive jobs. This type of leader is very autocratic, has strict rules of work, policies, and and considers punishment to be the most effective means of motivating employees. 3. Poor Leadership – Low Production/Low People This leader is mostly ineffective, and motivating. The result is a place of disorganization, discontent and disharmony. 4. Middle-of-the-Road Leadership – Medium Production/Medium People This style seems to be a balance between the two competing concerns. At first it may seem like an ideal compromise, necessarily give a bit of every concern, so neither production nor people's needs are fully met. Leaders who use this style set up for average performance and often think this is the most anyone can expect. 5. Team Leadership - High Production / High People According to Blake Mouton, this is the pinnacle of managerial style. These leaders emphasize the production needs and the needs of people just as strongly. The premise here is that employees are involved in understanding organizational purpose and determining production needs. When employees are employees are employee to, and have a stake in the success of the organization, their needs coincide. This creates a team environment based on trust and respect, leading to high satisfaction and motivation and, as a result, high production. Applying the management grid Being aware of the different approaches is the first step in understanding and improving how well you perform as a manager. It's important to understand how you work today, so that you can identify ways to become proficyble in both realms. Step One: Identify your driving style. • Think about some recent situations where you have been a leader. • For each of these situations, place yourself in the grid depending on where you think you're right. Step two: Identify areas of improvement and develop your driving skills • Look at the current driving method and critically analyze its effectiveness. Unit – II: Individual at work Ranju Lal 32 33. • Look at the current driving method and critically analyze its effectiveness. Unit – II: Individual at work Ranju Lal 32 33. • Look at the current driving method and critically analyze its effectiveness. This may include involving others in problem solving or improving the way you communicate with them if you feel you are too task-oriented. Or it may mean becoming clearer when it starts to schedule or monitor the project if you tend to focus too much on people. • Continuously monitor performance and track when you slip back into old bad habits. Step three: Put the grid in context It is important to recognize that team leadership style is not always the most effective approach in every situation. While the benefits of democratic and participatory management are universal there are times that require more attention in one area than in another. If your company is in the midst of a merger or other significant change, it is often acceptable to place more emphasis on people than on production. Also, when faced with economic difficulties or a physical, physical, rear burner, at least in the short term, to achieve high productivity and efficiency. Comments: - 1. This is the only leadership theory that is offered today to the industry as a packaged management development program. The package was designed to improve managerial efficiency and organisational efficiency. 2. Claims have been made regarding monetary benefits for firms that how the 9.9 management style can be appropriate for all organisations, as they can have different growth rates, labour relationships, competition and differentiation issues. 4. There is no evidence to confirm that once leaders are trained for 9, 9 style, they will not return to their old style once they are back at work. Unit – II: Individual at work Ranju Lal 33 34. Group Dynamics Definition of Group: According to Edgar Schein: A group is any number of people who interact with each other, are psychologically aware of each other and perceive themselves as a group. According to Marrin E. Shaw: A group consists of two or more people who consciously interact with each other to achieve certain common goals. Members of a group are mutually interdependent and are aware that they are part of a group. So a group is basically a collection of individuals who contribute to a common goal under the quidance of a leader, and who share a sense of common identity. Groups also provide stimulus, protection & amp; other psychological requirements for its members. Characteristics of a group: 1. Interaction 2. Awareness 3. Common identity 4. Common Objective Group Dynamics According to Keith Davis: A social process by which people interact face-toface in small groups is called group dynamics. Group dynamics is the study of groups and also a general term for group processes. Relevant for the fields of psychology, sociology and communication studies, a group consists of two or more people who are connected to each other through social relations. Because they interact and influence each other, groups develop a series of dynamic processes that separate them from a random collection of individuals. These processes include norms, roles, relationships, development, need to belong, social influence, and effects on behavior. Types of groups:- Groups can be classified on multiple bases. Some of these are: - * Based on the group size: • Small group - Large group * Based on membership: - Primary group - Secondary group unit - II: Individual at work Ranju Lal 34 35. Based on the permanence of activities: • Temporary group - Out - group of members reference group Why form groups / Causes for group formation: • Affiliate • Identification • Common interests & Common interes Support • Personal Features • Goal Achievement • Interpersonal Needs Group Development Steps: Tuckman has identified 5 stages of the process: 5. Training 6. Storm 7. Norming 8. Making 9. Delaying. 1. Training shall cover finding the situation faced by the group and the types of behaviour and interaction that will be appropriate Members shall test attitudes and behaviour in order to establish the agreed acceptability and basic rules. A strong driving personality can help this anxious Unit process – II: Individual in work Ranju Lal 35 36. 2. Storming is the stage at which different opinions and styles emerge, creating possibilities for competing subgroups, driving challenges and resistance to meeting load requirements. Problems need to be solved at this stage in order to move forward and develop. 3. Norming occurs when resistance is overcome and conflicts are resolved. Mutually acceptable burden and maintenance rules are established and members begin to internalise them thus building cohesion. Group roles are clarified and the leader established. Members are starting to feel included. Recognition of the value of different contributions increases and real performance begins. 4. Performance is the final stage in which the group's energy is available for efficient completion of the work. 5. Postponement is when the group disperses upon completion of tasks. Unit – II: Individual at work Ranju Lal 36 36

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