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Q. Performance appraisal

Performance appraisals serve multiple purposes including providing feedback to employees, identifying training needs, motivating employees through recognition, aiding in promotions and salary decisions, and helping in goal setting for improved performance.

Q. How strong culture effect employees positively

A strong organizational culture positively impacts employees by creating a sense of belonging, aligning values, improving job satisfaction, enhancing motivation, and fostering loyalty.

Q. Leadership style difference between male and female

Male leaders may tend to be more transactional, focusing on tasks and performance, while female leaders may exhibit transformational qualities, emphasizing relationships and development.

Q. Can competition within an organization allowed organization to change the structure

Competition within an organization can drive structural changes by fostering innovation, improving efficiency, and encouraging a more dynamic and flexible organizational structure.

Q. Staff authority and line authority

Line authority refers to the direct control over subordinates within the organization's hierarchy, while staff authority provides advisory support without direct control over decision-making processes.

Q. Selection process of employee

The employee selection process involves steps like job analysis, recruitment, application review, interviews, testing, reference checks, and final selection.

Q. Difference between social power and personal power

Personal power is derived from an individual's unique attributes, such as expertise or charisma, while **social power** is based on one's position within the organizational hierarchy and the ability to influence others.

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Q. Competition style management

Competitive management styles encourage a high level of performance and innovation but may also lead to conflicts and stress among employees.

Q. Strong organization culture key of success

A strong organizational culture aligns employees with the company's goals, enhances motivation, improves job satisfaction, and increases overall performance.

Q. Technique of decision making

Techniques include brainstorming, the Delphi method, nominal group technique, SWOT analysis, and decision trees.

Q. Develop of global manger

Global managers are developed through cross-cultural training, international assignments, language training, and developing a global mindset.

Q. Organization stressinfluence?

Stress affects productivity, employee health, job satisfaction, and overall organizational performance.

Q. Organizational culture task leadership style?

Task-oriented leadership in a strong organizational culture emphasizes achieving goals, meeting deadlines, and maintaining high performance standards.

Q. Political Behaviour by individual

Political behavior involves actions by individuals to use power and influence to achieve personal or organizational goals, often navigating informal networks and leveraging relationships.

Q. Stress

Stress can result from factors like workload, lack of control, poor work relationships, job insecurity, and organizational changes.

Q. Resistance to change of employees is some time good for organization are you agree with the statement if agree give strong justification

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Resistance can be positive by highlighting potential issues, encouraging thorough evaluation, and fostering innovative solutions.

Q. Ethical cultural change

Implementing ethical cultural change involves establishing a clear code of ethics, training, leadership commitment, and consistent enforcement.

Q. Organizational change

Organizational change involves modifying structures, processes, and cultures to adapt to internal and external pressures.

Q. Conflict

Conflict can occur at interpersonal, intragroup, and intergroup levels and can be managed through negotiation, mediation, and effective communication.

Q. Team management

Effective team management involves clear communication, defined roles, mutual trust, collaboration, and conflict resolution.

Q. Trust

Building trust in teams requires open communication, reliability, competence, respect, and integrity.

Q. Negotiation skills

Negotiation skills include preparation, active listening, empathy, assertiveness, and problem-solving.

Q. difference between transformational and transactional leadership

Transactional leadership focuses on supervision and performance, while transformational leadership inspires and motivates through vision and personal connection.

Q. How to Avoid Conflict in an Organization

- ✚ Effective Communication: Ensure clear, open, and honest communication to prevent misunderstandings that can lead to conflicts.

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- ✚ Define Roles and Responsibilities: Clearly outline roles and responsibilities to prevent overlap and confusion, reducing the potential for conflict.
- ✚ Establish Policies and Procedures: Develop and enforce policies and procedures for conflict resolution to provide a consistent approach to handling disputes.
- ✚ Foster a Positive Work Environment: Create a supportive and collaborative work environment that encourages teamwork and mutual respect.
- ✚ Provide Training: Offer conflict resolution and communication skills training to employees to equip them with the tools to handle conflicts effectively.

Q. How does stress affect the productivity of employees

- ✚ Decreased Performance: Stress can lead to burnout, reducing employees' ability to perform effectively.
- ✚ Increased Absenteeism: Stressed employees are more likely to take time off work, leading to a loss of productivity.
- ✚ Lower Morale: High stress levels can decrease overall job satisfaction, leading to lower morale and reduced motivation.
- ✚ Higher Turnover Rates: Chronic stress can cause employees to leave the organization, leading to increased recruitment and training costs.
- ✚ Impaired Decision-Making: Stress can affect cognitive functions, leading to poor decision-making and mistakes.

Q. How does technology and competition cause change in organizational structure

- ✚ Increased Efficiency: Technology can streamline processes and improve efficiency, leading to a more dynamic and flexible organizational structure.
- ✚ Enhanced Communication: Advanced communication tools can facilitate better collaboration and coordination, impacting the structure to become more decentralized.
- ✚ Innovation: Competition drives innovation, necessitating structural changes to support new product development and market strategies.
- ✚ Adaptability: Organizations need to adapt quickly to technological advancements and competitive pressures, often resulting in flatter structures with fewer hierarchical levels.

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- ✚ Outsourcing: Technology enables outsourcing of certain functions, leading to changes in the organizational structure and focus on core competencies.

Q. difference of social and personal power.

- ✚ Social Power: Derived from one's position in the organizational hierarchy and the authority that comes with it.
- ✚ Personal Power: Stems from an individual's personal attributes, such as expertise, charisma, or relationships.

Q. How socialization help to adapt organizational culture

- ✚ Orientation Programs: Introduce new employees to the organizational culture, values, and norms.
- ✚ Mentorship: Pairing new employees with experienced mentors helps them understand and adapt to the organizational culture.
- ✚ Social Activities: Team-building activities and social events promote cultural integration and a sense of belonging.
- ✚ Training: Regular training programs reinforce organizational values and expected behaviors.
- ✚ Feedback Mechanisms: Constructive feedback helps employees align their behavior with the organizational culture.

Q. job analysis

- ✚ Definition: The process of identifying and determining the duties, responsibilities, and requirements of a job.
- ✚ Purpose: Provides a basis for recruitment, selection, training, performance appraisal, and compensation.

Q. Small structure why not suitable for large organization. Give justification.

A small structure is simple and flexible, suitable for small organizations with fewer employees and less complexity. However, it may not provide the necessary support and specialization required for larger organizations with more complex operations.

Q. Difference b/w Formal and nonformal communication

- ✚ Formal Communication: Official, structured communication that follows the organizational hierarchy (e.g., emails, reports).

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- ✚ Nonformal Communication: Informal, casual communication that occurs naturally among employees (e.g., casual conversations, social media).

Q. Advantages of decentralization

- ✚ Improved Decision-Making: Local managers can make quicker and more informed decisions.
- ✚ Employee Empowerment: Employees feel more responsible and motivated.
- ✚ Flexibility: The organization can respond more rapidly to changes and local needs.
- ✚ Management Development: Provides opportunities for lower-level managers to develop their leadership skills.
- ✚ Innovation: Encourages creativity and innovation by allowing autonomy at different levels.

Q. Kurt's three steps

- ✚ Unfreezing: Preparing the organization to accept that change is necessary.
- ✚ Changing: Implementing the new processes, behaviors, or ways of working.
- ✚ Refreezing: Ensuring that the changes are solidified into the organization's culture.

Q. Five steps to build trust between members of team

- ✚ Open Communication: Encourage transparency and honesty in all interactions.
- ✚ Reliability: Ensure that team members consistently meet their commitments.
- ✚ Respect: Foster a culture of mutual respect and understanding.
- ✚ Collaboration: Promote teamwork and collaborative efforts.
- ✚ Integrity: Demonstrate ethical behavior and decision-making.

Q. Importance of Strong Organizational Structure

Q. Strong organizational structure

- ✚ Provides clear authority and responsibility.
- ✚ Enhances coordination and communication.
- ✚ Supports organizational strategy and goals.
- ✚ Facilitates efficient resource allocation.

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- ✚ Enables scalability and growth.

Q. Work space importance in organization

- ✚ Productivity: A well-designed workspace can enhance employee productivity.
- ✚ Morale: A comfortable and aesthetically pleasing workspace can improve employee morale and job satisfaction.
- ✚ Collaboration: Spaces designed for collaboration can encourage teamwork and innovation.
- ✚ Health and Well-being: Ergonomic designs reduce physical strain and promote overall well-being.
- ✚ Brand Image: A modern and well-maintained workspace reflects positively on the organization's brand.

Q. role of manager in organization

- ✚ Setting goals and objectives.
- ✚ Planning and organizing resources.
- ✚ Leading and motivating employees.
- ✚ Monitoring and controlling performance.
- ✚ Facilitating communication and coordination.

Q. Are you agree that in an organization it is important to agree everyone to positive in change in organization

It is crucial for organizational success that employees support positive changes. This requires effective communication, involvement in the change process, addressing concerns, and providing necessary support and training.

Q. Selection process of employee

- ✚ Preliminary Interview: Initial screening to eliminate unqualified candidates.
- ✚ Application Blank: Collection of candidate information through application forms.
- ✚ Selection Tests: Use of various tests to assess candidates' abilities and suitability.
- ✚ Employment Interview: In-depth interviews to evaluate the candidates' skills and fit.
- ✚ Reference Checks: Verification of candidates' backgrounds and references.

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- ✚ Medical Examination: Health check to ensure the candidate is fit for the job.
- ✚ Final Selection: The final decision-making step where the most suitable candidate is chosen.

Q. Competition style management

Competition Style Management involves a focus on winning and achieving the best results in a competitive environment. This style is characterized by assertiveness, a high need for achievement, and sometimes, aggressive tactics to outperform competitors.

Q. Strong organization

A strong organization is characterized by:

- ✚ Clear vision and mission.
- ✚ Effective leadership.
- ✚ Strong organizational culture.
- ✚ Efficient communication systems.
- ✚ Adaptability to change.
- ✚ High levels of employee engagement and motivation.

Q. culture key of success

- ✚ It shapes employee behavior and attitudes.
- ✚ Enhances commitment and loyalty.
- ✚ Fosters a sense of identity and belonging.
- ✚ Drives performance and productivity.
- ✚ Promotes consistency in decision-making and actions.

Q. Technique of decision making

- ✚ Rational Decision-Making: Systematic analysis and logical reasoning.
- ✚ Intuitive Decision-Making: Relying on gut feeling and experience.
- ✚ Creative Decision-Making: Generating innovative and novel solutions.
- ✚ Group Decision-Making: Involving multiple stakeholders for consensus.
- ✚ Participative Decision-Making: Engaging employees in the process for buy-in.

Q. Develop of global manger

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- ✚ Providing international experience.
- ✚ Cross-cultural training.
- ✚ Language training.
- ✚ Exposure to global business practices.
- ✚ Encouraging adaptability and flexibility.
- ✚ Promoting global mindset and strategic thinking.

Q. Organizations achieve success through bringing constant change. Enlist six areas of an organization that are targeted for the change.

- ✚ Structure: Modifying organizational hierarchy and roles.
- ✚ Technology: Implementing new technologies and systems.
- ✚ Processes: Streamlining and optimizing workflows.
- ✚ People: Training and developing employees.
- ✚ Culture: Shifting organizational values and norms.
- ✚ Strategy: Updating goals and strategic plans.

Q. Employees are prone to workplace stress. How negative stress affects the job performance of an employee? Discuss any five points.

- ✚ Decreased Productivity: Reduced efficiency and output.
- ✚ Increased Errors: Higher likelihood of mistakes and accidents.
- ✚ Poor Job Satisfaction: Lower job engagement and satisfaction.
- ✚ Health Issues: Physical and mental health problems.
- ✚ High Turnover: Increased absenteeism and employee turnover.

Q. What is the difference between personal power and social power?

Personal Power is derived from an individual's unique qualities, expertise, and skills. Social Power comes from an individual's position and relationships within the organization.

Q. Many people argue that using conflict management style of collaborating needs creative thinking. Discuss why they think so with the help of three solid points.

- ✚ Identifying Win-Win Solutions: Finding mutually beneficial outcomes.
- ✚ Integrative Negotiation: Combining diverse perspectives.

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- ✚ Innovation: Generating novel ideas to resolve conflicts.

Q. Conflicts may arise anywhere. Explain the three levels of conflict.

- ✚ Intrapersonal Conflict: Conflict within an individual.
- ✚ Interpersonal Conflict: Conflict between individuals.
- ✚ Intergroup Conflict: Conflict between groups or teams.

Q. There are many contributing factors in job stress. Enlist six factors in the work environment that can cause job stress in the employees.

Six factors in the work environment that cause job stress:

- ✚ Workload: Excessive demands and pressure.
- ✚ Role Ambiguity: Unclear job expectations.
- ✚ Role Conflict: Conflicting demands and expectations.
- ✚ Lack of Control: Limited influence over work decisions.
- ✚ Poor Work Relationships: Interpersonal conflicts and lack of support.
- ✚ Job Insecurity: Uncertainty about job stability.

Q. The HR department is responsible to conduct performance evaluation. Discuss five major purposes that the performance evaluation serves in an organization?

- ✚ Assessing Performance: Evaluating employee performance.
- ✚ Providing Feedback: Offering constructive feedback for improvement.
- ✚ Identifying Training Needs: Highlighting areas for development.
- ✚ Promotions and Rewards: Making decisions about promotions and incentives.
- ✚ Documentation: Keeping records for HR purposes.

Q. Communication is the lifeline of any organization. Discuss five reasons to highlight the importance of communication for the survival of an organization.

- ✚ Facilitates Coordination: Ensures smooth workflow and collaboration.
- ✚ Enhances Decision Making: Improves the quality of decisions.
- ✚ Builds Relationships: Strengthens interpersonal relationships.
- ✚ Promotes Transparency: Encourages openness and trust.
- ✚ Drives Engagement: Keeps employees informed and motivated.

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Q. Many organizations use multiple evaluators for performance appraisal. Describe three possible benefits that an organization may get by using multiple evaluators for performance appraisal.

Three benefits of using multiple evaluators for performance appraisal:

- ✚ Reduced Bias: Minimizes individual evaluator biases.
- ✚ Comprehensive Feedback: Provides diverse perspectives.
- ✚ Improved Accuracy: Enhances the reliability of the evaluation.

Q. write three main functions of organization

Three main functions of an organization are:

- ✚ Planning: Setting objectives and determining actions.
- ✚ Organizing: Allocating resources and assigning tasks.
- ✚ Leading: Motivating and directing employees.

Q. enlist name six consequences stress

Six consequences of stress are:

- ✚ Burnout: Physical and emotional exhaustion.
- ✚ Health Problems: Increased risk of illnesses.
- ✚ Low Morale: Decreased enthusiasm and motivation.
- ✚ Poor Performance: Decline in work quality.
- ✚ Absenteeism: Increased sick leaves and absenteeism.
- ✚ High Turnover: Greater employee turnover rates.

Q. how can we avoid burnout

To avoid burnout:

- ✚ Take Breaks: Regular rest and relaxation.
- ✚ Manage Workload: Balance work demands.
- ✚ Seek Support: Get help from colleagues and supervisors.
- ✚ Practice Self-Care: Maintain physical and mental health.
- ✚ Set Boundaries: Separate work from personal life.

Q. barrier communication

Common barriers to communication include:

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- ✚ Physical Barriers: Noise, distance, and physical obstructions.
- ✚ Language Barriers: Differences in language and vocabulary.
- ✚ Perceptual Barriers: Misinterpretations and assumptions.
- ✚ Emotional Barriers: Stress, anxiety, and emotions.
- ✚ Cultural Barriers: Differences in cultural norms and values.

Q. political Behaviour

Political Behavior in organizations refers to actions taken to acquire, develop, and use power and other resources to obtain desired outcomes.

Q. what's an e-organization and describe

An e-organization leverages digital technologies to perform business processes and manage information. It uses electronic communication, data management, and virtual collaboration to enhance efficiency and competitiveness.

Q. Verbal and nonverbal

Verbal Communication involves the use of words to convey messages, while Nonverbal Communication includes body language, facial expressions, gestures, and other visual cues to communicate.

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