Leadership, motivation and control:

I am the head of a factory that produces canned vegetables. I have 500 employees working under me. It is known that in the event of a pandemic, food production is one of the most important tasks. So the responsibility of the company is huge. It is necessary to ensure the safety of every employee and create adequate conditions for them. If COVID-19 is detected in one employee, it is detrimental to the safety of other employees. Customers are also more likely to be infected with the virus through a product made by an employee who has been diagnosed with COVID-19. In this case, it is the responsibility of the company to protect employees from the virus. In this regard, we:

1. The company installed plexiglass between each workstation and provided masks for all employees.

2. Additional PPE will be provided to staff upon request. 3. A number of new policies aimed at preventing the spread of the disease have also been implemented:

a. Every employee must always wear a mask.

b. On the production line, personnel must be at least 6 meters away.

c. Employees must wash their hands frequently for at least 20 seconds and use hand sanitizer regularly.

d. Every employee must undergo a daily health check-up.

e. Employees who do not follow all the rules will be punished.

Consider the following:

It was said that a distance of 6 meters should be maintained between the workers. To do this, I will conduct a survey among 500 workers on non-attendance. I select employees between the ages of 18 and 28 from among the workers. I give other workers a vacation.

Just as important, my products haven’t diminished, but I now have 20 employees who do the work of 30 people. I encourage them on a regular basis. Because the reduction in the number of employees requires workers to work 2 to 3 times more. In such circumstances, it is advisable to encourage them.

1.PART

Leading

Leadership is the art and process of motivating a group of people to work toward a common goal. In a business setting, this can mean directing employees and colleagues to a strategy that meets the needs of the company. This definition reflects the important qualities of being able and ready to inspire others.

Effective leadership is based on ideas, but not unless these ideas are communicated to others in a way that engages them so that the leader can act as he or she wants. Simply put, a leader is an inspirer and manager of action. They are individuals in a group who have a combination of personality and skills to want to follow the instructions of others. This may seem obvious, but it should still be noted that the demands of your actions as a leader should not always advance departmental goals and serve your own interests.

For example, you should never ask for actions that would benefit you personally at the expense of the organization. You should also never ask an employee to do anything illegal or unethical or do anything you would not do under these circumstances. So are leaders born or created? People have been discussing this idea for years. I once thought that some people are innate leaders, in other words, they have an innate natural ability to lead and inspire others.

The modern view is that while some people naturally seem to have more leadership skills than others, leaders are not born. For some, the traits and qualities that make it easy to be a leader do not guarantee success. A relatively high percentage of leadership skills are studied and can be taught. The ability to effectively manage, motivate, and guide a group of people, whether in business, sports, or politics, requires highly sophisticated skills acquired through experimentation, self-improvement, and subsequent training. does.

What is charisma? Charisma is an attractive charm or charm that can inspire loyalty to others. This devotion often motivates people to act quickly and steadily. An example of this is when a particularly skilled coach can dismiss athletes by giving speeches. Although many people consider charisma to be an innate trait, this is not true. Like many things, some people have a more innate ability to be charismatic, but charisma can be learned and developed just like any other ability. Charismatic leaders are essentially very skilled communicators, individuals who speak verbally but can communicate deeply emotionally with their followers. They can tell a fascinating or captivating story and evoke strong emotions in the audience. Most of the best and worst leaders in history have been and have been very charismatic.

For example, Steve Jobs has transformed Apple Computer from a bankruptcy into a world leader in technology. John F. Kennedy inspired a nation to go to the Moon. Winston Churchill inspired Britain to fight alone against the Nazis. But on the other hand, Hitler was very charismatic, and we all know what horrible things he inspired the Nazis to do. Obviously, charisma is the only factor of leadership and is not benign at all. Anyone can learn to be a leader or to be a good leader by improving their leadership skills. If you search the internet for this topic, you will find different opinions about the number and importance of these skills. We returned it to five skills that we considered crucial for effective leadership. Communication. Managers are responsible for ensuring that employees understand what needs to be done and are motivated enough to perform tasks to the best of their ability.

This is not possible without good communication skills. Awareness. The manager needs to monitor the business process to know which ideas are effective and which ones are most useful. For example, if employees do not meet the standards, the manager should be able to identify the cause and solve the problem. Honesty. Great leaders not only achieve results, but also command respect and trust in telling the truth directly, even if it’s bad news. We’ll talk more about that in a moment, so let’s move on.

Develop relationships. Organizations work well when team members trust each other and work well. This is why leadership should foster healthy relationships between team members. Innovation. The best leaders are created and recognized when changes can improve the operation. No matter how well the business process is planned, obstacles are inevitable. Innovative leaders take responsibility for these hurdles and make plans that put things right. is the art and process of motivating a group of people to work toward a common goal. In a business setting, this can mean directing employees and colleagues to a strategy that meets the needs of the company.

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2.PART

Motivating

Motivation is why a person acts or behaves in a particular way. It drives our willingness and desire to do something. When there is motivation, there is enthusiasm. In the world of management, motivation has a more specific meaning. It's all about the factors that encourage individuals to be continually committed and interested in their jobs. Different individuals are motivated by different things. Most people are motivated to some degree by financial incentives, like raises and bonuses. But many people are motivated more by having satisfying work or the recognition they receive for doing a good job. Motivation is important, because motivated employees allow management to meet a company's goals. Without them, it's very difficult for a company to succeed. Motivated employees increase productivity and allow an organization to achieve higher output. On the other hand, employees who are not motivated will likely spend a good deal or their work day goofing off, surfing the Web, or maybe even looking for another job.

Employee motivation has other important benefits too. Employee commitment increases because motivated employees put forth their best efforts. Employee satisfaction improves, which can lead to positive growth for the company.

Ongoing employee development is enhanced, motivation can push a worker to reach their personal goals and facilitate their self-development. The organization then benefits from their improved skills.

Employee efficiency improves, abilities alone do not produce the best results, an employee must be motivated to perform the task.

Clearly it's in the best interest of an organization to have a motivated workforce.

Managers are responsible for motivating employees by encouraging them to be productive and effective. An employee's immediate supervisor is vital in ensuring that they feel their job is valuable, and understand their contribution to organizational success. Failure to recognize and reward hard good work harms employee morale and productivity.

Goal setting is crucial for motivating employees too. Goal setting is the process of creating clear objectives for employees through the cooperation between the supervisor and employees.

Employee goal setting is a key responsibility for any manager. By setting measurable and attainable goals, the supervisor guides improvement in employee performance. It can actually help strengthen the business and enhance its reputation.

Goals are useful when doing performance evaluations, because they allow you to compare actual employee performance to standards and expectations.

Goals are also good for employees, because achieving them is a boost to their self esteem. Whereas unmet goals can be used to motivate workers to achieve them even more. For example, suppose a salesperson misses their quota for the month. If they're motivated by goals, that will make them more determined to exceed their quota next month.

The most effective goals meet all of these criteria. They are SMART, remember that from the planning module? Goals that are specific, measurable, attainable, but challenging, relevant, and time-oriented will be the most motivating. It must also be clear, if employees are not completely sure of what their goals are, you can be assured those goals will not be met.

They should be jointly established, goals are more effective when employees are involved in setting them. It gives them a sense of control and self determination.

Finally, they must be accepted by employees, this goes along with the previous point. Goals that are fully accepted by employees will be the most effective. If goals are not accepted by employees, you can pretty much assume they won't get done or not done well.

Goal setting can be a powerful tool if you do it the right way. So what does it take to make goal setting work? We have a few suggestions. First of all, you absolutely have to make sure employees have everything they need to accomplish the goals that are set, skills, authority, resources, etc.

There isn't much point to trying to achieve goals without having everything you need. That would be like going for a drive in a car with no tires, you're not going to get far.

3.PART

Controlling

Controlling is the process by which supervisors measure results and compare them to standards, analyze deviations from standards, and take action to put results back on track. Control standards, or controls, help guide a supervisor in their department to achieve service or production goals and meet quality standards.

Effective control improves communication, increases productivity and efficiency, helps in meeting annual goals, improves morale, promotes financial stability and legal compliance, improves quality, and prevents fraud and errors. Controls safeguard against misuse of resources, and it facilitates corrective measures. All managers are responsible for controlling. Good supervisors practice control on a daily basis by observing and listening to employees and by gathering and interpreting information.

Control standards are the central focus of the controlling process. A control standard is a target against which subsequent performance is compared. Standards enabled managers to evaluate future, current, or past actions. They may indicate how well a product is made, how effectively the service is being delivered, or specific activities or behaviors. Standards are usually measured and stated in quantitative terms and expressed in standardized units of one kind or another, like millimeters, euros, dollars, barrels of oil, and so forth. Most standards include a bit of leeway or tolerance to indicate how much variation is acceptable before a problem is considered serious enough to investigate.

For example, a store may allow the contents of the cashier's register to vary by 5 dollars in either direction. A deviation of 499 or less would be noted, but not investigated. Managers develop standards in all performance areas that are tied to organizational goals. The form of each standard depends on what is being measured and on the managerial level responsible for taking corrective action. Controlling is impossible without first completing the planning process. The reason is pretty obvious. Control is a little more than specific detailed forms of the goals and objectives set through the planning process.

Without goals, controlling is impossible since there are no control standards by which to measure progress, and therefore no way to determine whether anything is going wrong. Supervisors are a crucial part of the control system and play two critical roles, monitor and fixer. As the monitor, supervisors watch to see whether activities, conditions, and results are meeting control standards. As the fixer, they use the problem-solving and decision-making skills and techniques we talked about earlier to recognize whether something has gone wrong or is likely to go wrong, decide how to correct it, and then develop and execute an action plan to fix it. Then they resumed the monitor rule to see if their solutions are affected. These two roles continue as needed, one after the other, until the task is complete. Control standards are typically set on a departmental basis, with each department being responsible for establishing its own controls. Departmental controls must be consistent with and advance the organization's overall goals and objectives. Organization size does matter.

Large organizations may have staff members who specialize in establishing controls whereas in smaller organizations, supervisors often set standards themselves. Either way, supervisors always have a huge role to play. It is always there job to cut standards into chunks that are appropriate for each employee and activity. For example, a Sales Department Supervisor, who is charged with increasing sales by 10 percent, may translate that into a number of additional sales calls each employee must make per day to make the standard.

Controls are typically based on three different criteria on their own or in any combination, past performance, high hopes, and systematic analysis. Basing control standards on past performance is essentially saying that what your department produced in the past is an appropriate standard. At first, that sounds okay.

Certainly, you wouldn't want your department to do worse than before. The problem comes when the department has been underachieving and should have produced more than it actually did. In that case, control standards should be set higher than past performance. For example, consider the manager of a talented soccer team that won just 30 percent of its games last season. Obviously, that's pretty awful. It would be foolish to make winning 30 percent of your games in the next season your standard.

Forty percent or more would make a lot more sense. Basing standards on high hopes is generally a poor idea too, since it often leads to unreasonably high unattainable standards. For example, setting a standard of winning a 100 percent of the soccer teams games next season would be unreasonable. Standards should always be both challenging and achievable. Otherwise, they will just annoy and discourage employees. After all, if you can't reach a goal, why try? Standards that are set after a systematic, careful analysis of facts are best. Information about the tasks and jobs involved, equipment, staffing, training, and other aspects can be measured and analyzed. For example, a department with 10 employees and new equipment might have a standard of 50 units per day, whereas an appropriate daily standard for that department with only eight employees might be 45 units.

The control process follows four sequential steps. The first is establishing standards and methods for measuring performance. Without them, we can't know what's going on. The second step is measuring performance against standards. Try looking forward so that deviations may be anticipated in advance and avoided. Measurement may be accomplished by collecting objective data or through observation.

The third step is determining whether performance matches the standards, which is easily accomplished simply by comparing them to each other. If performance matches the standard, you may conclude everything is going well and no intervention is needed. The last step, taking corrective action is only necessary if performance falls short of standards, then corrective action is required, most probably by making a change to one or more operational activities. The emphasis of controlling should always be on devising constructive ways to bring performance up to a standard rather than merely identifying a past failure. It's important to mention that unless supervisors see the control process through to its conclusion, they are merely monitoring performance rather than exercising control.

One very important question is how much control is needed? It's not always easy to answer and getting it wrong has serious consequences. There are two major dangers over control and under control. Over control is evident when standards are too tight, monitoring is actually causing disruption, and tiny deviations get too much attention.

The result is a continuous state of chaos with processes being constantly an unnecessarily interrupted and tweaked. Under control is evident when measurement and adjustment or too infrequent and monitoring is inadequate. Poor performance is not addressed until it becomes a big problem. Whereas with adequate attention, small adjustments could have been made as needed and big problems avoided.

To avoid over control and under control, supervisors should identify key places in their operations where control makes the most sense and develop adequate systems of control. There are three distinct types of control opportunities from which to choose. Preventive, concurrent, and corrective. Supervisors should take advantage of all three whenever possible. Preventive controls take place before a production or service activity begins and are used to keep a loss or an error from occurring.

They have the greatest potential for savings as they catch problems before they begin. Examples include policies, procedures, routine maintenance, and inspections. Concurrent control takes place on ongoing activities to ensure they conform to organizational standards. The intent is to catch and correct problems while there's still time to act. Since it involves regulating ongoing tasks, it requires a thorough understanding of the specific tasks involved and their relationship to the desired end product.

Corrective control, which is also called post action control, is applied after an activity is complete. It comes too late to affect the quality of the output, does help identify problems that can be avoided in the future. It also provides meaningful information about the effectiveness of planning. If there's very little variance, then planning was on target. If deviation is large, this information will help make new plans more effective. There are a variety of different kinds of organizational controls that apply to supervisory actions. Output controls are the most basic. Supervisors have to determine if the right amount is being produced before considering anything else. Quality controls come next.

Meeting production goals, but failing to meet quality standards is unacceptable. Time controls simply mean that deadlines for production and project completion are set in advance and met. The intent is to make sure products and services are delivered to the customer on time. Material controls, eliminate wastage, ensuring an uninterrupted flow of quality materials to the production department and reducing the risk of fraud and theft.

Equipment controls are built into machinery to ensure it is properly calibrated to produce goods that meet quality standards. Cost controls involve identifying and reducing business expenses. The goal is to ensure end products that are affordable at a cost that allows the company to still earn a profit. A budget is basically a plan for spending money that functions as a control standard. Supervisors focus on variances between what was planned and what was actually spent. This often involves cutting costs when the department goes over budget. However, in some cases, the supervisor may be able to change the budget itself if they determine that the budget was unrealistic.

While controlling is a very important part of a supervisor's job, they have many other tasks and can't spend all of their time on it. One popular way is to avoid that is to practice management by exception. Management by exception is a practice whereby only significant deviations from standards are brought to the supervisors attention. The responsibility to deal with smaller variances is delegated to a subordinate. This allows supervisors to focus on other important tasks. For example, if the number of units produced is four or fewer below standards, the subordinate who has delegated the task would deal with it. Anything above four, would be reported to the supervisor.

4.PART

Financial statements

In a large organization, supervisors are not usually responsible for accounting and generating financial statements. Those tasks are performed by an accountant or accounting department. However, all organizations set financial standards for each department that must be met, and supervisors are responsible for meeting those standards.

Supervisors need to be able to understand key financial reports and concepts in order to maintain proper control over their department. For example, supervisor needs to understand when costs are too high relative to standards so that they can investigate the problem and implement a solution. Accounting is essential to the proper and efficient functioning of the business. In fact, it is often referred to as the language of business.

It is the process of identifying, recording, measuring, classifying, verifying, summarizing, interpreting, and communicating financial information that reveals profit or loss for a given period and the value and nature of a firm's assets, liabilities, and owners equity. Accounting provides information on the resources available to a firm, the means employed to finance those resources, and the results achieved through their use.

One important purpose of accounting is to provide relevant information to managers and supervisors that will aid them in making good decisions. Another is to report financial information about the company to interested parties like stockholders, the media, financial advisors, government agencies, and consumers. An accounting system is very simply the methods by which firm records and summarizes accounting data.

Many years ago, companies kept track of their finances by hand using thick paper volumes called ledgers, balance sheets, and journals to record transactions and compile reports. A lot of the terminology we use today dates to those times. Like an organization's production system, an accounting system has inputs like sales records, processing, and outputs like reports.

These days, almost all companies use software to record and report the financial information. Today's accounting programs can gather information instantly from multiple locations, making financial information available whenever the organization needs it. As a result, accountants can spend more time on more important tasks like financial analysis and forecasting.

The accounting cycle is the process of identifying, analyzing, and recording the accounting events of accompany. The sequence begins when a transaction occurs and ends with its inclusion in the financial statements. Most companies balance their books quarterly and then again at year end. Based on the transactions recorded as part of the accounting cycle, financial statements such as cash flow reports, profit and loss statements, and balance sheets can be prepared. Once all the business accounts have been balanced, they are closed out for that period and new ones created for the next accounting period.

Financial statements are written records that convey the business activities and financial performance of a company. Financial statements are often audited by government agencies, accountants, other firms, etc, to ensure accuracy and for tax, financing, or investment purposes. Financial statements are also used by investors, market analysts, and creditors to evaluate a company's financial health and their earning potential. Investors and financial analysts rely on financial data to analyze the performance of the company and predict the future direction of the company stock price. The three major financial statement reports are the balance sheet, income statement, and statement of cash flows.