MAJLIS BICARA BUKU
“MANAGEMENT FROM ISLAMIC PERSPECTIVE”

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MANAGEMENT FROM ISLAMIC PERSPECTIVE

By:

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International Islamic University Malaysia, 2006
 MANAGEMENT FROM ISLAMIC PERSPECTIVE

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MANAGEMENT FROM
ISLAMIC PERSPECTIVE

Content of the book

- Islamic Perspective and Synthesis of Management
- Literature of Islamic Management
- Environment and the corporate culture
- Planning
- Organizing
- Leading
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Content of the book

- Motivating
- Communicating
- Controlling
- Managing Conflict
- Islamic Business Ethics
- Managing Quality and Excellence
Management in Islamic Perspective

- The concept of management in Islamic perspective is to manage all things
- To know yourself: We as a man is a *khalifah* of Allah (God vicegerent)
- To believe in God
- To manage & to administer everything on the earth according to the will of Allah
- To manage oneself, family, belonging, position & so on
Objectives of Management in Islam

- To preserve the religion
- To preserve the life
- To preserve the family
- To preserve the human mind or intellect
- To preserve the wealth or property
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Literature on Management

- Islamic Principles of Organizational Behaviour:
  - Belief in God and engaging in honourable work
  - Engaging in promotion of good and forbidding of evil
  - Perform solat and charity regularly
  - Fasting and pilgrimage
  - Good relationship in family, society & employees
  - Acquiring knowledge
  - Striving for changes
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Modules on Leadership Training

- Module on communication
- Module on negotiation
- Module on decision-making
- Module dealing with da’wah
- Module on the concept of time management
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Planning

- Principles of Planning
- Forward thinking based on the past
- Rational use of resources
- Consultation before decision-making
- Apply fairness to others
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Organising

➢ Authority: Given by Allah
➢ Shura: Consultation or collective decision
➢ Responsibility
➢ Accountability
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Leading

- Qualities of an Islamic Leadership
  - Knowledge and wisdom
  - Taqwa
  - ‘Adl (justice)
  - Rahmah (compassion)
  - Forgiving
  - Courage and bravery
  - Shura (mutual consultation)
  - Sabr (patience)
  - Spirit of self-sacrifice
Motivating

- The purpose of motivation in Islam is to have a good worker and to produce an excellence service.
- To understand that working is not only to get the salary but to do virtuous deed (amal salih).
- Working is ibadah.
- To attain al-Falah (true success).
Motivation through Reward and Punishment

- Salary
- Position
- Incentive
- Bonus
- Reward - *Jannah* and *Jahannam*
- Sense of “losing face”; shame for self and family
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Motivated Personality/Leader

- Clarify goals
- Set objectives
- Consult and respect their followers
- Deal with other kindly
Spiritually Inclined People

- *Nafs Ammarah*, refer to those who have motivation are due to worries, lack of self-confidence, low self esteem, never respect the right of others make followers feel insecure.

- *Nafs Lawwamah*, refer to those who are self-motivated and view work as challenge, meaningful, opportunities for advance
Nafs Mutmainnah, provide man with a high level of responsibility towards Allah and independence from any kind of fear and anxiety and offers work satisfaction.
Communicating = Verbal & non-verbal

- Allah who teach man to speak
- Say those things that are best
- Good word is *sadaqah*
- Condemnation of the bad word
- Sincere in communication
- Say direct word – avoid confusing word
Principles of Communication in Islam

- Kindliness and affection towards others
- Politeness in communication
- Speak the truth and be straightforward
- Clarity and brevity
- Two-way communication
- Investigate rumours
- Mutual trust and confidence
- Be wise in communication
- Greet and thank people
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Controlling

- Basic control – *Amar ma’ruf Nahi mungkar*
- Job specification
- Establish standard performance
- Keep the performers informed prior to their action
- Caring sense
- Simple language
- Remedial action
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Managing Conflict

- Two models to resolve the conflict
  - S.A.L.A.M. models
  - P.N.T. model
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Managing Conflict

S.A.L.A.M. model

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<td>Stating the conflict view</td>
<td>Agreeing that a conflict exists</td>
<td>Listening for and learning the difference</td>
<td>Advising one another</td>
<td>Minimizing areas of disagreement that could lead to aggression or withdrawal</td>
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Managing Conflict
S.N.T. model

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<td>Shura (Consultation)</td>
<td>Naseeha (Advice)</td>
<td>Ta’wun (Co operation)</td>
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Islamic Business Ethics

- Principles of Islamic Business
  - Truthfulness
  - Trust
  - Sincererity
  - Brotherhood
  - Science and knowledge
  - Justice
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SESII SOAL JAWAB
MANAGEMENT FROM ISLAMIC PERSPECTIVE

TAMAT

SEKIAN, TERIMA KASIH.