

OUM BOOKFEST 2008



MAJLIS BICARA BUKU “MANAGEMENT FROM ISLAMIC PERSPECTIVE”

Pembicara:

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Anjuran:

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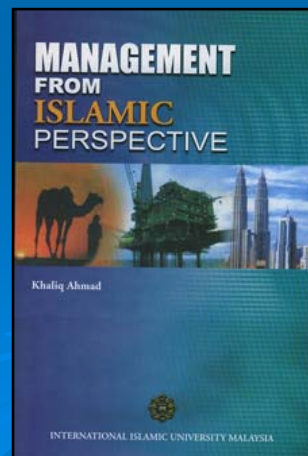
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MANAGEMENT FROM ISLAMIC PERSPECTIVE

By:

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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

MANAGEMENT FROM ISLAMIC PERSPECTIVE

Content of the book

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

MANAGEMENT FROM ISLAMIC PERSPECTIVE

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

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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

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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)

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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

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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

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- *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.

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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

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Principles of Communication in Islam

- Kindliness and affection towards others
- Politeness in communication
- Speak the truth and be straight forward
- 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

S	A	L	A	M
Stating the conflict view	Agreeing that a conflict exists	Listening for and learning the difference	Advising one another	Minimizing areas of disagreement that could lead to aggression or withdrawal

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Managing Conflict

S.N.T. model

S	N	T
<i>Shura</i> (Consulta-tion)	<i>Naseeha</i> (Advice)	<i>Ta'wun</i> (Co operation)

MANAGEMENT FROM ISLAMIC PERSPECTIVE

Islamic Business Ethics

- Principles of Islamic Business
 - Truthfulness
 - Trust
 - Sincerity
 - Brotherhood
 - Science and knowledge
 - Justice

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SESI SOAL JAWAB



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TAMAT

SEKIAN, TERIMA KASIH.

