OUM BOOKFEST 2008

MAJLIS BICARA BUKU
"MANAGEMENT FROM ISLAMIC PERSPECTIVE"

Pembicara:

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Anjuran:
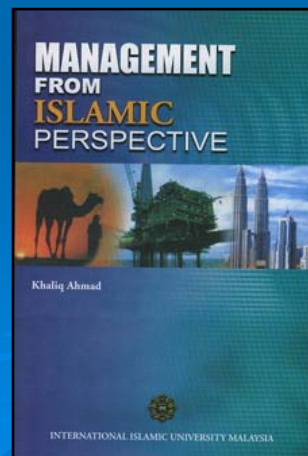Perpustakaan Digital Tan Sri Dr Abdullah Sanusi

Isnin, 12 Mei 2008

MANAGEMENT FROM ISLAMIC PERSPECTIVE

By:

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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

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

MANAGEMENT FROM ISLAMIC PERSPECTIVE

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-secrifice

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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 foward
➢ 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 disagree-ment that could lead to aggression or withdrawal

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Managing Conflict
S.N.T. model

S	N	T
Shura (Consulta-tion)	*Naseeha* (Advice)	*Ta'wun* (Co operation)

MANAGEMENT FROM ISLAMIC PERSPECTIVE

Islamic Business Ethics

➢ Principles of Islamic Business

- Truthfulness

- Trust

- Sincererity

- Brotherhood

- Science and knowledge

- Justice

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SESI SOAL JAWAB

MANAGEMENT FROM ISLAMIC PERSPECTIVE

TAMAT

SEKIAN, TERIMA KASIH.