



Major Challenges for heads of institutions: How can management concepts & principles help?

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What are Common concerns of head of institution/Departments?





- I do not have enough resources Money, Material &
 Manpower so can not perform better in my set up .
- Employees do not work in government set up.
- I find it risky to make new decisions.
- My whole day is lost in routine matters I do not have time to think about future development of my department.
- O How can I be more effective in my set up?





What are Challenges for head of institutions?



- 1. Handling of staff
- O How to get work done from them?
- O How to develop them & utilise their full potential?
- O How to create work culture?
- O How to handle "difficult " staff?
- O How to interpret & apply rules?





What are Challenges for head of institutions?

2. Patient related challenges



- How to ensure Patient safety, patient expectation & Patient satisfaction
- Public Relation / Media



What are Challenges for head of institutions?



Handling of the patients related challenges

- Citizen charter
- Soft skills for ALL care providers (Communication skills, Empathy, Good bed side manners)
- Patient safety protocols
- Special training of front line staff at reception, OPD, Indoor, Lab etc
- Trained officers to handle Media as spokesperson



What are Challenges for head of institutions?

3. Political Influence & Legal issues Consumer's forum (CPA), RTI, Health regulations, Pollution control



- 4. Financial constraints
- How to ensure optimal Costs of services ?
- How to reduce costs without reducing quality of services-Cost containment?



What are Challenges for head of institutions?



5. Equipment, Materials & logistics related challenges

- Lack of infrastructure, optimal use of equipment
- Introduction of modern technologies -Robotic Surgery / Modern Investigations (MRI, C.T)
- Procurement of Logistics drugs/equipment
- Documentation & records



How can management concepts help me?



My budget is LIMITED (Financial Management techniques)

Equipments are IN ADEQUATE (Material Management techniques)

SHORTAGE of manpower (Human resource Management techniques)





How can management concepts help me?



Why as medical professional we should know about management?

Management concepts are **UNIVERSAL**

Applicable to all sectors

Basic premise remains the same

Money

Materials

Manpower





How can management concepts help me?



MDI out put increase with management competencies in public sector companies without any INCREASE IN INPUTS

WHO report on health systems in Developing countries

Focus on management competencies of health managers in

KEY positions





How can management concepts help me?

"Dhirubhai" Ambani Reliance industries, Ambanis are the third richest family in the world with worth \$60 billion

Mr. Krishna Murthy started a company named Softronics,

Started Infosys in 1981 with an initial capital of Rs 10,000

He has been described as Father of Indian IT sector by Time magazine \$1.8 billion







What is administration and management?

Some experts believe that both are synonymous.

Administration is used in government and management in private sector.

Management as an art of getting the things done from other persons

Management is good decision making

Management is common sense.



What is administration and management?

Key word in management is **OUTPUT** in terms of



Management as an art of INCREASING performance within the GIVEN resources







What is administration and management?

Resources for performance/output

Money

Materials

Manpower

Living

Feelings/emotions

Utilise other two resources

Under utilisation of its potential





II. Employees do not work in government set up.



Work from physiological perspective

Work from social perspective

Work from psychological perspective





I. Employees do not work in government set up.

Which type of work people want to do?

The work which given them joy

SOCIAL relations

Own **SKILL** development

Organization RECOGNIZES their contribution







How I can to get the work done from my subordinates??



Positional power

Personal power





How can I increase my personal power?



Technical skills

Human relation and communication skills (60-70% times)

Conceptual skills , Insight, foresight



How can I increase my human relation skills?



Give credit to subordinates for success Take responsibility for failure your self

Allow them to set operational target themselves

In case of mistakes by subordinate, explain them without hurting their self esteem/self respect and that too not in front of others.

Project your self as a part of work team and use WE and not YOU during interactions with subordinates.



How can I increase my human relation skills?



Allow them to meet you easily during or after the scheduled time or place

Usually do not loose your temper on them, especially in front of their colleagues

Appreciate the good work of subordinate by in front of their colleagues.

Smile and greet subordinates by their names.

Ask about welfare of their family members





How can I increase my human relation skills?



Show personal interest in the development of your subordinates and their career

Often join your subordinate for tea or lunch

Call your subordinate for tea to your home

Introduce them to superiors or visitors praising their strong points.

Send them written note thanking them after successful completion of task

Often yourself go to your subordinates chamber/rooms





How can I maintain balance between work & people?



Maximum concern for production & Minimum concern for people

Maximum concern for people & Minimum concern for Production

Low concern for Production & people **High** concern for People & Production





Handling of staff, How to develop them & utilise their full potential?



HRD Mechanisms

- Human resource Planning
- Selection, recruitment and other forms of job assignments
- Induction Program/ Training
- Performance Appraisal
- Rewards/Punishment/No rewards





Handling of staff, How to develop them & utilise their full potential?



HRD Mechanisms

- Transfers
- Employee Counselling and Feedback
- Employee-employer relationship
- Career Planning and Development
- Organizational work culture



What is Organization culture?



Organization culture is the psychological structure of organizations and their sub-units.

Organization culture influences the behaviour of employees towards clients, competitors, colleagues, supervisors, subordinates and strangers.



What is Organization culture?



It is the cumulative effect of

Leadership practices
Employee behavior
Workplace amenities, and
Organizational policies on employees.

The culture reflects how employees, customers, vendors, and stakeholders experience the organization and its brand.



What is Organization culture?



Culture is created through consistent and authentic behaviors, not press releases or policy documents.

You can watch organisation culture in action when you see:

how a CEO responds to a crisis

how a team adapts to new customer demands, or

how a manager corrects an employee who makes a mistake.



What is the importance of organisation culture?



Improve recruitment efforts – 77% of workers consider an organisation's culture before applying

Improve employee retention – culture is one of the main reasons that 65% of employees stay in their job

Improve engagement – companies with a positive culture have up to 72% higher employee engagement rate

(extent to which employees feel passionate about their jobs, Committed to the organization, and put hard effort into their work





Handling of staff, How to create Organisation culture?



What are elements of organisational Culture 1.work culture.mp4

Openness

Trust

Autonomy

Creativity

Pro-activity

Authenticity

Risk taking



How to assess the **Elements** of Organization culture?



Organisation structure / Characteristics
 (Communication, control, supervisory mechanisms)

It is a very personal place. It is a lot like an extended family.

People seem to share their personal issues also. People are willing to take risks.



How to assess the **Elements** of Organization culture?



2. Organisation mangers behaviour

They are warm and caring.

They seek to develop employees' full potential and act as their mentors or guides.

They are risk-takers.

They encourage employees to take risks and be innovative.



How to assess the **Elements** of Organization culture?



3. Organisation Cohesion/ feeling of belongingness

It is loyalty and tradition.

High Commitment to the organisation

It is commitment to innovation and development of the organisation

There is an emphasis on being first to achieve.



How to assess the **Elements** of Organization culture?



4. Organisation Emphases/focuses on

It emphasizes human resources.

It emphasizes growth and acquiring new resources.

Readiness to meet new challenges is important.

It emphasizes competitive actions and achievement.

Measurable goals are important.



How to assess the **Elements** of Organization culture?



5. Organisation Rewards system

It distributes its rewards fairly equally among its members.

Everyone from top to bottom be treated as equally as possible.

Those with innovative ideas and actions are most rewarded.

Rewards based on the achievement of goals & objectives.





What are **Elements** of Organization culture in **Google**



Value employees' happiness

Giving employees sleep pods,

Free food

Promoting casual attire

Amazing gyms and even allowing pets at the workplace.

Focus on openness

Encourage employees to always be open with each other.

Focus on peer coaching, encouraging employees to learn from each other and help each other.









What are **Elements** of Organization culture in **Amazon?**

Customer Obsession- work vigorously to earn and keep customer trust.

Ownership- never say "that's not my job."

Invent and Simplify- Focus on innovation and always find ways to simplify.

Learn and Be Curious- about new possibilities and act to explore them.

Hire and Develop the Best- raise the performance bar with every promotion.

Insist on the Highest Standards- have relentlessly high standards

Think Big-Think, create and communicate AMAZON FOUNDER AND chief executive Jeff Bezos, started Amazon in a garage



What are **Elements** of Organization culture in **INFOSYS**?



Mr. Murthy founded Infosys in 1981

Infosys is, today, a highly innovative software services global company

Mr. Murthy conceptualized, Global Delivery Model (GDM) which is based on collaborative distributed software development principles.

Mr. Murthy also introduced the concept of a 24-hour workday, to the world.





What are **Elements** of Organization culture in **INFOSYS**?



Client Value-To surpass client expectations consistently.

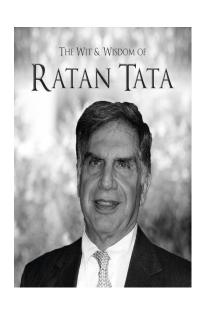
Leadership by Example- Ordinary people can be inspired and mentored to do extraordinary things

Integrity and Transparency- To be ethical, sincere, fair and open in all our transactions

Excellence- To strive relentlessly, constantly learn, improve ourselves, our teams, and services to become the best



What are **Elements** of Organization culture in **TATA** Group?



"Business, as I have seen it, places one great demand on you: it needs you to self-impose a framework of ethics, values, fairness and objectivity on yourself at all times.

We strongly believe that our people are our greatest asset.

We also nurture a culture of diversity, innovation, total quality management and employee care and respect. "

- Ratan N Tata, 2006





What are **Elements** of Organization culture in **TATA** Group?



"The FIVE CORE Values are:

Integrity-We will be fair, honest, transparent and ethical in our conduct.

Responsibility-We will integrate environmental and social principles in our businesses

Excellence-We will be passionate about achieving the highest standards of quality.

Pioneering-We will be bold and courageously taking on challenges

Unity-We will invest in our people and partners, enable continuous learning, and build caring and collaborative relationships based on trust and mutual respect.





What are Signs and symptoms for change in Organization culture?



Decrease in out put as number or quality

No new ideas and activities

Employees are not enthusiastic

High turn over of good employees

"This is not possible"

"This cannot happen in our organisation"

"This all theory"

"Employee will revolt/aggressive/ not accept"





How can you Improve Your Organisation Culture?



Create opportunities for employees to connect.

Help employees advance their careers.

Make transparency a priority.

Create an employee recognition program.

Give employees flexibility.

Celebrate team wins.

Prioritize timely and respectful feedback.

Address mental health.



Handling of staff, How can we take good decisions?





A good leader is a good decision maker.

A process of choosing between alternatives to achieve a goal.

Decision in organisational interest

Decision in personal interest

Handling of staff, How can we take good decisions?





Barriers in Effective Decision Making

Tendency to evaluate before one investigates

Tendency to equate new & old experiences

Tendency to use available solutions rather than new or innovative ones

Tendency to deal with problem at face value rather than going to its roots

Tendency to ignore more complex problems and to solve simple problems





My whole day is lost in routine matters I do not have time to think about future development of my department.



You need to delegate work to subordinates

Know the competencies of you subordinates.

Indicate what work the subordinate must do(Clearly specify)

Grant him authority (Power to decide)

Ensure that subordinate is willing to accept the assignment





What are key principles I should keep in mid while delegating work to subordinates?.



The basic principles of delegation are:

- A Delegation should be part of Regular procedures
- B Delegation should always include a clear outline of the limits of the delegated authority
- C Willingness to delegate should be sincere
- D Willingness to accept delegation should be ensured
- E The ability to perform delegated tasks should be verified
- F Delegation should be acceptable to those affected by it
- G Delegated tasks should be within legal limits.

How can I be more effective in my set up?

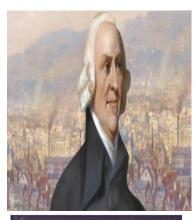


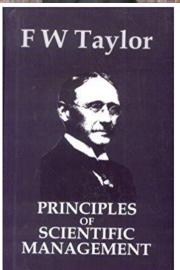


Which concepts & principles of management can help me?

How can I be more effective in my set up?







Adam Smith (1776) pointed out the significance of 'Division of Labour' in improving efficiency.

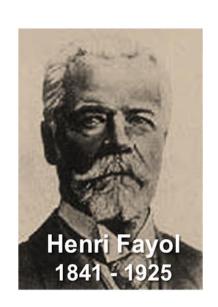
Taylor was pioneer in analyzing Human work.

His thesis was that Productivity can be increased endlessly.

By selection of men, finding best possible method to do the job, Designing appropriate tools and Training & motivating persons.

How can I be more effective in my set up?





HENRI FAYOL (1841-1925)

Focused on Problems of Top management.

Principles of management are universal and are applicable to all organizations.

Dividing the organization into various units looking after a specific function.

He high lighted the need to define role, duty & responsibility. (SOPs)

How can I be more effective in my set up?

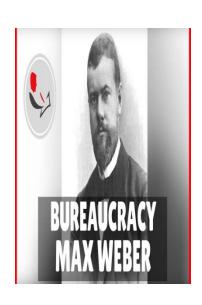






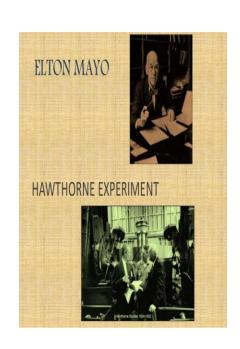
People voluntarily obey orders & respond to authority, when they are convinced that the person has "Right" to do so.

(Indian Context)



How can I be more effective in my set up?





Elton Mayo, and others were the propagator of Humanistic approach in management.

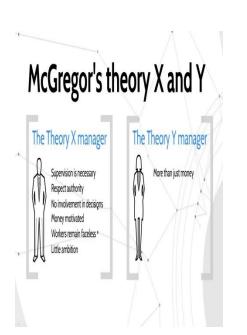
The focus of this approach is on Human relations

Interpersonal communication

Informal communication systems.

How can I be more effective in my set up?





Theory-X, the traditional theory (McGregor)

The Assumptions in this theory are-

Man is lazy, dislikes woks & tries to avoid it as far as possible

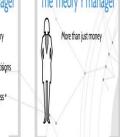
Man has little ambition. All that he desires is security

Man can be made to work only through Coercion, Control, & Direction Or in the alternative they need to be continually rewarded or Bribed.

How can I be more effective in my set up?







Theory – Y (McGregor)

The Assumptions are-

Work is a natural activity as play or rest, & every one likes it.

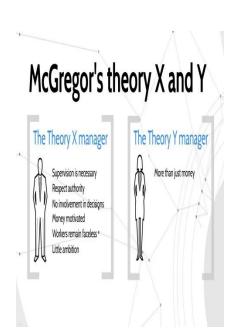
Every one has natural urge to develop himself fully.

People take responsibility and initiative to realize their potential

Man derives satisfaction from promotion or Praise

How can I be more effective in my set up?





Contingency theory-Z (McGregor)

The fit between task, people & organization

An organization work best when people, tasks & organization structure fit together very well.

The organization needs to be tailored to suit the requirements of people & tasks.



OF MEDICAL SCIENCES (IND)

Common concerns for Senior Officers



- I do not have enough resources Money, Material &
 Manpower so can not perform better in my set up .
- Employees do not work in government set up.
- I find it risky to make new decisions.
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Dr. Digamber Behera

President Elect NAMS, Former Senior Professor; Ex-HOD; Dean (Research)

- Learn how to handle press & media. They play an important role for image building of your institution. Respect them explain to them situation. Have some senior officer to handle them. Have regular press briefing to highlight your achievements.
- Know administrative rules & procedures thoroughly. Do not consider this as waste of time. Once you sign you are responsible.
- Procurement of equipments etc in hospitals is one of the major parts of your responsibilities. Follow the rules & take it seriously.





Prof. (Dr.) Shiv Kumar Sarin
Senior Professor, Hepatology, Director, Institute of Liver and Biliary Sciences, Director, WHO
Collaborative Centre on Chronic Liver diseases and Viral Hepatitis at ILBS. Adjunct Faculty,
Molecular Medicine at JNU, President National Academy of Medical Sciences

- Aim for the moon, even if you fail you will be among the stars.
- Dream big think of impossible goals, have vision for your institution.
- In health sector you need to work as team, Develop your team.
- Have win-win situation for all.
- Encourage your subordinates to excel and achieve more than you.
- Appreciate their achievements in front of others





Dr Vinod K. Paul Member, NITI Aayog

- If you want your institution to be a centre of Excellence you need to be a leader.
- Ensure & encourage all members of your organisations to contribute their best.
- Develop subordinates, spend time for guiding them in their career & professional development as a part of your one of the major responsibilities.
- For National vision of being a developed nation by 2047, health sector is critical in ensuring health national.





DR Y. K. GUPTA
President, AIIMS Bhopal & AIIMS, Vijaypur, Jammu,

- Maintain your dignity as health professional and keep your spine straight.
- Chart you own path , think and work differently get away from usual routine (" Leek se Hat kar kam karo")
- Like finger of hands all people are different and unique, acknowledge this fact and deal accordingly.
- Support staff is like small bones and are equally important than other professional, Focus on their development & concerns.
- Appreciate & respect those who criticize you, they have the courage to call spade a spade rather than the others who surround you.
- Be role model. Lead by example.
- Do self introspection
- Use the term "We" rather than "I"





Prof Sanjiv Kumar Founder Chairperson, Three Domain Leadership Foundation, & Adjunct Prof Leadership and Global Health, INCLEN Institute of Global Health

- A good leader develop his subordinates as leaders
- You need to come out of your comfort Zones.
- Take risks acquire skills and competencies continuously through out.
- Develop SOPs & job responsibilities
- Act as role model, be positive and assertive
- Be fair to your subordinates, give credit for achievements and help them in career development.
- Be available to your subordinates & be open to their suggestions





Dr. N.K Ganguly
Former Director General (ICMR)

- A good leader develops relations with his subordinates
- Handle the crisis solve your problems. Take decisions
- Determination, Discipline, Truthfulness, Self-esteem and Self-confidence are very important attributes for a leader
- Do not highlight the deficiencies of your subordinates.
- Keep your words and control your anger
- Take opinion of your colleagues and agree on common key points.
- Challenges in life teach you
- Continuously update your knowledge





Dr. Renu Swarup
Former Secretary, Department of Biotechnology
Ministry of Science & Technology, Government of India

- Have a clear vision & goal for your organisation during your tenure as head of the organisation.
- Give time and listen to your subordinates during meetings & interaction with them. They are near the problem & may have really good suggestions. You have the ultimate authority to decide.
- Your communication with subordinates & seniors is crucial for your success.
 Focus on your contents & nonverbal gestures.
- Demonstrate your commitment, dedication, hard work and act as role model.





Dr Vishwa Mohan Katoch President, JIPMER Puducherry; Editor, Indian Journal of Leprosy

- Know rules & regulations of your organisation.
- You are responsible for your signature. Come out of 9.00AM to 5.00PM culture. Read important files yourself, do not sign files in hurry " 5.00PM approach"
- Visit people in their departments rather than calling them to your office. This
 will help you to better understand the issues & problems.
- Keep your doors open, allow people to meet you make yourself accessible.
 Avoid 'cotre" of selected people for seeking information.
- Do not be arrogant, be empathetic, listen to all yet be strong in your decision making.





Dr Vishwa Mohan Katoch President, JIPMER Puducherry; Editor, Indian Journal of Leprosy

- Be clear and take decisions in Organisation & National interests. Involve & listen to all.
- Give respect & consult your seniors for their advice & guidance in case of difficult situations.
- Interact with politicians with positive attitude, Explain your views & situation clearly.
- OBureaucrats are trained administrators acknowledge this fact and interact with them professionally give your technical opinion.
- Have linkages with peripheral units, departments, institutions.





Dr. Raj Bahadur, Project Director and Member Secretary of the Regional Spinal Injuries Centre in Mohali

- Break hierarchy in your organisation consult your heads of department as equal and seek their advice. "Same Table approach" of Dr.Tuli in BHU.
- Have no ego, be humble & polite in your interactions with others.
- Develop you subordinates this will reduce your work load.
- Hard work, Honesty, integrity & values are very important, these give you inner strength to take decisions & achieve the impossible as a leader.
- Think of long term effect of your decisions which you take today.
- Let people evaluate & question your actions. Take it in a positive way.





Dr. Anurag Agarwal, Dean, Trivedi School of Biosciences, Ashoka University

- Leader is more than a manger, he is innovative, visionary & takes more risks
- Attract & retain talent.
- Fair system for recruitment for organisation building is crucial.
- Apply Rules, processes uniformly and fairly to all.
- Focus on continuous skill development, encourage innovation and newer ideas, for staying at the top.
- Develop good work culture.





Maj. Gen. (Dr.) Atul Kotwal, (Retd), Executive Director, NHSRC, MoHFW

- Flexi- timing, focus on output rather than time.
- Be accessible open door policy.
- Use "WE":"Our", "thank you", You are great" "I am proud of you" more frequently in your interactions.
- Be a mentor to your subordinate, guide, develop them, their career development, personal development, counselling them.
- Create work culture where employees enjoy to work ,





Lt. Gen (Dr.) Velu Nair PVSM, AVSM, VSM**, (Retd. Head & Chief Consultant – Haemato-Oncology & Bone Marrow Transplant, Apollo Cancer Centre, Gandhinagar

- Journey is more important than the goal, Focus on processes and procedures you will reach the goal.
- You can not make a change in your organisation without making sacrifices and commitments to your organisation. You will have to take risks for positive change in your systems.
- Care for all categories of your staff, focus on their development, this will create a sense of belonging and they will give their best at work.





Lt. Gen (Dr.) Velu Nair PVSM, AVSM, VSM**, (Retd. Head & Chief Consultant – Haemato-Oncology & Bone Marrow Transplant, Apollo Cancer Centre, Gandhinagar

- When you meet your higher-ups for a problem always go with a solution, be a part of solution and Give road map for the solution.
- o Combine your brilliance with soft skills, your subordinates should not feel inferior.
- Work ethics, honesty, integrity, values give you inner strength to take good effective decisions.
- Give due importance to keeping complete documents & records and highlight your achievements.





Dr.O.P. Kalra, former VC SGT University & PGIMS Rohtak

- Leader should be on high moral grounds.
- Develop all in the team if one link is week the chain will break.
- Do not hesitate to learn for subordinates
- (Mr.Bihari , technician in dialysis unit of PGI)
- Change is important for development and encourages it. It may involve more risks than in maintaining status quo.
- Allot work to subordinates as per their skills and competencies.





Dr. Saurabh Varshney, Executive Director & CEO AIIMS, Deoghar

- Use the term "WE" more often than "I".
- Leader sees opportunity in every difficult situation .
- Every one is important and useful in the team
- Leadership development requires hard efforts, introspection and risk taking.
- Your communication & behaviour with subordinates motivates them.
- Read the files & documents before signing them.





Dr V Mohan, Chairman and Chief of Diabetology at Dr. Mohan's Diabetes Specialities Centre at Chennai

- Mentor and transform others
- Use technology in your work
- Start with small steps
- Keep patient in the centre
- Do not break promises
- There is no substitute for hard work
- Make excellence a habit
- Excellence is a mirage, keep on raising your performance bar
- Develop network for collaboration





We come from energy and turn back into energy. We are all matter for only a very short time. Make sure that when you are matter you matter.





Thank you