

Work Ethics



Work Ethics

An Islamic Perspective

Presented By :

Dr. Khalid I. Al-Dossary

unlimitedinspiration@gmail.com

A series of cultural awareness papers / lectures/workshops

- **Designed and wrote the Effective Islamic English cross-cultural communication skills program (Dialogue & Communication skill; Presentation & Discussion skills) A 32-hour program .**
- **Translated "A Model for the Muslim Youth in the Story of Joseph from the Arabic to English- Authored by Dr. M. Shakir Saeed published by WAMY (World Assembly of Muslim Youth)**
- **Developing Potential leaders through Quality Learning**



Note: The language of delivery has always been English.

got taqwa?

A series of cultural awareness papers / lectures/workshops

- **Developing Global and Ethical leaders**
- **The Art of Facilitation**
- **Effective Islamic English Cross-Communication Skills workshop**
- **The Sincere search for the Truth**
- **Designed "Islamic Culture at Glance"**
- **"How to be an Islamic Exhibit on the Move"**
- **"Improve Your Cross-cultural communication skills for Islamic Tour Guides."**



Note: The language of delivery has always been English.

got taqwa?

A series of cultural awareness papers / lectures/workshops

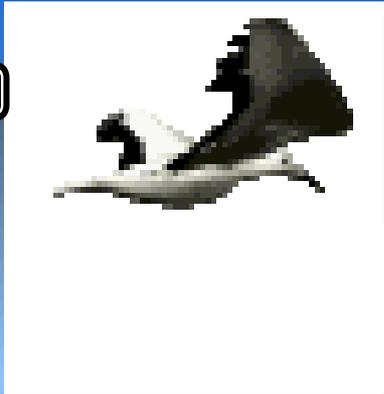
- Presented the Lessons learned from “A Model for the Muslim Youth in the Story of Joseph” (a 2-part presentation)
- Volunteerism ; Islamic Perspective.
- The Precious Jewels
- The magnetic character
- How Can We Win hearts
- The Art of presenting You Islamic Culture
- 50 tips in boosting confidence and overcoming shyness.
- Work Ethics; Islamic Perspective.
- What Does Islam Stand for? A lecture and a workshop
- Wrote a pamphlet called “ The tears of Finding the Truth through the Internet”; it’s available on some of the Islamic websites
- Wrote a pamphlet called “From Father to Son” in English and Arabic; the purpose of which is to address and orientate those students studying abroad.



got taqwa?
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Note: The language of delivery has always been English.

Outline



Ethics (Dictionary Definition)

AI FALAH & AL KARAMH

Underpinning Principles

Allah's Rights

Work Rights

Society and Community

Rights

Personal Rights

Colleagues' Rights

Conclusion



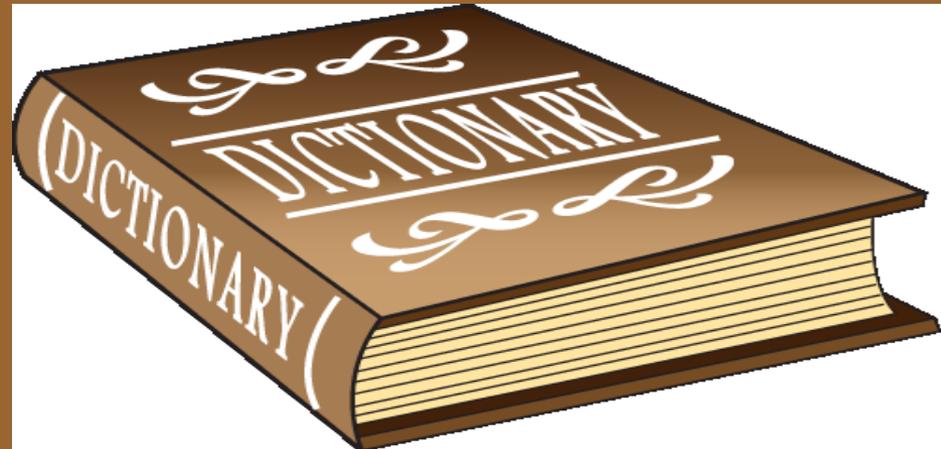
Ethics (Dictionary Definition)



Principles of right or good conduct.



Ethics are the rules or standards governing the conduct of the members of a profession.



Islam is a complete way of life

Islam is complete peaceful submission and obedience to the order of Allah and His messenger with love , hope and fear.

Islam "It's a way of life"



Ibaddah 'Worship'

Islam is a comprehensive word comprising deeds and words that Allah loves and is pleased with

Al-Bara' bin `Azib (May Allah be pleased with them) said: Messenger of Allah (PBUH) asked me to recite whenever I go to bed:

O Allah! I have submitted myself to You, I have turned my face to You, entrusted my affairs to You; and committed my back to You out of desire for You and fear of You; expecting Your reward and fearing Your punishment. There is no refuge and no place of safety from You but with You. I believe in the Book You have revealed and in the Prophet You have sent." Messenger of Allah (PBUH) said that if anyone recited these words and died that night, he would die in the true religion. In case he remains alive till morning, he will obtain good. [Al-Bukhari and Muslim].

عن أبي عمارة البراء بن عازب رضي الله عنهما قال قال رسول الله صلى الله عليه وسلم يا فلان إذا أويت إلى فراشك فقل اللهم أسلمت نفسي إليك ووجهت وجهي إليك وفوضت أمري إليك وألجأت ظمري إليك ورهبت إليك لا ملجأ ولا منجى منك إلا إليك آمنت بكتابك الذي أنزلت وبنبيك الذي أرسلت فإنك إن متت من ليلتك متت على الفطرة وإن أصبحت أصبحت خيراً

The Honour

﴿ وَلَقَدْ كَرَّمْنَا بَنِي آدَمَ وَحَمَلْنَاهُمْ فِي الْبَرِّ وَالْبَحْرِ وَرَزَقْنَاهُمْ مِنَ الطَّيِّبَاتِ
وَفَضَّلْنَاهُمْ عَلَى كَثِيرٍ مِمَّنْ خَلَقْنَا تَفْضِيلًا ﴾

And indeed We have honoured the Children of Adam,
and We have carried them on land and sea, and have
provided them with At-Taiyibat (lawful good things),
and have preferred them above many of those whom
We have created with a marked preference.



[Al-Isra 17: 170-172]

When Leaving the House

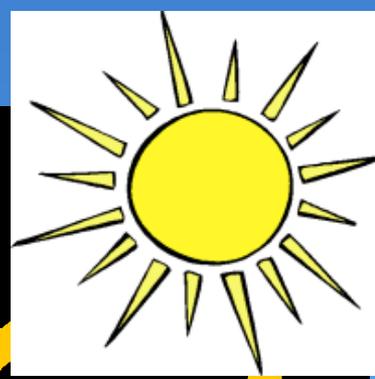
"In the name of Allah, I have put my trust in Allah. There is neither might nor power except with Allah."⁽²⁰⁾

«بِسْمِ اللَّهِ، تَوَكَّلْتُ عَلَى اللَّهِ، لَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ».

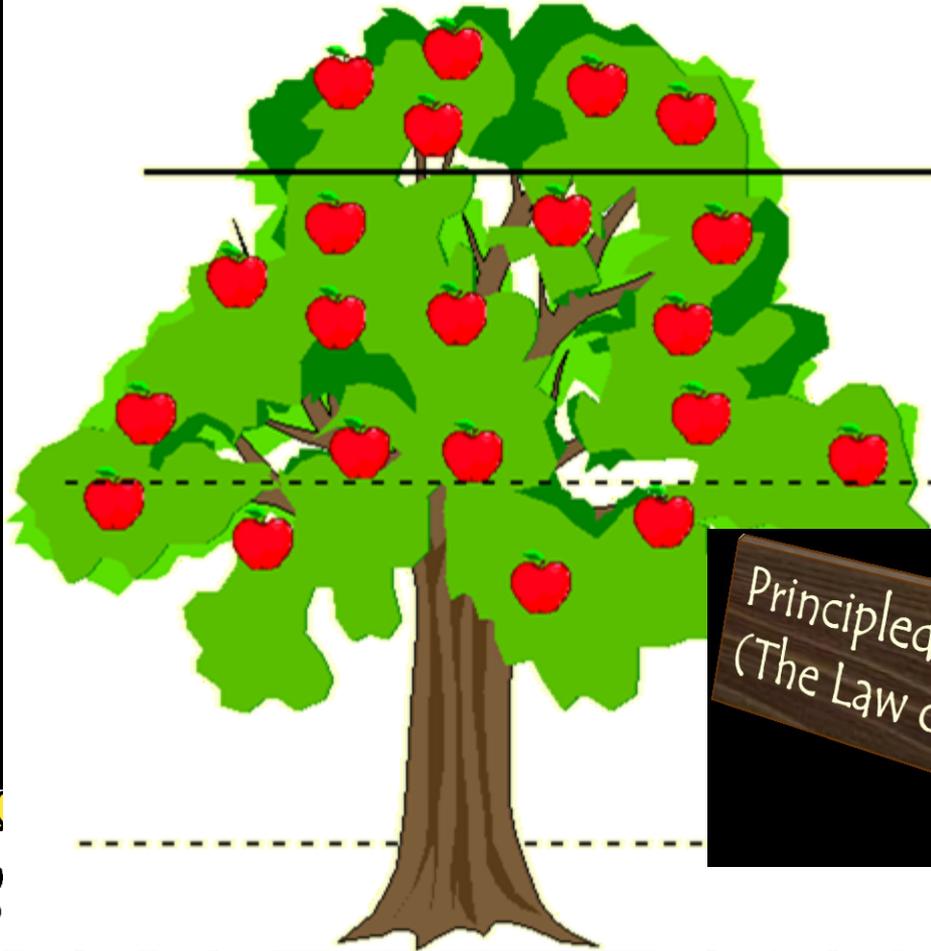
"O Allah, I seek refuge in you from going astray or leading others astray, from slipping (into sin) or causing others to slip, from doing wrong or being wronged, and from behaving with ignorance or being treated with ignorance."⁽²¹⁾

«اللَّهُمَّ إِنِّي أَعُوذُ بِكَ أَنْ أَضِلَّ أَوْ أُضِلَّ، أَوْ أَزِلَّ أَوْ أُزَلَ، أَوْ أَظْلِمَ، أَوْ أَظْلَمَ أَوْ أَجْهَلَ أَوْ يُجْهَلَ عَلَيَّ».

'ALFALAH'



Competencies



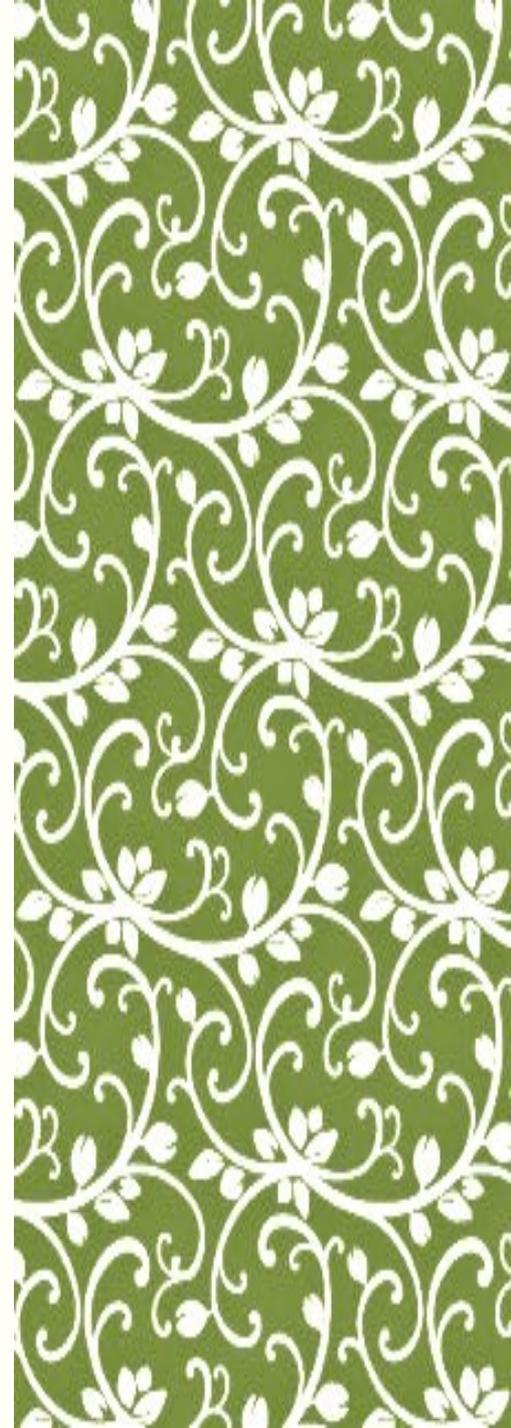
Principled Leadership
(The Law of Harvest)

Grow, prune & reap

SDLT SOIL: Clean, fertilize & sow seeds

Underpinning Principles

1. Allah has made work an **act of worship** “Work, as everyone has been directed easily to do what he has been created for.”
2. God-consciousness is the **highest moral** quality of a Muslim.
3. Allah says, “And you (stand) on an exalted standard of character.” The need for good **role models** linked to the best example.



Underpinning Principles

4. “The role model can implant in the employees from good mannerism what tens of educators can never do.”
5. Ethics are hidden provisions with which Allah has blessed those who wear them. Ethics are the best provisions for the employees.
6. “A deed of one can influence a thousand, whereas the sayings of a thousand can influence none.”

“IF YOU CORRECT YOUR
HIDDEN DEEDS
SUBSEQUENTLY **ALLAAH**
WILL CORRECT YOUR
OUTWARD DEEDS.”

Ibn Taymeeyah - 'al-Fatawa' 3/277

ACTION

speaks louder

than WORDS!

The Strong Muslim

On the authority of Aboo Hurayrah (radhiyallaahu 'anhu), the Prophet (sallallaahu 'alayhe wa sallam) said:

" The strong believer is better and more beloved to Allaah than the weak believer, while there is good in both. Guard over that which benefits you, seek Allaah's assistance, wa laa t'ajiz (don't lend yourself to things devoid of benefit, and this could carry many meanings), and if something befalls you, then don't say 'If only I would have done such and such,' rather say,, 'Qaddarallaahu wa ma shaa' fa'al' (Allaah ordained (this) and He does what He wills), for verily the phrase 'If I would have' makes way for the work of Shaytaan."

The takhreej of the Hadeeth (where it can be found):

As-Syootee gathered it in Al-Jaami'us-Sagheer, and Al-Albaanee numbered it #6650 and called it 'hasan'. He traced it to Saheeh Muslim, Ibn Maajah, and Ahmad. He brought it in his summarized Muslim #1840 but doesn't mention why it is hasan, but he mentions in his takhreej of As-Sunnah of Ibn Abee 'Aasim that As-Suyootee found a problem with Rabee'ah bin 'Uthmaan (one of the narrators).

Underpinning Principles

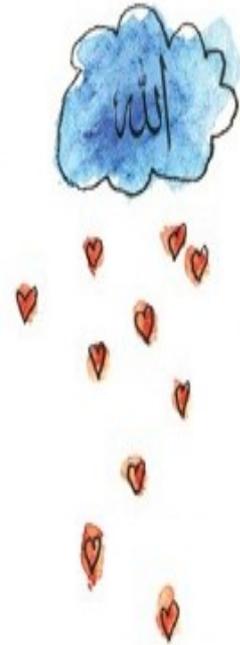
10. The **trustworthiness**, self-confidence and strength of the individual to take over a high position are very essential.
11. Omar used to say, “How would you react if I were to employ over you the best to my knowledge, then I would command him to be just. Do you think that I have fulfilled my duty? They said, ‘ Yes’, He said: ‘No, till I see if he has acted upon my commands or not.’ ”
12. Every one of you is **a shepherd or responsible** for those they have been entrusted to him.

Do not underestimate yourself by comparing yourself with others. It's our differences that make us unique and beautiful.



Allah's Rights

- 1- Learn & apply the **Tawheed** (Monotheism) by sincerely worshipping the One and Only without associating or setting any partner with Allah.
- 2- Know the **attributes of Allah**; The All-Seeing, The All-Hearing, The All-Aware, The All-Knowing, The Greatest of All, The Incomparable....
- 3- Be **loyal to Allah** and **His Messenger** first and foremost, then to the **ones in charge**.



IF YOU DESIRE **ALLAH {SWT}**
TO BE PERSISTENT IN
GRANTING YOU THE
THING YOU LOVE,
BE PERSISTENT IN
DOING IN THE THINGS
HE LOVES

-IMAM AHMAD IBN HANBAL

Allah's Rights

4- Perform the prescribed prayers and the other four pillars of Islam. This leads to piety, humbleness.

5- Say and direct people to what is right. In addition, tell them to abstain from doing any forbidden act.

6- The real boss for the employee must be his fear of Allah and then his conscience.

Live in such a way that
those who know **YOU**
but dont know **GOD**
will come to know **GOD**
because they know
YOU

Allah's Rights

7- Increase acts of worship, like prayers and fasting as much as possible to refine the manners and purify the soul. Hence, a good character is shaped that would radiate light of faith. The blessings will be showered on them

8- Remember Allah all the time, say "In the name of Allah" at the beginning and "Praise be to

The best of sinners
are those who **repent**

PRAYER

is not asking.

It is a longing of the soul.

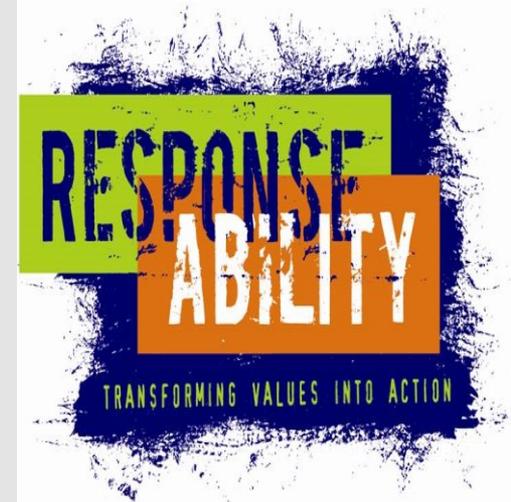
It is daily admission of one's weakness.

It is better in prayer to have a heart, without words, than words without a heart.



Work Rights

1. **Fulfill work contracts.** Abide by the rules and the regulations of work so long as they do not contravene the rules and laws of Allah. "There is no obedience for any man in disobeying the Creator."
2. **Treat the property of the organization responsibly.** Take good care of it. Don't abuse anything. For instance, don't abuse the telephone.
3. **Be punctual** It is a commendable act and a sign of not betraying the trust and violating the contracts.



Work Rights

4- Stay away from wasting time like talking a lot and spying on each other.

5- Keep the secrets of work or colleagues.

6- Submit initiatives or suggestions to improve work and to achieve quality.

7- Act professionally, no matter what the circumstances are.

8- Keep the trust and protect it. Be dutiful.

Do
small things
with... great
love!

Work Rights

9 - Do not harm nor accept harm inflicted on others. For example, smoking is forbidden. But if someone smokes, he should be considerate enough not to smoke in the offices or in front of his colleagues.

10 - Sit in a respectable, humble and appropriate way that fits the working place.

11- Be conscious of the time at work and utilize it in the best way.

12 - Stop moving from one office to the other to engage in useless talk, rumors and trivialities.

**WORK
HARD**

&

**BE NICE
TO PEOPLE**

Work Rights

13 - Avoiding favoritism, partisanship, spying, lying and finally injustice.

14 - Be wary of falling into the disease of Re'ya, showing off and belittling others to stand out.

15 - Be wary of attributing somebody's work to yourself to get the credit from the boss for a job you did not do.

16 - Stay away from bribery and taking advantage of your position; do not abuse your position.

"None of you [truly] believes
until he loves for

his brother

what he loves for

himself."

- Prophet Muhamad (peace be upon him)

Agreed upon

@INSTAISLAM

Work Rights

17 - Fulfill duties without being dragged behind by the lazy ones.

18 - Remember the positive things and do not be negative.

19 - Be wary of hunting for mistakes.

SOMETHING

WILL ALWAYS

BE BETTER

THAN

NOTHING

YOU ALWAYS DO BETTER
THAN THE PEOPLE STILL
SITTING ON THE COUCH.

Society and Community Rights

1. **Intend to serve Islam, Muslims and humanity at large and to facilitate the affairs of the Muslims and others by helping them in their transactions. Have sincerity. (It's only for Allah's sake to realize the meaning of Worship).**
2. **Be humble without humiliation, be generous, honest and calm. Have self-composure.**
3. **Stay away from anything forbidden or doubtful. Do not look at people with scorn or contempt; stay away from suspicion, gossip and backbiting.**

Only a life
lived for others
is a life
worth
living

Albert Einstein

Society and Community

Rights

4. Respect people and give them their due rights.
5. Ordain good and forbid evil. Give the proper advice at the right
6. Learn the etiquette of speech; talk to people according to their level of understanding by using the right register with the individual. *“Place people in their proper “status.”*
7. Recognize God’s favors on the people refrain from being envious and vengeful.

YOUR LIFE
IS YOUR
MESSAGE
TO THE
WORLD.
MAKE SURE
IT'S
INSPIRING.

Society and Community Rights

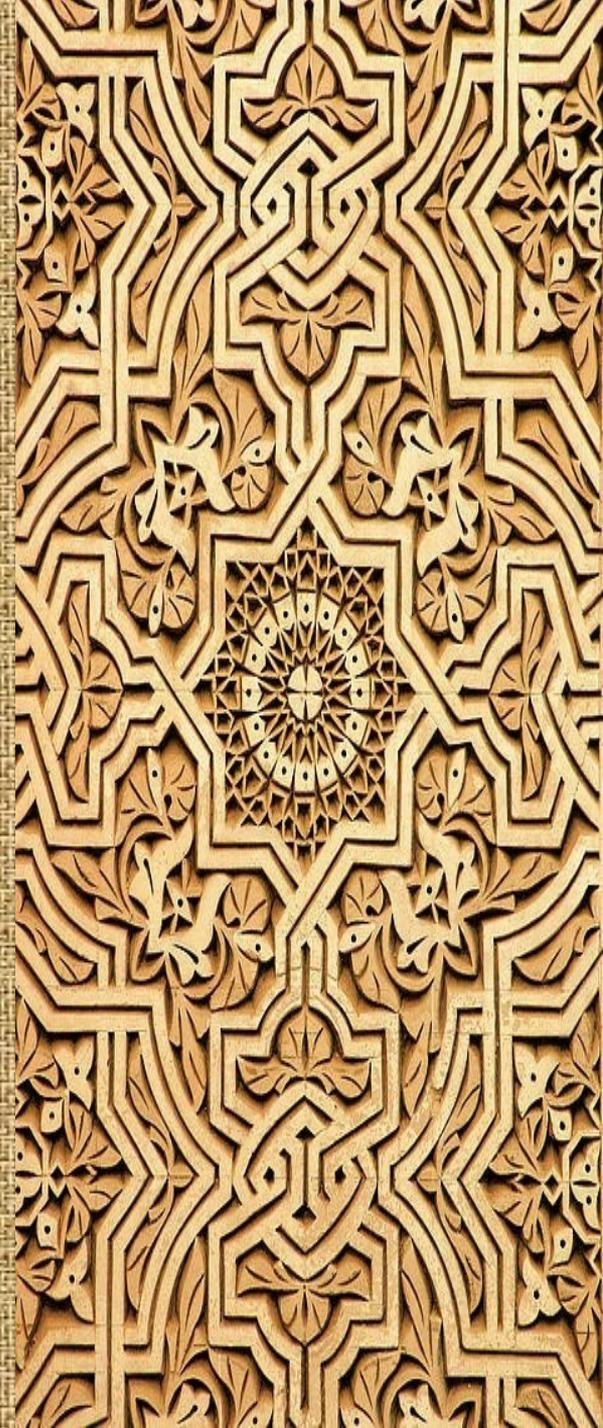
8. Love for your brothers or sisters **what you love for yourselves.**
9. Learn the mannerism **of the road and spread the greeting of Salam, Peace, to those you know and those you do not.**
10. Love the righteous people **and associate with them; look at them with full respect.**
11. Be wary of deviation **from Islam calling upon the deviants to leave their wrongdoings.**

إِنَّمَا الْمُؤْمِنُونَ إِخْوَةٌ

The believers are but brothers

Society and Community Rights

12. Be a righteous citizen by participating in the charitable deeds for the community, the country and the Muslim Ummah at large.
13. Give the right advice to those in charge without any hesitation and don't fear that provision will be cut off as Allah is *the Sole Provider*.
14. Present Islam to non-Muslims with wisdom, gentleness and most importantly with the best mannerism.



Society and Community Rights

15. Be merciful to the young and take care of the elderly.

16. Visit the sick



ISLAM
Religion Of Mercy

Colleagues' Rights

1. Be **considerate** of your colleagues and what they go through. Console them in their sadness and share them in their joys.
2. Share **information** with the others to make sure that they could achieve the objectives of the organization.
3. Strengthen the **spirit of teamwork**; socialize and hold inside and outside work activities.
4. **Control yourself** and do not insult or curse or utter any foul language.



Personal Rights

1. Be **truthful** in words and deeds to your Lord, yourself, colleagues and community at large.
2. Always **make du'a** (supplications) so that Allah will bless your work and protect you from falling into sins, and also from those who have ill intentions.
3. Take care of your **health** (mind, body and soul).

When

Allah

is at the centre of your priority in life, then

you

are at the centre of Allah's providential care.

- Hamza Yusuf

Colleagues' Rights

5. **Reconcile colleagues** who have misunderstandings with each other .
6. **Empower** employees and trust their professionalism.
7. Be **empathetic** to colleagues.



Personal Rights

4. **Constantly improve yourself to achieve perfection and quality of work.**
5. **Participate in training courses, workshops, conferences in your field. Be up-to-date by reading the latest in the field.**
6. **Teach others what you have learned.**
6. **Find the right friends and accompany the righteous people.**
7. **Be self-contented and honorable.**

Promise yourself today to
give so much time to
IMPROVING yourself
that you have no time to
criticize others.

~Christian D. Larson

Conclusion

**“ Say (O Muhammad):
“Verily, my Salat (prayer)
, my sacrifice, my living
and dying for Allah, the
Lord of the Alamin
(mankind jinn and all**

May Allah Bless You
For Attending this Reminder



Dr. Khalid I. Al-Dossary
unlimitedinspiration@gmail.com

0505909759

WHY THESE WORDS IN PARTICULAR ?

العقيدة وهي:

بدأ بالأكبرية (وهي تتضمن وجود الله وكماله).

➤ He has started with the Greatness of Allah, which include the existence of Allah and His perfection

وتبعه بالتوحيد ونفى الشرك.

➤ He followed it with Tawheed (Monotheism) and the negation of associating or setting partners with Allah

وبه إثبات الرسالة لمحمد صلى الله عليه وسلم

➤ In it is the confirmation of the Message of Muhammad, may the blessings and peace be upon him.

ثم دعا إلى الطاعة المخصوصة "الصلاة" عقب الشهادة بالرسالة . (لأنها لا تعرف إلا من جهة الرسول) .

➤ Then, He calls to specified obedience "Prayers" after the Testimony (as it is not known except through the messenger).

ثم دعا إلى الفلاح (وهو البقاء الدائم وفيه الإشارة إلى المعاد).

➤ Next, He calls to success (Falah), which is the permanent, stay indicating the inevitable Return.

ثم أعاد ما أعاد توكيدا

➤ Finally, He repeats for emphasis sake.

- **The wisdom behind The Eternal Call**
- **Ethics vs. the call**
- **Ethics vs. the meaning of age in Arabic**
- **Supplication of leaving the house**
- **Why ' Houl ' & Quwah**

Leadership

**“Leadership
is communicating
people’s worth and potential
so clearly that they
are inspired to see
it in themselves.”**



Merge *Ethics & Learning*
to develop
socially & globally
responsible
individuals



”فَأَمَّا الزَّبَدُ فَيَذْهَبُ جُفَاءً ۗ وَأَمَّا مَا يَنْفَعُ النَّاسَ

فَيَمْكُتُ فِي الْأَرْضِ“ (سورة الرعد، آية 17)

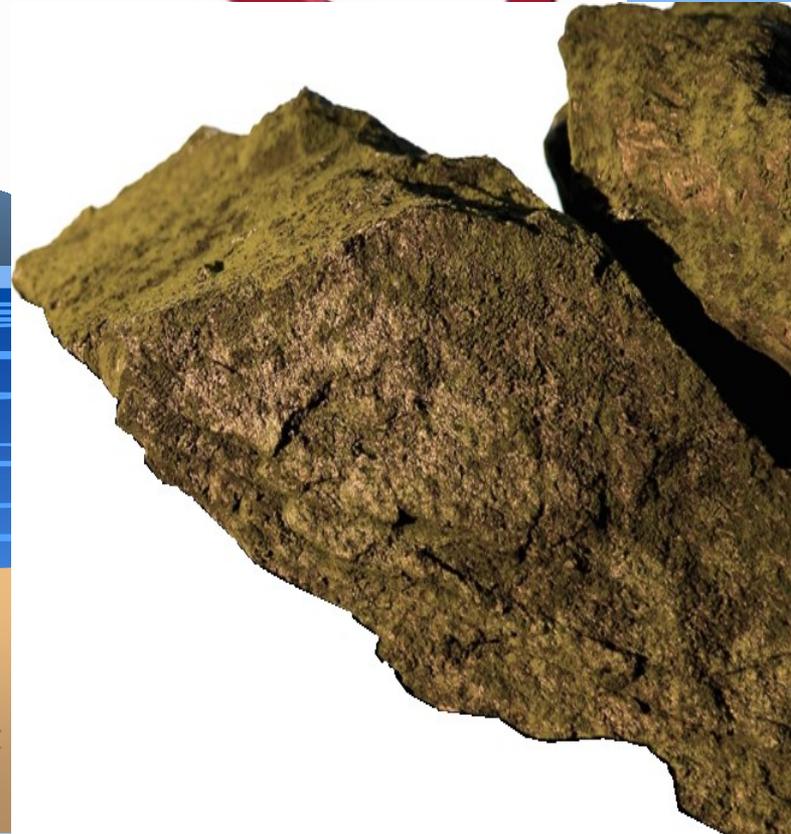
***“Then, as for the foam
it passes away as scum upon the
banks, while that which is
for the good of mankind
remains in the earth.”***

(Chapter Raa'd, Verse 17)

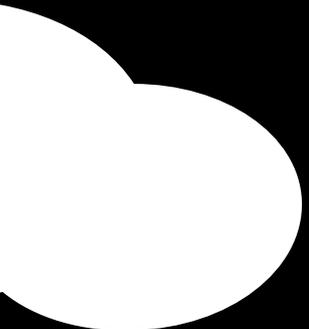
Leadership Anchor



- ✓ God-Consciousness
- ✓ Spiritual Dimension
- ✓ Cultural Heritage
- ✓ Morality
- ✓ Ethics
- ✓ Compassion
- ✓ Sharing
- ✓ Caring



Methods of Learning



UNLEASHING POTENTIAL!



Aspects of Learning as a way of being

Self-Directed Learning

Creative Learning

Expressive Learning

Feeling Learning

On-Line Learning

Intellectual Learning

Continual Learning

Spiritual Learning

Ethical Learning

Reflective Learning



Leadership and learning are indispensable to each other

John F. Kennedy



Building a Knowledge-Based Community

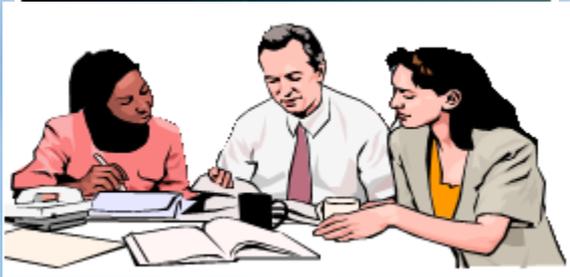
Self-Directedness



Mentoring & Facilitating



Community of Commitment



Learning, Reflecting & Evaluating



Project-Based Learning





Leadership Development Model

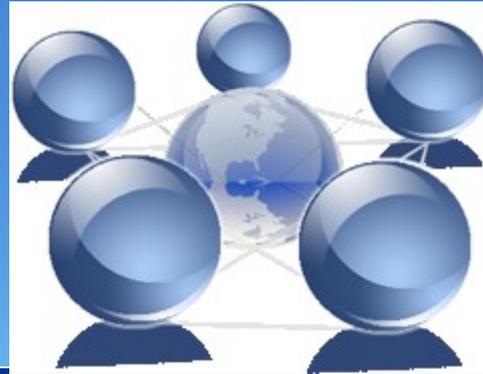


Learning Organization: Five Guiding Principles

Shared Vision

Mental Models

Team Learning



Personal Mastery

Systems Thinking

1. **Shared vision:** the collective will that emanates from conviction and commitment to a common cause
2. **Mental models:** challenging assumptions and views of the current reality
3. **Team learning:** the synergetic power of working together
4. **Personal mastery:** the ability to create desired results through self-discovery and commitment to connect learning to organizational work
5. **Systems thinking:** understanding the whole, not just parts



Developing Global & Ethical Leaders

Get on board the "Save-the-honour."



Khalid I. Al-Dossary
unlimitedinspiration@gmail.com

Create a Learning Community

Performance

Listen Attentively

Assess Improvement

Think Constructively

Respect Others

Communicate Openly & Effectively

Build Relationships

Acknowledge & Reflect

Adapt & Learn

Plan & Organize

Innovate

Build Trust

Achieve Consensus

Lead & Inspire

Foster Teamwork

Influence Others

Drive for Results

Express Appreciation

Analyze & Solve Problems Creatively

Practice Self-Development

Coach & Develop Talent

Develop Leadership Skills

Develop Competencies

Live Community Values

Open Interchange of Ideas

Self-Directed Learning Teams

Cross-Cultural Interface

Save the Honor Ship

Brainstorming Cafe

A cafe experience on board the ship



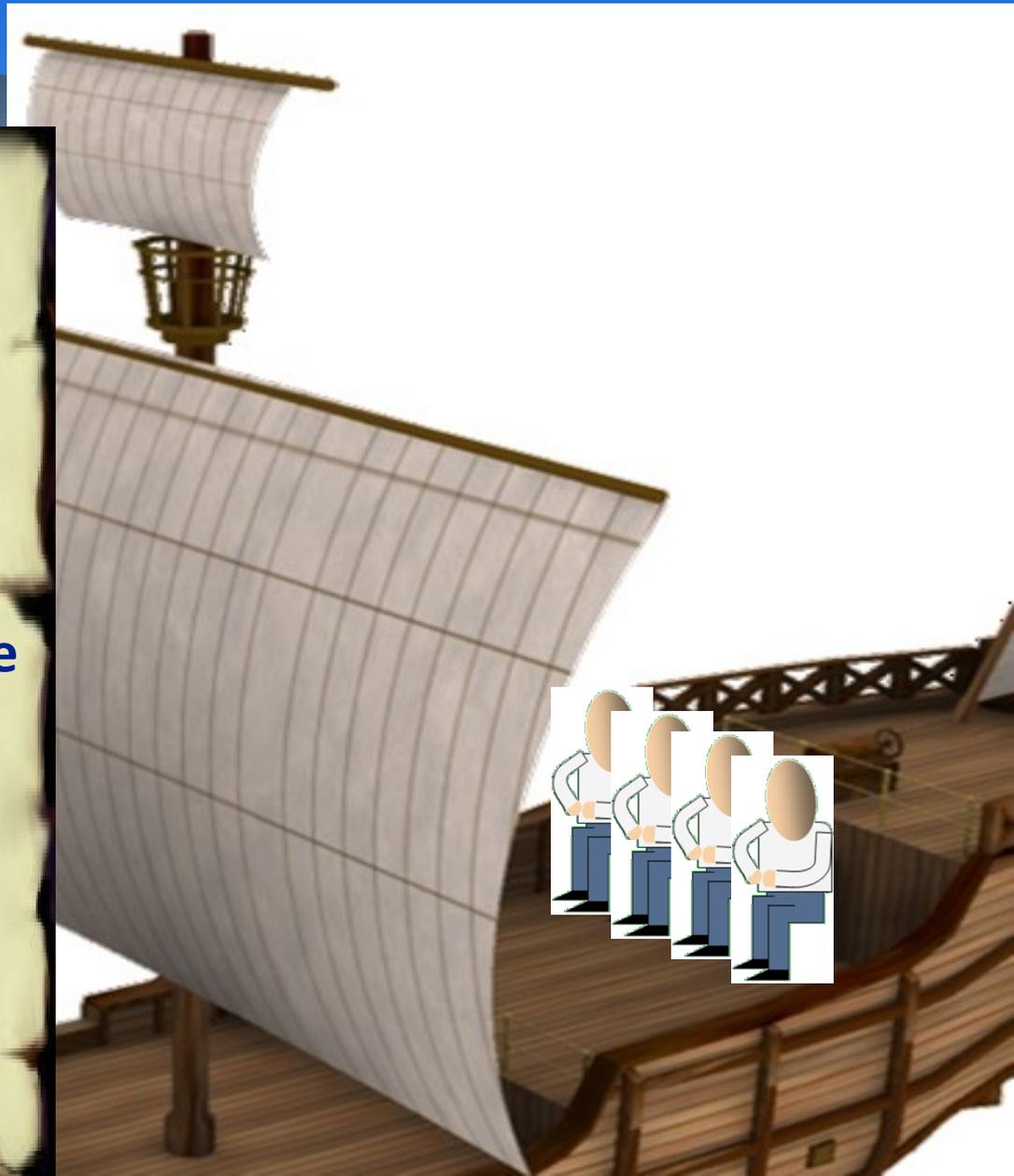
- Refreshments provided
- Social atmosphere
- An open & effective interchange of ideas
- Improved communication

- A special brainstorming session
- A productive working experience
- Conducted in a relaxed environment
- Cross-cultural interface



Team Etiquette & Agreement

- **Work productively**
- **Listen attentively**
- **Allow all the right to succeed**
- **Let everyone participate**
- **Practice appreciation**
- **Avoid “put-downs”**
- **Practice mutual respect**



Collaborative skills



Cultivate Leadership in Childhood



- **Applying quality learning is necessary to hone leadership competencies which is crucial to the progress of people, employees, organization and country at large.**

**May Allah Bless You
For Attending this Reminder**



Khalid I. Al-Dossary

unlimitedinspiration@gmail.com

0505909759

May Allah
Bless You

