

**DEVELOPING STRESS MANAGEMENT MECHANISMS FOR HABIB BANK  
LIMITED**



**Anum Ahad**

01-120082-011

**Ayesha Saddiqua**

01-120082-016

**Bilquees Fatima**

01-120091-020

**Mehreen Abbasi**

01-120082-031

**April, 2011**

**Bahria Institute of Management and Computer Sciences,  
Islamabad**



**Bahria Institute of Management and Computer Sciences,  
Islamabad**

**Developing Stress Management Mechanisms for Habib Bank  
Limited**

A project report presented to  
Department of Management Sciences, Bahria Institute of  
Management and Computer Sciences, Islamabad  
in partial fulfillment of the requirement for  
the degree of MBA (Human Resource Management)

By:

**Anum Ahad**

01-120082-011

**Ayesha Saddiqua**

01-120082-016

**Bilquees Fatima**

01-120091-020

**Mehreen Abbasi**

01-120082-031

**MBA IV-A**

**April, 2011**

## **FINAL PROJECT APPROVAL SHEET**

### **Viva-Voice Examination**

Date   /  /  

#### **Topic of Research:**

"Developing Stress Management Mechanisms for Habib Bank Limited"

<b>Names of Student</b>	<b>Enrolment Numbers</b>
Anum Ahad	01-120082-011
Ayesha Saddiqua	01-120082-016
Bilquees Fatima	01-120091-020
Mehreen Abbasi	01-120082-031

**Class:** MBA IV - A

#### **Approved by:**

---

**Ms. Kishwar Sameen Gulzar**  
Project Supervisor

---

**Mr. Junaid Tariq**  
Internal Examiner

---

**Dr. Naveed**  
External Examiner

---

**Mr. Kashif Ahmed**  
Research Coordinator

---

**Ms. Salma Atif Shaikh**  
Head of Department Management Sciences

## **Abstract**

Banking sector owes a vital importance in the economy of any country through its energetic functions. The report is an upshot of four months research on Habib Bank Limited (HBL), a renowned bank of Pakistan. HBL possess an imperative and historical importance in banking scenario of Pakistan.

Banking sector is competitive and technology is ever changing. The current employment practices have a major effect on individual's physical and mental health. Research interest in the area has increased rapidly in recent years. It is commonly accepted that organisational factors play a significant part in contributing to an individual's experience of stress. Human Resource Group (HRG) of HBL has plans to work on developing stress management policy/mechanisms in near future. HBL requires alignment with international practices and policies are tailored according to the local environment and culture. It is a deep seated motivator to work in area of stress management as it is of the most important issues in economic crisis and political instability which has direct impacts on businesses. Four month time span was inadequate to study a larger organization like HBL but still industrious efforts were made to converse the study in this comprehensive report.

HBL as other banks and financial institution has two basic functions: support and core. The core functions add value directly to the business and are of vital importance while support function indirectly affects the business and help the core functions to enhance their value addition. The research report is an exploratory research where the stress factors (also called stressors) were determined through qualitative research methods like interviews, focus groups and observations. These methods were chosen to develop understanding of perception,

assumptions and opinion of citizen of HBL. It was found out through carrying out several interviews that stress factors may differ from one division/group to the other. So, for the purpose of simplicity, retail banking was chosen where employees deal with customers directly and regularly. The stressors found in the retail banking were related with the workload, transparency of performance management system, compensations and benefits lesser than the going rates and low career advancement. These stressors were repeatedly discussed during the focus group sessions which were conducted by developing a questionnaire based upon the information obtained from the interviews in the beginning of research.

The aim of the research is to develop stress test as tool for recruitment and selection process so that the potential candidates can be filtered to find out the right candidate for the job who can better cope up with stress of work. Few best options were recommended to HBL to cope up with stress apart from the stress test in recruitment and selection process. The psychologist test as tool for recruitment and selection is recommended after consulting a psychologist and determining organizational needs. This test will serve as a guideline and can be customized according to the employment needs and HR analysis. Another mechanism developed for the organization is three months stress management plan which involves: determining population, assessment test for stress levels, applying inclusion criteria based on demographics, conducting 3 months stress management activities according to weekly plan. The weekly plan includes behaviour therapy, psycho education, workshops and activities to cope up stress at individual level.

## **DEDICATION**

**We dedicate this effort of ours to Allah Almighty  
&  
to our Beloved Parents and dedicated Teachers who have  
been extremely helpful and supportive throughout the  
crucial times.**

## **ACKNOWLEDGEMENTS**

In the name of Allah (SWT), the Merciful, the Most Beneficent. Praise is only for Allah, the Master of the day of judgment and the Lord of universe.

We are grateful to Allah (SWT) who created us, gave us the knowledge and wisdom and to whom we have to submit and return.

We would like to express our profound gratitude to our supervisor Ms. Kishwar Sameen Gulzar who guided and helped us to complete the colossal job which at no stage appeared unformidable because of her presence.

We are also grateful to the research cell for the willingness to help and guide throughout the research journey. Also we are profoundly thankful to the respected faculty members and students of department of management sciences for their help and cooperation.

At the end, we would like to thank our parents who always remain patient and a source of joy during the phase of completion of our degree and final report. May Allah (SWT) bless all the mentioned people forever. (Ameen)

Anum Ahad,  
Ayesha Saddiqua,  
Bilquees Fatima  
&  
Mehreen Abbasi

## Table of Contents

<b>1</b>	<b>INRODUCTION .....</b>	<b>1</b>
1.1	INTRODUCTION .....	2
1.2	BACKGROUND/BROAD PROBLEM AREA.....	5
1.3	PROBLEM STATEMENT.....	7
1.4	RESEARCH FRAMEWORK.....	8
1.5	OBJECTIVE OF STUDY .....	8
1.6	RESEARCH PHILOSOPHY .....	9
1.6.1	INTERPRETIVISM .....	9
1.7	RESEARCH METHODOLOGY .....	9
1.7.1	TYPE OF STUDY .....	9
1.7.1.1	PRIMARY RESEARCH .....	9
1.7.1.2	SECONDARY RESEARCH .....	13
1.7.2	POPULATION/SAMPLE.....	13
1.7.2.1	POPULATION.....	13
1.7.2.2	PIOLT SAMPLE .....	13
1.7.3	INSTRUMENTS AND MEASURES .....	14
1.8	SCOPE AND LIMITATIONS .....	17
<b>2</b>	<b>LITERATURE REVIEW .....</b>	<b>20</b>
2.1	STRESS .....	21
2.2	TYPES OF STRESS .....	21
2.2.1	EUSTRESS.....	22
2.2.2	DISTRESS.....	22
2.2.3	HYPER STRESS.....	23
2.2.4	HYPOTHESES .....	23
2.3	WORK PLACE STRESS .....	24
2.3.1	DEMANDS .....	26
2.3.2	CONTROL .....	26
2.3.3	SUPPORT.....	26
2.4	STRESS FACTORS .....	26
2.4.1	EXTERNAL STRESS FACTOR .....	26
2.4.2	INTERNAL STRESS FACTOR.....	27
2.5	ORGANIZATIONAL STRESS FACTOR.....	27
2.5.1	DEMANDS RELATED TO TASKS AND ROLES.....	28
2.5.2	WORK AND LOAD.....	28
2.5.3	INSUFFICIENT WORK .....	29
2.5.4	ROLE CONFLICTS AND AMBIGUITY .....	29
2.5.5	PARTICIPATION AND DECISION MAKING.....	30
2.5.6	PHYSICAL ENVIRONMENT AND WORKING CONDITIONS .....	31
2.5.7	WORK SCHEDULES .....	31
2.5.8	RECOGNITION.....	32

2.5.9	INTERPERSONAL RELATIONS.....	32
2.6	WORKPLACE STRESS PREVENTION AND MANAGEMENT.....	32
2.7	ORGANIZATIONAL STRETAGIES FOR PREVENTION AND MANAGEMENT OF STRESS .....	33
2.7.1	PRIMARY INTERVENTIONS .....	34
2.7.2	SECONDARY INTERVENTIONS .....	35
2.7.3	TERTIARY INTERVENTIONS.....	35
<b>3</b>	<b>INDUSTRY OVERVIEW .....</b>	<b>36</b>
3.1	ORIGIN FOR THE WORD BANK .....	37
3.2	BANKING HISTORY OF PAKISTAN.....	37
3.3	RECENT STATUS OF PAKISTANI BANK SECTOR .....	40
3.4	TYPES OF BANK.....	42
3.4.1	PUBLIC SECTOR BANKS .....	42
3.4.2	ISLAMIC BANKS.....	42
3.4.3	PRIVATE BANKS.....	43
3.4.4	FOREIGN BANKS.....	43
3.4.5	DEVELOPMENT FINANCIAL INSTITUTIONS .....	44
3.4.6	SPECIALIZED BANKS .....	44
3.4.7	MICRO FINANCE BANKS.....	44
<b>4</b>	<b>ORGANIZATIONAL REVIEW .....</b>	<b>47</b>
4.1	INTRODUCTION TO HABIB BANK LIMITED.....	48
4.2	HBL IN PAKISTAN.....	48
4.3	MISSION AND OBJECTIVES .....	49
4.4	HBL BRAND.....	49
4.5	VALUES .....	49
4.6	BOARD OF DIRECTORS .....	50
4.7	HUMAN RESOURCE MANAGEMENT .....	50
4.8	HR MANUAL .....	51
4.8.1	RECRUITMENT AND SELECTION .....	51
4.8.2	GENERAL RECRUITMENT AND SELECTION PROCESS .....	52
4.8.3	EMPLOYMENT PLANNING AND FORECASTING .....	53
4.8.4	RECRUITMENT PROCESS.....	55
4.8.5	HIRING TYPES .....	56
4.8.6	POSITION TYPES .....	56
4.8.7	PRESCREEING AND SHORTLISTING.....	57
4.8.8	TESTS .....	57

<b>5 FINDINGS .....</b>	<b>60</b>
5.1 INTERVIEWS SUMMARY AND ANALYSIS .....	61
5.2 FOCUS GROUP Q/A AND ANALYSIS .....	63
5.2.1 ENGAGEMENT QUESTIONS .....	63
5.2.2 EXPLORATION QUESTIONS .....	65
5.2.3 EXIT QUESTIONS .....	70
<b>6 POSSIBLE OPTIONS.....</b>	<b>72</b>
6.1 THREE MONTHS STRESS MANAGEMENT PLAN.....	73
6.2 HUMAN RESOURCE MANAGEMENT PRACTICES.....	73
6.2.1 BRIDGING THE COMMUNICATION GAP .....	73
6.2.2 EMPLOYEE: CUSTOMER RATIO AND AUTOMATION OF SYSTEM.....	74
6.2.3 CAREER PLANNING AND MANAGEMENT.....	75
6.2.4 DOWNSIZING DECISION AND ITS COMMUNICATIONS.....	75
6.2.5 HRM TEAMS FOR EMPLOYEE FEEDBACK .....	76
6.3 MANAGERS AND LEADERS.....	77
6.4 PSYCHOLOGICAL-TESTING AS RECRUITMENT AND SELECTION TOOL .....	77
<b>7 BEST OPTIONS.....</b>	<b>79</b>
7.1 THREE MONTHS STRESS MANAGEMENT PLAN.....	80
7.2 PSYCHOLOGICAL-TESTING AS RECRUITMENT AND SELECTION TOOL .....	80
<b>8 ACTION PLAN .....</b>	<b>82</b>
8.1 THREE MONTHS STRESS MANAGEMENT PLAN .....	83
8.1.1 OBJECTIVES .....	83
8.1.2 PRE-REQUISITE .....	83
8.1.3 THE HR STRESS SAVIOURS .....	83
8.1.4 MANAGING THE PLAN .....	84
8.1.5 ATTITUDE OF WORKFORCE.....	84
8.1.6 THE KICKOFF .....	85
8.2 PSYCHOLOGICAL-TESTING AS A RECRUITMENT AND SELECTION TOOL .....	92
8.2.1 OBJECTIVES .....	92
8.2.2 PRE-REQUISITE .....	93
8.2.3 PSYCHOLOGICAL TESTING FOR STRESS .....	93
<b>9 BIBLIOGRAPHY .....</b>	<b>95</b>
<b>10 ANNEXURE .....</b>	<b>102</b>

### List of Tables

Table 3.1: Large Size Banks .....	45
Table 3.2: List of Medium Size Banks .....	45
Table 3.3: Small Size Banks.....	46
Table 4.1: Board of Directors and their Designations.....	50
Table 8.1: Division of weeks with targets and outcomes.....	90

### List of Figures

Fig 3.1: Total Assets of Banking System.....	42
Fig 4.1: Features of Recruitment and Selection Policy.....	52
Fig 4.2: Recruitment and Selection process.....	53
Fig 4.3: Forecasting Method.....	54