

# Leadership Qualities of Administrators in the Light of Seerat-UI-Nabi (Saw)

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**Abstract:** The purpose of this study is to determine the key attributes of the leaders especially administrators under religious aspect in the light of the life of Holy Prophet (SAW), the Sahaba and the Holy Quran. The paper has analyzed the concept of leadership as observed through literature survey about the leadership qualities of our beloved Holy Prophet Hazrat Muhammad (SAW), his Sahaba (R.A) by citing Quranic verses and giving the examples from the life of Holy Prophet (SAW). The study has proposed a conceptual framework for an effective leader based upon the characteristics such as firmness, truthfulness, reliability, selflessness, ethics, loyalty to the organization, passion, moderation, humility, fairness and mercy which can be set as a role model for day's administrators etc. The study has further stressed that effective decision making, and issues handling are also the important attributes of leaders/administrators.

**Keywords:** Leadership, Planning, Communication, Dynamism and Influential Power.

A leadership model which is associated with the organization values can resolve the problems and can stimulate the rest of the purpose of the organization. The Holy Prophet Hazrat Muhammad (SAW) had all the qualities which if implemented in our real life whether it's personal, practical or corporate, can make us successful. There are some universal attributes/characteristics such as self-reliance, trustworthiness, communication skills, compassion, positivity, inspiring, awareness and far sightedness which can be helpful in order to become a successful Leader. Allah has mentioned him (SAW) in the Quran in these verses.

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لَقَدْ كَانَ لَكُمْ فِي رَسُولِ اللَّهِ أُسْوَةٌ حَسَنَةٌ لِمَنْ كَانَ يَرْجُو اللَّهَ وَالْيَوْمَ الْآخِرَ وَذَكَرَ اللَّهَ كَثِيرًا<sup>1</sup>

If we summarize the Qualities of Leadership as observed the life of our beloved Holy Prophet and his companions, we may include the followings.

- Motivation of people
- Affectionate and sympathy to devotees
- Conviction
- Raise self esteem
- Open to recommendations
- Aware of accountabilities
- Unbiased
- Swift decision making powers
- Sympathize with people undergoing hardships
- Effective Communications
- Able to consolidate material
- Executing the strategy
- Self-motivated
- A man of principles
- Could plan with long term goals in mind

### **Key Attributes for Effective Leaders derived from Seerat-ul-Nabi (SAW)**

There are some qualities for administrators which have been derived from Seerat-ul-Nabi (SAW).

### **Character as a Role Model**

The Prophet said,

“Mark your personality decent for the individuals.”<sup>2</sup>

A good leader possesses a good leader possesses a model personality. A leader should be renowned to be upright and honest in all his matters. A great leader should have the aptitude to be a leader; he should have undying commitment to his vision.

### **Sincerity / Positive Attitude**

Sincerity is the part and preface of faith; a sincere individual has showed true belief in Allah, His messenger and all his actions / deeds will be for the sake of delightfulness of Allah and His Rasool (SAW). A sincere leader will never care for his own particular needs but his concentration will be centered towards achieving the common goal of the public, society and the organization/institute itself.

**Firmness**

The Holy Prophet's (SAW) task was to institute an impartial and unprejudiced humanity. The tribal leaders of Makkah were influential hindrance in his mission. When the Holy Prophet (SAW) communicated about impartiality, the influential merchants of Makkah originated to enforce cruelty on him and his Sahaba. All feeble segments of humanity had gathered round the Holy Prophet (SAW). His strongest quality was righteousness. So He sketched them towards himself with righteousness.<sup>3</sup>

**Truthfulness**

A leader ought to be truthful; his communication and demands should not be unpredictable and outside the realities of life. He must think through the state of affairs adjoining him and his communal as they essentially are.

**Reliability**

Leaders are required to care about their co-workers in the moments of crisis and odds. Reliability and trust on the leader is the key to success. He motivates the individuals to sacrifice everything for their cause. They become ready to do anything because they rely their leaders. It is the most important factor be acted upon by the administrators and managers. Sahaba of Holy Prophet (SAW) were having indubitable faith and trust on their beloved leader. So, reliability is a key factor of administrators' achievement.

**Dedication**

Dedication involves Leaders to put other's welfare instead of their own. A leader should set an example for his followers through his dedication. It will create the sense of sacrifice among his followers. Life of Holy Prophet (SAW) is full of examples to show dedication. His dedication is one of the major factors of achieving his goals and objectives.

**Highly Moralized**

The Prophet's expressions of ethics are openly linked to his confidence and association with the knowledge of the Divine. Reality and belief is vital to any kind of leadership. It is the primary theme and plays a significant role in all varieties of leadership. Even after being appointed as a Prophet, Hazrat Muhammad (SAW) was known as Al Sadiq, Al Amin: the honest and truthful.<sup>4</sup>

### **Commitment**

Commitment and solidarity are important components of loyalty. If we can take that specific feature of the life of our Holy Prophet (SAW) and relate it to home and place of work, we will see that we are endorsing abilities of visionary leadership. The Prophet Muhammad (SAW) said:

“verily Allah loves anyone of you who, when he performs a job.  
Carries it out with al-ittiqan (professionally).”<sup>5</sup>

### **Passion**

Passion is about strength, enthusiastic and willingness to create the perfect individual. Professional passion is a sign of a firm’s managing ideologies and benefits; others classify the indispensable philosophies of the institutions. A leader’s energy can create extensive change in a point to which he invigorates others or offers excitement and enthusiasm to the institution. Prophet (SAW) said:

“I have been sent for the purpose of perfecting good morals.”<sup>6</sup>

### **Moderation**

Prophet Muhammad (SAW) said: as reported by Baihaqi:

“Individuals who make religions rigid and cruel and make it difficult for others and go to extremes are reprimanded.”<sup>7</sup>

Prophet Muhammad (SAW) was narrated by Ibn Masud in Sahih Muslim.

“He told us to make things nice and relevant and not to make them hard and dangerous. Give enthusiasm and willing words and don’t create abhorrence.”<sup>8</sup>

### **Humility**

Leadership involves modesty and humility towards Allah and His creature. A decent leader has humility and sincerity towards Allah. Khulafa Rashideen were all different in their personal trait but they dispensed the responsibilities with the individuals according to their abilities.

The leader has to be willing to take on the opinions and the guidance of persons around him. Followers have an emotional impact upon the leader, his judgments, and inclusive surroundings just like a leader has an emotional impact upon his followers.\

## **Fair play**

Allah (SWT) guide Prophet Hazrat Muhammad (SAW) to be compassionate and kindhearted to his supporters in the succeeding arguments;

وَقُولُوا لِلنَّاسِ حُسْنًا<sup>9</sup>

Islam asserts humanity is one community; there is no difference of wealth and health in Islamic traditions.

## ***Collective Work***

### **Consideration to Subordinates**

Allah (SWT) has made each human in a different way with a special set of capabilities. A leader compliment every person's potentials and restrictions. The Sahaba of the Holy Prophet (SAW) were exceptional having discrete talents that were identified and enhanced by Holy Prophet Hazrat Muhammad (SAW) who assigned them responsibilities in the areas of their specific capacities. Allocating duties to your juniors goes further than just getting the job done. If you assign responsibilities to your team members instead of orders, your employees will respond to this by working for you sincerely.

Your guidelines need to be vibrant and convinced. A good leader's duty is not to place him/her above the law that he believes his subordinates to follow.

1. Be positive, specific, helpful and receptive.
2. Control your anger.
3. Do not embarrass/criticize your subordinates publically and counsel him/her in private.

A leader as a strategic thinker can inspire his employees to enhance / boost their performance in order to accomplish the planned tasks.

### **Motivation**

Hazrat Muhammad (SAW) used to motivate his Sahaba (R.A) to the extent that people even sacrificed their lives to accomplish the mission provided by the last Prophet(SAW). Motivation results from the collaboration of different aspects such as;

- (1) Concentration of aspiration or requirement,
- (2) Encouragement of the objective
- (3) Potentials of the individual and of his or her peers.

### **Collective Sense**

The Prophet (SAW) had only 23 years to establish a group who would preach and guide Islam in all the remaining parts of the world. He prepared the finest work individuals. Based on person's discrete proficiency and tendency, he allotted them the roles like Kitabat-e-wahi, teaching, administration, and diplomats. Likewise, under no circumstance He assessed anybody for significant mistakes, deputized his authorities at whatever time imaginable and lastly.

### **Training towards the people**

A leader must preserve the self-esteem of his followers by providing the guidance to enhance their skills and abilities so that their wellbeing could be improved.

A man of Ansar approached Him (SAW) looking for some donations. The Prophet (SAW) questioned him if he had some what to sell. He brought a piece of fabric and a woody vessel. The Prophet (SAW) asked the Sahaba to purchase. This cost was two dirhams. The Prophet (SAW) suggested the man to purchase an axe with one dirham and start cutting wood and sell. He visited the Prophet (SAW) when he had earned 10 dirhams.

### **Consultative and Consolation decision-making**

Leadership is consultation as well. Rasul Allah (SAW) constantly asked for the opinions of the people around him. It was important activity in institutional work. The determination of consolation is to bond the hearts which realize the forgiveness of Allah. Allah (SWT) himself endorsed the Prophet on consolation and smoothness in the these words.

فَبِمَا رَحْمَةٍ مِنَ اللَّهِ لِنْتَ لَهُمْ وَلَوْ كُنْتَ فَظًّا غَلِيظَ الْقَلْبِ لَانْفَضُّوا مِنْ حَوْلِكَ فَاعْفُ عَنْهُمْ وَاسْتَغْفِرْ لَهُمْ وَشَاوِرْهُمْ فِي الْأَمْرِ فَإِذَا عَزَمْتَ فَتَوَكَّلْ عَلَى اللَّهِ إِنَّ اللَّهَ يُحِبُّ الْمُتَوَكِّلِينَ<sup>10</sup>

### **Problem-Solving**

Problem solving is the heart of what leaders happen to do. The objective of leaders is to reduce the occurrence of difficulties. they need to be strong in their pursuit to construct and endure plunge for the institutions .Holy Prophet Hazrat Muhammad (SAW) used effectiveness and prudent

performance to escape disagreement e.g. change of Qibla direction upon Allah's advice, he turned his face towards Makkah along with his followers. During their prayer. Remember the stance of staying on the first night of coming in Madinah. He told everybody that he will stay at anyplace the camel would stopover for relaxation. Prophet Muhammad (SAW) always assumed a complications resolving approach during management of abundant duties.

Problem solving is a process of establishing the assumed evidence and using that evidence along with understanding one retains, to acquire the anticipated consequence or clarification.

### **Appraising**

After 10 years of attending him (SAW) as his servant, Hazrat Anas (RA) pronounced that he Prophet (SAW) did not penalize him for any mistake. Specifically evaluating the leadership skill of any person who plays a leadership role is critical, so selecting the right words in the appraisal procedure is significant not only for the accomplishment of your staffs, but for the success of the Institute as well.

### *Core Competencies*

#### **Competence**

Those pursuing a career as an administrator must be familiar with a specific end and goal to endure the insistence of others. Administrators should be capable to the extent that their capacity devices the profound respect of admirers. It is narrated by Abdullah ibn e amer ibn al-aas that: The Prophet Muhammad (SAW) said:

“Knowledge has three categories: anything else is extra:  
A precise verse, or an established Sunnah, or a firm obligatory duty.”<sup>11</sup>

#### **Integrity**

Leaders respect their assurances and capacities. Management attitude, the capability to familiarize, inspire, comprehend and recreate dependency is not only dynamic to remarkable and collective well-being; there are the energetic leadership skills of the new global ideas. Prophet Muhammad (SAW) said:

“There is none amongst the bondsmen who was entrusted with the affaire of his subjects and he died in such a state that he was dishonest in his

dealings with those over whom he ruled that the paradise is forbidden for him by Almighty Allah.”<sup>12</sup>

### **Dynamism**

Credibility in Holy Prophet Muhammad (SAW) as the last Prophet is the indispensable standard of Islam. He had the kindheartedness and sympathy of Prophet Isa (AS), inspiration of Prophet Musa (AS), patience of Prophet Noah (AS) and the brilliance of Prophet Abraham (AS). The Far-sightedness of the preceding prophets (AS) concerning Holy Prophet Muhammad (SAW) and the life he led under delightful incitement, the miracles conferred upon him and his conduct acknowledge his respect as the Prophet of Allah beyond any doubt.

The inner dynamism, wisdom, pliability and extensiveness of Islam illuminate its special position as the perpetual religion capable of nourishing spiritual and other desires of mankind till the end of the world.

### **Effective Communication**

Effective communication is the comprehensive force that supports us in developing our networks to others and improves collaboration, result orientation and problem-solution. It empowers to converse problematic situation deprived of producing conflict or abolishing reliance. Time and effort is required to develop the skill of effective communication, a leader needs to be conscious of and in control of sentiments. When one is strained, one would more probable to misapprehend other person, direct unclear and delay into harmful knee-jerk configurations of performance.

Our Holy Prophet (SAW) never treated himself dissimilar or superior to others and his communication was always non-hierarchal. He was light hearted and had a respectable intellect of humor as well. He used to listen with keen interest to the references and notions of his acquaintances and also recognized them if they acknowledged well enough.

### **Embodiment of Familiarity and Consideration**

The Holy Prophet Hazrat Muhammad (SAW) used to proceed inside of region of his Sahaba and was completely aware of their help them. He had adequate sympathy to perceive their tragedies and persistently used to help them. be an offer with them. Allah also mentions to his (SAW) capability in the Sacred Scripture as:



لَقَدْ جَاءَكُمْ رَسُولٌ مِنْ أَنْفُسِكُمْ عَزِيزٌ عَلَيْهِ مَا عَنِتُّمْ حَرِيصٌ عَلَيْكُمْ بِالْمُؤْمِنِينَ رَؤُوفٌ رَحِيمٌ<sup>13</sup>

The above cited ayah clearly connotes to Muhammad's (PBUH) knowledge of near to take up with His persons, which approved to act naturally persuaded for fulfillment of their appreciation and acknowledgement in Him.

### **Influential Power**

Hazrat Muhammad (SAW) was an embodiment of governance trait that is why he was sent to us. The spread of Islam all around the world has likewise been made promising by his informative and operational Sunnah. It is become of reason that his name is regarded and recognized in essentially each and every substance by muslim researchers, as well as by the supporters of different religious conviction.

“My selection of Muhammad (SAW) to lead the rundown of world's fundamental significant people was the just man in the past who was colossally very much composed on similarly the common and religious level. It is practicable that the corresponding incitement of Islam has been better than the aggregate effect of Jesus Christ and St. Paul on Christianity. It is the unmatched course of action of the materialistic and religious motivating force which I feel enables Muhammad (SAW) to be all around wanted to be the preeminent convincing specific character in the times past.”<sup>14</sup>

The persuasive ability of Hazrat Muhammad (SAW) has an undoubtedly universal appeal.

### **Personal Accountability:**

Everyone is assumed to be a devotee or a leader at any certain period. One ought to track the same certainty on every single level, be it household, occupation, or nation-state. The more a person is closer to Allah, the more he will know how to receive admiration and promise from his followers. Consequently the superiority of a true follower and a pronounced leader is that he holds himself liable for every matter. If something goes wrong, he accords full liability of the happenings and challenges to cure the state of affairs, and does not put the blame on anyone else. Self accountability possesses the fulfillment of under takings and complete adherence to teachings and directives of Islam. The holy Quran says:

### *Foresightedness*

#### **Emotional Quotient**

Emotional quotient (EQ) or Emotional intelligence (EI) is a set of skills that match the intellectual aptitudes that are taken for granted in top level executives. The only difference between successful executives and those who struggle is emotional intelligence. The studies have quoted that the persons with higher emotional quotient level possesses greater leadership skills. One of the greatest attributes of Hazrat Muhammad (SAW) was that he deals with his followers and others close to him according to their personal attributes and abilities since he was bestowed with self-motivation and pronounced guidance by Allah Almighty.

#### **Awareness and Farsightedness of Matters**

The messenger (SAW) of Allah had an unmatched farsightedness. For instance, when He decided to offer Umrah at the Holy Kaaba in Makkah, in the 6<sup>th</sup> year after migrating to Madinah, He set out for journey to Madinah with 1400 companions. Be that as it may, Muslims were kept away from performing the Umrah by the Qureysh.

Although the Qureysh tried to provoke a violent response that could result in battle between Qureysh and the Prophet (SAW) and the pilgrims, but the Prophet (SAW) was determined to negotiate. Although the companions of the Prophet were disheartened for not being able to perform haj, Prophet (SAW) agreed to a set of terms apparently strict but could be beneficial in the long run. This was the Truce of Hudaibiyah, declared by the Prophet (SAW) as a victory.

#### **Determination and Courage**

The life of the Holy Prophet (SAW) is filled with numerous examples of bravery and determination. At the time of migration, when he was travelling to Madinah with Abu Bakr (R.A), kuffars reached outside the Cave Hira, the place for their hiding, he never scared and determined to have strong faith in Allah.

## **Consistency**

Consistency is one of those attributes that everyone wants, but few people actually manage to gain. As long as you set precise goals and restrictions, you'll find that you'll be more likely to be consistent.

A decent leader is enthusiastic, intelligent and brilliant. The good leader not only endures high standards but is also defensive in cultivating the bar in order to comprehend dominance in all extents.

## **Succession Management**

In his 23 years of leadership, the Holy Prophet (SAW) had established progressing system in place. He was succeeded by four most accomplished caliphs (Khulfa-e-Rashideen) who all had successfully performed their role in strengthening Islam and spread the religions to main fragments of Asia and Africa after his passing over from this world.

Succession management is the growth to be acquainted with those tasks considered to be at the indispensable of the institute too serious to be left untenanted or occupied by any but the best qualified persons-and then creating a deliberate plan to fill them with qualified and talented staffs. It is worth mentioning that planned succession preparation is not about aptitudes the institute needs, relatively, it is consists of aptitude, acquaintance, expertise and capabilities desirable for the flourishing of any institute.

**In summary, succession management is a precise attitude for:**

- Decisive leadership beliefs
- Building a capacity pool to maintain leadership patience
- Developing credible descendants whose strong points will be appropriate with the organizational requirements.

## **Conclusion:**

The writer proposes a conceptual framework for Today's administrators according to the Islamic perspective and in the light of Seerat-ul-Nabi (SAW). The true leaders must be the persons of having a character who can present themselves as a role model for their subordinates. Their firmness, truthfulness, reliability, selflessness, ethics, loyalty to the organization, passion, moderation, humility, fairness and mercy are important attributes

## Leadership Qualities of Administrators

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which one has to have in their personality as a leader of the organization, a state or a country. They must be a role model for their team and able to handle / resolve issues and can make effective decisions after consulting the relevant stakeholders. Based upon these attributers drawn from Islamic point of view and especially the experience taken from the life of our Holy Prophet (SAW), the author proposes a framework for today's administrators, which if implemented in their lives, can be great leaders and can take their organizations / Institutions to the heights of excellence.

### A Role Model for Today's Administrators

<b>Character as a Role Model</b>	<b>Collective Work</b>	<b>Core Competencies</b>	<b>Foresightedness</b>
Sincerity	Consideration to Subordinates	Competence	Emotional Quotient
Firmness	Motivation	Integrity	Awareness and far sightedness of Matters
Truthfulness	Collective Sense	Dynamism	Determination and Courage
Reliability	Training towards the people	Effective Communication	Consistency
Dedication	Consultative and Consolation decision-making	Embodiment of Familiarity and Consideration	Succession Management
Highly Moralized	Problem-Solving	Influential Power	
Commitment	Appraising	Personal Accountability	
Passion			
Moderation			
Humility			
Fair play			

## References and Endnotes

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<sup>1</sup> Al-Ahzab 33:21

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<sup>4</sup> Mubarikpuri, safi-ul-rehman-al-raheeq, al- makhtom, maktaba, Al-salfia,1995,P,650

<sup>5</sup> Behqui Ahmad bin hussain,shuab-ul-eman, Dar-ul-Kutob ilmia, beruit 2005, P, 179

<sup>6</sup> Imam Ahmad bin hanbal,Al, musnid, hadith no 8595

<sup>7</sup> Behqui Ahmad bin hussain,shuab-ul-eman, P, 238

<sup>8</sup> Imam,Al,nawawi,yahya bin sharaf,Riyadh-ul-salheen,vol 1,637

<sup>9</sup> Al-Baqrah 2:83

<sup>10</sup> Al-Imran 3:159

<sup>11</sup> Abu dawud, op cit book, 18,no, 2879

<sup>12</sup> Muslim bin hujaj, Abul Hussain, Sahih Muslim, book 1, hadith no 261

<sup>13</sup> Al-Tauba 9:128

<sup>14</sup> Hart, Michale, the 100, a ranking of the utmost significant persons in the past , New Yark, 1978,p,33

<sup>15</sup> Al-Maida 5:1