

### **1.7 Traits of a Successful Manager**

In order to perform the various managerial functions, a manager needs to possess and exhibit certain skills or qualities. These are popularly termed as traits of a manager. A brief description of these managerial traits is given below:

1. Planning Traits: The planning function is concerned with defining the future state of your organization. It is deciding in advance the future course of action to be undertaken by the different personnel in the organization. Hence, the planning traits include the following:
  - Ability to think ahead
  - Ability to forecast environmental trends
  - Ability to define the objectives of the organization
  - Ability to select the most appropriate strategy
  - Ability to meet the set standards for monitoring the implementation of the strategies.
2. Organizing Traits: Since planning determines the future course of direction of an organization, organizing function follows it. While planning specifies what to achieve, organizing function deals with who will achieve, what and how it will be achieved. These traits can be indicated as:
  - Ability to analyze and describe various organizational jobs
  - Ability to select, train and induct people in jobs
  - Ability to define authority and responsibility links
  - Ability to adapt to the dynamic environment and change these links
3. Leadership Traits: A successful manager is a good leader and has the capability to understand the differences among the values, perceptions, personality and attitudes of the diverse work force in the organization. Thus leadership traits involve the following key characteristics:
  - Self confidence

- Ability to assess the situations and needed behavior
- Ability to understand the varied perceptions of people and situations
- Understanding of attitudes, personality and values of the personnel in the organization

4. Controlling Traits: The controlling function is performed in order to ensure that the actual results are in consonance with the desired results. Any deviation between the planned and the actual outcome has to be corrected by the manager by taking appropriate action and decisions. In performing this function, a manager uses his leadership and motivation traits to control and regulate the performance, in accordance to the earlier planning.