



Roles of Manager and Levels of Management

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Roles of Manager

❖ Interpersonal Roles

- **Figure Head** - Representing an organization
- **Leader** - Encouraging and Motivating Employees
- **Liaison** - Connecting outside world, develops external links

❖ Informational Roles

- **Monitor** – Receives information from various sources on matters concerning organization
- **Disseminators** - Transmitting information within the organization
- **Spokesman** - Transmitting information outside the organization

❖ Decision Roles

- **Entrepreneur** - Encouraging New Ideas
- **Disturbance handler** - Conflict handler
- **Resource allocator**
- **Negotiator** - Managers has to negotiate in important matters concerning the organization

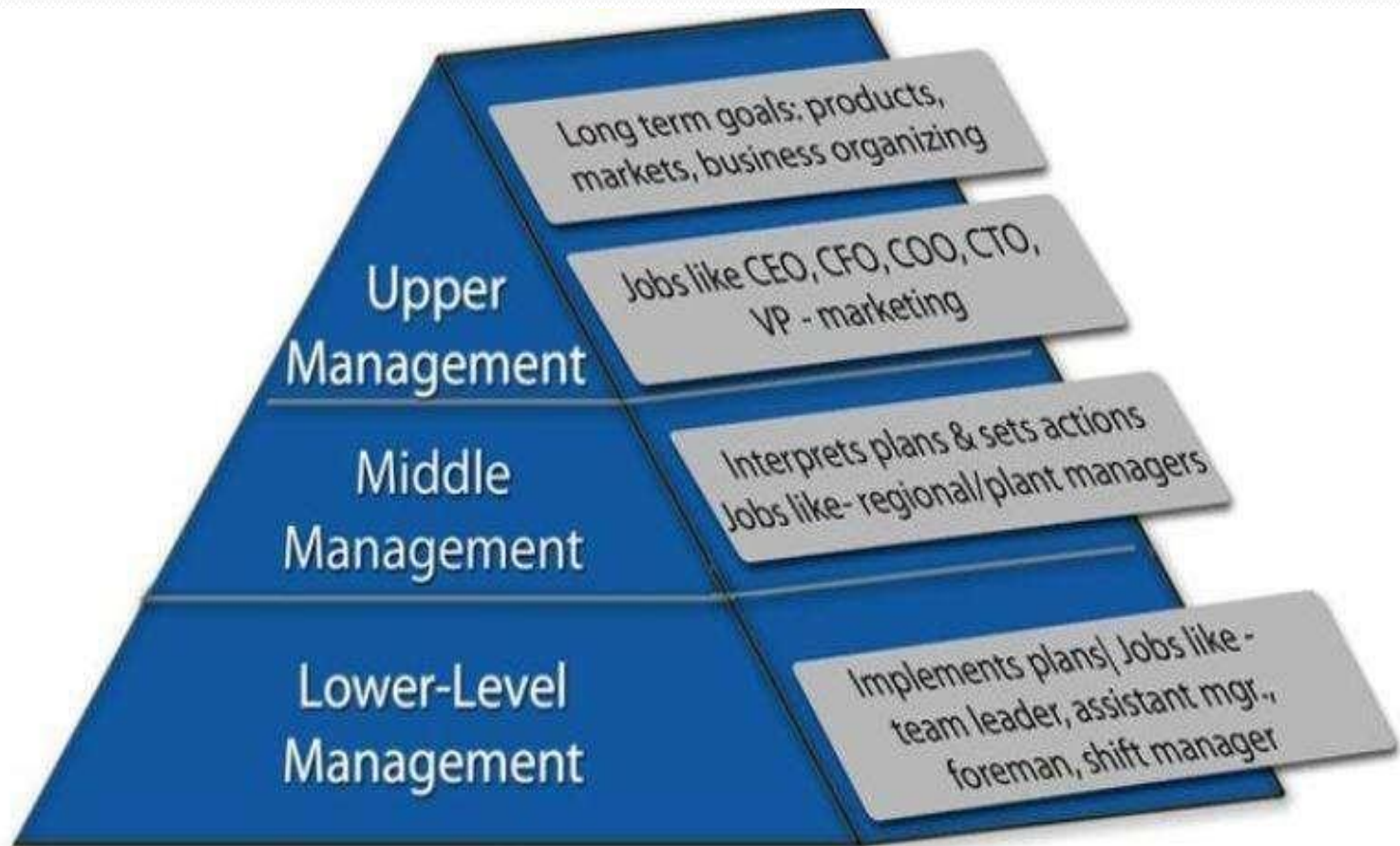




Quick review on roles of a manager

<https://www.youtube.com/watch?v=UdZGKV99z3U>

Levels of Management



Managerial Skills Type

❖ **Conceptual Skill**

- Ability to think in abstract, ability to analyze the forces working in a situation, creative and innovative ability.

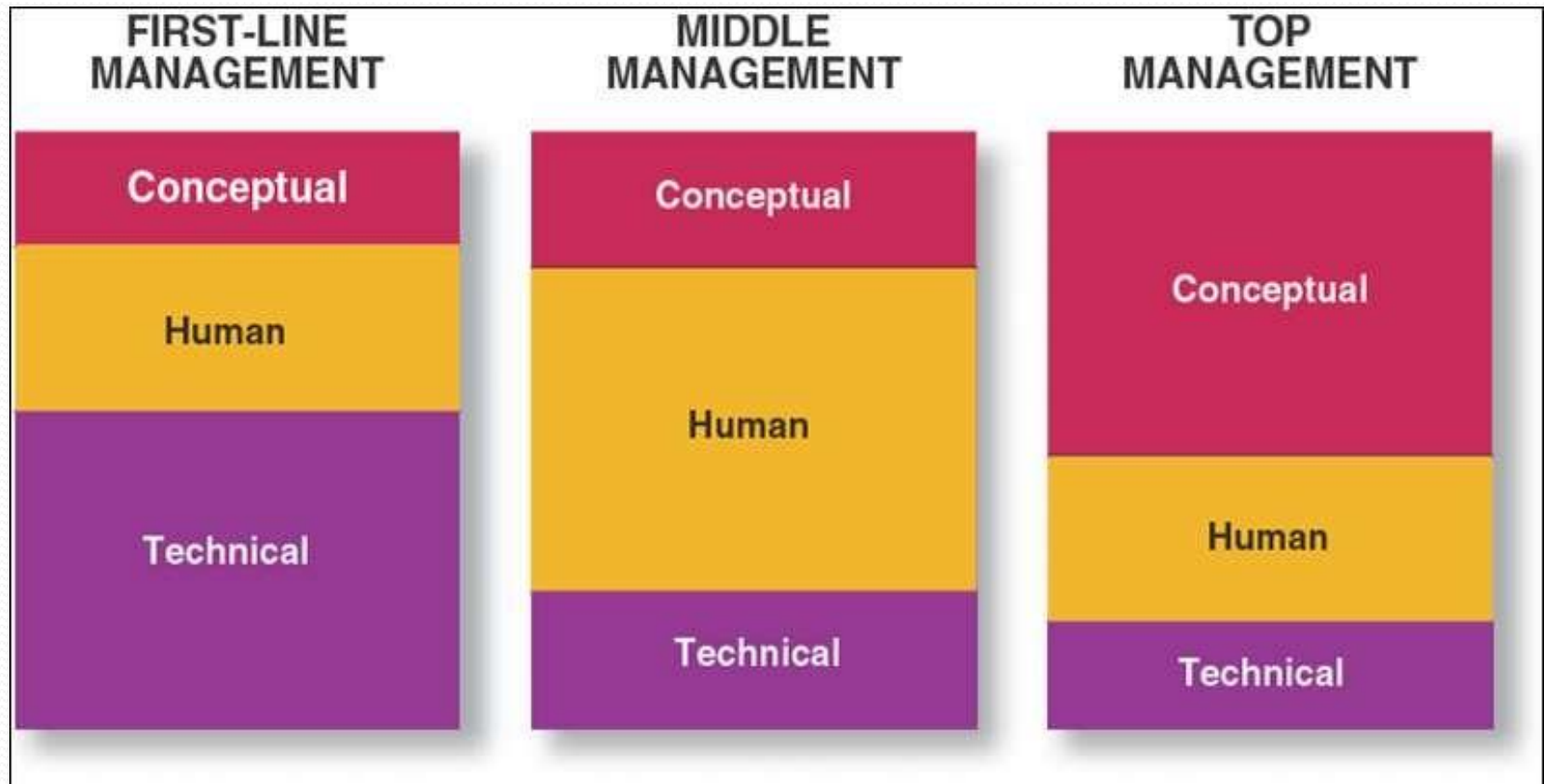
❖ **Technical Skill**

- Managers understanding of the nature of job that people under him have to perform

❖ **Human Relation Skills**

- Ability to interact effectively with people at all level.

Managerial Skills at Different Management Levels





References

Books-

- Principles & Practices of Management By L.M. Prasad
- Principles & Practices of Management By P. C. Tripathi



Thank you