

**What Knowledge, Skills and Abilities do Managers need in order to perform their tasks effectively ?**

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**Abstract**

This is a research about , What Knowledge, Skills and Abilities do Managers need in order to perform their tasks effectively ? The manager is an important part of the organisation and therefore needs a certain set of skills and a knowledge about a few thigs to make the organisation function in the manner it should . Through the online sources and personal experiences It was clear that the main skills required by a manager is the leadership quality , basic knowledge of maths ,conflict management ,Team Building and a few others that we will discuss In the research document

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**Introduction**

Every Organisation has a manager to manage the organisation and make it function in a order that is necessary . It is not easy to be a manager in an organisation there are a lot of responsibilities on a manager and hence is necessary for a manager to have a certain set of skills and knowledge .

Every company is different in its own way So the knowledge required in each company differs depending on what the company is .For ex the manager of a shop and the manager of a multi-national company will have different knowledge but are still the manager of an organisation.

In Big companies there are more then one manager for example some companies have general manager and under that is the assistant manager then every department in the company has its own manager who looks after the team leader and they look after the staff members working In the team now each of this manager will have similar set of knowledge and the same set of skill this makes the work easy and doesn’t put load only on one person to manage everything

Some of the most important skills required by a manager are Good Communication, Organisation, Team Building , Leadership ,Dealing with Change Effectively, Domain Knowledge and a few others .

A manager must have all of these skill sets in order to be effective to run the company, the most important skill is the leadership cause the manager is supposed to lead the people and look after them and how they work .

**Literature Review**

Deep Patel (2011) <https://www.entrepreneur.com/article/311701>

The Article talks about some of the mistakes that leaders make and how to avoid them something that would contribute in making na effective manager

**Methodology**

The Research was conducted through the facts stated online and also on the basis of some of the personal experiences . Working as a manager is not an easy task plus there is a lot to look for when looking for a set of skills needed to be a manager and manage everyone. There is a lot of research on how to become a manager and the skills so to finding the proper sets and skills .Online research on this topic was the best way to do this because its easier and there is a lot of information about the topic you can find several articles about it online which are really helpful ,

This approach gives a clear insight on others opinion about the topic you are researching on. We Found out that the Knowledge required to Become a Manager differs from organisation to organisation so the manager of a multinational will have a different set of technical knowledge compared to that of a store manager ,although they are most likely to have similar knowledge when it comes to managing people .It is the technical skill and knowledge that makes the ttwo different from each other .Some of the skills that are necessary for a manager are as follows

1. Inter-Personal Skills: The First most important type of skill that a manager needs is the inter-personal skill which shows how effective the personal is when it comes to emotional matters like working with other people and understanding the set of skills they have and using it accordingly to benefit the organisation

* **Leadership Skills** : This skill doesn’t just mean that you have to listen to your co worker ,a good leader needs to solve the problem and prove it to the team that he or she is dedicated to the team in all the wasys possible. This ability is to inspire and motivate others
* **Relationship skills : Ability to be self-conscious ,to accurately access them selves .Have a clear understanding of others and** facilitate communication, collaboration and working with teams
* **Team Building : The Ability to keep the team intact to make sure that everyone is working properly to avoid any competition or conflicts within the team solve the problems of the team and help everyone leave no one behind.**

1. **Information Management : The other important skill needed is the information management skill or the technical skills This differ from Organisation to organisation**

* **Creative Change :** Ability to adapt to change, dealing with the new situation, to define strategies and solutions.
* **Domain Knowledge : Ability to understand the process tthat the person is working on , including the type of task that their team is performing**
* **Information Gathering : The Ability of Understanding the awareness of the organisation, About what is going statistics of the organisation gathering them and working on improving them**

1. **Analytical Skills: The Third Main skill is the analytical skill the skill of thinking that enables the use of new information and using it for planning purpose**

* **Planning : The Ability of seeing things from a broader perspective ,predicting the future and working on an action plan to make sure that everything goes fine**
* **Quantitative Data Analysis :** Ability to use analytical tools/techniques from functional disciplines ,statistics and computers to analyse information.
* **Technology Management : Ability to use and manage all the tech in thee organisation or atleast having a basic knowledge of how the tech works and if something goes wrong who to contact and maintain everything .**

1. **Action Skills: The final type of skill required is action skill it depends on behaviour and helps to work on the plans made and to direct and implement actions**

* **Goal Setting : The Ability to identify goals and standards to distribute personnel and resources and to evaluate the work done, to ensuring the goal is achieved in the provided time and to make sure that everything required to achieve that goal is available if not what other ways can that goal be achieved**
* **Action Taking Skill : The Ability to dedicating yourself to achieve the goal ,work in conditions of difficulty just to make sure the goal Is achieved and respecting the deadline**
* **Entrepreneurial skills : A**bility to take initiative, seek and use opportunities, risks, decision making in uncertain conditions, and allow things to happen

These Four type of Skills are what makes a manager effective I their work and

**The Difference in the organisations doesn’t affect the skill sets it just makes a difference in the knowledge required by that manager so a person with the skill set mention above can be an effective manager no matter what the type of origination is**

**Findings**

In this research we can see that there are a certain set of skills required by a person to be an effective manager and that doesn’t differ even if it’s a multinational or a simple retail store although the knowledge set of both the managers will be totally different the responsibilities are still the same and these skills can be used to achieve them and make the organisation a success . Information management analytical skills and Action skills are needed by an effective manager out of three action skills are the most important one followed by information management then the least important is the analytical skills

**Conclusion**

Results of the research gives a clear insight on the skill sets required by all the managers or a person who wants to be a manager or work in any management field these skills are what makes management effective and will get then where they want to be . Organisations would appreciate if they had a positive growth and most of the times it’s the manager who has to look after all of it so an effective manager can easily manage to do that and the skills required are information management , analytical skills and most important action skills

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