Management Skills

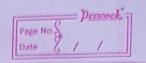
What are Management Skills

Management Skills can be defined as certain abilities as attributes that an executive should have in order to fullfill specific lasks in an organization. They include capacity to perform executive duties in an organization while avoiding crisis situations and promptly solving problems when they occur.

Management Skills can be developed through leasning and practical experience as a manager. The skills half the manages to relate with their fellow co-workers and know how to deal well with their subordinates, which allows the easy flow of activities in the organization.

Good management skills are vital for any organization to succeed and achieve its goals and objectives. A manager who fosters good management skills is able to propel the company's mussion and vision or business goals forward with fewer hurdler and objections from internal and eseternal sources

Management and leadership skills are often used interchangeably as they both invalve planning, decision making, problem solving communication. deligation and time management. Good managers are almost always good leaders as well.



In add two to leading a critical role of a manages is to ensure that all party of the organization are functioning cohensively. Without Such integration bewelat issues can arise and faliure is bound to happen. Managements skills are crucial for various positions and at different levels of a company, from top level of management to middle level and to the lower lead of management.

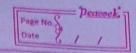
Types of Management Skills

The thru basic type of management skills include:

1. Technical Skills: Technical Skills involve Skills
that give the managers the ability and the knowledge to use a variety of techniques to achieve
their objectives. These Skills not only involve
operating machines and Software, production tool,
and pieces of equipment but also the Skills needed
to boost to sales, design different types of products
and Services and market the services and the
producti-

2. Conceptual Skills: These involve the Skills
managers present in terms of the knowledge and
ability for abstract thinking and formulating idea.
The manager is able to see an entire concept,
analyze and diagnose a problem, and find creative
bolubon. This helps the manager to effectively
predict hurdres of their departments or the
business as a could may face.

leacher's Signature.



Hyman of Interpersonal Skills: The human of the interpersonal skills are the skills that present the manager's ability to interact, work at relate manager's ability to interact, work at relate effectively with people. These skills enable the managers to make use of human potential in a company and motivate the employees for better results.

here is a wide range of skills that management should possess to sun an alganization effectively and efficiently. The following are six essential management skills that any manages ought to passess for them to perform their duties:

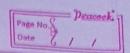
Organization of refers to one's duility to organize activities in line with sel guidelines while still remaining within the limits of the available resources such as time, money and labor. Or is also the process of farmulating a set of actions or one cormore strategies to pursue and achine certain goals or objectives with the available resources.

The planning process include identifying and Setting arbitrategies and arbitrage by trategies and outling the tasks and schedules on how to achieve the set goals- with and a good plan, lettle can be achieved.

2. Communication: Pso Passessing good communication: Pso Passessing good communication is Shaked throughdetermine how well information is Shaked throughout a team, ensuring that the greet acts as a
out a team, ensuring that the greet acts as a
unified work force. How well a manager communication with the sest of his hes team also determines
cates with the sest of his hes team also determines
how well outlined procedures can be followed,
how well the tasks and activities can be completed
and their how such successful an organization will be.

Communication involves the flow of information within an organization whether formal or informal, vertical or horizontal and it facilitates smooth penetioning of the organization cleaning in cleaning in an organization allow the manager to callaborate with the team, prevent conflicts and resolve issues as they arise. Communication Skills can relate with the employees and they be able to achieve the company's set goods and objectives

3. Decision making of Another with management skill is decision - making. Managers makes numerous dicusions whether knowingly as not, and making decisions is a key component in a managers success. Making proper and right decision results in the success of the organization, while poor as had decision may lead to failure or poor performance.



For the organization to run effectively and smoothly, clear and right decisions should be made. A manager must be accountable for every decision that they make and also be willing to teke responsibility for the results of their decisions. A good manager needs to possess great decision making skilli, as it often dictates his/her success in achieving arganizational objectives.

4. Delegation is Delegation is another key management Skill. Delegation is the act of passing on
work related tasks and/or authorities to other
employees or subordinates. It involves the process
of allowing your tasks to or those of your
employees to be reassigned or reallocated to other
employees depending on cursent work loads A
manager with good delegation skills is able to
effectively and efficiently reassign tasks and
give authority to the sight employees.

Delegation helps the managers to avaid wastage of time, optimize productivity and ensure responsibility and accountability on the part of amployees. Every manager must have good delegation abilities to achieve optimal results and accomplish the required productive by results.

5-Problem Solving: Problem Solving is another essential Skill. A good manager must have the ability to tackle and solve the progrent problems

that can arise in a typical workday. Problem Solving in management involves identifying a cortain problem as situation and then finding the best way to handle the problem and get the best solution. It is the ability to sort things out even when the prevailing conditions are not sight. When it is clear that the manager has great problem solving skills, it differentiates him/her from the rest of the team and gives subordinates confidence in higher managerial skills.

6. Motivating: The ability to motivate is another important skill in an organization. Motivation helps bring forth a desired behavior or sesponse from the employees as certain stakeholders. There are nemerous motivation tactice that managers can use and chaosing the right concer ones can depend on characteristics such as company and learn culture, team responsibilities and mare. There are two primary types of motivation that a manager can use. These are intrinsic and extransic motivation.