

## Management Skills

### What are Management Skills

Management Skills can be defined as certain abilities or attributes that an executive should have in order to fulfill specific tasks 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 learning and practical experience as a manager. The skills help the managers 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 mission and vision or business goals forward with fewer hurdles and objections from internal and external sources.

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



In addition to leading, a critical role of a manager is to ensure that all parts of the organization are functioning cohesively. Without such integration, several issues can arise and failure is bound to happen. Management 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 level of management.

### Types of Management Skills

The three 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 tools, and pieces of equipment but also the skills needed to boost sales, design different types of products and services and market the services and the products.
2. Conceptual skills: These involve the skills managers present in terms of the knowledge and ability for abstract thinking and formulating ideas. The manager is able to see an entire concept, analyze and diagnose a problem, and find creative solution. This helps the managers to effectively predict hurdles of their departments or the business as a whole may face.



Human or Interpersonal Skills : The human or the interpersonal skills are the skills that present the managers ability to interact, work or 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.

There is a wide range of skills that management should possess to run an organization effectively and efficiently. The following are six essential management skills that any manager ought to possess for them to perform their duties :

1. Planning : Planning is a vital aspect within an organization. It refers to one's ability to organize activities in line with set guidelines while still remaining within the limits of the available resources such as time, money and labor. It is also the process of formulating a set of actions or one or more strategies to pursue and achieve certain goals or objectives with the available resources.

The planning process include identifying and setting achievable goals, developing necessary strategies and outlining the tasks and schedules on how to achieve the set goals. Without a good plan, little can be achieved.



2. Communication: Possessing good communication skills is crucial for a manager. It can determine how well information is shared throughout a team, ensuring that the group acts as a unified workforce. How well a manager communicates with the rest of his/her team also determines how well outlined procedures can be followed, how well the tasks and activities can be completed and thus how ~~success~~ successful an organization will be.

Communication involves the flow of information within an organization whether formal or informal, verbal or written, vertical or horizontal and it facilitates smooth functioning of the organization. Clearly established communication channels in an organization allow the manager to collaborate with the team, prevent conflicts and resolve issues as they arise. Communication skills can relate well with the employees and thus be able to achieve the company's set goals and objectives easily.

3. Decision making: Another vital management skill is decision-making. Managers make numerous decisions whether knowingly or not, and making decisions is a key component in a manager's success. Making proper and right decisions results in the success of the organization, while poor or bad decisions 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 take responsibility for the results of their decisions. A good manager needs to possess great decision-making skills, as it often dictates his/her success in achieving organizational objectives.

4. Delegation: 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 current workload. A manager with good delegation skills is able to effectively and efficiently reassign tasks and give authority to the right employees.

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

5. Problem solving: Problem solving is another essential skill. A good manager must have the ability to tackle and solve the frequent problems



that can arise in a typical workday. Problem solving in management involves identifying a certain problem or 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 right. 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 his/her managerial skills.

6. Motivating: The ability to motivate is another important skill in an organization. Motivation helps bring forth a desired behavior or response from the employees or certain stakeholders. There are numerous motivation tactics that managers can use and choosing the right ones can depend on characteristics such as company and team culture, team responsibilities and more. There are two primary types of motivation that a manager can use. There are intrinsic and extrinsic motivation.