

Assignment 1

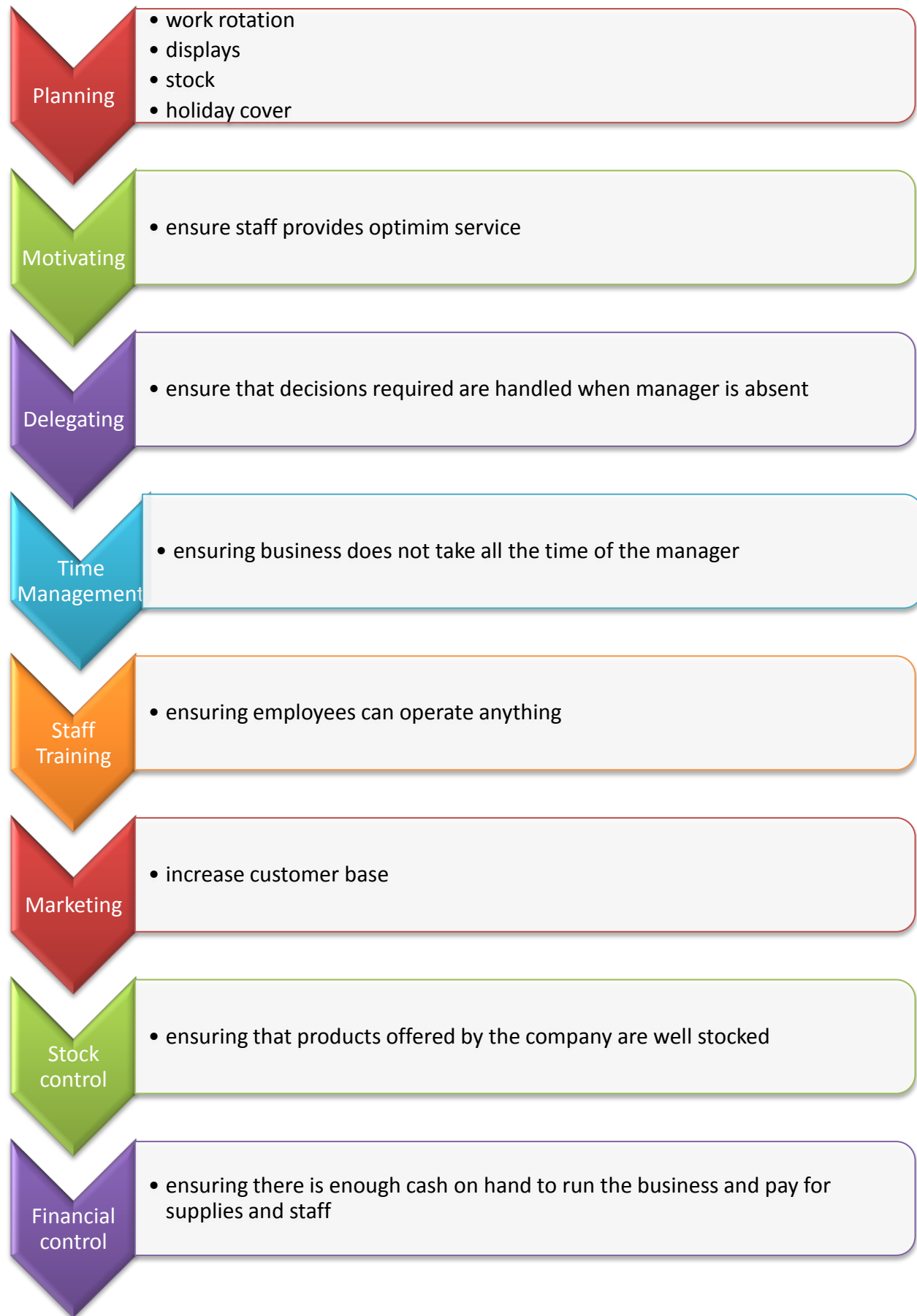
1. Briefly describe the management responsibilities you undertake in your business.
What are your objectives as a manager in your organisation?
2. How valuable is management information to your business and how is this information currently presented? Could this presentation be improved in any way?
3. Briefly describe the benefits of outsourcing
4. Describe the 5 stages of a project –which stage, in your opinion is the most important, and why?
5. Make yourself a checklist of things you could do to motivate a team working on a project with you.

Business Management

No matter what type of organization you are running it is imperative that proper management be employed at all times. Without proper management there can be no control. Without control, leadership is lost and there can be many negative consequences for the organisation and the individuals within it.

Poor business management can result in lost time, in missed deadlines, a loss of customers, and bad production within the company, poor cash flow, and lack of motivation for employee, staff turnover, stress, and eventually, bankruptcy.

Some of the most important tasks of a manager include planning, motivating, delegating, time management, staff training, marketing, stock control, and financial control.



Role of the Manager

The manager in any business has a simple role: to ensure the business runs smoothly. In order to do this, the manager must understand the following:

Objectives

- Knowing what is required and why
- Understanding production; finance; and service levels

Minimum cost

- Knowing that all tasks are performed within the company in a manner which minimises costs

Maximum efficiency

- organising employees and resources so that work is smooth and effective.
- Must be able to organise, delegate, motivate, train, and use time effectively

Smooth running

- Minimises problems so that expectations of customers are met and staff feel they are making contributions

Skills for managers include the following:



For many managers in a business, the first task to proper management is learning to manage themselves. Managers must be able to balance work and home life before they are able to manage others.

In order to find said balance as a manager you must be able to utilise the following skills:



By employing the aforementioned skills managers will be able to enjoy successful businesses. This includes the following:



In order for managers to carry out their tasks they should ensure an understanding of SMART.

- **Specific**
- **Measurable**
- **Achievable**
- **Relevant**
- **Timed**

Specific

What you are doing as a manager should be detailed enough that it is clear to all employees and the level of profit to which you are aiming is also clear.

Measurable

The objective you have as a manager should be clearly written so that you and the target can understand.

Achievable

Whatever objective you set should be easily achieved and not impossible. It may seem silly but many people do not consider such a simple component of planning.

Relevant

The objective you establish as a manager should be something over which you have control. You should only be able to progress within the company and its current resources.

Timed

There must be specific time periods for every goal. You must be able to understand the deadline clearly in order to meet it.