Effective management.

1. **Management from her perspective**

Planning is a critical component of the success of any management process. The course material focuses on how to plan the optimal utilization and optimization of available resources; how to develop plans; how to monitor workforce performance. How to develop plans to fulfill organizational goals. how to manage change and plan new strategies to suit the change required. How to plan and develop organizational improvement strategies.

This section focuses on developing effective communication skills and strategies; how to communicate one's views and opinions; how to explain things, how to convince and influence people; and how to improve one's listening and conflict resolution skills. It is critical to run the organization efficiently through effective communication and leadership skills. How to evaluate workforce performance and devise methods and strategies to improve their weaknesses and skills to better suit the overall organization.

This includes team building aspects such as instilling efficient communication skills among team members, building team cohesion and team spirit among coworkers, planning teamwork and execution strategies, leading the team, providing encouragement and developing a positive spirit among team members and building a positive image of the team as a whole. It focuses on how to improve oneself by reflecting on one's weaknesses and strengths, it educates one on strategies for improving one's communication skills, leadership skills, conflict resolution skills, and organizational and management skills.

It also enlightens about assisting others in overcoming their weaknesses to progress toward achieving organizational goals and objectives. It also emphasizes effective decision-making skills, including how to evaluate and analyze available resources and develop strategies for making effective and efficient decisions that benefit the organization as a whole.

1. **How does she manages her team’s subordinates**

Don't be the manager who makes everyone shiver and dreads seeing every morning. Encourage open communication with your employees to earn their respect and trust. Create a platform for employees to be heard so that you can truly hear their ideas, thoughts, and complaints. Getting to know your employee on a personal level allows you to better understand them and makes them feel valued as individuals. When they communicate a problem, try to see things from their perspective so you can offer a suitable solution. As a manager, you should be the one who resolves conflicts rather than causing them. Respect your employees' privacy and avoid trying to shame them in public.

Following on from the previous point, try to create an environment in which people can participate in discussions and express their opinions. When your employees actively participate, it demonstrates that they are motivated to improve the business. Never shut someone down for expressing an opinion, even if you disagree with it. This will cause tension because your employees will be discouraged from sharing their ideas. Everyone's ideas and voices matter! Make certain that your employees are heard!

In terms of behavior, your employees will look up to you as the manager. If you arrive late, your employees will begin to believe that it is acceptable to be late. If you treat your employees poorly, others will believe it is acceptable to treat coworkers in the same manner. If you start slacking, your employees will think it's okay to do the same. To get employees to behave the way you want them to, strive to be that ideal worker yourself. You must lead by example, especially when in front of your team.

1. **How doesmanagesanage his time between personal and working life**

Plan ahead of time to combine work with leisure, social, or fitness activities. If you have several virtual meetings scheduled in a row, try taking them while going for a walk. You could also take a call outside or invite a friend over to collaborate. Accept the way your brain works. To work in short, focused bursts, use productivity hacks such as a Pomodoro timer. Remove all other distractions to make the most of your time. Set aside time for different tasks. Set aside time to check messages, time to attend meetings, and time to do mentally demanding work. It is beneficial to schedule these tasks around times when you are most productive. Work must be completed by a specific time. Work "expands to fill the time allotted," as the saying goes, and working from home makes it even easier for work to spill over into personal time. Set an end-of-day deadline and reinforce it by turning off work-related devices, locking your office, or scheduling something afterward. Use technology to assist you in unplugging. Block distracting websites with an app during the day, and then block work tools after hours. If possible, limit your work to one device or keep one device free of work so you can disconnect completely. Eat lunch with coworkers or go out to eat. Even if you work from home, you can go out for lunch or connect with coworkers. The change of pace will be refreshing and, of course, will serve as a reminder to eat something. Take some time off. When you're at home all the time, you tend to work through illnesses that would have kept you at home otherwise. Sick time, personal time, vacations, and bereavement are all important ways to nourish your wellbeing.

1. **Her self-management**

Make time for yourself to stay on track. Set aside at least one hour each week to assess progress, catalog problems, identify opportunities, and update your plans for the coming week, month, or quarter. If taking work home with you is an issue, you could do this daily to "check out" of the office so you know where to pick it up in the morning. It is very easy to become engrossed in your work, and being confined to your desk is counterproductive. Taking breaks allows you to relax and recharge. Visit a coworker, get some water, go for a walk in nature, or call your partner. Simply take a few minutes away from work several times a day. Now that we know what we need to do, we must set priorities to achieve our objectives. This can help us complete the most important tasks and projects even when other demands on our time arise. In our example, Ibrahim establishes his priorities and determines that he will need one day per week for the next three months to complete the first phase of his plan. To accomplish this, he set aside time on his calendar to work on this project, and he delegated less important tasks by communicating with stakeholders. The only person who can truly be held accountable for our well-being is ourselves. Individual development begins with nurturing oneself. Many of us have deeply embedded beliefs that serving others is our calling, that self-sacrifice is noble, and that thinking about ourselves is selfish. The truth is that we need to be at our best to do our best, and if we don't practice self-care, we begin to erode our ability to contribute. How many of us have gone through a "tough stretch" at work, putting in 80 hours per week for several weeks, only to find our clarity of thought and productivity deteriorating?

**Conclusion**

To summarise, the roles of leadership and management can be different while still being the same when developing an organization. Leadership is nothing if it does not create a management structure based on systems, and management would be nothing without the work of leadership as the backbone of ideals. Finally, management skills and functions are critical aspects of an organization that can make or break it. The debate over which theory best summarises the entire job is less important than developing strategies to assist managers with various practical functions at work. Contemporary management theories assist managers in effectively carrying out their jobs while keeping emerging trends and the uncertainty factor in mind. As a result, it is not incorrect to describe them as more wholesome than historical ones.