

# **TOPIC:**

**ROLE OF MANAGEMENT IN EFFICIENT PRODUCTIVITY**

## **DEFINITION OF TERMINOLOGIES:**

### **MANAGEMENT:**

It is the function that coordinates the effort of people to accomplish a common goal. The process of dealing with or controlling people.

### **PRODUCTIVITY:**

It is an average measure of the efficiency of a person, machine, factory, system etc.

### **WORKFORCE:**

The total number of persons employed or employable in a particular firm or industry or the total number of workers in a specific undertaking.

# Why Management?

Management is the process of guiding the development, maintenance, and allocation of resources to attain organizational goals. Managers are the people in the organization responsible for developing and carrying out this management process. Management is dynamic by nature and evolves to meet needs and constraints in the organization's internal and external environments. In a global marketplace where the rate of change is rapidly increasing, flexibility and adaptability are crucial to the managerial process. This process is based in four key functional areas of the organization.

- **Planning**
- **Organizing**
- **Leading**
- **Controlling**

Although these activities are discussed separately in the chapter, they actually form a tightly integrated cycle of thoughts and actions.

**In general, the organization having proper management system are readily more successful than a management that lacks proper management.**

# Importance Of Management:

Managers have an essential role to play in raising and maintaining productivity levels in their teams. But that doesn't just mean pushing people harder or asking them to work faster.

**Management accounts for 70% of the variance in employee engagement, according to a [Gallup study](#).**

A good manager will recognize each team member's skill levels, strengths and challenges and work with them to get the best out of each person. As a reasonable basis, organizations shouldn't push employees beyond their level of expertise or experience and should recognize and reward them for their contributions. Managers play a coaching role, helping people understand their strengths and work towards professional goals. And there's a duty of care, too, as managers take their team's stress levels and mental health into account and put supportive measures in place as and when they're needed.

# How does management affect productivity?

Following are some key-points that helps in efficient productivity.

- Setting objectives
- Delegating responsibilities
- Communicating, using the right tools and channels in the right ways
- Reporting feedback to employees
- Give Ownership to Team Members
- Make Proper Communication
- Identify the Strengths and Weaknesses of Your Team
- Use Project Management Tools
- Reward Your Employees

# Setting objectives

The classic measure of a good objective is that it should be SMART – specific, measurable, achievable, relevant and time-based. If an objective ticks all these boxes, an employee can feel confident about working towards it and knowing when they've met it.

# **Delegating responsibilities**

Trust is a crucial ingredient in building a successful team. Managers who share out team responsibilities according to individual team members' strengths and skills will free up their own time for more strategic tasks, empower their reports, and give them opportunities to grow.

# **Communicating, using the right tools and channels in the right ways**

Teams need to be closely connected and able to collaborate to get their work done efficiently. Lines of communication between team members, managers, and their reports are crucial - particularly post-lockdown when many of us are working remotely.



## **Reporting feedback to employees**

A good manager is like a mirror for an employee, reflecting their progress and showing them where they need to go next. Managers should regularly offer specific, actionable feedback to team members to help them continue to improve.

# **Give Ownership to Team Members**

Let your team members make their own decisions and make them accountable for their work. This instills a sense of responsibility in employees regarding work, making them aware that their decisions can affect the performance of the entire team. Your trust can help build your team members' self-esteem.

# Make Proper Communication

One of the key factors that improve team productivity is effective communication must prevail in a team. [Communication](#) helps team members understand their responsibilities and reduces the chances of confusion within the team, which can affect overall productivity.

## **Identify the Strengths and Weaknesses of Your Team**

As a manager, you have to know the knowledge, skillsets, and talents of teammates to allocate tasks accordingly. Making each member use their strengths will improve workplace productivity significantly.

# Use Project Management Tools

Numerous project management software are available that play an essential role in boosting [teamwork](#) and productivity. Selecting the right project management tool can help effective work management and increase collaboration between teammates.

# Reward Your Employees

Employees work best when their efforts are appreciated and they are given incentives. Implement incentive programs in the form of cash, free vouchers, lunch-outs, paid holidays, etc., to keep your employees motivated.

# **Give Constructive Feedback**

Introduce performance review and constructive feedback process in the team. There's no way employee efficiency will improve if the employees do not know they are being inefficient in the first place. Hence, constructive feedback is essential to improve team productivity.

