

Practical Management for Career Readiness



Fundamentals of Management Module 1



with Dave Nagy

Module 1: Objectives

 Describe the difference between managers and leaders

Module 1: Objectives

 Explore the focus of a manager's job

Dave Nagy

- Retired Senior Manager Hallmark Cards
- Owner / Partner in Bolero Associates, LLC
- University teaching
 - UCI Extension since 2000 ACP/International Program, Brazilian MBA, International MBA, courses & seminars
 - CSU Fullerton from 1997 2002
- UCI Extension 2014 Distinguished Instructor Award
- Former Chairman Industry Council at Cal Poly Pomona School of Business, TOM Department (Technology, Operations & Mgmt)
- Speaker and author on change and high performance teams
- Former Chairman of the Board Goodwill Industries of OC & Western Council of Goodwill Industries
- Certified Lead Auditor ISO 9001-2008, ISO/TS16949
- Consulting General Manager for machine shop



Fundamentals of Management

An introduction to the concept of manager versus leader

Managers

Individuals who plan, administer, direct, and controls the use and coordination of resources to achieve a goal.

Management

A manager, who alone or in partnership, determines the structure, activities, and resources, using the functions of management, and pushes people, who need to be part of the process, to set and achieve organizational goals.

5 Functions of Management

- 1. Planning
- 2. Organizing
- 3. Staffing
- 4. Leading
- 5. Controlling

Management

A manager, who alone or in partnership, determines the structure, activities, and resources, using the functions of management, and pushes people, who need to be part of the process, to set and achieve organizational goals.

- 1. Can the same person be both the manager and leader?
- 2. Are all managers leaders?
- 3. Are all leaders managers?
- 4. Where, in an organization, do leaders come from?
- 5. Is the top person in an organization always a leader?

Leader

Someone with vision and interpersonal skills who guides, influences, or heads the direction of a group, or team, in a non-coercive modeling manner.

Leadership

The process of motivating, inspiring, and influencing individuals and groups to set and achieve goals by pulling people who want to follow voluntarily.

- 1. Can the same person be both the manager and leader?
- 2. Are all managers leaders?
- 3. Are all leaders managers?
- 4. Where, in an organization, do leaders come from?
- 5. Is the top person in an organization always a leader?

1. Can the same person be both the manager and leader?

Yes, but they require two distinct sets of skills

2. Are all managers leaders? No

3. Are all leaders managers? No

- 4. Where, in an organization, do leaders come from?

 Anywhere...Anyone...Any level... Position not required
- 5. Is the top person in an organization always a leader? Not always; the top person could be a manager only

- Part of the formal organizational structure
- Oversees and allocates resources
- Uses Five Management Functions and resources to achieve goals of the plan
- Manages people who need to be part of the process
- Embraces process and solves problems
 - Manages, monitors, and controls things
 - At back & pushes
 - Drives change

- Someone who influences with or without power
- Has vision
- Responsible to set and achieve goals
- Holds themselves accountable
 - Continually improves the situation
 - Listens

- Not part of the formal organizational structure
 - Inspires and motivates people
 - Has followers who want to follow voluntarily
 - In front and pulls people
 - Leads change
 - Communicates and gets buy-in
- Models desired behavior
- Coaches and develops people
- Creates momentum

UCI Extension Continuing Education