

MANAGER

DAN KETERAMPILAN MANAJER

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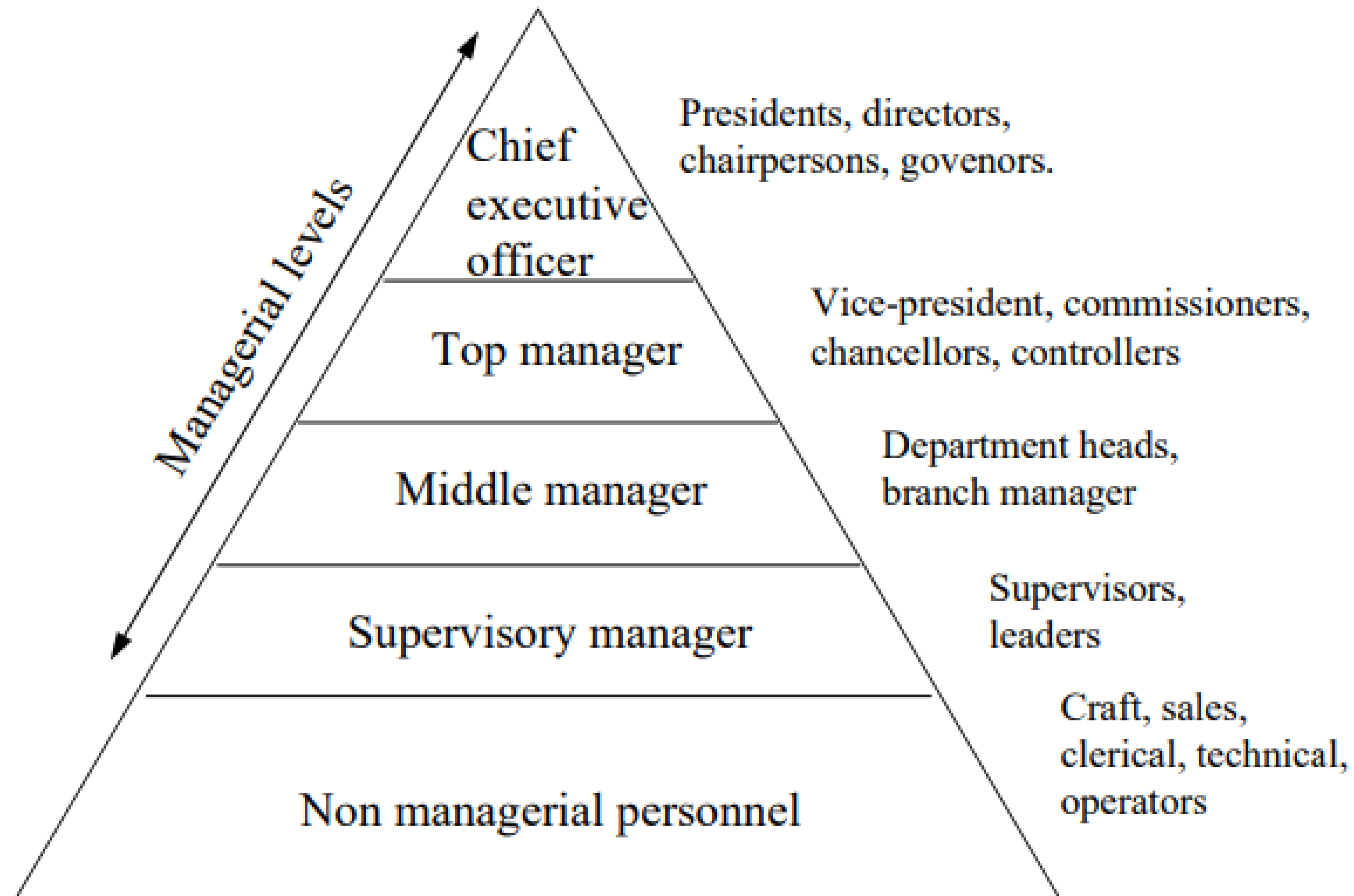
✨ A Good Manager ✨



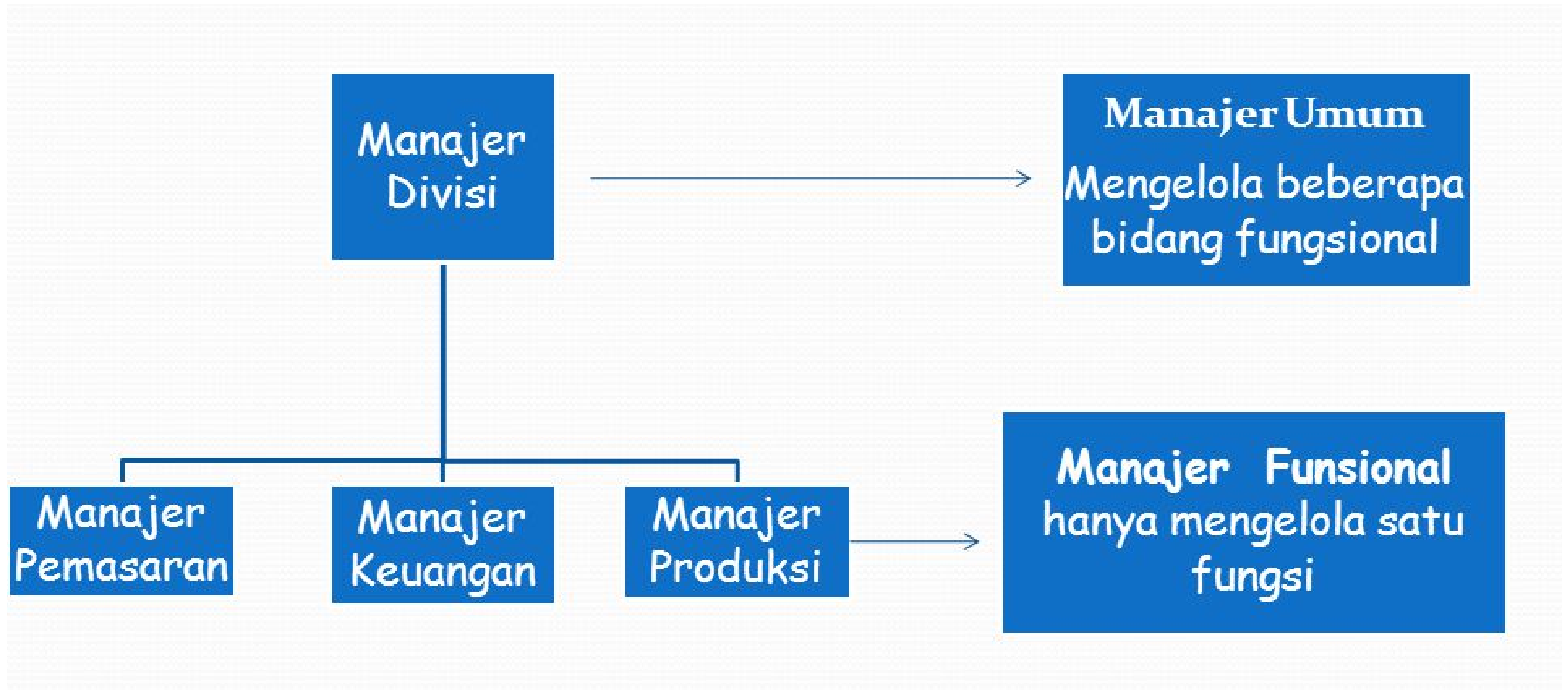
CAPAIAN PEMBELAJARAN

1. Mahasiswa dapat mengidentifikasi jenis manajer
2. Mahasiswa dapat menjelaskan 3 jenis keterampilan dasar yang diperlukan seorang manajer

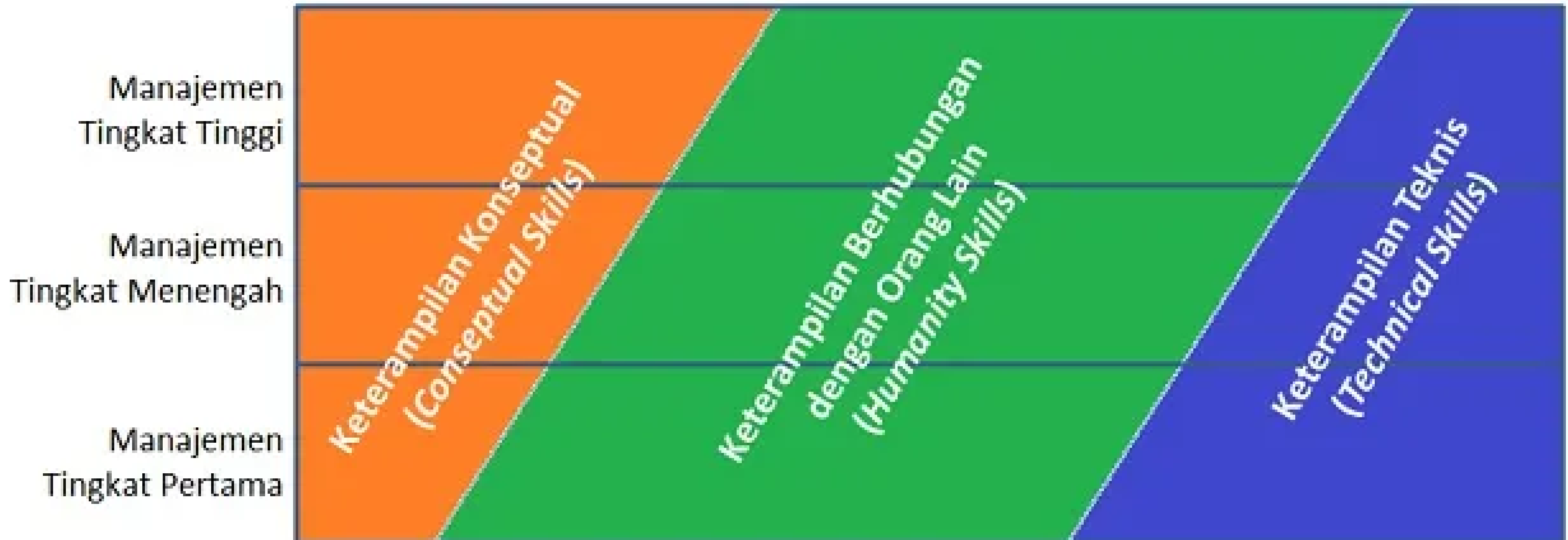
JENIS MANAJER BERDASARKAN TINGKATAN



JENIS MANAJER BERDASARKAN LINGKUP KEGIATAN



KETERAMPILAN MANAJEMEN (MANAGEMENT SKILLS)



Robert L Katz

Informational

- **Monitor**—Seek and receive information from a variety of sources (web, industry journals, reports, and contacts).
- **Disseminator**—Pass information on to others in the organization through memos, e-mails, phone calls, etc.
- **Spokesperson**—Transmit information to people outside the organizations through speeches, interviews, and written communication.

Interpersonal

- **Figurehead**—Perform formal duties like greeting visitors and signing contracts and other legal documents.
- **Leader**—Motivate, train, counsel, communicate, and direct subordinates.
- **Liaison**—Maintain and manage information links inside and outside the organization.

Decisional

- **Entrepreneur**—Initiate projects that lead to improvements; delegate idea-generation responsibilities to others and identify best ideas to act on.
- **Disturbance Handler**—Take corrective action during conflicts and crises; resolve disputes among subordinates.
- **Resource Allocator**—Decide who receives resources, manage schedules and budgets, and set priorities.
- **Negotiator**—Represent a team, department, or organization regarding contracts, union negotiations, etc.

MINTZBERG'S MANAGEMENT ROLES

Diskusi:

- 1. Carilah 1 contoh perusahaan**
- 2. Sebutkan jenis manajer yang tersedia di perusahaan tersebut dan jelaskan perannya**