
Three Skills Necessary for a Manager in Order to be Successful

Three skills necessary for a manager in order to be successful are:

1. **Leading by Example:** How the employees in an organization or business act depends upon the attitude and approach of their managers. The manager identifies the importance of continuously developing their own skills and knowledge to increase their leadership capability and thus inspire others and earns the respect of people within the organization. A good manager knows how to earn trust of the employees by taking the responsibility, being truthful, courageous (taking calculated risks), acknowledging failure and being persistent (Cadwell, 2004) I have personally felt that if manager is doing his/her job with the right attitude and good will. The employees are happy to work for such a leader/manager. My manager at the fast food restaurant was such an example of leading others and inspiring them to get the job done in a very efficient and effective way.
2. **Good Communication:** - A good manager knows how to pass on the information to others and why it is important to communicate clearly and successfully. Good communication saves time, increases productivity and makes it easy to maintain good relationships. Whereas bad communication leads to misinterpretations, misunderstanding, frustration and anger. Communication is also necessary to give feedback and criticism, to encourage, motivate and influence others. The manager at my workplace knows how to direct others and make them do things with proper instructions. She motivates us, pat us on back when we do a phenomenal job and also criticize about being negligent at work. Which helps me to have a smooth working experience Chan, J. F. (2002).
3. **Recruitment and selection:** - To recruit new members that add value to the team managers. Reviewing the need, creating a job description and person specification, advertisement, shortlisting, selection, making an offer, induction are all part of manager's job. I had to go through a two-step interview myself, as my managers carefully selects the person she wants to hire that could fit in the job description with all required qualifications and other necessities required for the job Cook, S. (2009).

References:

1. Cadwell CM. Leadership Skills for Managers. [Electronic Resource]. [New York] : American Management Association, c2004; 2004. <https://ezproxy.okanagan.bc.ca/login?>

Need help with the assignment?

Our professionals are ready to assist with any writing!

GET HELP

url=https://search.ebscohost.com/login.aspx?direct=true&db=cat00348a&AN=okgn.1037246&site=eds-live&scope=site. Accessed September 23, 2018. Cook, S. (2009).

2. The effective manager. [electronic resource] : management skills for high performance. [Ely, UK?] : IT Governance, 2009. Retrieved from <https://ezproxy.okanagan.bc.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=cat00348a&AN=okgn.1053308&site=eds-live&scope=site>
3. Chan, J. F. (2002). Communication skills for managers. [electronic resource]. [New York] : American Management Association, c2002. Retrieved from <https://ezproxy.okanagan.bc.ca/login?url=https://search.ebscohost.com/login.aspx?direct=true&db=cat00348a&AN=okgn.1037228&site=eds-live&scope=site>

gradesfixer.com

Need help with the assignment?

Our professionals are ready to assist with any writing!

GET HELP