

SKILL REQUIRED FOR EFFECTIVE MANAGEMENT PRACTICES

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ABSTRACT

The manager's situation is characterized by a high degree of dependence on individuals and organizations over whom the manager has either limited or no managerial authority. His or her effectiveness will depend on conceptual, human, and negotiating skills as well as, to a lesser extent, on technical skills. Managers and supervisors in livestock production is necessary to guide selection, training, task assignment, and promotion. Project managers functioning within a matrix organizational structure and Championing large- scale initiatives are in a communication paradigm unparalleled by any other management position. Excellent interpersonal, or soft skills, are necessary requisites for success. Additionally, research is revealing that leading is preferable to managing a project team, and that the leadership style of the project manager directly impacts the outcome of the project. This study examined the perceptions of human resource managers and business school instructors regarding the importance of 24 specific business communication skills. The enactment of both patterns constituted emotional balancing and facilitated organizational adaptation. Taken together, they offer a comprehensive and thorough look at the immense leadership challenges and skills necessary for successfully navigating the minefields of project management. The paper will identify that it predominantly emphasises the required 'hard (technical) skills' at the expense of the 'soft (human) skills'. Employers want new employees to have strong soft skills, as well as hard skills. This study identified the top 10 soft skills as perceived the most important by business executives: integrity, communication, courtesy, responsibility, social skills, positive attitude, professionalism, flexibility, teamwork, and work ethic.

Keywords: Professionalism, efficiency, effectiveness.

INTRODUCTION:

Today the role of good manager plays a vital role in the development of any organisation. a good manager works like a mentor in any organisation. the role of manager in every organisation has been increasing. managing is a tool where the organisation can nurture and develop to grow their people. it is an effective strategy which is helpful in building professional, technical and management skills and employee confidence through cooperative and collaborative effort. managers, as a leader of learning experience need to share their experiences of success and failure.

The sources and methods of collecting data, information, problems and analysis are discussed in this chapter. For this purpose the research studies were reviewed and secondary data was collected to enhance the understanding of the area and the development process. It was a process to make an assessment of the communication and soft skill development of the managers in the organisation. Based on the understanding from literature review, the data needs were established and options for data gathering techniques were considered. Questionnaire survey was adopted to gather information regarding the problem of the study.

The topic was selected as this area is grossly under researched and there is a need to inculcate adequate and sharp communication and soft skills in students for the better career growth and placements. The research is confined to the business schools in relation to the communication skills and soft skills. So the review of the available literature communication skills & soft skills and their importance and shortcomings and essential industry requirements in the field has been gathered.

OBJECTIVES OF THE STUDY:

The organisation in India have popped up like mushroom in every nook and corner of the country. With the students intake rising every year it is of utmost importance to realise what type of skills sets are being inculcated in these students to become a good manager or entrepreneur. The objective of this study is to find out the impact of communication skills and soft skills on the managers along with the hard skills to achieve their goals as managers.

The study has made an attempt to:

- To emphasize on the importance of communication skills and soft skills in the Management arena.
- To show the relationship between soft skills and job opportunities.
- To show the relationship between soft skills, communications skills to content

IMPACT:

The impact of skills development processes requires the integration of the three related processes. The skills audit, training needs analysis and the plan to address the skills needs of managers. Although these are three distinctive processes, the most value is gained from an integrated approach that uses the information gathered through the processes to enrich one another.

SCOPE OF THE STUDY:

An organization performs a gap analysis to measure its actual performance against where its goals. Companies can identify gaps from a variety of perspectives including skills, business direction, business processes, information technology or organization-wide performance. The gap analysis process entails conducting an assessment and documenting the findings. The firm must first acknowledge and approve the differences between the company's future needs and current competencies. As with most evaluations, the process has its pros and cons

RESEARCH DESIGN:

Descriptive method is being used up in this research design. The research method for a study has different stages and strategies to work on the issue. The ways by which the data is collected are called research tools. These are important though different in different studies. Based on the nature

of the study the most appropriate methods are used that can answer the questions related to the objectives and hypotheses of the study. In this study, the research tools are a combination of different techniques; primary data and secondary data have been used and analysed using statistical techniques.

PROBLEM SOLVING:

The right skill set empowers managers to identify, face, and overcome various problems that might arise in the workplace. This first requires outstanding attention to detail. Top managers can spot emerging problems before they're apparent to everyone in the company and identify the root of the trouble. Analytical skills are also important in management. You should know what data is most relevant to your industry, how to gather it, and what the resulting numbers mean.

LITERATURE REVIEW:

Managers will need to become more team focused. Managers will face greater personal challenges about the balance in their own lives. Dramatic increases in remuneration will give them greater choices than their predecessors. They will need to become much better at managing their personal wealth, and will face more tensions and trade-offs between work life and personal life. Executives will need to spend more time thinking about their personal choices and managing stress than any previous generation. Management is a practice of consciously and continually shaping organizations. All organizations have people who are responsible for helping them to achieve their goals. These people are called Managers. These managers coaches, conductors, sales executives may be more obvious in some organizations than in others, but without effective management, organizations are likely to founder. Management is the principle activity that makes a difference in how well organizations serve people affected by them. How successfully an organization achieves its objectives, and satisfies social responsibilities as well, depends to a large extent on its managers. If managers do their jobs well, and organization will probably achieve its goals.

How well managers do their jobs, managerial performance is the subject of much debate, analysis and confusion. The measures of how efficient and effective a manager is how well he or she determines and achieves appropriate objectives can be defined as managerial performance. The measure of how efficient and effective an organization is how well it achieves appropriate objectives can be defined as organization performance. Organizations are confronted by continuous change to their products, services, processes, markets, competition and technology.

The key characteristics identified were: communication skills, capacity to learn new skills and procedures, capacity for cooperation and team work, capacity to make decisions and solve problems, ability to apply knowledge to the workforce, capacity to work with minimum supervision, Theoretical knowledge in professional field. The Industry Task Force on Leadership and Management Skills

The eight managerial skill areas identified by the Task Force as needing improvement by managers are: soft or people skills, leadership skills, strategic skills, international orientation, entrepreneurship, broadening beyond technical specializations, relationship building skills across organizations, and Utilization of diverse human resources.

A number of managerial skills are common to most of the above streams of research. They are: Analytical/problem solving skills are important along with strategic thinking, Decision making, team skills, communication and Leadership. Managers need certain skills to perform the duties and activities associated with being a manager. According to Management skills, effective managers must be competent in four different skill areas. Managers need a knowledge base.

FINDINGS AND RECOMMENDATIONS OF THE STUDY:

- Age factor does not influence the CTC of any manager. Skill of the manager will only decide the CTC of the manager. If a manager will improve his/her skill, it will directly improve the CTC.

- Education has an impact on the CTC up to some extent, because it is a basic criterion of any manager entering in to an organization. If a manager has good skills and education background they definitely will get good CTC.
- Behaviours, attitudes, co-ordination with the peer groups and their subordinates will enhance the quality of the manager.
- A manager must adopt any situation and his/her must learn to handle/manage any type of situation prevailing in the company.
- A good manager must also have good organization skills, but their education background and institution culture have a great influence in their skills and attitudes
- Certain young managers want to work individually and this attitude must be changed to sustain and get promoted from their position.
- There is no impact of genders in the skills of the managers. Likely they are more or less equal to each gender.

CONCLUSION:

This is the report of how the managers possess the skills and what are all the factors which influences their skills of their profession. Young managers will have high and updated knowledge but they lack in behavioural, team work, etc. and also lack of exposure of practical knowledge. Hence the young managers must learn the certain behaviour's and enhance their skills in their college and also it is very essential to provide practical exposure to the students and train their students with skills and knowledge which is needed for working environment.

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