

Leadership and time
management skills.



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Leadership is defined as the to make people understand to gain certain course, and also the leader must follow the same power of mind.

Leadership is not an authority of an organization but it's a strange strength personality which attracts the ordinary person.

Personal and professional skills for a successful Manager/Leader:-

Time Management

Running meetings

Making presentation

Stress Management

Time management :-

It is considered as one of the most important skill under the manager's requirement. A proverb has been said ' Once the time has gone it never comes again'. In this fast moving world time is precious and it's been considered as money so time should be utilized in a proper way. The main features of the time management are to organize the work in a proper way and in a proper time, handling the meeting in a specific time period, to utilize the free time. In this business world everyone is concerned about the time management to achieve their success. The time frame which is available in this world for each person is 24 hours. Thus it is not possible for every individual to achieve their goal in the specific time period if it's not been managed properly.

Components of Time Management are as follow:-

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The leader/manager should set their priorities as per the time frame and should try to achieve their goal in a specific time with proper monitoring and feedback.

Prioritize goal according to their importance.

An time log of daily/weekly basis should be made to utilize time effectively

Leader/Manger should give motivate and should give guidance to their staff to develop and to achieve goals.

Running meetings :-

Meeting lead to achieve the goal effectively probably meeting can be successful one or unsuccessful one. While running the meeting all the features are been consider so that the meeting will not be unsuccessful one.

The agenda of the meeting should be clear. In which the meeting timing, points to be discussed, last meeting discussion and also the concerned person to carry out meeting should be mentioned properly.

The important factor for the meeting is the time . It is necessary to mention the ending and the starting time of the meeting. A proper planning may lead to success of the meeting.

For a successful meeting environmental condition should be nice enough. Such as, location, room and the availability of the equipment to carry out the meeting.

It is a duty of a manager to maintain a quorum . And to consider the point's discussion for the meeting by the subordinates.

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At the end of the meeting the points discussed by the subordinate should be ensure to all the members and the summary of meeting should be circulated to all the members.

Making Presentation :-

It is pattern to shown or present the data in front of audience . presentation should consist of appropriate information related data and should be provided in an under stable language .

The manager should be actively take part in the meeting and should be confident enough to carry out the meeting.

The meeting starting and ending time should be considered by the manager while running the meeting.

The physical presentation by the manger should be good enough he/she should dress them self properly and should be confident to carry out the meeting.

While carrying out the meeting manager should make an eye contact with the members and should ask the questions if necessary.

To make the meeting interesting it should be more of visuals either than the lectures so the members will not get bored of the meeting.

Stress management:-

It plays a vital role in the life of the mangers. It's normally been distinguish in two types it is personal and professional. The personal is been related to

money problem, sickness, family problems etc while the professional will be the completion, business problems, large workload.

To get release with the stress manger should follow the following steps:-

He should identify the problem is it a professional or personal stress.

A proper solution should be made to reduce the stress.

Normally the main reason of the stress is time . If the time is managed by anyone he/she can reduces stress in a proper way.

Regular exercise , yoga, and meditation also help to reduce the stress and increases energy and strength

In managers time log there should be some time for his hobbies or for the favorite thing to carry out so that he will be fresh to perform his task.

Proper planning should be there for the task which is not the simple. So by the study of it proper notes, remark should be made to reduce stress.

Thus by achieving these steps manger can reduce the stress and can achieve its goal in a proper plan time which can leads to an organisation profit.

Task 2

(1. 1b)

The leader /manager have to know himself first mostly in terms of his weakness and the strength to perform the work in the proper way. Following are the practical methods of skills for developing or improving are as follow.

Proper time frame should be made to carry out work efficiently in a proper and organized way. By these it become easily t carry out or too run the meetings easily and effectively.

With the help of logs like daily and weekly it become easy to identify the problems or the jobs which was carried out and with the help of logs it can be sorted out easily.

Proper planning should be there to carry out work easily so that the stress will be get reduced . Normally work is been carried out as per the as per the indivivals satisfaction.

Proper planning or using of phone calls or the internet should be specific so that there will be no delay for the work.

Proper backup or the files should be saved in a computer data as if it becomes easy to sort out the problems.

Outcome 2

Task 3

(1. 2a)

By personal development it makes us understand to know our strength and weakness. As most of the people are unaware about their sturdy and fragile areas. Due to which the work get spoiled and do not get completed properly. So that's why the term personal skill audit is been used in management studies so that the employee will able to know their weakness and strength so that he can able to overcome with it easily. Due to which it become easy for the organisation to complete its goal.

After having a study Advanced Professional Development I came to know that I am pragmatist.

My Strength is as follow:-

I like to know about the recent things happening around me relates to books and technologies.

Most of the times I try to make out some new ideas from the job to make it easy.

I make my plan for each work and try to make most of it to complete it.

I utilize the option available to me.

Most of the time I like to work independently to complete any task.

My weakness is prescribed below:-

I am very eager to complete the task without considering caution.

Most of the time the group task is not performed by me because I try to dominate others.

Without involving other people I like to do my work.

I try to keep control on other because of which it may underestimate others.

With the help of my strength it becomes easy to do work in a proper way.

Gathering the information may help to complete the task. With the help of these it become easy to perform or to run the meeting easily. Also proper arrangement of agenda which includes the figures and facts help to make

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meeting successful. And also some time working alone or to perform the work help me to complete it properly as I don't have to rely on other to complete my work or task.

As without considering the caution may leads to crash the task. Because of these act normally it direct me to the way of failure. Due to independent working stress and the mental pressure get increase because of which leads to work failure. Because of underestimating other people by me lead to differences between family, subordinates with me. These differences may cause nervousness, stress to mental condition. Due to which it take directly to the way of failure.

After knowing to my weakness and strengths, I will try to overcome with it with the help of four skills which can also reduce the individual and proficient efficiency. I will plan my work in a proper way to compete it. Also I will persistence to my work or task and will study it properly to overcome it. And also I will frame out the related caution which may arise so that's I can overcome it.

By utilizing strength I can achieve the goals successfully to hike the company in the right direction

Outcome 3

Task 4

(1. 3a)

Before to be linked with the ' Personal Development Plan', I have constructed SMART and SWORT analysis to identify my objectives in life and to know my

strength and weakness which will help me out to achieve my MBA and to be a successful manager in future.

SMART -:

It stands for S-Specific, M- Measurable, A-Achievable, R-Relevant and T-Time.

Considering these all things I have set my goals for future.

Specific-: To gain and implement four skills they are Time Management, Running Meetings, and Making Presentation, Stress Management which will help me out to complete my MBA.

Measurable-: To complete the assignment successfully in APD/MBA.

Achievable-: To complete and submit the assignment successfully in a specific time period and to get passes through it.

Relevant-: As I have gained a perfect group of teachers because of which I have 100% interest and commitment for my subject which aim to concentrate and to put my efforts to achieve my goal.

Time-Bound-: To obtain MBA degree by the end of March 2011.

SWOT ANALYSIS

Strengths-:

I try to find out more options

To disclose the facts I use my detective skills

I am eager to find and implement the ideas, techniques and theories.

I perform the work well when I am independent.

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I set the goal and act to meet them

I take my opportunities for experiment

I am good to gather the information from the entire source available

I am good in performing oral presentation which holds the attention of the audience.

Weaknesses-:

I proceed without caution

I underestimate personal feelings

I require full control

I am impatient

I dominate task which is given to others

I like to do work/task alone

I am not good in making logical disputes for the essay format

I am not good in presenting the assignments professionally

I am not good in evaluating the progress of any work.

Opportunities-:

Facilities which are available from our college -Live campus update, advanced technology for teaching like Smart Board, computers, projectors, library with all the books and facilities, the best teachers/staff.

Special service for the student that is tutorial service in which we can interact our problems with the tutor.

Performing practical workshops by our lecturer Mrs. Ginny Cox at our College.

Through workshop it makes us easy to perform and practice our skills

Threats-:

Problems evaluating like login for live campus and collage computer systems

Cannot take books outside the library

Time consuming student services token system and limited time period for tutor service

Because of newcomers and unprepared members in the group lecture cant able to concentrate on the workshops properly.

Workshop cannot be get completed in time

Professional Development Plan-:

Learning and development need

Weaknesses to be overcome and strengths to assist the outcome

Learning actions to be taken including resources needed to achieve them

Monitoring and feedback point

Time frame for success

Time management

Weaknesses-:

Have to wait for the last moment

Always work alone

To keep reminder or alarm for the deadline

To do split up the small task and the large task first and then to do the important one.

To decide and frame out the deadline and important dates.

To record the summary at the end of the day

To study and implement on daily action plan.

To study and get on to the result time period of two months is needed.

Strengths-:

To perform the work on time

Working hard for the work

Proper planning and techniques can avoid wastage of time.

It is hard to meet time constraint by working out daily.

Approximately 1 month

Running meetings

Weaknesses-:

Do not practice before performing

Do not consider other people effectively

Have to be prepare by own first before discussing the matter and implementing the decision assigned to him.

To check the others works and allocate work to them.

To take the survey in between and to ensure the progress of the work interval check is required.

Up till the proper decision is implemented

Strengths-:

Able to make own decision

Able to make control on others

To set the goals and try to achieve them

To stuck up with the decision and make a use of an employee to achieve the target.

Through financial reports, sales reports and annual reports of an company

In an interval of 3, 6, 9, 12 months.

Making presentations

Weaknesses-:

Always in hurry

Underestimate personal feelings

To communicate properly

To explain the topic rather than continuity of speech

To take the survey in between and to ensure the progress of the work interval check is required.

While presentation

Strength-:

Good speaker

To find the facts by using detective skills

Proper use of multimedia and PowerPoint in the presentation and getting the feedback from the subordinates/colleagues

Through financial reports, sales reports and annual reports of an company

After 1 month of presentation

Stress management

Weaknesses-:

Always in hurry

Wants the result instantly

acts without caution

Internal cure

Taking break from work and assigning the work to subordinates/colleagues

Mental stress progress

continuously

Strength-:

Without depending on others for the work

Utilizing essential and useful techniques to do task.

Proper planning techniques make it easy to do work

Mental stress programs

continuously

Task 5

(1. 3b)

Monitoring and feedback-

As per the condition changes in the plan is been made to complete the work these skills is been effectively monitored and the feedback is been carried out to achieve the outcome. The confirmation of these monitoring and feedback is represented below.

TIME MANAGEMENT-:

In the starting weeks of the lecture I was asked to fill the daily/weekly time log table as during which we dint had any assignment to do so I used to utilize my time like with the friends, internet, gaming, watching TV, listening music (please see appendix 1). As after certain weeks I adjusted my time log table because of the assignments and exam were coming closure to submit and write it so using time log I planned my time properly. Also by comparing with the past time log table I come to know what mistakes I have made and how I can make a change in it. Therefore considering the sitivation I have made changes in my study hours which will be helpful for me to prepare for exam and assignment were as I have reduced my hours from the TV and music section to utilize them for studies. (Please see appendix 2). These time log I have done to do the things at time considering their priorities instead of leaving them at the end. Thus with the help of these I will be able to complete my work in time as if effective time management.

MAKING PRESENTATION

As in the lectures we had a presentation in which I had performed one presentation as a workshop in which I was making a mistakes continuously like less speech volume, repeating of the words or the mixture of the words which was not proper enough. After few days I had a presentation for the work shop for which I performed it quite well and I got a very positive results from my friends and teachers. For this presentation I had a very good preparation like to understand the subject pre-planned the matter and performed it at home and recorded it then I saw the mistakes and tried to overcome it. My main intention was to make a good presentation which should be liked by everyone. Thus after these I had many presentation and the results very quite well enough. Thus from these I have secured very good skill.

Task 6

(1. 3c)

Conclusion

Thus after completion of these task I came to know about my learning style due to which my strength and weakness is been easily identified though which it is possible for me to work out on any task easily. Also the four skills play a vital role with the help of which it may leads to a successful and good manger. As it is a part of Master of Business studies it shows the importance of time management, preparation of successful meetings which may be helpful as a part of life. Thus though these assignment I have learned also the thing that to respect the others ideas and views and use them effectively for the task which may reduce the stress.