

# Course work on effective managerial skills

[Business](#), [Management](#)



There exist no single set of qualities that determine the effectiveness of a manager. In most cases, the question of the qualities that make up a delectable manager is dependent in an organizational context. However, there is a combination of qualities traits that universally differentiate effectively performing managers from nonperforming managers. Effective management practices can be viewed in light of the functions of the managers, their mastery and application of these functions, together with the delegation skills exhibited by the managers.

According to Singh (2004), the basic function of a manager is planning; a differentiated task which requires the manager to formulate objectives and device ways of achieving these set objectives. Closely related to planning is organizing which all-encompasses managerial tasks like deliberating on the appropriate business activities that are in line with the organization's goals and objective (Singh, 2004; Singla, 2007). These activities should help in achieving goals and objectives. The third and the fourth functions of management are Directing and controlling respectively (Singh, 2004). Singla (2007) defines directing as the ' instructing, guiding, communicating and inspiring' duties that managers perform to workers in line with the four duties; supervising, Communication, leadership, and motivation. Controlling, on the other hand, is the monitoring of work to ensure that work is done according to the set plans (Singh, 2004; Singla, 2007). Staffing is yet another function of management involving the process of getting the right employees to perform various tasks in the organization (Singh, 2004; Singla, 2007).

The functions mentioned above should, however, be accompanied by other traits that go a long way in ensuring that managers attain new levels of success in unleashing their duties. Delegation skills are on top of the list of qualities that managers should possess with regards to steering an organization in the right direction and above all maintain healthy employer-employee relations. To Norton (2008), such skills are pertinent whenever a manager wants to foster determination in team play. Exemplary delegation skills are particularly useful in time management and in developing the skills of the employees. Conversely, poor delegation skills only work to kill the morale of workers. As Ellis (2005) cites, more capable and enthusiastic managers usually possess emblematic delegation skills.

Truby & Truby (2003) document that there are five steps to effective delegation skills which are; Accountability Delegation, Progress Assessment, Documentation of failure and reasons attributed to the failures, Re-initiation of the failed project and finally Reward (Truby, & Truby, 2003). These steps are analogous to the steps that can be used in assessing the mastery of the delegation skills.

## **References**

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