

# [Daily activities of a manager](https://assignbuster.com/daily-activities-of-a-manager/)

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Follow and observe a manager during his or her daily activities. Make a list of the activities he or she engaged in and determine the proportion that can be classified in terms of the four management functions, three managers skills and Mintzberg's management roles.   
Daily Activities of a Manager   
There are several activities which a manager performs depending upon the types and size of business. The most common of the activities of the business manager includes:   
Team building   
Holding staff meetings   
Appreciating subordinates   
Balancing books   
Delegating tasks to subordinates   
Asking for employee’s feedback and inputs   
Encouraging the employee to utilize their talent   
Communicating honestly   
Acting in accordance with the goals and objectives of the business   
Four Management Functions   
Four management functions include:   
i. Planning   
Defining goals for workers, departments and organization   
Setting goals and objectives for employees   
Setting overall strategies for the organization   
Developing a hierarchy of plans to coordinate and integrate activities   
ii. Organizing   
Determining the activities required to be done   
Assigning tasks to subordinates   
Team building for appropriate tasks   
Who needs to report whom   
What types of the decision to be made (decentralized or centralized)   
iii. Leading   
Directing employees   
Motivating employees   
Resolving conflicts   
Selecting effective channels of communication   
iv. Controlling   
Comparing actual performance with the desired performance   
Monitoring overall performance of an organization   
Rectifying deviations (Stimpson, 2010)   
Three Managers Skills   
Three essentials skills for managers were first identified by Robert Katz. They are:   
i. Technical Skills   
ii. Conceptual Skills   
iii. Human Skills   
Mintzberg's Management Roles.   
Henry Mintzberg has proposed three managerial roles. They are:   
i. Interpersonal Roles   
Leadership- train, motivate, hire and discipline subordinates   
A liaison-contacting outsider for information related to the organization   
Figurehead- performing symbolic and ceremonial duties   
ii. Decisional Roles   
Entrepreneur- must bring new business opportunities   
Disturbance handler- having commands of dealing with an uncertain and unexpected situation   
Resource allocator- must have the ability to locate resources required to execute business opportunities   
iii. Informational Roles   
Monitor- collecting relevant information from both in and outside the organization   
Disseminator- communicating the information to the other members of the organization   
Spokesperson- having the ability to represent the organization positively to outsiders (Stimpson, 2010).