

Daily activities of a manager

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



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 essential 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 outsiders 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).