

Management report

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



Can you carry on a conversation with someone without having long awkward pauses? Those things are important to master because as a manager, they'll have to communicate with different people in different circumstances often and they must give feedback to their company members with as little confusion as possible. Having an open and friendly personality will go a long way with clients when making business decisions. Next, would be to develop networking skills. Networking is the ability to exchange information, contacts, and experience for professional or social purposes.

This is especially helpful to someone seeking a management position or just in general cause it can help get someone's foot in the door just by knowing someone. Also if a situation occurs and someone isn't properly trained to handle it, it's useful just to be able to call someone and receive a second opinion about the more people someone knows, the better off they will be in the long run. Next, is being able to give respect to your subordinates and hierarchy. When employees are treated with respect, they will be more likely to work hard for you. When a manager shows that they care for employees, it will often lead to increased motivation to get tasks done. Workers will also return that respect because you have to give respect to get respect. Showing respect towards the upper management is also important because it will give someone a greater chance to continue moving up in the business and can also help retain a job if company employees like the person. Finally, make sure to volunteer for things. "Make sure people know who you are without being too obnoxious about it. (Patella, 1) Don't be a wallflower and just blend in with everyone else in the company. You're trying to be recognized as a leader so showing the capabilities of being a leader is important. Make sure

to do as much as possible in terms of going out of your way to help the company in any way possible. Top management will recognize the extra effort being put forward and eventually will reward with a promotion. Also, going to different leadership seminars can train someone on skills needed to effectively manage, motivate, and inspire a team.

All those things are a necessity to know when getting ready for a management position. There are numerous numbers of business positions in modern business environment. For example marketing, finance, accounting, and so on. And these positions are having FIFO differentiations on and on in this time, too. In this situation, finding a right position for one is an important step because a position that does not fit someone's personality is as detrimental as clothes that do not fit. The results of the position that does not fit well will not be fun, efficient, and also can make quitting or getting fired early.

Since sustainability is a critical issue not only in management but also in employment, the importance of finding the right position increases. There are three big topics for finding the right position, and they are separated and have to be reformed simultaneously. First is discovering inner character. As being educated and spending time from schools, family, and or experiences Job seeker must know about his or her inner character. As knowing about oneself, it could help finding a right position. For instance, it will be a tough Job for an introvert person making sales from people who are unknown.

In this case an extrovert person might do the same job better. Therefore knowing personal character will make the differences finding a right position.

Second, is learning specialized skills. A Job seeker, who is considering a job position, will have to learn specific skills for the job. This does not mean to learn any kind of skills, it means to have time learning different kinds of skills and thinking about which skills makes interests and attentions. Skills like handling a computer, for example, when learning about a computer makes interest in computers and makes it feel fun.

This will be a good way to find the right position. Thus, looking for a right position, always be ready and look for interests. 4 Third, doing activities and making experiences. As long as people are living together with another, any kind of activities will be helpful. For example, there are more things to learn from marketing club. Not only know-ows and skills, but also communication with other people and interacting with another is an essential skill for the club. For finding a position, an internship can be a helpful tool for Job seekers.

During an internship program, interns can learn, do, and be trained. This will help the Job seeker by doing the real work at a particular position. All three statements will be helpful, for certain it will be the best when it is performed at the same time. First impressions are critical in Job hunting. Your resume is the first impression for Seibel employers when choosing candidates to interview for positions. A recent graduate should have a one sided single page resume that is easily navigated and tuned towards the reader.

A solid resume consists of 4 major parts, contact information, education, objective, experience; also if applicable skills, activities and honors may be useful. When providing contact information make sure the address and

phone number is a number that may always be reached. If either of these contacts are temporary list them as such and the date that they will no longer be available, furthermore keep a permanent address or phone number listed. Email addresses are important to list, but make sure the address is professional, also keep voice messages and ring back tones appropriate.

Second to be listed in a new graduates resume should be education. List where you obtained your degree, your major, minor and GPA's equal to or higher than 3.0. If you have taken a course that is closely related to the job you're applying you may include that coursework. Some sources say to use an objective or summary and other say not too however, if fourthly listed on a resume includes experience. Many people ask what is acceptable to put in the experience section. One way to organize your resume would be to establish any specific experience you have in the job, such as internships, volunteer work or full to part time work.

Then, in other experience highlight how you made your living during college or other important employment. When listing your experience always name the organization, your title with them, the location and date. Next, describe first what your duties were, then how you did it and how you were successful. Finally skills, activities and honors might be suitable under certain circumstances. Skills should be explained if for example you speak one or more languages, have a high proficiency in technology or a skill that is identified in the job description.

Other options are activities such as holding an office position in a student organization, being involved with a sports team, or part of the arts, these

endeavors may be listed in this area. Separately, any honors or awards received should be relative to the Job description or show academic achievement. This criteria will help build a strong resume to lead to an interview. 6 If called for an interview, there is one more piece of work that must be done following the process. A thank you letter will set you aside from other candidates.

The letter should be address to whomever the interview was with, starting with giving your appreciation for there consideration. Next, rephrase individual qualifications , and how you felt like a good match for the company. Then after restating your new interests again give your appreciation and thanks with your contact information under your name. Not only will this show them your interest but that extra time had been put forth and the interviewer will remember your name. The Interview - first impression counts! Before an interview it is essential to be well prepared.

One has to consider talking about the resume, to answer questions about it or give further information if required. It is also of importance to be prepared to talk about past working experiences, positions and responsibilities. The applicant should be conscious about his strength and weaknesses to highlight the good skills in the interview. Of course it does not have a good impact on the interview if the applicant is too self confident. It is an advantage to bring more than one copy of the resume. It saves the interviewer time and makes a forward-thinking impression.

To be able to speak fluently and confident, it is advisable to practice talking in time so that the applicant gets used to talking in front of and with people.

7 It is definitely important to dress appropriate and to wear a business suit. Make sure, as a female applicant to not dress too provocative and to not use too much make up. Furthermore it is favorable if the applicant feels comfortable in those clothes to make a relaxed impression. The applicant should definitely arrive earlier than just on time. The traffic can never be predicted and also public transportations cannot always be trusted.

Parking lots have to be found as well as the right building and office. It makes the worst impression if the applicant comes too late to the tasks of a future manager. It is also good to calm down before the interview and not to be in a hurry or sweaty from running to the interview. During the interview one has to listen carefully and be attentive and to be able to answer the questions as informative as possible. Applicants should not be afraid to ask questions. Prepare some questions before. Asking questions show interest in the company and in the job. It shows that the applicant wants to learn and adopt.

It also is important for the applicant himself to receive enough information about the company and the job to find the best position in the right company. After the interview, it is recommendable to take notes about the most important facts and about the company and the job-position so that it can be compared to other interviews. Make thoughts about what you did well and what you would like to improve in the next interview. Being critical with oneself is important to avoid saying minor things and wrong things 8 in the next interview. If an update about the application status is required contact the according contact person.