Essay on behavior 1: i have to learn how to interrupt others in an organization

Business, Management

Individual Development Plan (IDP)

Abstract

The individual development plan in this set of paper discusses the improvement of the behavior activities of Managers in working institutions, (Pillai, 2011). Managers get involved in various activities since they have to work much closely to all the other members of the organization. It describes and explains the causes, analyzing and the management of the interruptions, the address of the improving communication skills vividly, getting better at managing time, learning to take the breaks and to focus on oneself as a manager not so much on others,(Whetten, David & Kim, 2005)The analysis of these cases betters the Individual Development Plan for a person in a certain position. This sets for improvement of one's character to continue fitting in the position.

Introduction

Individual development plan is a tool that assists employees in careers and personal developments. It primarily helps employees reach their short term and long term career goals and objectives. An Individual Development Plan doesn't evaluate the performance or the one time activity. This involves the preparation and continuous feedback. IDPs requirement is by many Organizations and Agencies for the current and new employees and continued encouragement runs to all other agencies.

Interrupting is breaking the continuity and infirmity of an occurrence by hindering and stopping the action. Interruptions in working environments can

be key barriers of proper time management and, therefore, a barrier to success.

Antecedents/Cause

Working interruptions include phone calls, hallway conversations, emails, colleagues stopping by the office and anything else that damages one's concentration and attention to the tasks. Although a day has very many hours, several small interruptions rob most of the time needed to achieve set of goals and objectives for a successful task. Interruptions break the focus of a worker since one has to spend more time engaging thought processes needed to accomplish complex tasks. Interruptions in communications reduces the listening capabilities, give a negative impact to relationships and shuts down communication. Interruptions are experienced day in day out n the working institutions where the manager interrupts the employee during a conversation. Although the employee might have a point on a certain issue regarding the function ability of the institution, the information doesn't reach effectively since the interruptions paralyze the delivery of the message. Interruptions can cause a stream of challenges and problems in an Organization. This reduces the effectiveness of a listener, shuts down communication, impacting the relationships negatively and reducing the ability to learn much more.

Full Consequence

Managers' interruptions involve several phone calls or emails, sending the employee to various offices and bringing in a task that was not in the schedule for the day's tasks. Since the employee has to follow the orders

from the boss, therefore denying the interruption can even lead to loss of the job. This makes the realization of the goals and objectives from the employees harder since interruptions involve them in activities outside the scheduled work. Several cases of interruptions from the managers seem rough because a manager has a very high position in an organization and therefore feels that he/she has full control over everyone in the organization. Working with interruptions paralyze the activities in an institution since focusing on this issue spends a lot of time that would productively be used to better the institution. Working under a very interruptive manager denies the employees in the institution an ample time to perform their duties which the same manager expects results at the end of the working hours. This sets overtime working hours for the employees at least to cover a set of tasks allocated.

Changed Consequence

Proper interrupting sets the employees to the better of the organization. Being a valid interrupter and intervening appropriately by understanding the employees' tasks to be completed by the end of the day improves the skills as a manager. Polite interruptions to the employees facilitate good communications and the employee takes it as a duty to do for the boss. This increases the performance of the organization to better the productivity though the set goals and objectives. The role of the Manager in the organization raises the organization to greater heights. They should handle the interruptions if at all they are appropriate and relevant. This improves the leadership skills.

Measurement

Proper, appropriate and valid interruptions to the employees develop the Organization both strategically and economically. Relevant interruptions maybe for the better of the organization and therefore the employee should take it rightly. Elimination of the unnecessary interruptions gives the tasks to be completed enough and ample time for completion.

Behavior 2: Listen to Employees in their Work Related Issues

Communication is useful in all the field of life. This involves passing of information from one person to another to deliver a certain message. Effective communication require good communication skills in order to pass intended message and to the right people.

Antecedents/Cause

Based on the communications in the organization, this is after realization that a lot of information missed from the issue that the Manager lacks the skills to address several issues from the opinions put forward by the workers under your supervision. Too much involvement in the office issues makes the managers lack the skills freely to socialize and get close contact with the employees. Time limitations in the office works initiates the lack of proper communications skills to deal with the issues and opinions from the employees from your institution, (Roebuck & Mary, 2006). The toughness of the Manager also instills fear to the employees therefore they lack the courage to face him/her, hence, views to better the organization not presented. Communication in the institution takes a vital role in the passage

of messages containing information relevant for the functionality of the institution.

FULL CONSEQUENCE

Lack of communication with the employees in the organization affects the whole human being personality that is professionally and in social life. Lack of communication with your work partners will make them feel isolated and lonely which might affect them emotionally and make them withdraw from the social activities of the institution. Listening plays a very vital role in addressing issues facing the organization. As a manager, this skill must be followed by wise decision making to better the institution. Important views from the employees' aims at raising the standards of the organizations get away since proper address of them to the Manager lacks

Changed Consequence

As a manager focusing on the views of the employees and accepting their opinions appropriately. Employees being the stakeholders in the organization have several development opinions regarding the quality of the service to offer. An emphasis on several discussion meetings to air the views of the employees signifies collection of views and opinions. With this therefore the opinions will easily be collected, analyzed and properly used for developments of the organization, (Roebuck & Mary, 2006).

Measurement

Attentively listening to the opinions of others in the same organization betters the performance of the working abilities. This follows the

development in the organization since there is proper address of issues to the management therefore a good plan for the institution. Everyone's view in the staff is respected to the latter since it might contain information useful to the organization. Development realization gets better and better and the organization improves both strategically and economically. The Manager also develops listening skills by approving the need to listen to others' views.

Behavior 3: I have to get better at Managing Time

Time is very significant in day to day dealings and therefore proper management of time takes a very big role in the work done on the daily basis. Time management depends on the schedule of daily tasks' performance. However, majority lacks a time schedule and therefore ends up wasting a lot of time. Time wasted is never recovered; therefore, proper management of time should be emphasized to prevent working during the odd hours.

Antecedents/Cause

Discovering that a lot of time goes to a waste during the working hours. This follows the fact that lack of a time schedule of the daily working tasks becomes the main cause of the poor time management. In cases where a time schedule is available, the discussion is that it is not followed to the letter. Interruptions might be a cause of the poor time management since they disrupt the work one is carrying out. Urgent meetings disrupt the normal working time schedule therefore the urgency of the meetings paralyze the time management system of the individual ,(Varga, 2011)

Full Consequence

Poor management of time can lead to various consequences which negatively affect the processing activities in the institution. Poor management of time leads to the Manager working the odd hours when one should be resting and already out of the office. The work becomes very hectic without the time plan. Time wastage paralyzes very many operations of the organization and therefore the set goals and objectives of the institution not realized, (Varga, 2011)This sets the organization to low results production and complications make the business partners of the organization always have complaints since their work isn't successfully completed in the required time.

Changed Consequence

Creating time schedules that are easy to follow to the letter is appropriate. The management of time in the office is by following the schedules appropriately by performing the required tasks. In cases of urgent meetings, specified time should be set to recover the lost time in order to ensure that the pending tasks never interfere the processing of the current tasks. Arriving and leaving the office on time should also be emphasized to ensure that the days' working hours utilized properly, (Varga, 2011).

Measurements

Proper management of times physiologically sets the manager to enhance realization of the goals and the objectives of the organization. Following time schedules to the latter sets the completion of the work on time and therefore the business partners appreciate the efforts of the organization. Proper management of time creates more time for decision-making of the

organization but the manager to better the institution's activities. The manager hence experience development on the proper management of time.

Behavior 4: I have to practice ethical management

Ethical management refers to the corporate management that fulfills the economic goals and legal responsibilities and meeting the ethical expectations imposed by the social arms in conducting the businesses, (Heil & Dominic, 2011). Moral principles need to emphasis since the knowledge in the ethics management develops the business arm of the organization.

Antecedents/Cause

Ethical management deals with the analyzing of the business transactions and the proper interaction with the workers of the organization. Socialization in the organization is at risk the interactions between the managers and his/her colleagues. Failure to share with the rest of the team members of the staff results to a poor ethical management. Socialization and in interactions in the organization need be for all the staff members regardless of their race or nationality. The interactions and the socializations are hindered by the nature fact that the employees are from different backgrounds with different languages and personalities (Heil & Dominic, 2011)

Full Consequence

Interacting plays a very vital role in the developments of the business in a certain institution. Therefore the results of that no socialization and interaction creates a breakthrough of the paralyzing the business transactions. Sharing on the business needs in the working environment due

to the differences in the languages and the ethnicity makes it harder for the sharing of the hardships experienced by the workers in the organization(Heil & Dominic, 2011) Issues and the problems experienced are not addressed effectively since the ethnicity differences affect their interactions and discussions. The rectification on the problems therefore becomes harder.

Changed Consequence

As a manager addressing the issue is appropriate. Following the rule of setting a certain language to use in the organization gives the interactions and socializations a frontline thriving in the institution. Addressing the given problems by analyzing the issues and accepting the given outcomes of the interactions is necessary, (Heil & Dominic, 2011)

Measurements

Management of the ethical issues in the organization creates more skills to promote the leadership virtues. This encourages the development of the managerial skills in an organization. Managing the ethical issues properly sets the organization of the institution appropriately. The manager develops the individual skills and the organization also.

Behavior 5: I have to learn how to take breaks

Breaks are relevant when working. They reduce the monotony of the office by refreshing the mind and rejuvenating the cells and tissues by giving them a time to rest. Breaks also provide some time to rest when doing the work; a break gives the mind some time to discover the already completed tasks and the pending tasks yet to complete.

Antecedents/Cause

Lack of proper management of time associates the manager to lack of breaks. There is more to do in the office and therefore one lacks the time to take a break. Being busy always at least to accomplish a set of goals and objectives to give well-presented results becomes the main cause hindering taking of breaks, (Varga, 2011)

Full Consequence

Lack of sufficient breaks when working sets the mind on a boring and monotonous mode. Severally, monotony leads to improper processing of the tasks. Insufficient breaks make the work boring and therefore one lacks the courage to continue working. Work without play makes one look dull always. The continued lack of time initiates the inability of one to continue enjoying the tasks and therefore the continued service in the organization is at risk, (Varga, 2011). Some members end up even not taking tea and lunch in the word of the work and lack of breaks.

Changed Consequence

Several minutes five or ten in an hour should be appropriately used to take a break. This should be made clear in the time schedule. The minutes for the breaks should be used to take tea, have a rest under a shade and some time to stretch bodies especially the hands, (Varga, 2011).

Measurement

Breaks are effective in breaking the monotony and the boredom in the working place. The individual development plan realization in the break time aims at improving the skills of the manager to enhance the development in the organization.

Behavior 6: I have to focus on myself- as a manager and leader not so much on others.

Focusing on oneself as a manager and not dwelling so much on others involve taking keenness on what one do and not engaging in others situations more than his/ hers.

Antecedents/Cause

Focusing mostly on others' welfare is as a result of idleness and lack of a time schedule to follow. Being idle cause the reason for getting too much involvement in the rest of the staffs' welfare.(Adair, John & Eric, 2010)

Full Consequence

Focusing too much on others and not as a manager, makes the employees loose the courage to work independently to give the required results. The employees need minimal supervision since they are mature enough to perform their operations under minimal or no supervision, (Adair, John & Eric, 2010). The case that the employees are severally checked on by the manager sets a breakthrough for the uneven processing of the tasks to produce the required results.

Changed Consequence

Focusing on oneself and the tasks to carry on should follow the enhancement of minimal supervision. The expected results will then be realized easily since the employees will work independently and under minimal supervision. The consequences follow that the leadership and management skills continue improving to better the manager and the organization, (Adair, John & Eric, 2010).

Measurement

Effectively focusing on oneself is appropriate in day to day occurrence in the management field. However, the minimal supervision sets the institution at a development stage to realize the set of goals and objectives put forward by the organization.

Communication Skills

These improve the passing of the information to the employees of the institution. These skills develop the individuals to pass the required massage effectively to the right people and at the right time. The skills include embracing turn taking; this sets the manager to get every point from the audience that is the employees. The other is delivering the message without fear: fearing the employees affects the effective dissemination of the message. Setting a clear topic to discuss on with the employees is necessary by analyzing it and clearly outlining its significance to pass it to the employees. Several views from the employees on the quality of the message delivered and the significances of the communication should be provided as a feedback and recorded to develop a future communication process, (Roebuck &Mary, 2006)

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