Personal management effectiveness

ASSIGNMENT 2(TIMED)OFPERSONAL MANAGERIAL EFFECTIVENESSBABS 2 ??? A??? SEMESTER IISUBMITTED BY: SUBMITTED TO: RAJAN YONJANTATIANA PAVOVLSKYL0726KMKM0210BABS 2 ??? A??? SEMESTER 2Question 5 (33 points)Define the difference between a ??? non-manager leader??? (a leader who isn??™t a manager) and a ??? manager-leader??? (a leader who is also a manager).

What common characteristics do they have How are they different What challenges would each face when leading their peopleIn every organization, there are first line managers, middle level managers and top level managers. And among every organization some stands out to be the leaders. There is a saying that every manager have to be a leader, whereas leaders are often, but always, managers. Leaders are born, and destined whereas managers are made.

Although their purpose and their works are quite similar but there is a fine line between them which distinguishes their differences. There are many people working in an organization, all are grouped to do certain task and jobs, these people are here for the achievement of goals, to work under company policy and take salaries from the company. Mangers are those who are able to get things done by people, using the proper given resources and under the policies of a company to achieve a certain goal. Whereas leaders are the person who sets direction, they are the people who influence others and have followers. A manager has a certain terms and conditions and he has to stay in company policy, whereas leaders don??™t have terms and conditions, they set a path and direction and has a vision where they lead people towards them. Managers cope up with complexity of an organization,

whereas leaders try to change the system, they try to change the whole system into something new and innovative.

Common characteristics between ??? non-manager leader??? & ??? manager-leader??? ??? Vision and imagination ??? Developing ??? Empowering ??? Engaging ??? Communication ??? Achieving ??? Motivation ??? Influencing ??? Forward thinking ??? Behaves consistently ??? Vigorous ??? Sensitive to criticism ??? Favors change ??? Innovative These two, non-manager leader and manager-leader have lots of thing in common they both have a vision and imagination which they see and want to take organization to that level. They both have developing nature and develop new ideas. They try to visualize new ideas and new things.

They both have great communication skills and can influence people very easily, they act as a model role for other people. They engage themselves in different kinds of works, motivating and encouraging their team members so that they would know that leaders and managers can also work. They both are forward thinking, and has the proper information about what will happen in future, so they are always prepared and sensitive to criticism, they are quite innovative. And they accept change, cause that what they want and they want to change themselves also into new transform because that would bring positive benefits towards all the management as well as in team. Differences among non-manager leader and manager leader | LEADER | MANAGER LEADER || Sets direction | Plan detail || Leading people | Managing work || Change | Stability || Passion | Control || Vision | Objectives || Heart | Head || Personal charisma | Formal authority || Excitement for work | Money for work || Rule breaker | Rule maker || What is right | Being right || New

roads | Existing roads | By above differentiations, it must be clear by now that, there are lots of differences which makes a fine thin line between, leader without manager and manger leader. However explaining them, non manager leaders are has a vision, they are carefree and witty, so they can influence lots of people because of that charisma, which may lead to success sometimes or failures as well. They leave great impact on their followers, as they look for new roads and always sets their own direction and passionate about work, they even intend to break the rules if possible just to fulfill the desired vision. They are always innovative and always looking for change than stability.

Whereas on the on the other hand, managers who are also leaders, they have different concepts, they are stable because of the company policies. They have already a set of company policy which binds them not to break the rule and some major criteria. Since they have a formal authority, they work for money and leads the subordinates to the existing path and already planned details. They make rules and they don??™t break the rules, they try to fit in the same organization, motivating and working with the subordinates and fulfilling the desired objectives of management. These are the differences between non manager leaders and managers who are leaders. These are the circumstances, problems and criteria that are faced by leaders and managers. Question 4 (33 points)Analyse and discuss the value of teamwork in flat organisations.

In every organization there is involvement of numerous employees. Employees are the main assets of organization. One man army can??™t operate business properly, he/she needs sub-ordinates, helper to get them to

the success. Failure to the proper involvement of employees may lead to failure of an organization.

It needs trillions of rain drops to make a river, with the same concept it needs many loyal employees for company to be successful. Employees are the main ingredient of a company. Early organization used employees as slaves, because all they were doing was using them as a input device, using manpower, not thinking about the desire, wants of employees, which lead to the shutdown of many companies.

Many theories came across for employee satisfaction, desire, motivation and needs. Later on they realized that employees are main ingredients for the plan to be successful, because top level managers are just to make plans, and they finally realized that for the execution they needed employee??™s involvement, Because at that time only money was not what was needed by employees. They needed the rights, they needed something new to happen, motivation, they needed promotion. So Maslow introduced a theory called Maslow??™s theory of needs. [pic] Fig: Diagram for Maslow??™s theory of hierarchy needs As Maslow has described various needs, of employee??™s organization deeply thought about the employee??™s needs and they try to make changes towards the attitude, behavior and structure of employee??™s. These theories leaded to the division of group and teams.

Groups and team are formed in an organization to perform certain task and attainment of objective. Organization later developed departmentation, span of control, chain of command, work specialization to give teams a certain heads, like product wise, customer wise, function wise etc. these groups

were given head members, leaders, and priorities or responsibilities so that they can carry their work in a good form. Flat organization is a kind of organization, in which there is horizontal line of hierarchy or the flow of communication is horizontal.

This kind of organization gives priority to each and every member of group in decision making, planning and the hierarchy level is very low. This is mainly is small organization, so since the organization are small, they have high communication flow, from manager to subordinates. They use a decentralized decision making process, which involves teams and groups as well, by eliminating middle level managers and giving responsibilities towards baseline employees, comments and feedbacks are quicker and which helps in decision making process fast. [pic] Fig: Diagram of flat organization Involvement of teamwork in flat organization. Teamwork is the involvement of two or more than people, as a group to achieve a certain goal and objectives of a company. Teams are specially formed for the attainment of organization goal and working together, sharing different skills but with the same aim, towards the achievement of objective. They are designed by company to work as a team and they should work in a team and in every team there is one leader who is selected by team itself.

Teamwork involves, mutual respect, honesty, sense of ownership and good communication flow Important of networking Networking is one the important business method nowadays. Networking helps people to know more than a customer relation. To operate a good business, you need to have a good networking. By making teamwork, teamwork helps to build good networking because one member can introduce other skilled person which is

needed for the company, likewise there can be many people from others as well, these are called networking.

The greater networking we have the more it easy becomes in the world of business. Employees have a strong voice In flat organization, employees have a authority to speak. Since they are also involved in decision making process, their voices are also listened. Every idea and information is shared with the people in flat organization. Since the feedback and comments are quickly delivered, even managers ask for employee??™s comments, feedbacks, decision.

In a flat organization employees are motivated and inspired regularly and they are given recognition and awards as well. It is a organization where people tend to work on creative fields, they are free and feel like working. Ideal , creative thinking and teamwork Teams are developed or divided into groups according to different skills but somehow related to same objectives, they have their own ideal and distinctive decisions and they are always creative since they can work like a free bird and the teamwork output becomes 100% effective, since there is less dissatisfaction among people, groups and organization itself. Easily adapt to change Teams are so advanced and think always upcoming future; they are always ready to accept change in upcoming future. People are so highly skilled and easily accept the term of change, because they are always ready to change and change is what they emphasize because change is the only constant thing that happens in whole world. Question 2 (33 points)Interviews are often used to assess the suitability of a candidate.

What qualities of a candidate can be assessed through this method How should the candidate prepare for such an event Interviews are taken to assess the suitability of a candidate, it is the process of searching a good candidate for the required post of a company. It is a tool for the employment of the people, it is one of the best tool so far today to select for recruitment. Without interviewing anyone we can??™t place a job for them. This interview process shows how capable a candidate is, his biography, his qualifications experience etc.

It is a face off. Interviewers seek something out of candidate, they ask questions which are already made and they seek a right candidate, who has zeal, inspiration and the knowledge. Interview process is not so complicated but if it doesn??™t go right and the selection is bad then failure in organization success, bad teamwork, worst output may come. Some people are forced to go to job because of their parents own company, and someone go through referee, but mostly job placement is done through interviews and which is one of the most appropriate method. Interviews can assess many qualities which a written CV and emails can??™t assess. It is one of the main process which have to through before the recruitment.

Skills like interpersonal skills, decisional skills etc can be assessed. Here are some of the qualities which can be accessed through interviews: ??? Candidates should speak and inform in a correct criteria. ??? How nervous and confident they are ??? Their interpersonal skills like how they communicate and how they make understand ??? Decisional skills, if the question is given in an interview ??? Qualification Now, Here are some tips for candidate before they appear in an interview: ??? Make CV??™s which

are job specific. ??? CV is the first impression so they should be quite important ??? Practice everything before you appear ??? Go through CV and Company policy and law before you enter and make some analysis what questions can be raised ??? Smart and tidy look ??? Talk about experience ??? Show you are an enthusiastic person ??? A zeal to work ??? A proper research