**MANAGEMENT SKILLS**

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# Introduction

* Management skills are defined as the collection of the abilities that include aspects such as planning of the business, effective decision making, delegation, communication, time management and so on.
* In top management these are the skills which are very essential in order to run an organisation well and for achieving the desired business objectives.
* Management skills are essential for various reasons in academic as well as professional careers.

Management skills help in positioning the appropriate act being an effective leader as well as problem solver in diverse situations. These skills make sure that they positively impact the performances and help in availing effective job opportunities. In this study a discussion will be made on the three skills of the management. Three skills will be identified in this study and importance as well as definition of these skills will be discussed. The key terms of these skills will also be comprehensible. Diverse examples of using these skills in practical life will be assessed and success stories of the usage of these skills will be understood in this study. Moreover benefits of the skills in future career will also be discussed and some of the recommendations will be given to improve the skills.

# Identification of three management skills

* The three management skills that have been identified are planning-organisation skill, interpersonal skill and problem solving-decision making skill.
* Management skills are important so that leaders can clearly communicate as well as motivate and coordinate with the staff (Clements & Kamau, 2018).
* Management skills are important as it facilitates managers or the leaders to plan the task effectively and communicate the task to the people it is leading.

The management skills that have been identified are important as these skills help in understanding the effectiveness of the managers or the leaders within an organisation.

# Identification of three management skills (Cont)

* The first one of the most vital management skills that have been identified is planning-organisation skill (Rao, 2016).
* Planning-organisational skill is one of the most common skills that every manager should have so that they can plan and organise their work in an effective manner.

Management skills should be enhanced by an individual at the time of academic career. The management skills are defined as the practice of understanding, deploying and developing the people as well as the skills of those people or individuals. With the skill of planning- organisation the manager or the leader make sure that they are planning and organising any kind of jobs in an effective manner.

# Identification of three management skills (Cont)

* The second vital skill of management that has been identified is known to be the interpersonal skill (Okoro, Washington & Thomas, 2017)
* Interpersonal skills is another vital and important skill that every manager or leader should have.
* It is important otherwise an individual would not be able to connect their vision to their team members.

It is essential for the team manager or the leaders to connect their vision and their thoughts on the project that they are developing to the team members. Any team tends to achieve success at the time when the team leader or the manager connects with the team effectively.

# Identification of three management skills (Cont)

* The last skill which has been identified in this study is known to be the problem solving-decision making skill (Singh & Chaudhary, 2015).
* It is known to be one of the most effective skills that the manager should pursue in order to be successful as well as one of the most effective managers or the leaders.

Problem solving and decision making skills are important as it helps in mitigating various conflicts within an organisation. Conflict resolution is important as it helps in defining the success of the organisation. Any manager should ensure that they have the problem solving-decision making skill so that they can mitigate conflicts.

# Definition and importance of identified skills (Cont)

***Planning-organisation skill***

* Planning-organisation skill is defined as the ability of managing self as well as others along with resources and planning.
* This is done in accordance with the circumstances, surrounding and time so that specific goals can be achieved.
* Planning-organising is essential as it helps in accomplishing tasks in an appropriate and accurate manner while avoiding any kind of mistakes that are of high cost (Tandogan, 2018).

Organisation of any kind of work and planning the work accordingly helps an individual to be more productive as well as effective and efficient in achieving objectives and goals.

# Definition and importance of identified skills (Cont)

***Interpersonal skill***

* Interpersonal skill is defined as competence that facilitates interaction as well as communication with others.
* The interactions are done where social relations and rules are created as well as communicated and are changed in verbal, non verbal ways.
* Interpersonal skills are important in order to build good relationships with others and communicate effectively with others in order to achieve common goals (Zhang & Huo 2015).

The procedure of learning interpersonal skills is defined as socialisation. Lack of interpersonal skill can tend to cause social awkwardness. People who have strong interpersonal skills can comprehend coworkers, clients, family members and friends in a more enhanced way.

# Definition and importance of identified skills (Cont)

***Problem solving-decision making skill***

* Problem solving-decision making skill is defined to be the analytical procedure that is being used in order to identify the possible solution to the problems (Lassoued, Awad & Guirat, 2020).
* Problem solving-decision making is especially important for the leadership and the management so that a decision can be taken in order to solve a specific problem.

For any leader it is important that the leader or the manager is capable of solving any kind of problem with effective decision making-problem solving skill. In managing any kind of project this skill is defined as one of the most important and effective skills for accomplishing tasks without any kind of issue.

# Explanation of any key terms or concepts

* The key terms of planning-organising skills are defined as strategic planning, work specialisation, chain of commands and so on (Nickols, 2016).
* The key terms of interpersonal skill are defined to be reliability, effective communication, emotional intelligence, openness and empathy and more.
* The key terms of problem solving-decision making skill are defined to be active listening, collaboration, critical thinking, time management and more.

The key concepts of all these skills are to facilitate the ability to lead people and motivate them effectively in order to achieve success within the organisation. These skills are important as it helps the leaders and the managers in understanding and comprehending people and situations in a more effective way so that the leaders can lead them and guide them in a more efficient way. These skills help an individual to grow determination and confidence in terms of accomplishing any kind of task while motivating people.

# Examples of using the skills in practice

* These skills can be used in practical life in a very significant manner. For instance, organisation-planning skills can be used by students so that they can set goals and plan and organise their resources in order to achieve the goal.
* Interpersonal skills can be used by a student so that the student can effectively make others understand and connect the view and the vision of the projects to others (Kerzner, 2019).
* Problem solving-decision making skills can be used by a student in order to solve the issues with effective decision making regarding new learning or new knowledge.

A student can make use of problem solving-decision making skills so that they can make use of the best strategies in order to make learning more effective. On the other hand, interpersonal skills can be used by a student so that the student can collaborate effectively with their teachers and the other students so that their thinking capability can develop and they can exchange various effective ideas. At the same time with the help of the planning-organising skill, a student would be able to plan and organise the resources that the students have in order to achieve good marks in academic career.

# Achievement of success using all the three skills

* With the help of effective planning-organising skills students would be able to plan and organise the resources they have in a proper manner.
* This helps them in achieving success in earning more marks (Suarta et al. 2017).
* With the help of the interpersonal skill students would be able to make a very effective social interaction which would help them in gaining a detailed knowledge about various perspectives.

With the help of problem solving-decision making skills the students would be able to make effective decisions and would be able to solve problems regarding their learning and they would be able to prioritise their work.

# Benefits of the skills in future career

* These are the skills that play an important role in achieving success in the future professional career for any students (Kenayathulla, Ahmad & Idris, 2019).
* With the help of planning skill would be helpful and beneficial in future career as it helps in setting expectations and planning and organising resources that are available in achieving goals.

Planning skills are one of the most important skills with which a student would be able to make effective planning while organising the resources so that in future in their professional career the project can be accomplished without any kind of issues.

# Benefits of the skills in future career (Cont)

* Interpersonal skills are one of the most effective skills that the students would be able to use in future professional careers so that they can effectively build relationships with key stakeholders of the organisation (Di Gregorio et al. (2019).
* On the other hand, problem solving-decision making skill is one of the most important and vital skills with which the students would be able to resolve various issues and conflicts in their future professional career.

In future professional careers the student would be more efficient and would be ready in order to act more effectively so that they can achieve success and can achieve organisational goals.

# Conclusion

* To conclude, it can be stated that it is important for the students to develop and achieve management skills so that they can achieve success in a more convenient way.
* Three effective skills have been identified in this study which is planning-organisation skill, interpersonal skill and problem solving-decision making skill.

These three skills would be helpful for the students in earning success more effectively and more efficiently in their academic career as well as in their future professional careers. The students have to make sure that they are taking various initiatives so that they can enhance their management skills to be more effective leaders or managers in current context and in future careers. In this study a discussion has been made on the three skills of the management. Three skills have been identified in this study which is planning-organisation skill, interpersonal skill and problem solving-decision making skill. Moreover, importance as well as definition of these skills has also been discussed briefly. The key terms of these skills have also been comprehended. In the assessment diverse examples of using these three skills in practical life has also been assessed in a very significant manner. At the same time, success stories of the usage of these skills have also been understood in this study. Moreover, the benefits of the skills in future careers have been discussed in an effective manner and some of the recommendations have been given so that an individual can improve the skills in an effective manner.

# Recommendation on improving these skills

* It is important for an individual to make sure that they take some of the effective strategies or initiatives so that they can improve their management skills.
* In order to enhance and improve planning-organisation skills an individual can make sure that the prioritisation of tasks has been done by differentiating unimportant, important and urgent tasks.

The students would have to make sure that they are being able to control their emotions so that they can cultivate a positive outlook. The students have to practice to be assertive as well as to develop empathy for others. In order to enhance the problem solving-decision making skill, an individual would have to identify the problems or the issues and have to make sure that the decision is taken based on the situation while resolving the issues.

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