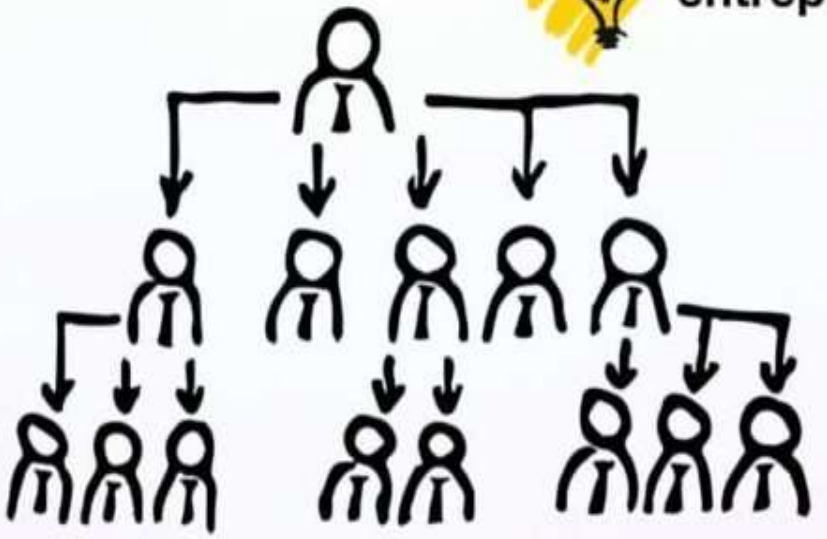
Management skills


ORGANISATION
RISK MANAGEMENT
PROBLEM SOLVING
NEGOTIATING
SKILL
TIME MANAGEMENT
LEADERSHIP
COMMUNICATION

- In any managerial institution, company or organization, there must be managers who are responsible for some tasks; hence, they ought to organize themselves in groups or teams for accomplishing the organization's purposes. Team leaders need management skills to drive their team forward in terms of productivity. In this case, management skills are needed less for building a team or making changes to a team, and more for motivating and mediating between team members. They also tend to be mediators between their team members and senior management, which is why management skills are essential. Skills should be provided in the manager

entrepreneurship in a box



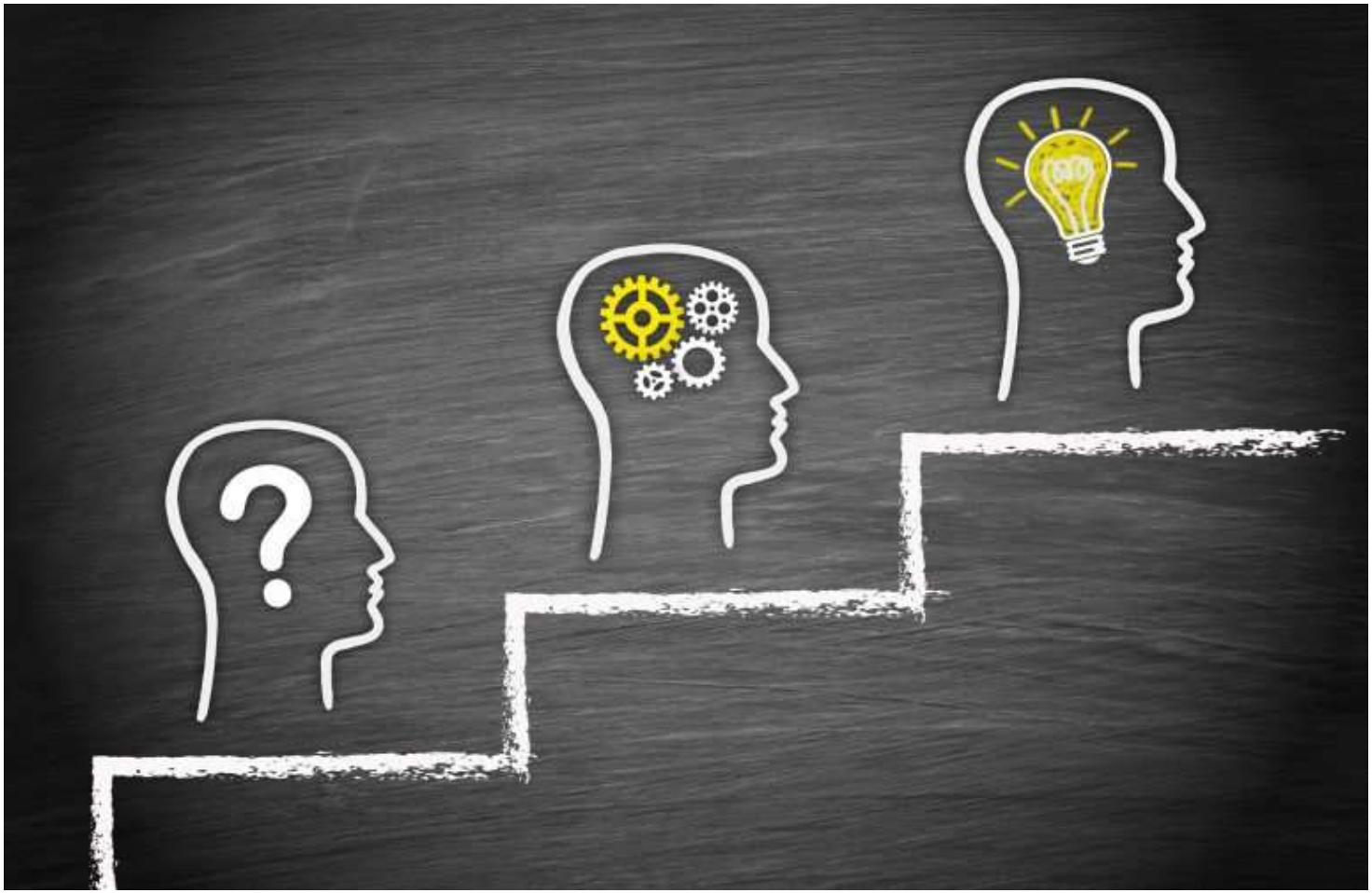
Delegate to

INCREASE YOUR PRODUCTIVITY



Task and authority delegation

- One crucial management skill the leader will require is the ability to delegate tasks and authority to drive productivity. Choosing the right team members for the right tasks is essential, and great leaders should also have an understanding of the weaknesses, strengths, and interests of their team members.



STATE THE ISSUE

THINK ABOUT OPTION

RATE THE CONSEQUENCE

ORGANIZE THE THOUGHTS

NARROW POSSIBLITIES

GO OVER DECISION

Strong decision-making skills

- Part of delegating involves strong decision-making skills, which is another separate skill that you should be looking for in the leaders. If you are hiring an HR leader, for instance, they will need to make good hiring decisions, or decisions to take candidates forward to the next round.



Communication skills

- Communication skills are vital for leaders. As mediators between senior management and individual members within a team, the leader candidates will need to clearly communicate key ideas. Good communication skills are not only limited to verbal communication, but they also include written communication and actively listening to their team members

How to Improve Communication Skills

- ✓ Be an active listener.
- ✓ Hold effective meetings.
- ✓ Explain the why behind a decision.
- ✓ Check-in with employees.
- ✓ Ask for feedback.


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Time management skills

- From the perspective of a leader's role, time management skills might not be associated with a particular task. Instead, for leaders, you should be looking for how efficiently they organize and allocate the team members a particular amount of time to complete certain tasks. This is part of the ability to delegate, so the leader candidates should show that they have excellent time management skills.