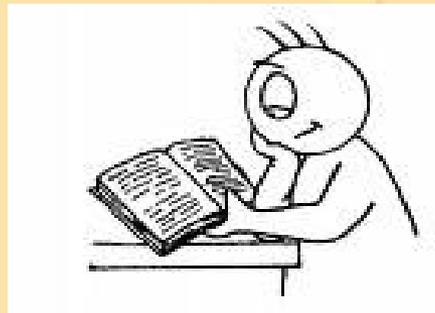


- Need - This presentation is prepared in light of the attrition rate in the industry which is too high. The power of an organization's managers in creating the organization's values, environment, culture and actions is immeasurable. Organizations need managers who can manage their employees and is trustworthy, cares about people as well as the business and acts with integrity.



The need for good managers is increasing .  
In todays scenario need for good managers who can manage themselves as well others in high stress environment is increasing .  
Any one can be a good manager as it is as much as a trainable skill as it is inherent ability.





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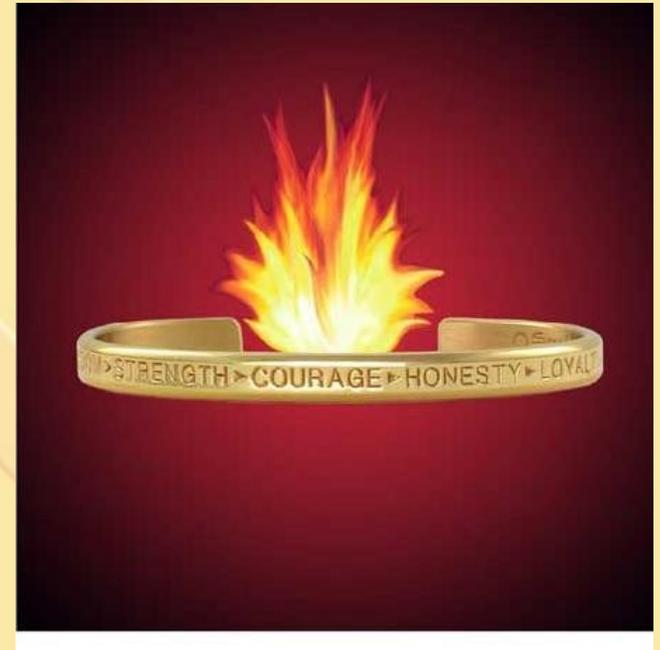
- You are always ready to :-
- You have confidence in yourself and your abilities. You are happy with who you are, but you are still learning and getting better

- You are an extrovert. Management is a people skill - it's not the job for someone who doesn't enjoy people. You have to interact with them.

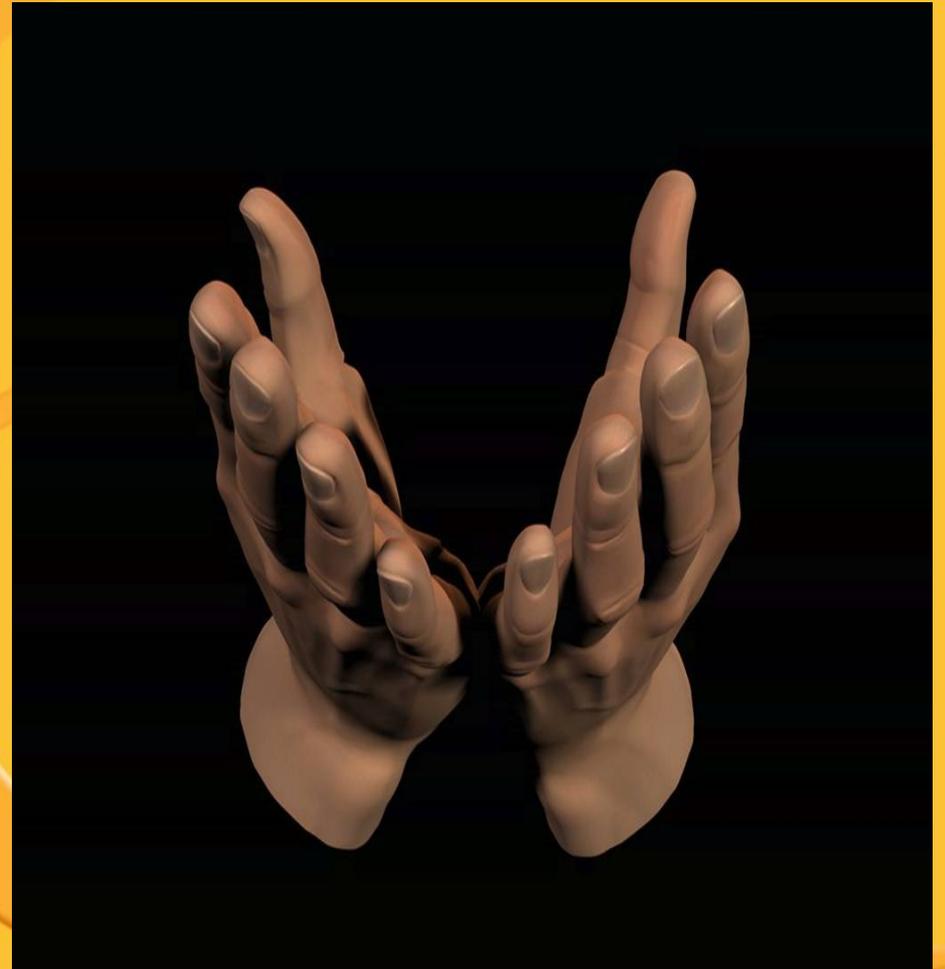


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- You are honest & straight forward . Your success depends heavily on the trust of others. You never compromise with your honesty & integrity



Effective managers are great givers & they give it freely.



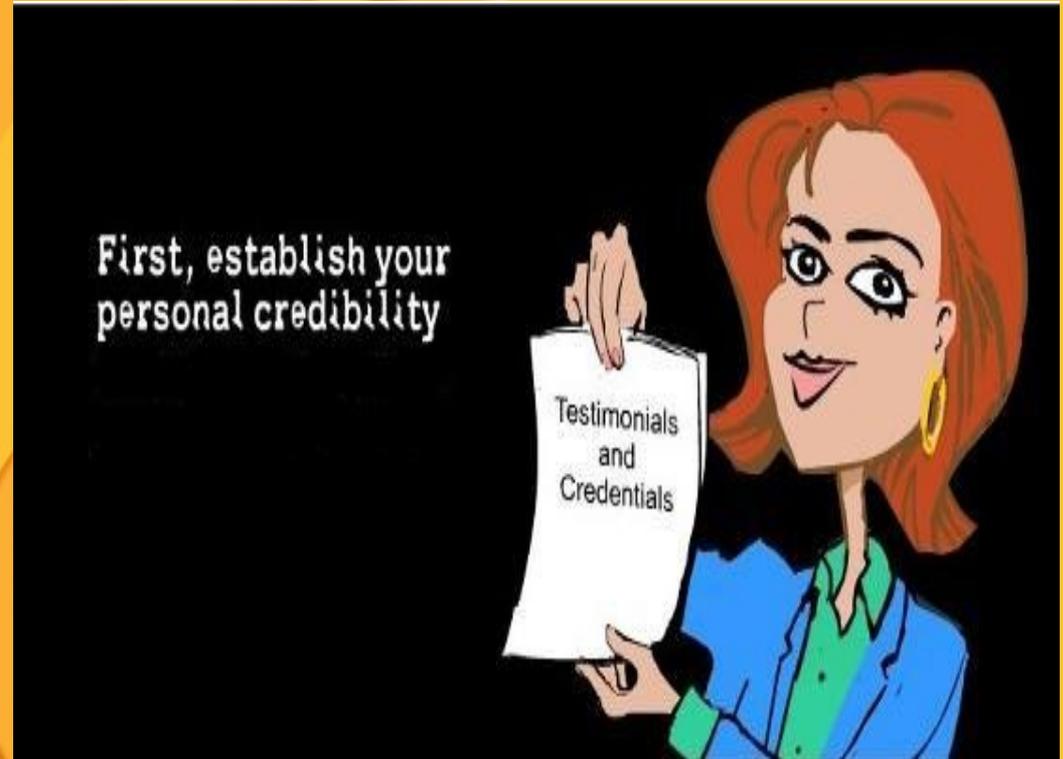


- Put your people first. The bottom line about being a good manager is this: If your employees don't perform well, you don't perform well. Every good manager must learn how to train, support and motivate his or her employees. If you don't take the time to support your staff and ensure their needs are being met, all of your work will be useless. After all, says Moore, "If you don't develop your people, you have nothing."

Effective managers establish a system of values.

You have to make yourself accountable to people in authority.

Effective managers understand that no good ever comes out of authority without accountability



- Being a manager you need to involve your team members in whatever you do. You don't exclude others because they lack certain attributes. To become an effective manager learn to tap & develop people.
- Keep your employees within the loop. Inform them of all decisions that will affect and be affected by their work. Don't treat them as mindless machines that are used only to get the job done.



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- Managers are to be leaders. Effective leaders have a quality about them that makes people notice when they enter a room.

A manager has to be very ethical. He is the face of the team. His subordinates & team members will pay him regard only if they find their leader ethical.



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Never try to show discrimination in group. If somebody is not competent try to make them learn. Treat everyone equally in group

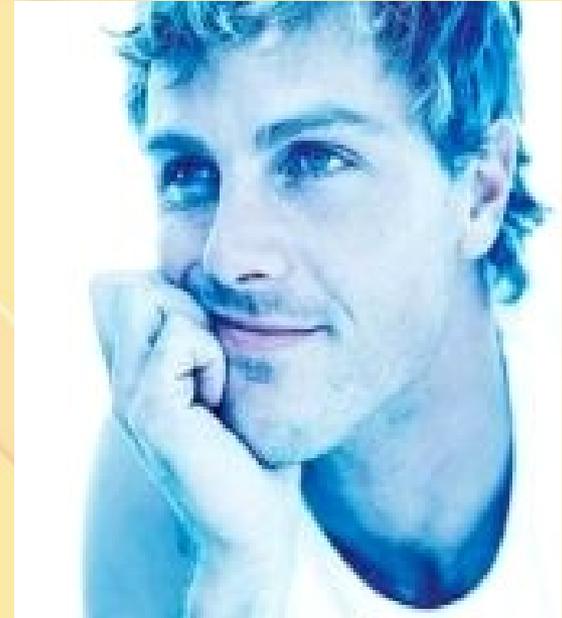


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- Being a good manager you should never discriminate among your team members.
- Treat your people equally.



- Don't be rude with others
- You can be firm but not harsh
- Don't use hurting words in your statement



- Not everyone can learn his / her job from the first day. Train your team members wherever they are facing problem
- Rather than shouting on others who are not as good as you on that job try to make them learn. Your team members will pay high regards to you.



- You have to counsel people. Many times people are filled with negativity due to one or other reasons, in that case you have to play the role of a counsellor.
- If somebody is not performing well in that case also you can counsel them.



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- You should have strong convincing power
- You don't have to impose something forcibly rather than try to be logical in your approach. If your logics are correct you can convince people.





- Don't come to any conclusion in hurry, rather try to analyze the project before you are going to start that
- Your analytical approach will definitely help your assignment to be a success.

- You should have the ability to "put oneself into another's shoes", or experiencing the outlook or emotions of another being within oneself. You should have the ability to recognize & perceive the feeling & emotions of others. If you want to persuade people to your view, start where they are and work from that position. By putting yourself in their shoes, you develop a sensitivity to their needs. This allows you to better address the issues concerning them.



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- Always motivate your team members. Give credits to them for their good performance.
- . To motivate your people better, figure out what they want and how you can give that to them for doing what you want them to do.



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- If any of your employee or team member share with you anything personal as well as professional you should have the ability to maintain his / her privacy. Never share somebody's personal thing with others.



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## Acknowledge your staff :

When a member of staff does a job well, make sure you notice it, and acknowledge her or him for it. Don't let the opportunity to praise a piece of good work go by.



# Never, ever, humiliate anyone on your staff team

- If you are annoyed with someone on your team, or they have done something wrong, make sure you keep your cool, especially in public. If you humiliate someone, he or she will hold a grudge against you, and their work will suffer too



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- If you don't make mistakes, chances are you are not stretching yourself. If your staff are allowed to feel that mistakes are part of reaching for new highs, rather than something to feel bad about, or shamed for, then they will take more risks on your behalf.



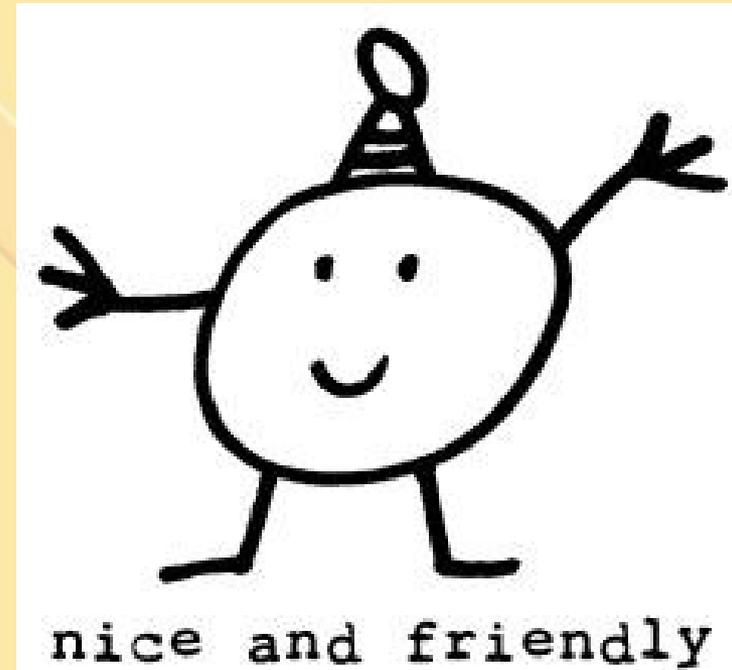
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Take time to get to know your staff, who they are, who is important in their lives, etc. Be interested in them as people, not just as workers



# Don't hide behind your position

- Be human and friendly with your staff - that way you will all be able to support and encourage each other when things are tough



# Be approachable

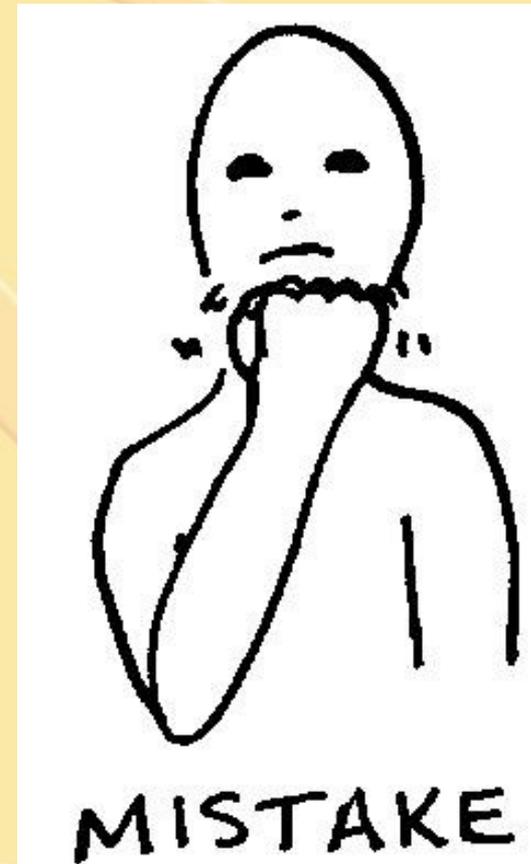
- Allow your staff to feel that they can come and talk to you about sensitive issues, about inside- and outside-work difficulties, and that you will respect them, and not hold what they share against them



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- If you get it wrong, say so. Managers don't have to be infallible! Your staff will respect you more if you are able to admit your mistakes, and then set about sorting out a solution



# Listen in such a way that your employees will talk to you



- Often people feel afraid of, or intimidated by, management. Make sure you show people that you are willing to listen to what they have to say, that they are important and worthy of your time.

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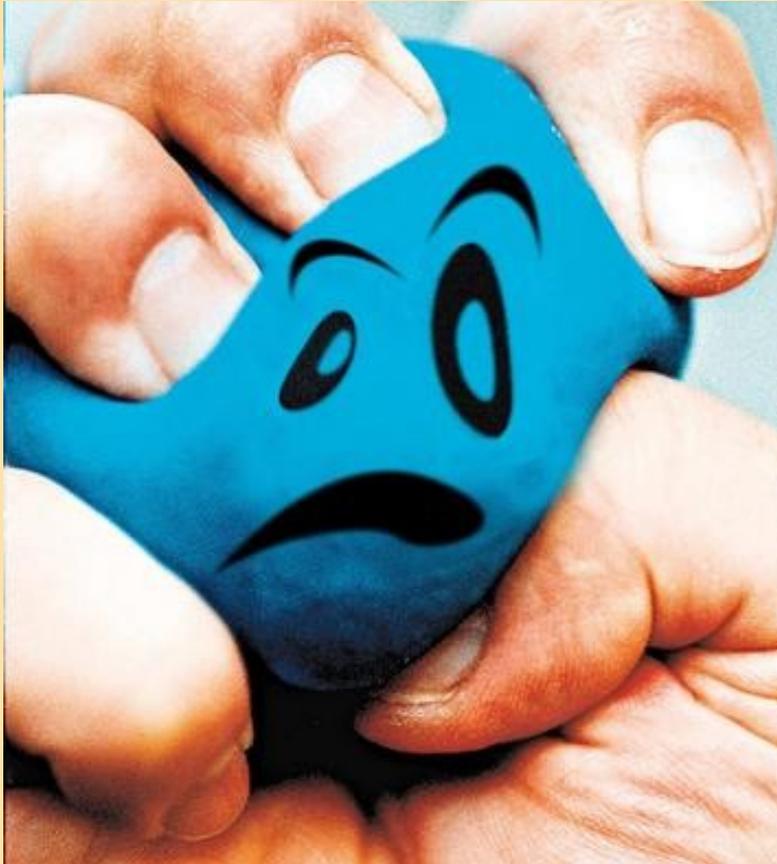
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If you feel that an employee has the potential to do much better at his/her job, take them aside and tell them how you feel. Sometimes, the belief that a superior has in you pushes you to achieve more.



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- . No one likes to start a task at the end of the day, especially when you have other plans for the evening. Do not throw work at your employees just as they are about to call it a day

# 5



- It is your responsibility to ensure that people understand your requests - so communicate clearly, and ask if people have understood what you are asking for

# Treat everyone respectfully and courteously at all times.



- Particularly when there is a problem! Everyone who works for you is a valuable human being who deserves respect. A manager is only as good as how she or he treats the people on her or his team

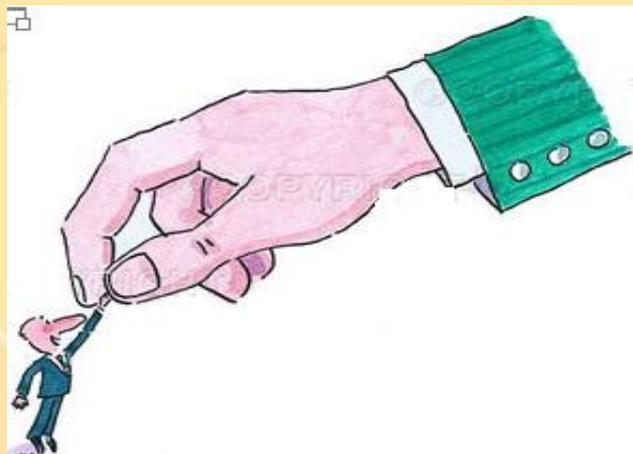
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- Understanding people & human nature:-Being a good manager its very important to understand people & human nature
- When you have a proper understanding of human nature & people -when you know why people do the things that they do - when you know why and how people will react under certain conditions - then only you become a skillful manager.



Talk to people



Make people feel important



Agree with People



Thanks People



Praise People



Skillfully listen to people



Convince people

# Be a Peoples Person

People are the most precious resource.

Your success ,fulfillment & happiness depends on your ability to relate well to different kinds of people. This is why it is very important for you to become a people's person.



# The Golden Rule



- The key to successful interpersonal relationship is to treat people the way you want to be treated. This is called the golden rule. Instead of putting people in their place, learn to put yourself in their place & see life the way they see it.

# Qualities People want in a good manager

People no matter what their station in life is are mostly drawn to those who know how to

Encourage

Appreciate

Forgive

Listen

Understand



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People are drawn to charismatic individual. Charismatic individual have a personality that makes people respond to them positively. To become a better manager you need to develop charisma.

The key to developing charisma is to make other people feel good about themselves rather than to make them feel good about you.



- 1)Concern -The Ability to care
- Charismatic people are truly concerned about people's deepest needs & interests
- They are very sincere in their approach &truly care you & make you feel important



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- Charismatic people are help other people with their problems.They inspire them to face their problems & offer creative solutions and hope

### 3) Action (The Ability to make things happen)



- Charismatic people are never boring. They are always creative & confident in the way they present ideas or solutions.

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- Charismatic people are other-centered and genuinely wish for other people to succeed. This trait inspires productivity in people

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- Charismatic managers are natural leaders. They know how to influence people & make them follow their lead.