



**How to be a  
good manager**



**M**ost people know in broad terms what a manager is, although usually they cannot define it exactly.



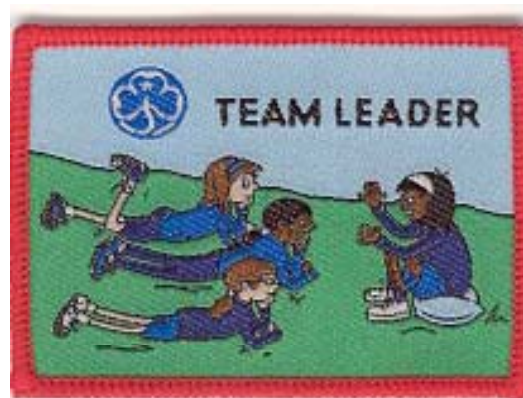


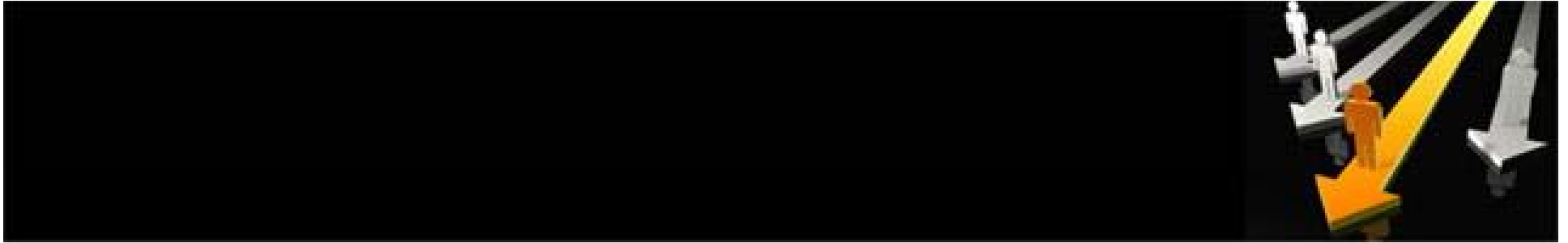
Today, Managers are those persons  
“bosses” who just order their co workers





They must be a team leaders and work with their team to achieve common objectives.





Not everyone who has “manager” in their job title is a manager.



Some people are given the title to make them look more important to a firm's customers.





For example some businesses call every sales person a “sales manager”.



The work of managers can be broken down under six main headings.





Firstly they set their team's objectives.





Secondly, Then they must organise, by working out what needs to be done and allocate people to these tasks.





Thirdly they must communicate lucidly  
so that each person understands what  
they are responsible for.





Fourthly, They must also motivate each person in the team to give their willing effort.





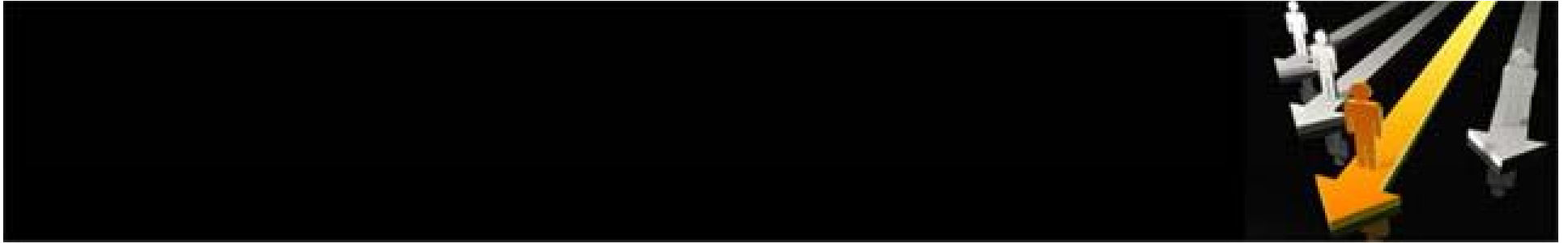
Fifthly, They must set targets for their team.



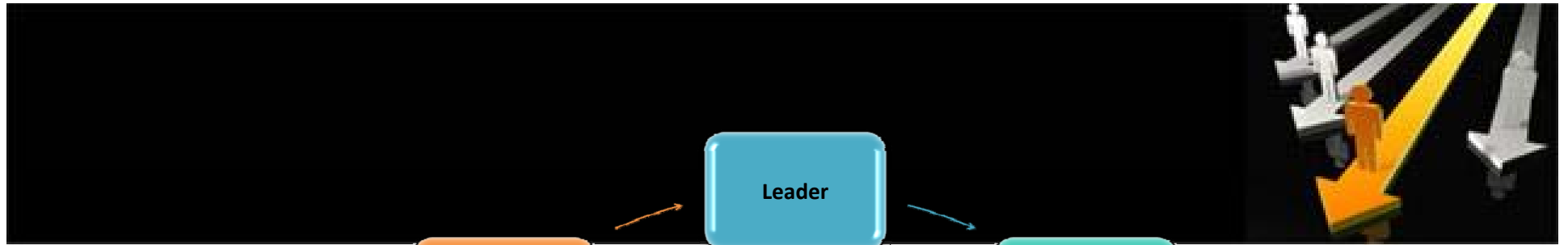


Finally, they must develop the knowledge and skills of the individuals in their team.





# The Best practices of Good Manager

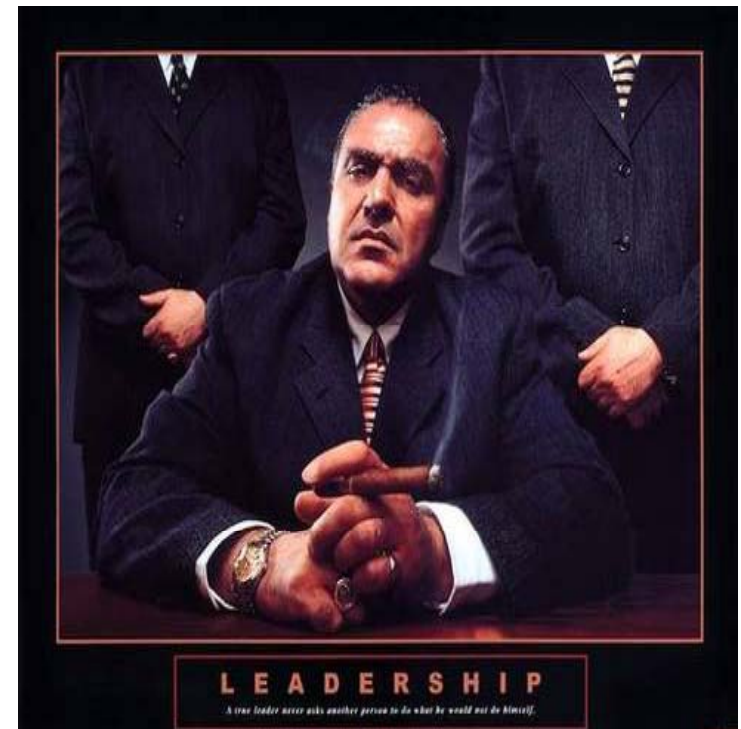






## LEADERSHIP

Hard work yes, but not too daunting if you can focus everyone's energy and skills to the task in hand. The other thing you must always remember is that you as the leader carry the responsibility, even if other team members let you down.





## **TEAM WORK**

Everybody in a team must work to the same aims, otherwise there is chaos – these objectives must be set by the manager.





## KNOWLEDGE

From the above it looks as if managers have a lot to do. But some of these tasks – such as setting objectives, work organisation, setting targets and identifying training needs might take only a very few weeks in the year.

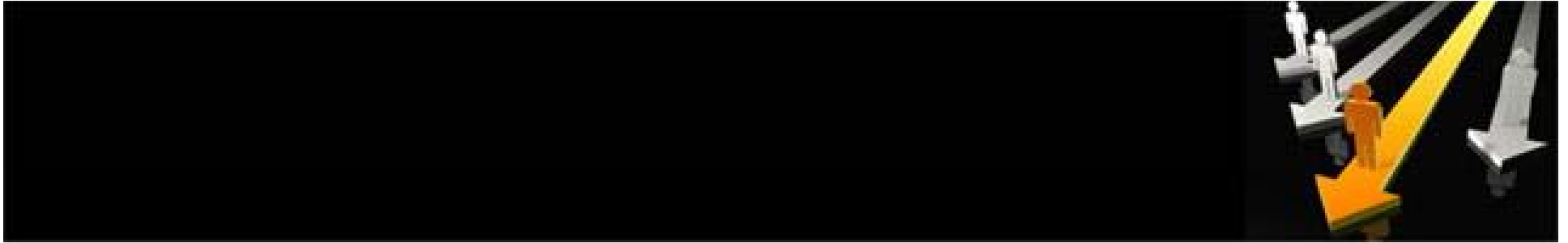




## **OBJECTIVE**

The manager must work out what needs to be done to achieve the objectives, breaking down the work into individual tasks, and selecting people to perform each job.





## **COMMUNICATION**

A key management skill is the ability to communicate. This is not just “telling” people what to do, however clearly.





## **MOTIVATION**

How a manager communicates is an important part of motivating the team.





## **CLEAR TARGETS**

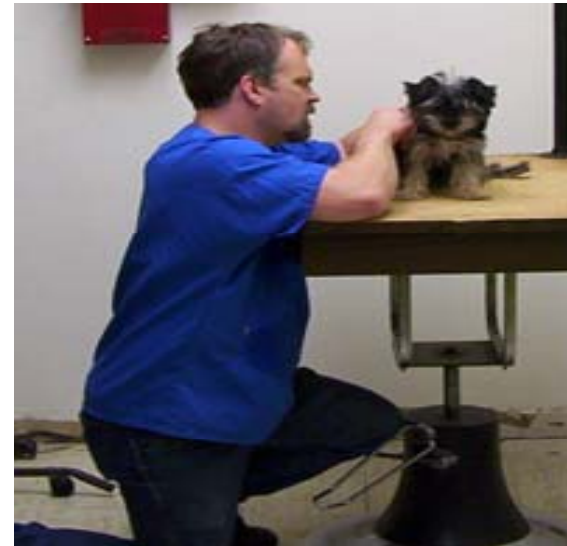
Having set objectives for the team, and organised the work that needs to be done to achieve them, the manager must monitor progress.





## **GROOMING**

Jobs are changing at an exhilarating pace. So skills and knowledge soon get out of date unless they are regularly updated.







## **BRAIN STORMING**

From the above it looks as if managers have a lot to do. But some of these tasks – such as setting objectives, work organisation, setting targets and identifying training needs might take only a very few weeks in the year.





**Thank you,**  
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