Management Essay, Research Paper

The experience during the (name of course) at (name of College) has given me a broader view on managment. With the vast amount of material given to me in class with prior modules, I?ve increased my understanding of an effective management. One?s skill in management requires constant practice. Mangers who grow too complacement or too lazy to continue practicing will eventually find their carrer in decay. In this paper, I will present my concept of an ideal managment environment. Good management is practiced in many forms and in a great diversity of business situations. There are basic principles of how to manage, but they would be applied differently in different situations. In an effective organization led by good managers, there is a clear set of strategic objectives I consider skill essential in an effective management:

? Communication

? Motivation

? Listening

? Teamwork

? Interpersonal Skill

? Goals

After I explain the six essential skills in an effective management, I will state my own style/preferences in management and explain how I?ll try to incorporate them into my effective management views.

There are many more concepts I have learned about effective management but I will focus on what areas I believe can relate to my needs in my organization. It is worthy to note that a successful organization have managers who have a great deal of flexibility in establishing a workable leadership style. Successful managers, in addition, realize that times, tasks, and circumstances change on a daily basis.

Communication

Nothing could be easier than failing to communicate. For many years, managers think they can belittle their employees with the ?I?m the boss, get to work? attitude. It is different today in most places. More poeople are beginning to understand how important good comunication really is.

Communicating well is something every one of us does everday in our lives. However, effective communication seems to be rare in adults. There are some basic concepts that can be implemented to have a successful communication. They are making communication a top priority, being open to other people, and creating a receptive enviornment for communication.

First, I?ve learned that I must make time to communicate with my subordinates no matter how busy I find myself during the work day. All my brilliant ideas are worthless if I dont share them. Second, if I can show my colleagues I am receptive to their ideas, they are more likely to be receptive to me and to keep me honestly informed about the things I need to know. I?ve learned that a good organization has people caring about the future of the organization and that top managements care as much about their people. Finally, it?s a basic fact that people wont say what they think and won?t listen receptively to what you say unless a foundation of trust and shared interest has been laid.

In an effective management environment, people shouldn?t be punished for their openness; especially in situation when they took the risk to tell you what they think. For example, if I am in a position when someone disagrees with my plan and tried to make a suggestion, I?d be very delicate about the way I tell them I dont agree with them. However, I?d encourage them to come back to me the next time and make another suggestion.

Motivation

I see an importance in having a skill to motivate people. In an effective managment environment, leaders should show the employees that he will take risks and encourages them to do the same. In the past modules, I?ve learned that using fear is a poor motivator. Companies that are run on that basis will end up with a work force of resentful employees. An ideal environment would be a place where someone feel a real sense of purpose, the feeling that they are valuable. This is where I believe a true motivation comes from, not just to work but to excel. To do this, I believe people need to be recognized, be included, be encouraged, and be involved. Glory should be shared with everyone in an organization and a clear understanding how value individuals are. I?d like to see employees be given the freedom to work as they see fit, and convey their belief in their abilities by getting out of the way. In other words, an effective leader in an organziation should show people that he trus!

t, respect, and care about his people. As a result, he will be surrounded by motivated people.

Another way to motivate people is to express genuine interest in others. I?ve learned that managers shouldn?t be remote. They need to touch base with people on a regular basis so that everyone knows there is a time when they?re actually going to be accessible with me. People respond to people who are available and sincrely interested in them. One of the most basic facts of human psychology is that we are flattered by other people?s attention. An example would be offering an open, friendly, interested greeting to a new person in the offfice. There is nothing more effective and rewarding than showing a genuine interest in other people

Listening

There are two very good reasons to listen to other people. You learn things that way, and people respond to those who listen to them. The importance of listening apply for anyone who hopes to communicate with others. Listening is the single most important of all the communication skills. More important than a powerful voice and the ability to speak several langauges. Good listening is where effective communication begins. Many people think listening is passive, talking is active but this is not true. Active listening requires an intense involvement in a conversation. Concentration is a skill needed to listen well. An environment with an effective managment has to have a good listening leaders in the management department. I?d like to be in an organization where it is comfortable to work in.

Nobody is more persuasive than a good listener. Listening is still the best way to learn. People respond to those who will listen to them. This is a skill that can motivate people to work effectively as well.

Teamwork

Someone once told me to use former USSR as an example of how rigid hierarchy doesn?t work. To avoid a stiff structure in an organization, managment would need to let people do their creative best and optimize their talent. An ideal organization consists team-orientated environment where people are being asked to work beyond their disciplines. Departments are working together instead of being rivalary like they did in the past. An effective teamwork doesnt happen overnight. It takes a cooperative group of individuals and a talent leader. Here are what a good team is made of:

? People working together to accomplish a shared sense of purpose.

? Making goals team goals together.

? Treating peope like the indivdiuals they are.

? Making each member responsible for the team product.

? Sharing the glory, accepting the blame together

? Taking opportunities to build confidence on the team.

? Being involved

? Being a mentor to each other.

Interpersonal Skill

Interpersonal skill is another skill that I believe is important. Mangers need to be able to give recognition, praise, and rewards at the right time. People may work for money but go the extra mile when treated right. Everyone needs to be refreshed and supported by receiving recognition for a job well done. Suitable recognition for good work helps overcome failures, if any, in tasks performed. Organizations should praise, reward, and reinforce employees? good performance face to face and in public as soon as possible.

On the other hand, a good organization will at some times provide negative recognition. It should be done face to face and in private. This is where managers can be receptive in handling mistakes, complaints, and criticism.

Creating an environment where people are open to receiving advice or constructive criticism is one way to approach people when needed. An empathsize that mistakes are a natural part of life is needed. One sure way to get this message across is to have managers admit their own mistakes.

Another way to approach people is to think twice before you criticize or assign blame. If the person who made the mistake already knows how it happened, why it happened, and what needs to be done so it wont happen again, then nothing at all should be said. There?s no point in making people feel worse than they already do.

To criticize respectfully is another key point for managers to remember. I?d like to be an effective manager and create a receptive environment for what I need to say to my suboridnates. People will be more receptive if I focus on the things they do right as well as the thing they do wrong.

Goals

Setting goals is equally important too. Goals give us something to shoot for. They keep our efforts focused. They allow us to measure our success. Therefore, it is essential for an organization to set goals that are challenging but also realistic and clear. Let?s not forget that goals should be measurable.

Without specific goals it?s far too easy just to drift. Time gets wasted because nothing has a sense of urgency. Deadline and follow up doesnt seems to be imortant. It may even by tempting to put off anything indefinitely without any goals.

Goals are what can give us direction and keep us focused. I?ve learned that once I establish my goals, I have to prioritize them. The next step is to organize my time and energy to reflect those priorities. Of course, it is okay to change the goals as they may develop and change. It is very important to evaluate them from time to time.

My Style/Preference

When I completed Myer?s MBTI questionnarie, I learned that I am ESTJ (Extraverted Thinking with Introverted Sensing). According to the MBTI booklet, people with ESTJ like to organize projects, operations, procedures, and people, and then act to get things done. ESTjs are excellent administrators because they understand systems and logistics. In addition, ESTJs like to take charge and get things done. However, they often leave people wondering where they are coming from.

From my learning in previous classes at (name of College), I learned that it is important for me to be careful and improve the areas I feel I am weak in. As for my strengths, I will opt to strengthen them and try to go further. My experience as a manager is limited to managing a small group of people. When I have the opportunity, I will be managing larger groups. I do notice that my management style has evolved into the direction where I think it should be going to. Thanks to my time invested in learning more about management at (name of college). I noticed that I am beginning to care more about self-development and looking for ways to be effective in handling people, work, relations, and situations.

Summary

I?ve explained six concepts that I feel is essential in an effective management. Communication is built on trusting relationships which can help motivate people. Listening is another thing that is underestimated by many people. A good team can be formed in an organization if those three are combined. Like a good coach leading a team to championship, managers with good interpersonal skill can lead the organization to success. Finally, but not least, goals are equally important as well. They must be clear, challenging, well defined, and obtainable. All in all, these concepts are not limited to what make an effective management but are essentials to me.

I also briefly covered the result of MBTI questionnaire and identified my strengths and weakness in leading/confronting people. Most people wants to be more successful and I am one of them. It is important to me that the key elements of good management is outlined so I can be able to evaluate my performance in each of those areas and to follow the guidelines I need when I find a need for self-improvement along the way.

31c