



Planning, Learning and Managerial Skills for Management Students

Gaikwad Apurva Ashok

Abstract

Management skills can be defined as certain attributes or abilities that an executive should possess in order to fulfill specific tasks in an organization. They include the capacity to perform executive duties in an organization while avoiding crisis situations and promptly solving problems when they occur. Management skills can be developed through learning and practical experience as a manager. The skills help the manager to relate with their fellow co-workers and know how to deal well with their subordinates, which allows for the easy flow of activities in the organization.

Keywords:- Planning, Management skill, business idea, performance etc.

Introduction

Management Skills are important to lead a team and drive the organization in the right direction. And to be a good manager it is important to have skills like Planning and creating an effective strategy, good communication skills, decision making, leadership skills, problem-solving skills, time management, conceptual-skills, controlling, motivating, and leading the team, etc. A Manager with good managerial skills is one of the pillars of the organization and has the ability to lead the company to success. Famous French Industrialist Henry Fayol divided management into 5 types. In this article, we will discuss the skills all managers should have.

Planning

Planning is one of the most important skills for project managers. It is all about defining the goals of the organization. The manager should have a vision and plan for the future. Further, it includes two important components: Determining objectives with respect to the goals and Finalizing plans, strategies, and actions for achieving the goals.

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Organizing

Once the planning is done, the manager needs to allocate and arrange resources for the successful implementation of the plans. These resources include both human and non-human resources. Organizing is one of the essential managerial skills. Organizing helps managers determine the list of pending tasks, combine them into jobs, and group the jobs into units giving a form to the organization's structure.

Leading

One of the primary responsibilities of a manager is to ensure the completion of all tasks on time and strict adherence to policies. And for this Leadership skills are important. Leadership skill involves:

- Creating and sharing a vision of possible achievements by the organization
- Communicating with employees and creating good interpersonal relations
- Motivating and inspiring team members to perform better.

Leading also ensures that the managers create a positive environment at work. This also helps improve the performance of each employee or group of people, boosts their morale and leads to a productive and innovative team.

Controlling

Another important management skill is ensuring that the performance of the organization conforms to the expected goals and standards. They do this by regulating the activities in the organization. Also, in order to regulate, a manager's role involves:

- Monitoring ongoing activities
- Establishing standards of performance/output
- Comparing results with the standards
- Identifying areas that need improvement (can be processes, policies, or practices) and initiate corrective action.

Also, there are times when the strategies and/or plans developed and implemented do not work as planned due to external factors. At such times, identifying such factors and taking corrective action can help bring the team back on track.

Management Process

Management is a complex process and requires an excellent manager with adequate management skills for balancing all the different components. Further, in an organization, managers at all levels are involved in all four functions specified above. However, the balance between them can vary depending on their level/role. The sign of a great manager is the optimal use of all these four functions in a systematic manner. Also, in a business environment, these four functions, along with the resources and outcomes are inter-related and work in tandem as a process.





❖ IMPROVE YOUR MANAGEMENT SKILLS

1. Strengthen Your Decision-Making

Sound decision-making is a crucial skill for managers. From overseeing a team to leading a critical meeting, being an effective manager requires knowing how to analyze complex business problems and implement a plan for moving forward.

In the online course Management Essentials, the following components—referred to as the “three C’s”—are presented as essential building blocks for a successful decision-making process:

Constructive Conflict: This involves engaging your team members in the decision-making process. It invites diverse perspectives and debate, and stimulates creative problem-solving.

Consideration: All stakeholders involved in a decision should feel their viewpoints were fairly considered before a solution is determined. Without this sense of acknowledgment, they may be less inclined to commit to and implement the solution.

Closure: This is a function that ensures stakeholders are aligned before proceeding. It requires defining what constitutes a project or initiative as “done” within a set period, determining if anything remains to be accomplished, and ensuring everyone agrees as to whether the outcome was a success.

By ensuring your decision-making process encompasses these qualities, you can become a key contributor at your organization and influence the context in which decisions get made.

2. Cultivate Self-Awareness

A high level of self-awareness is critical for managers, and it’s what separates high-performers from their peers in the workplace.

This core tenet of emotional intelligence requires introspection and an honest evaluation of your strengths and weaknesses. Through engaging in self-assessment and turning to trusted colleagues to gain insight into your managerial tendencies, you can chart a path for your professional development that hones in on areas where you need to improve, enabling you to bring out the best in yourself and others.

3. Build Trust

Trust can reap numerous benefits in the workplace. According to research outlined in the Harvard Business Review, employees at high-trust companies report:

- Less stress
- More energy at work
- Higher productivity
- Greater engagement

Seek to forge deeper connections with your colleagues by engaging in small talk before meetings and learning more about their lives outside the scope of their work. In addition, encourage inclusive dialogue about personal and professional differences, and be open to diverse viewpoints in discussions.

4. Be a Better Communicator

Strong communication skills are a hallmark of any successful manager. Being in a managerial role involves tackling complex business situations and ensuring your team has the information and tools required to succeed.

When facing such challenges as navigating organizational change, be transparent about the tasks at hand and instill your team with a shared vision of how your company can



benefit from the impending transition. Continually provide updates and reiterate the plan for moving forward to ensure your employees are aligned and understand how their work factors into larger corporate objectives.

5. Establish Regular Check-ins

Make it a habit to regularly check in with your employees outside of their annual performance reviews. According to research by Gallup, team members whose managers provide weekly feedback are over:

- Five times more likely to strongly agree they receive meaningful feedback
- Three times more likely to strongly agree they are motivated to do outstanding work
- Two times more likely to be engaged at work

Keep the conversation informal when delivering feedback to your employees, and focus on the person's progress toward organizational goals, rather than their personality. In addition, help them set an action plan for moving forward, and affirm your role as a trusted advisor as they tackle next steps.

6. Carve Out Time for Reflection

Beyond regular check-ins, set a consistent cadence for reflecting on and reviewing your team's work. In one study by Harvard Business School Professors Francesca Gino and Gary Pisano, it was found that call center employees who spent 15 minutes reflecting at the end of the workday performed 23 percent better after 10 days than those who did not.

In a video interview for Management Essentials, HBS Professor Amy Edmondson says reflection is crucial to learning.

"If we don't have the time and space to reflect on what we're doing and how we're doing it, we can't learn," Edmondson says. "In so many organizations today, people just feel overly busy. They're going 24/7 and think, 'I don't have time to reflect.' That's a huge mistake, because if you don't have time to reflect, you don't have time to learn. You're going to quickly be obsolete. People need the self-discipline and the collective discipline to make time to reflect."

Schedule reflection sessions shortly after the completion of an initiative or project and invite all members of your team to participate, encouraging candor and debate. Hone in on problems and issues that can be fixed, and plot a corrective action plan so that you don't encounter the same pitfalls in your upcoming undertakings.

7. Complete Management Training

Beyond your daily work, furthering your education can be an effective way to bolster your management skills.

Through additional training, such as an online management course, you can learn new techniques and tools that enable you to shape organizational processes to your advantage. You can also gain exposure to a network of peers with various backgrounds and perspectives who can inform your managerial approach and help you grow professionally.

Conclusions

Planning is a vital aspect within an organization. It refers to one's ability to organize activities in line with set guidelines while still remaining within the limits of the available resources such as time, money, and labour. It is also the process of



formulating a set of actions or one or more strategies to pursue and achieve certain goals or objectives with the available resources.

The planning process includes identifying and setting achievable goals, developing necessary strategies, and outlining the tasks and schedules on how to achieve the set goals. Without a good plan, little can be achieved.

The various management skills that are essential in the achievement of personal and professional goals are, developing self-awareness, managing personal stress, solving problems analytically and creatively, building relationships by communicating in a supportive manner, gaining power and influence, motivating others, managing conflict, empowering and delegating, forming effective teams and teamwork and leading positive change. These skills are inculcated among students from the stage of early childhood, particularly when they get enrolled in pre-schools and begin learning. Within the course of time, as students get enrolled in secondary schools, senior secondary and higher educational institutions, they are able to done these management skills and make effective use of them to enrich their academic outcomes and career goals. Therefore, it can be stated that to enhance management skills, the students need to effectively implement what they are taught by their educators and parents.

On the other hand, as they progress in their career paths, they are able to generate awareness in terms of limitations and put into practice the measures to bring about improvements. The individuals need to pay attention towards management skills and hone them continuously.

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