

Seminar on “QUALITIES OF A GOOD MANAGER”



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December 20, 2018



QUALITIES OF A GOOD MANAGER

- Delegation of work
- Self confidence / Decision Making
- Training / Leading
- Goal, Planning and Measuring Success
- Motivation

DELEGATION OF WORK

- ✓ Work is to be delegated (divided) among subordinates.
- ✓ The delegation should be clear and work should be checked daily.



SELF CONFIDENCE / DECISION MAKING



- ✓ The manager should be confident of the work he is doing.
- ✓ The manager should take strategic decisions suiting the organization's objectives.
- ✓ He should have positive attitude towards work which would further help to motivate and guide the team.

TRAINING OR LEADING

- ✓ A regular basic training should be provided.
- ✓ It is needed so the team do not tend to forget anything and get updated with reference to time.



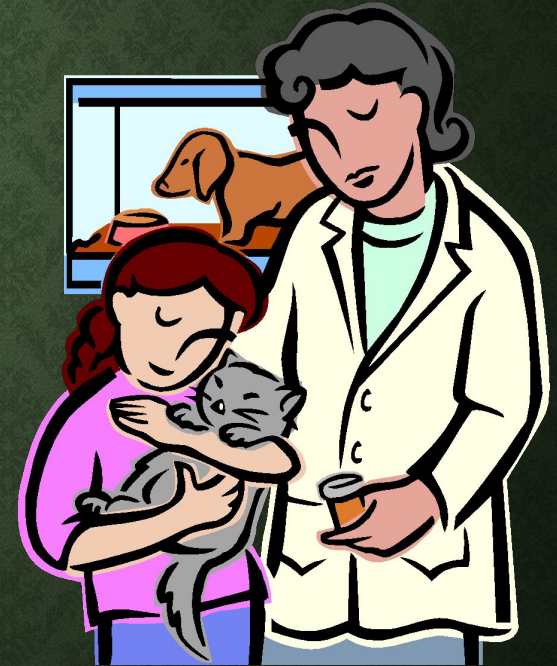
GOAL, PLANNING AND MEASURING SUCCESS

- ✓ First of all goal is to be decided. This will help in giving right direction to the team.
- ✓ Second the big goal is to be broken into chunks. Then planning is to be done. This will help the team to feel easy, confident and manageable.
- ✓ Always compare the action and results and take corrective actions for measuring success.



MOTIVATION

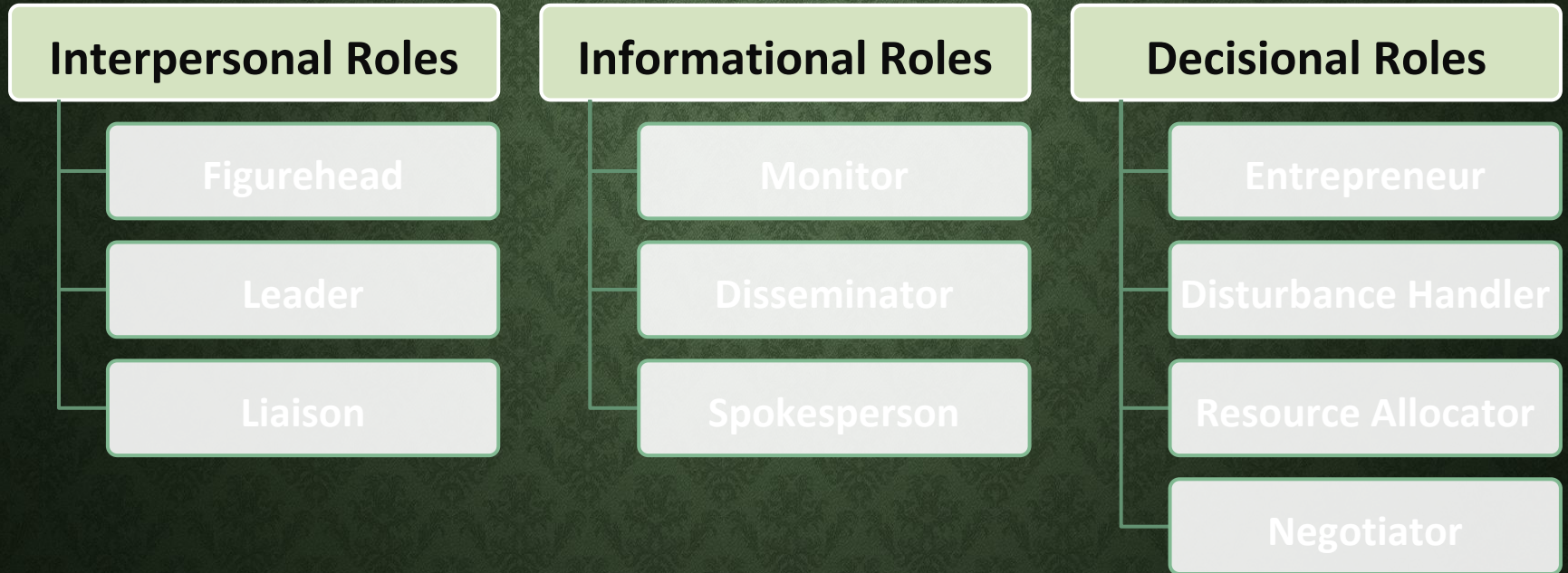
- ✓ The manager should confirm that the team believes in the company's products / services and if the team is doubtful then the manager should clarify their doubts.
- ✓ The manager should motivate the team for better performance and to reduce fatigue and boredom.





LAST BUT NOT THE LEAST
SOME MORE STUFF !!!

MANAGERIAL ROLES



FOCUS ON STRENGTHS



✓ Develop the Strengths

✓ Overcoming Weaknesses

✓ Do everything which can be done to nourish talent.



A GOOD MANAGER IS A “CATALYST”

- ✓ **Manager can accelerate or reduce the working capacity of sub-ordinates**
- ✓ **Change Motivation level of the Person**



FIND GREAT TALENT

- ✓ **Manager should know what talents to look for**
- ✓ **Search the best people for the team**



Set Priorities



Share department's objectives with staff and then ask them how they can help to achieve them.



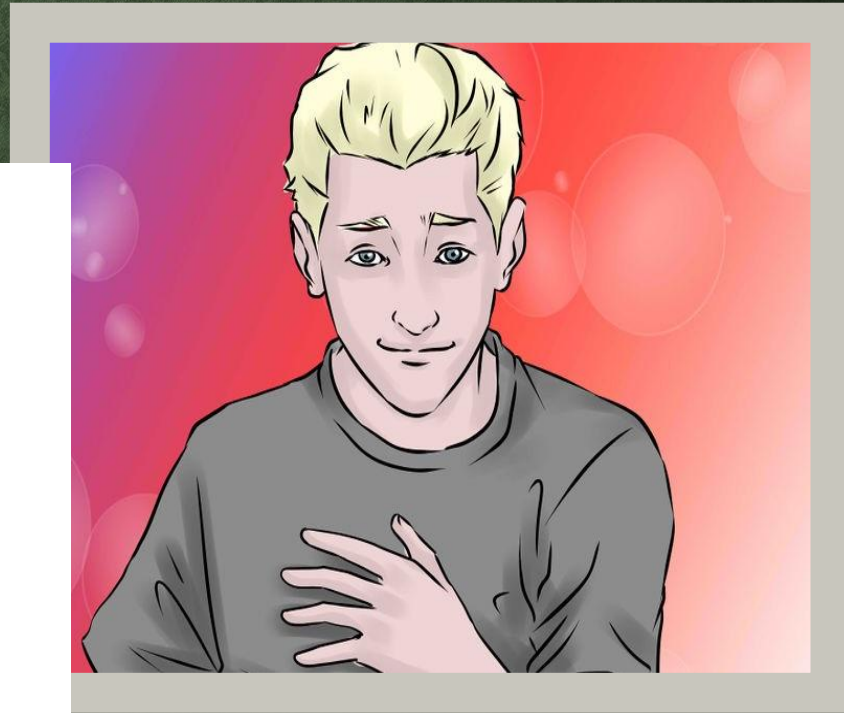
Acknowledge the expertise of staff



Encourage creativity in the team



Don't be too weak to admit mistakes



A manager can still be friend with the staff





THANK YOU