



GETTING TO KNOW YOU
GETTING TO KNOW ALL ABOUT YOU



Business Management

6th February 2022

By Sharon Lee

A close-up photograph of a person's hands writing in a spiral-bound notebook. The right hand holds a white marker with a red tip, drawing two parallel red lines under the words 'DAY 1'. The left hand holds the notebook open. In the background, a wooden desk holds a white computer keyboard, a red marker, and several blue and yellow sticky notes.

DAY 1

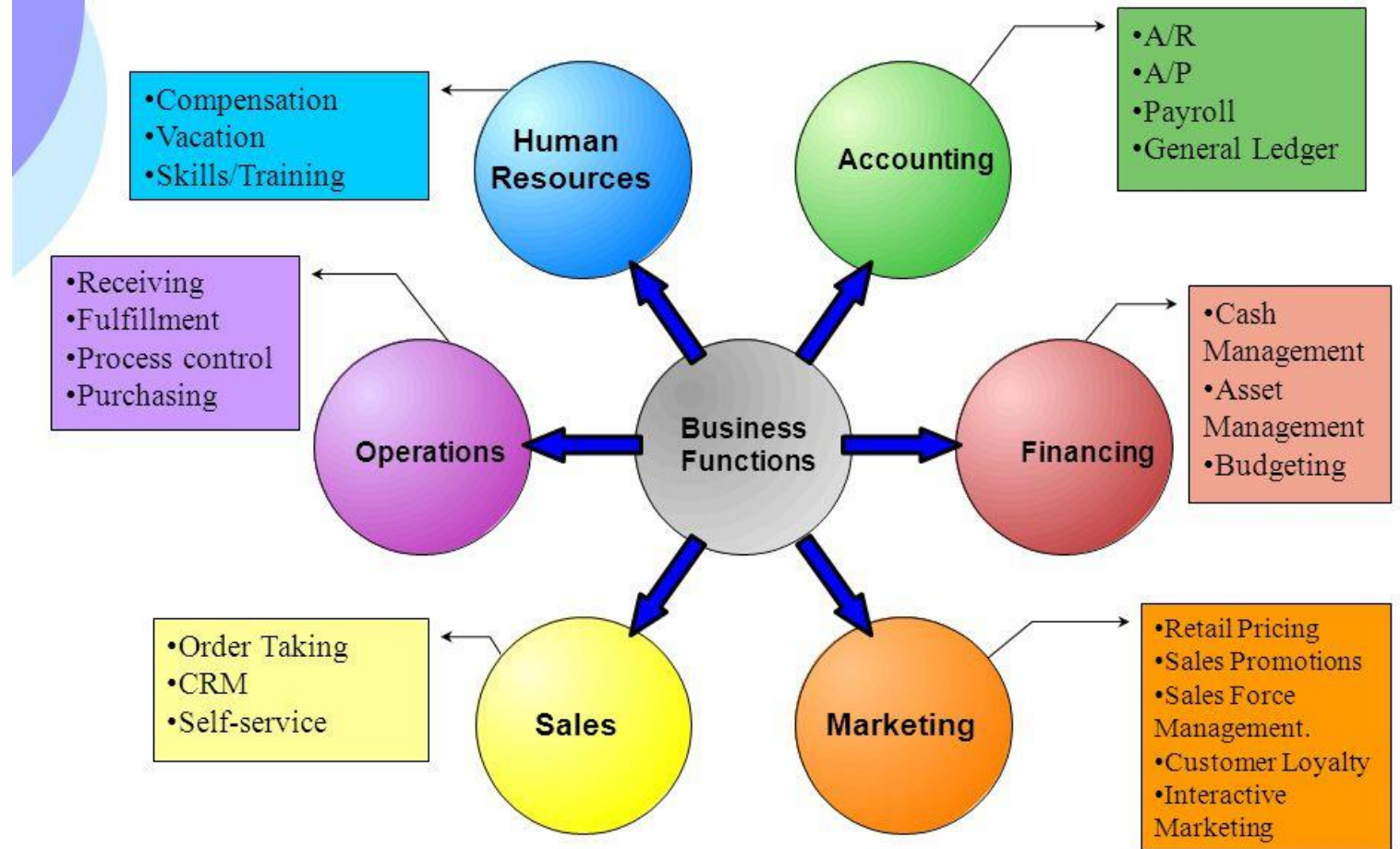
The Concept of Management

Principle No 1: 5 Functions of Management



Areas of Management

Functional Areas in a Business



The top 10 management skills you need for success

Management skills are highly transferable, lucrative and beneficial. They are useful beyond employer-employee relations.



Teamwork



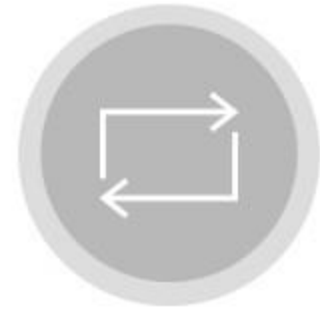
Leadership



Entrepreneurship



**Conflict
management**



Negotiation



Strategic thinking



**Project
management**



**Time
management**



Adaptability



Communication

Let's reflect



Is your manager exhibiting any of the 10 skills?



Example



Bachata



Hip-Hop



Salsa









Indian dances



A Manager
has many
different
Management
styles

	Authoritarian	Visionary	Affiliative	Coaching	Pacesitting	Democratic
Style in a phrase	<i>"Do what I tell you."</i>	<i>"Come with me."</i>	<i>"People come first."</i>	<i>"Try this."</i>	<i>"Do as I do, now."</i>	<i>"What do you think"</i>

7 Management styles

	Authoritarian	Visionary	Affiliative	Coaching	Pacesitting	Democratic
Style in a phrase	"Do what I tell you."	"Come with me."	"People come first."	"Try this."	"Do as I do, now."	"What do you think?"
When the style works best	In times of crisis or transition (merges, take-offs)	When it's time for a new vision or bold project	For conflict management	To increase long-term performance	To gain quick results with an experienced team	To get consensus on a disputed or important topic
Overall impact on climate	Negative	Most strongly positive	Positive	Positive	Negative	Positive
Example	 <p>Larry Ellison Oracle</p>	 <p>Elon Musk SpaceX, Tesla</p>	 <p>Oprah Winfrey The Oprah Winfrey Show</p>	 <p>Seth Godin altMBA</p>	 <p>Mark Zuckerberg Facebook (first years)</p>	 <p>Jack Dorsey Twitter</p>

7 Management styles



Authoritarian “I say, you do”

- During crisis
- Workforce is new
- Speed is crucial



Visionary “Come with me”

- Motivates their teams by showing them how their work fits into the company’s goals and strategy
- Use it in knowledgeable teams, who can handle work independently or they will feel lost



Affiliative “People come first”

- Less emphasis on results
- Little feedback as to what steps one should take to further improve their work
- Suitable under stressful situations when broken ties need to be repaired



Coaching “Try this”

- Mentoring employee for long-term professional development



Pace setting “Do as I do, now”

- Setting high standards of excellence
- Team members might turn aimless once the pacesetter is gone
- Appropriate, with highly skilled and self-motivated team members



Democratic “What do you think”

- Lacks speed, through many meetings
- May get more ideas



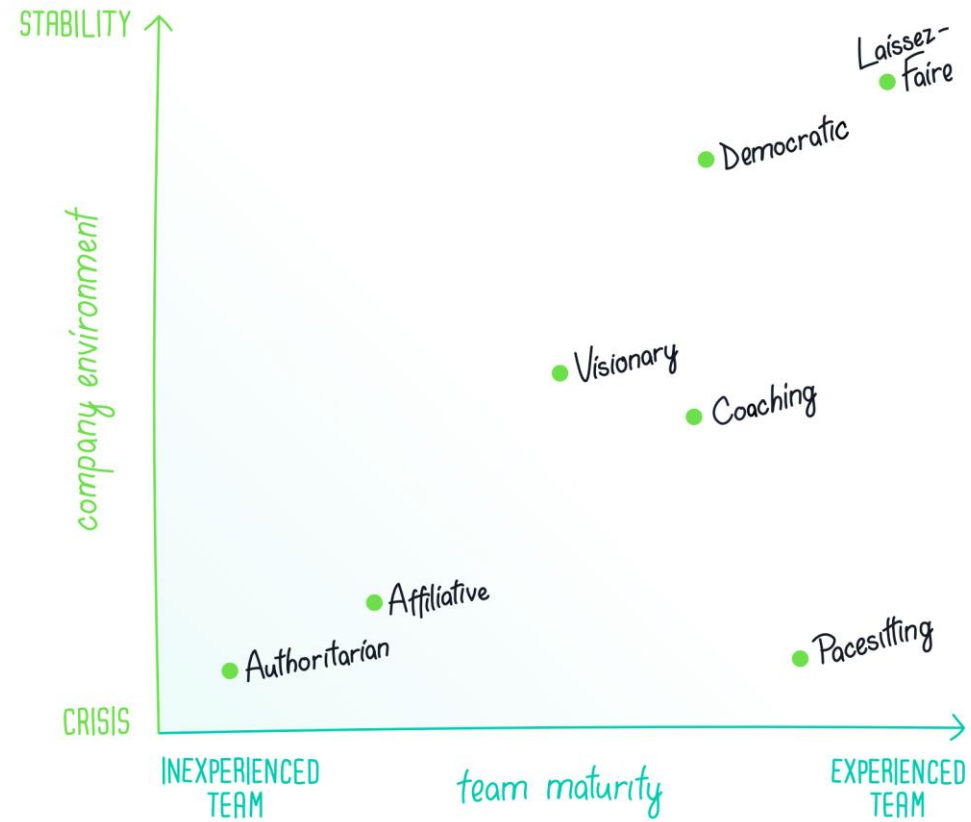
Laissez-Faire “lets do”

- Little or no interference from the management
- Supports an increased level of innovation and creativity.

Different
Colours to
Suit the
Environment



Different Management Styles in Different Situation



Is Management the same as Leadership?





Management Vs. Leadership



Leaders

- Set the vision
- Think ideas
- Inspire people
- Look in the future
- Shape the culture

while



Managers

- Follow the vision
- Think execution
- Drive people's success
- Work in the present
- Endorse the culture

Quiz

15 mins

1. Name 5 functions of a manager *(3 points)*
2. A skilled manager only exhibit one management style in all situations *(1 point)*
Yes No
3. Leadership and Managing is the same *(1 point)*
Yes No

Assignment 1

Due 13th February

The top 10 management skills you need for success

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Teamwork



Leadership



Entrepreneurship



Conflict management



Negotiation



Strategic thinking



Project management



Time management



Adaptability



Communication

- Pick 2 management skills you would want to build
- The reason(s) for **each** of your choice in a)
- Provide 2 strategies on how you will improve the chosen skills for **each** of the 2 management skills you have chosen in a)

