

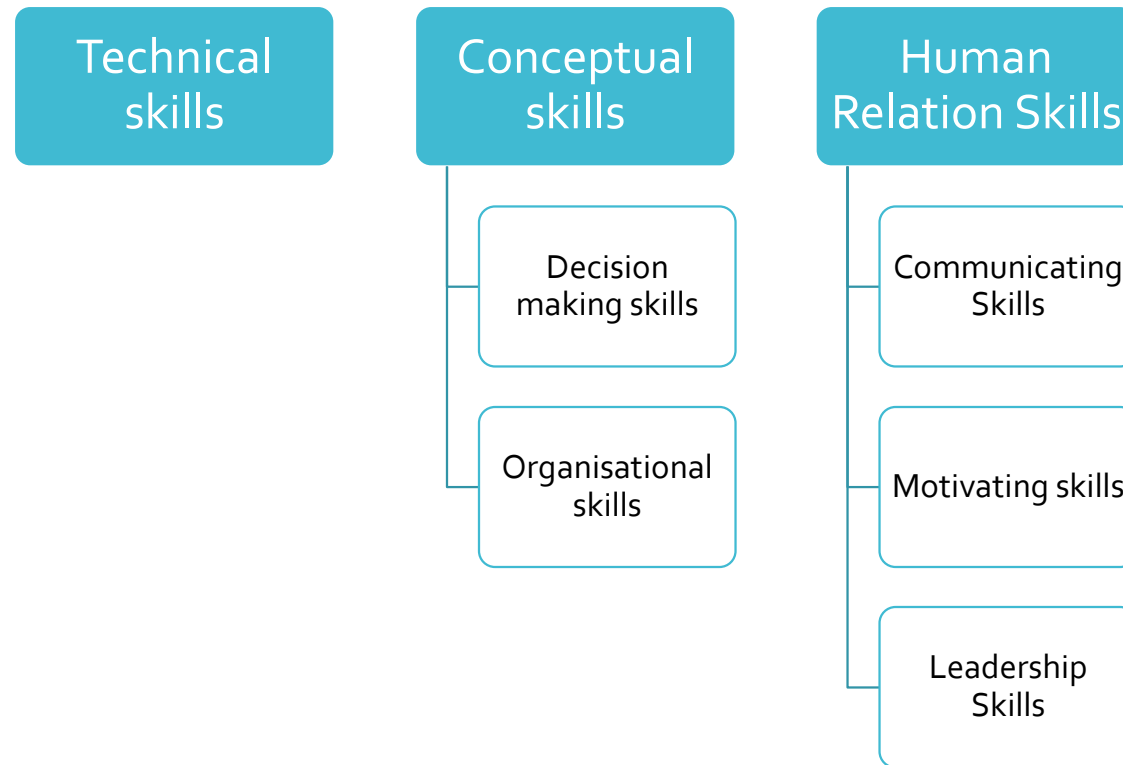
# Skills of Management

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# Introduction

- The skills required of a successful manager, whether he is working in a business organisation, an educational institute or a hospital can be classified or follows:-



## Technical Skills

- Technical skills refers to the proficiency in handling methods, processes and techniques of a particular kind of business.
- It is essential for a manager to know which technical skill should be employed in a particular work.

# Conceptual Skills

- Conceptual skills is the ability to see the organisation as a whole, to recognise inter-relationships among different functions of the business and external forces and to guide effectively the organisation efforts .
- Conceptual skills is critical in top executive position whereas technical skills is essential for lower level management.
- It is easier to learn technical skill then the conceptual skill
- **Decision making skills**
  - Decision making skills is the ability of a person to take timely and accurate decisions. This requires mental ability and presence of mind.
- **Organisational skills**
  - Organisational skills help select and fix different people at different work. This means placing right people for the right job.

# Human relation skills

- Human relation skills refers to the ability to work effectively with others and build cooperative work group to achieve organisational goals.
- **Communication skills**
  - Communicating skill is the ability to work effectively with others and build cooperation work group to achieve organisational goals.
- **Motivating skills**
  - Motivating skills inspires people to do what the manager wants them to do. The manager can use positive or negative motivational methods.
  - Positive motivational methods includes, reward, praise etc., whereas negative motivational methods involves punishment, reprimand, threat etc.
- **Leadership skills**
  - Leadership skills enables a manager to lead the people working under him.
  - It is the ability to inspire confidence and trust in the subordinates in order to have maximum cooperation from their for getting the work done.

