

Management Presentation

- Program Name – Management
- Module Title – BMSW4001-Academic and Employability Skills
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Management

Management Roles



Roles of a Manager

- Planning
- Organizing
- Leading
- Staffing
- Controlling



Planning



- While planning in a management role, the general aim should be to think about the process of choosing the correct goals the various options that can be used to achieve them. A key factor in this is to also decide what resources are needed to achieve the set goals.

Organizing



- Organizing involves the process of establishing worker relationships enables workers to work as a team to achieve the planned goals.
- A structure needs to be organized in order to allocate human resources to make sure the objectives set by the management has been achieved.

Leading



- While Leading, it is very important to use social and informal sources of influence that can be used to inspire the action and decision taken by others.
- Energizing employees, inspiring and motivating people is very key for a manager.
- An effective manager can make the work environment less stressful and highly productive.

Staffing



- Staffing involves recruiting staff for the relevant objectives structured by the management.
- It is also important to analyse that the recruited employee is a fit in the subjective teams and departments.

Controlling



- One of the key aspects of Controlling is to make sure that the performance does not reduce from the set standards.
- Evaluating how well the set goals are being achieved, how the performance can be improved further and taking actions appropriately.

Self-SWOT Analysis

- **Strengths**

- Punctuality
- Excellent team worker
- I enjoy working and using my energy to help motivate myself and others around me.

- **Weakness**

- Lack of experience
- Lack of higher level education certificates

- **Opportunity**

- Arrival of new technology
- Studying higher level courses to achieve the set goals
- Increased demand in E-Commerce businesses requires people with managerial skills

- **Threats**

- Increased amount of Work from home demands. Which makes it harder to manage.
- Regular changes in regulations.
- Substitution of products or services.

References

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