

INTRODUCTION

MODULE 7

Key Functions of Managers

Management is an art as well as a science. There are several key result areas for each manager and your ability to function well in each of these areas is central to your success and your effectiveness as a manager.

The “Winning Edge Concept” of management says that small improvements in certain critical areas can lead to large improvements in your results. Incremental improvements in each of the key result areas, especially if you are weak in one or more areas, can lead to dramatic increases in your effectiveness and your ability to get the job done.

The very best managers are those who have taken the time to identify the key skills required by their craft and who have worked on themselves to develop those skills to a high level.

In this program, you learn the key result areas of every manager and how you can begin increasing your effectiveness in every area of your management activities.

“The functions
of the executive
are innovation
and marketing.
How much time
do you spend
on each?”

WHAT YOU WILL LEARN IN THIS SESSION

“The best leaders

are the most

attentive to detail.

Leave nothing

to chance.”

1. Getting things done through others;
2. All work is done by teams;
3. Only people can be made to appreciate in value;
4. Deciding exactly what is to be done;
5. Assembling the necessary resources;
6. Selecting the right people;
7. The key to managerial leverage;
8. Establishing standards of performance;
9. Communicating your results to others.