

Top tips for Effective Management

Vision

A good vision will explain the direction the company is going in, motivate employees to take the right action to achieve it, and coordinate the actions of all employees to achieve the same goal.

Leadership

Leaders have a strong vision of where they want their organisation to go. Without that vision, a company is working in the dark. But a leader can't do much alone. Little can be achieved without the support, buy-in and belief of the company's people.

Effective communications

Do you talk to people and explain what you really want for the business and from them? If you don't tell them, how are they to know? Do you put your message across so that everyone understands it? A message is successful only when both the sender and the receiver perceive it in the same way.

Effective listening

To be an effective listener, you need to respond with both verbal and nonverbal cues which let the other person know that you are listening and understanding. Effective listening can mean fewer errors and less wasted time.

Coaching

Instead of directing and controlling your staff, use coaching to empower and encourage them to accomplish results on their own initiative.

Responsibility & Delegation

Give employee's greater responsibility, more opportunities to make their own decisions, and the chance to develop their capabilities. Make the most effective use of your time by delegating tasks you don't need to do yourself.

Recognition & Motivation

Everyone likes to be recognised for doing a good job. That doesn't always have to be a financial reward. Saying 'thank you' is often enough. Understand what motivates your staff - each individual is different. Motivated staff will have increased energy and will strive to achieve the company goals.

Managing conflict

Don't avoid conflict – tackle it straight away. It won't just go away if you avoid it, and matters will only get worse.

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