Qualities of a Successful Manager

1. **Demonstrates integrity** - A manager should walk the talk. The old saying, "Lead by example" is the first quality that makes a manager a stand out.

2. **Deals honestly and diplomatically** - A manager, who owns their mistakes, deals openly and honestly with others, earns the respect of those they are trying to lead.

3. **Demonstrates flexibility** - A manager who is responsive to the needs of the business AND the needs of employees, is able to keep his team on target and yet achieve the goals of the business.

4. **Shows commitment and reliability** - A manager who delivers their promises shows their team that they are reliable and promotes trust.

5. **Listens effectively** - A manager who 'seeks first to understand, then to be understood' (Dr Steven Covey) is a manager who will always have their finger on the pulse of the business.

6. **A good negotiator** - A manager who comes to the table prepared to give a little that the outcome is a positive one for everyone, will not only earn the respect of his employees but be guaranteed of the opportunity for

further negotiations in the future.

7. **A thorough planner** - 'If you fail to plan, you plan to fail.' This saying is especially true for managing. A manager is a coach to their team and the team are looking to them for the game plan.

8.   **Is fair** - A manager who doesn't take sides, show favoritism or victimize those they are supervising, will earn their trust and in turn, will have more personal power to influence their team for good.

9.   **Knows how to have fun and has a good sense of humor** - A manager who is able to promote a safe and happy work environment where appropriate fun is embraced, will ensure the retention of staff.

10. **Seeks to understand their workers** - A manager who is able to accurately assess the skills, abilities and personalities of their work team, will be able to develop individual managers to maximize their effectiveness and help them reach their potential, whilst focusing their efforts on the goal.

Principles of Management

 According to O'Donnell, 'Principles are fundamental truths which are believed to be truths at a given time, expressing relationship between two or more sets of variables.'

Principles of management have a great impact upon the practice of management in increasing the productive efficiency of an organization. It increase managerial efficiency, come out the nature of management, encourage research and helps in attaining the social objectives. If the management is efficient the resources of the society are better utilized of life of people.

Nature of Management Principles

1 Flexible- Management principles are flexible in nature and change with the changes in the environment of organisation.

2 Relative- Principles of management are relative. They should be applied according to the requirement of the organisation.

3 Direction of human behavior- Management involves the direction of human behavior in the organisation.

4 Universal- Management principles are of universal application.

Principle of Universality of Management

Management principles are very important in business and organisation because of its universal applicable approach. The problem of management is present in all world

activities whether in the family, school, society, small and big institution, corporate sector etc. uses the same managerial skills and principles in each managerial position.

Universally applicable principles mean that they are transferable and easily useable. They are transferable from one place to another place or department and easy to understand by other department.

Frederick Winslow Taylor

Frederick Winslow Taylor knows as the father of scientific management, was born in U.S.A. in 1856. He believed that organisations should study tasks and prepare appropriate procedures. His varied experience gave him opportunity to have firsthand knowledge and intimate insight into the problems and attitude of workers, and to explore great possibilities for improving the quality of management in the workplace.

Formulating his theory based on firsthand experience, Taylor's theory focused on ways to increase the efficiency of employees by molding their thought and scientific management.