Managers exist at many different levels of an organization. The term “manager” can refer to managing people in a leadership role, or managing projects and tasks. Whether you’re interviewing for the position of manager or simply wondering what a management position entails, it’s helpful to understand the scope of this role.

**Leadership responsibilities of a manager**

One of the most obvious roles of a people manager is providing leadership for the employees they oversee. Being a good leader is a complex task, and it’s critical the professionals in these roles set a positive example.

For example, a people manager shouldn’t expect others to be punctual when they are consistently arriving late to meetings themselves. Instead, they should meet organizational expectations and inspire their direct reports to perform at their best.

Good leaders must also be effective communicators. You can’t guide others successfully if they don’t understand your expectations. The best leaders can communicate clearly, concisely and respectfully.

Additionally, managers are also often responsible for delegation. The manager can’t take on all the responsibilities of the staff, so it’s critical they can identify who is best equipped for each duty and delegate tasks appropriately.

**Goal-setting responsibilities**

Managers are responsible for setting goals that align with organizational objectives. These professionals must also develop and implement actionable strategies to help their team meet those targets.

To ensure their team successfully reaches their goals, managers should do the following:

* . Clearly communicate the goal to employees.
* Select the right individuals for each task.
* Motivate employees to reach each objective.
* Set appropriate deadlines.
* Check in with employees to ensure they’re making progress.
* Set key performance indicators to measure success.
* Regularly review performance metrics.
* Make strategy adjustments as necessary.

The best managers continually re evaluate their goal-setting strategies and seek ways to make sure employees are working in the best and most efficient way possible

Effective managers are proactive, not reactive, about goal-setting. They look for opportunities to adjust their tasks and objectives, assessing and adjusting often.

**Training and development**

Managers are typically responsible for training new employees as well as employees who have been promoted to a new position. They’re usually also tasked with training their team on new processes and procedures. Regardless of the type of training, the best managers are typically those who are personally engaged throughout the training process.

Great managers find ways to incorporate ongoing training throughout the employee’s tenure with the company, always challenging and motivating employees to grow their skills. This includes offering encouragement, providing constructive feedback and performing regular assessments. Managers that are closely engaged with their employees will have a deeper understanding of where they can improve and can identify opportunities for further education, training and development.

**Administrative tasks**

Managers are often responsible for handling several administrative tasks. These types of responsibilities often vary depending on the job. For example, a restaurant manager might have to plan menus, manage reservations, and complete documentation about hygiene and health requirements. Hotel managers will often handle room bookings and customer emails.

Depending on the organization and position, these duties might include:

* Filling out schedules
* Completing and filing paperwork for new hires
* Processing payroll
* Planning events
* Preparing training materials
* Creating or distributing marketing materials
* Completing appropriate paperwork for licensing or legal requirements
* Recording employee accomplishments
* Handling expenses and managing budgets
* Ordering supplies

Managers need to be organized and task-oriented. And while leaders may often delegate many of their administrative responsibilities to other employees, they must understand how to complete these tasks so they can develop effective procedures.

**Team and individual organization**

Managers are tasked with keeping the workplace organized and efficient both for themselves and for their team. This may include tasks like:

* Organizing employee’s schedules and assignments
* Maintaining the training schedule
* Keeping resources properly filed
* Tracking goals and achievements
* Ensuring essential tools and equipment are well-organized and easily accessible

Managers are responsible for setting up the workspace and streamlining employee processes to promote greater efficiency. If their team or department is performing optimally, it’s up to the manager to identify the challenges and develop effective solutions.