**Duties of a Manager**

Name

Institution

Course

Instructor

Date

**Duties of a Manager**

A manager is a professional who takes a leadership role in an organization or company and manages a team of employees. They are tasked to manage a specific or central department in the organization and play an essential role in its success, as well as a group of employees to achieve performance metrics and meet goals and objectives set by the organization. In general terms, the duties of a manager include accessing and conducting performance reviews and making the company’s decisions. They are the intermediaries in the line of communication between the employees and executives in the organization. The duties of a manager may vary depending on the organization they work for, and they include:

**Planning**.

During the planning process, the manager is tasked with setting up goals and objectives for the organization and then generating ideas and strategies that contribute to their achievement. They analyze, scrutinize and criticize these ideas and try to determine their alternatives before taking action. Planning is the part where strategic decisions for the organization are developed, resources are allocated for various tasks, and merits and deadlines are set. Strategic planning involves the top management, and it's where the foundations of an organization are set. It takes a long time to get this plan working, and it may take at least three years to achieve the goals—the mission, values, and vision founded during this planning. The manager is tasked with setting goals, evaluating strengths and weaknesses, and eliminating anything threatening an organization's progress. Tactical planning takes less time to implement and achieve objectives. The middle management is responsible for this type of planning. They are supposed to develop ideas and tactics to tackle these objectives. Specific departments are allocated these tasks, including finance, production, human resource, etc. Tactical planning involves layout strategic goals and objectives during operational planning. A timeline is to execute part of the strategic plan. It also answers questions of who, what, when, how much, and which are the provisions for performing a specific task. Contingency planning involves making plans for any unforeseen changes. The manager is supposed to devise solutions for anything that interrupts achieving the desired goals and objectives. (Hearthcourt et al., 1991).

**Organising**

 A mix of competencies used to plan, prioritize and deliver on short-term and long-range responsibilities, which are essential to the management of an organization, are called organizational skills. A good manager can account for every task performed by every individual under their command to measure the achievements and failures of individuals and the general organization. Resources and personnel are set aside to complete various tasks considering qualification, ability, strengths, and weaknesses to ensure maximum productivity, excellent management of resources, and constant generation of ideas. The manager should be able to consistently tell the number of personnel and the necessary quality and quantity of resources required to complete a given task. Managers are considered to have good organizational skills if they can achieve the following;

Collaborate with various members of the organization effectively to achieve various tasks, which includes determining what person can perform a particular task effectively and eliminating any form of biasness amongst the employees. It helps create a sense of purpose amongst the employees and improves delivery and productivity.

Communication is an essential tool in production. Understanding between the manager and his subordinates develops when there is effective communication. The manager should be able to relay their instructions clearly to be interpreted correctly by the employees, which minimizes mistakes and misunderstandings at work. Effective communication goes both ways, not just sending information but also receiving it. It means the manager should listen to subordinates to know what they need to complete certain tasks. Managers must be able to receive accurate information to determine plans, and they must be able to send accurate information for the plans to be implemented. When information is accurately sent and received, everyone in an organization can be informed.

Two or more people communicating regularly to coordinate effectively to achieve a specified task produce teamwork. As a result, managers are responsible for creating, developing, and supporting the cooperative efforts of individuals under their influence.

**Leading**

Influence is what mainly consists of leadership. It's how much effect you have on individuals to keep them in check with certain behaviors or cause them to perform and complete a task. It involves direction, motivation, and inspiration to achieve organizational objectives. A manager should possess all these qualities, including being persuasive, which ensures that the subordinates will listen to them and respond effectively to fulfill an organization's vision. Social and informal sources influence other people's inspiration to cause them to perform a task. Effective leaders extract enthusiasm from subordinates who aim to attain the organization's objectives by understanding their personalities, values, attitudes, and emotions. Even behavioral sciences have contributed to trying to understand this function of management. Personality, among them attitude, can influence how a manager takes control over their subordinates, which, on the other hand, influences the production level. Approaches to leading include; coaching where employees and the manager share different ideas to boost confidence and create trust among members of staff, directing which involves little input from employees but following instructions from the manager and is effective for new employees, supporting which is effective for employees who have developed skills but are inconsistent with building solid relationships to improve their performance and delegating to let the employees perform tasks by themselves without the manager interfering unless they are called upon to help.

**Controlling**

Costs, profits, and revenue have been used to gauge performance in most organizations. Still, they can also be stated through other factors like customer service, quality of product, number of units produced, etc. Managers at all organizational levels are involved in the duty of control to some degree. It involves taking the necessary action to influence the performance of the subordinates to achieve the goals and objectives they are tasked with. Efficiency is the reason for taking control, which involves adjusting when the performance isn't up to the organization's standards.

It should be noted that manipulation and control of behavior are not the managerial functions of control. The manager is supposed to ensure that the subordinate members of the staff are consistent in their contributions toward attaining the organization's objectives. Planning involves setting the necessary standards for performance and production to help the manager detect when an employee deviates from the common norm of progress. Decision-making as a form of control involves the manager determining the gap between thinking and actual implementation and trying to figure out what can go wrong and affect an organization's progress. Monitoring performance includes creating a dashboard to monitor performance indicators. Still, it also includes periodic check-ins with members of the organization to see how they are handling the plan's implementation.

**References**

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