**MANAGER'S DUTIES.**

**Creating a plan for success** it is up to you as the manager to create an overall plan for success.This includes defining the mission and vision of the company, setting goals and objectives, and coming up with ways to measure performance. As a manager you will also be responsible for getting input from all stakeholders including employees, customers, suppliers, board members and other managers.You will also be responsible for implementing a strategic organizational structure so that everyone knows what their role is in achieving the company's goals.

**Taking important managerial decisions** managers also play an important role in making decisions based on the best interests of the company. If you have more than one option available,it is up to you to make the final decision that feels like it best aligns with the company's values.

**Determining resources needed for success.** As the manager, you must ensure that any necessary resources are in place before planning moves forward. You need to think about things like supplies, equipment,staff hours, financial investments and labour costs. It is also your duty to know how much funding your project needs. Without knowing what budget is required for certain projects you won't know if anything can be expanded or if new items need to be introduced into your model.

**Deciding upon hiring decisions.** The most important responsibility that a manager has is making hiring decisions. It's up to them to find people with the right skills, values, and abilities that fit well within their company culture. If a candidate does not seem like they will be able to fill the job successfully, it's also on the manager shoulders to turn down the offer or keep looking.

**Handling conflict resolution.** If conflict does arise among two or more employees,it's usually the manager's duty to step in and help resolve things.While it's not always easy to hear about these disagreements, managers need maintain an objective point of view and make unbiased judgement.

**Practising leadership skills.** Leadership is required for any company to be successful. A leader builds trust in employees,motivates them to work together, and establish a vision. The manager's leadership skills can have a profound effect on the success of the team. A strong leader will encourage the group to develop a sense of pride and purpose in their work; this helps cultivate creativity and innovation. Everyday, manager must take responsibility for managing conflicts with coworkers, motivating people when they need it most,communicating with others who may not agree with them or their ideas and changing plans based on new information.

**Negotiator role of a manager.**In this role, the manager represents the organization in bargaining and negotiations with outsiders and insiders,in order to gain advantage for his own unit. He negotiates with the surbodinates for improved commitment and loyalty with the peers for cooperation, coordination and integration with workers and their unions regarding conditions of employment, commitment, productivity with the government about providing facilities for business expansion.

**Disturbance handler.** Managers take corrective action to response to previously unforeseen problems. Disturbance handler role presents the manager as the involuntarily responding to pressures. Pressures of the situation are severe and highly demand the attention of the manager and as such the manager cannot ignore the situation.

**Spokesman role of manager.** Managers also perform a spokesperson role when they represent the organization and transmit information on organizations plan policies and actions.The manager has to keep his superior informed of every development in his unit, who in turn inform the insiders and outsiders.Directors and shareholders must be informed about the financial performance, customers must be informed about the new product developments, quality maintenance, government officials about implementation of law and many more.

**Disseminator role of manager.** Manager disseminates the information,he collects from different sources and through various means. He passes some of the privileged information directly to his surbodinates, peers and superiors who otherwise have no access to it. This information is gathered by him from his environments and from his own equals in the organization. This role also requires the manager to interact with other managers outside the organization to secure favours and information. In this role manager represent his organization in all matters of formality.

**Monitoring role of a manager.** As a result of the network of contacts, the managers gets the information by scanning his environment, surbodinates, peers and superiors. The manager seeks and receives information concerning internal and external events so as to gain understanding of the organization and it's environment.Typically, this is done through reading magazines and talking with others to learn the changes in the public's taste, what competitors maybe planning, and the like. Managers, mostly collect information in verbal form often as gossip, hearsay, speculation and through grapevine channels.

**Figurehead role of a manager.**Managers perform the duties that are ceremonial and symbolic in nature such as welcoming official's visitors, signing legal documents etc as head of the organization or strategic business unit or department. Duties of interpersonal roles include; routine, involving little serious communication and less important decisions. However, they are important for the smooth functioning of an organization or department.

**Entrepreneur role of manager.** The entrepreneur role of a manager involves initiating change or acting as a change agent and taking the risk for better performance. It may include innovation, generation of new ideas . As an entrepreneur,a manager decides which new project or programs to initiate and to invest resources in . For example an effective marketing manager continually seeks new product ideas.

**Training and development.** Managers are typically responsible for training new employees as well as employees who have been promoted a new position. They are 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.

**Team and individual organization.** Managers are tasked with keeping the workplace organized and efficient both for themselves and fo their team. Managers are responsible for setting up the workplace 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.

**Conducting performance reviews.** Another major responsibility of managers is conducting performance reviews for their employees. Usually, performance reviews occur on a periodic basis. In performance reviews managers give their feedback and suggestions on how they can improve. They can also help their employees set goals or track the progress on meeting goals.

**Hiring new employees.** Managers also frequently work with their company's human resources department to hire new employees. They may identify job candidates conduct interviews and extend job offers. Typically, great managers know know how to tell if a job candidate is the right fit for their team, as they know what skills and qualities people need in order to excel in their department. Managers are usually involved with their company's overall strategy. They are responsible for making sure that different tasks and projects allign with the overarching mission of their company.