**Manager Duties.**

Managers can be defined as a person responsible for managing and controlling resources, projects and tasks and an organization or group of staff members. A good manager oversees and gives good leadership to his/her employees. Some of manager duties are:

1. **Setting goals**.

Managers are responsible for setting goals that line with the organization objectives. They must develop and put into action strategist that helps their team reach and obtain the target required. In order to successfully obtain their goal mangers should;

* Communicate with their team/ employees clearly about the goals.
* For each task, a suitable and correct individual to be chosen.
* Motivate the employees
* Set proper deadlines
* Check in with employees in their progress.
* When necessary make proper strategy adjustments
* Set key performance indicator(KPI) to measure success
1. **Training and development**

Managers are usually in charge of training new employees or employees who have been promoted. They are also given the task to train their team with new processes and procedures.

1. **Administrative tasks.**

Managers are given to handle administrative tasks but these tasks vary according to the type of job. Depending on the position and organization these duties are;

* Filling out schedules
* Filling out and completing paper works for new hires
* Processing payroll
* Handling expenses and budget management
* Planning events
* Ordering supplies
* Preparing training materials.
1. **Organizing**

Managers are to keep the workplace organized efficient for themselves and the employees. These tasks could be;

* Organizing schedules and assignments for employees
* Maintaining training schedule
* Keeping resources properly filed
* Keeping track of achievements and goals

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 solution.

Managers are also responsible for:

* Oversee day-to-day operations
* Design strategy and set goals for growth
* Maintain budgets and optimize expenses
* Set policies and processes
* Ensure employees work productively and develop professionally
* Oversee recruitment and training of new employees
* Evaluate and improve operations and financial performance
* Direct the employee assessment process
* Prepare regular reports for upper management
* Ensure staff follows health and safety regulations
* Provide solutions to issues (e.g. profit decline, employee conflicts, loss of business to competitors)