

Good Management Skills in Business

Within any business, whether it is being planned or is already established and running, there naturally has to be some form of total management function in place to ensure that all matters work toward a selected goal.

If a person was to sit down and seriously try to map out every single area where as a manager they might well have to put their own thumbprint or ruling in order to simply ensure that the entire operation or theoretical operation would continue forward in a regulated manner, I doubt many of us would think we could rise to all the challenges that might possibly arise.

Again, it will be the planning, before or even after establishment, that will make for a far smoother logic to be applied to the multitude of focus points you will have to attend to daily. Such is the process of management.

Naturally your normal activities will be interrupted daily with a constant dose of incoming issues that must be dealt with as your operation becomes ever more developed. There will just as obviously be more a need for a formal system for each issue-group than should your business simply remain as a very small venture.

However, one of the fundamental matters you should develop very early in any personal career, be it in satisfaction of your own entrepreneurial spirit or even as management for another business, is to ensure that you make a decision to break every sector of the management process into smaller related parcels.

What this does immediately is actually relieve you of pressure and allow for some control of the incoming environment, simply because you will be able to turn your focus to each sector at a time and set up a structure over it. You may even ask a subordinate to structure a small sector if they can be seen to have an aptitude for that particular area.

Being in management, being a manager, is actually only a matter of practice before it is somewhat mastered, but good management is something a little different. It is certainly not a simple matter of a title, more income and issuing instructions, as frankly if you have employees where you need to run your position in this manner, you are not being a good manager anyway.

True management is an ability to gain cooperative input and output from those that work the various departments of a business for which you are responsible. For this to be accomplished readily and successfully others will have to recognise, respect and cooperate with your position willingly, else efficiency and standards will slip.

While there are indeed a plethora of issues that could and probably will come up in time, it will be your preparation for them that will prove your abilities and grow the respect you will earn accordingly.

Sure, you may get some odd pressure moments, need to remain calm when perhaps others are less so, deal with dismissal issues, keep an eye on the input, output and profits, deal with clients and manage conflict and perhaps even learn several random skills in support of your own staff in times of absence.

However, by breaking out a set of logical business sectors, each holding their own specific sub-sectors, matters will be far more readily managed, corrected, understood, evaluated and even lessened. A little box for each sector to be dealt with as per importance at the time. Dealt with calmly and with thought...never as a hasty or ill considered decision.

If you take a look at most businesses they will have such main sectors as staff, Accounts, Sales, Purchases, Variable o/h, and Fixed o/h.

Within each sector there are sub-sectors...so:

Accounts will have \$In, \$Out, Leases, Finance. It will also manage the funds part of other sectors, being a very central sector.

Sales will carry wholesale, retail, exports and other sales.

Staff will carry Admin, hiring, rules, termination, personal records, production records.

Purchases will carry Capital purchases, Consumables and Raw materials.

Fixed overheads will carry Rates, Premises, Power, Telecoms, etc.

So you can see that by having various head sectors with their own sub-sectors you can project an Operational Management structure that can be taken care of in your own time. Seeing these small relationships and reducing them again as you study each, will indeed prepare the ground for your greater efficiency and thus your better management skills, simply because by drilling down these simple sectors you will become better aware of where potential issues can arise and have a resolution case prepared if they ever come about.

On your day off, perhaps others will be able to follow your set leadership.

Nathan Howard is a Business Entrepreneur, consultant and mentor with over 30 years experience at starting and running successful businesses. He has developed a unique step by step process for commercial success that will take any new or established venture to the next level. To begin the journey to taking control of your own future, visit [With Your Success In Mind](#) for more information on [Starting A Business](#).