



Some Important Tools of Management

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As a student of management, you have achieved some managerial tip or point of view by focusing on one subject every month based on the experience of a decade as Dy./Joint Secretary (Culture & Tourism) in state Government, which is to keep the managerial arrangement in easy and simple terms or to keep pace with the management I am mentioning the things worth noting that may prove useful to you.

The entire fact is written not based on any person but based on experience. At times, it may be a mere coincidence that you feel affected by your personality or experience at some places.

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"Take care of time and topic in group discussion"

As you go to any competitive exam / interview for your career development, you are invited to a group discussion to define your conceptual approach. That is to demonstrate solidarity even after adopting different perspectives among the group participants through a group discussion / conversation which can be very complex and challenging, so maintain a restrained and balanced environment for a mutually meaningful discussion. Is required. Then let us, first of all, be ready to give our panellists' relevant personal views on the subjects received and give others the opportunity and time to express their views, whether it is on the front or not. Whether this communication is over email or on a phone call, keep the same condition. If you want, you can also share the related questions that you want to include for discussion or are the focal point of the discussion. During the panel discussion, remember that your goal is to reach a great experience / conclusion for the participants / audience and not to showcase controversial / personal talent. It will be your talent to take everyone together, ask only specific questions in the discussion that are of interest to the participants / audience / audience, during the dialogue, direct the colleagues indirectly to give importance to the subject and give relevant answers, presented. Present the idea rationally and follow / follow those points as needed. If however someone talks / discusses more at some point then keep an eye on them as they were heard by many others at the point of panel discussion and It is to be understood, not just one or two people from the group. If the topic of discussion is one-sided or the subject changes, then be politely focused on the subject, not to challenge / bully nor to speak loudly. Be sure to take the discussion to its conclusion. Do not keep disputed or inconclusive, also pay attention to the time limit, I have to say something, do not think or say anything unnecessary. The idea should be to connect each other, not to tease or provoke / taunt. The termination ends with a general decision. This work should not be limited to just the working process or the interview, but the effort should be to adopt this behaviour in practical life.

“Adopt carefully interesting approach”

Usually we all do our work with a spouse or partner (friend) but working at the table or office with a colleague is very complex and challenging, while we spend most of our time between them. In some circumstances, when the coordination / equilibrium is formed, the speed and quality of work is seen. Otherwise, the dispute starts to grow which ruins the personal image of both. The main reason for this is the lack of interest in the work and the attitude of imposing the work. If we think about the tasks, work obligations, problems and risks entrusted to our colleagues before moving ahead with an office arrangement interestingly, then the goal will be easily achieved. Never work based on a personal relationship, otherwise it can create an awkward critical environment towards you in the office. But it also does not mean that there is no interaction between the employees. It is also necessary to have formal openness among the employees, so reviewing / testing the policies / functions of the office, allowing the employees to do their tasks on the basis of self-assessment / thinking. He then realizes his responsibility. Lack of manager or subordinate communication is the best thing, because personal self-interest will lead to mutual conflicts and doubts. The work of mutual cooperation and participation will be good and mutual interest keeps the organization strong at various levels. Whether you are at the same level or not.

You should also think about when making decisions about the person's work, whether the relationship accomplishes the goal and your behaviour can affect your reputation? If yes, after evaluating the risks, decide to pursue the work / relationship, set some boundaries. It should also be wise when and how you will talk to people about work and your personal life? Do not show emotion at all during office hours. Always share motivational and interesting things among yourself, avoid arrogance, intellectualism or obsession and performance, do not forget to humiliate or degrade anyone or try to show yourself superior. Give subordinates an opportunity to think and listen with restraint even if you don't like it. When you respect him, then surely, he will respect you, if your partner criticizes you then he will be a factor of self-criticism.

“How to talk about acceptance of leave?”

Normally, every family wants to go on a tour during summer time or festivals, it is necessary to take leave to go for the tour, that is, to go to the office and stop work, at such a time the application of most of the people comes to the office together. Will your leave be approved then? Is a stressful subject. For which you have to consider whether you have enough days off? If not, how can you ask for unpaid leave from your management? Will seniority or promotion not be affected? Before making a holiday offer, think about the points that may be the problem, then also consider whether it is still very important to go on vacation? Because management may have many reasons to invalidate your leave, what feedback or response will you give to it. Also consider what you want to achieve during the holiday, and how the organization will be satisfied with this, before making a request, you should consider all these points. You can present all those points with a calm mind, keeping in mind the appropriate time and circumstances, prepare for the option of vacation and also think whether you will go on vacation together or in two-three steps? Can you leave again after this holiday? If the management on your application also gives you some suggestions on the thought plan, will you change? Take care. Talk of leisure when your manager is feeling positive about your performance and no one else is considering vacation. Normally, we talk about our discussion on each other's leave and keep in mind, never mind cancelling any other holiday and try to get your leave approved. If you do not have a holiday, then request only under special circumstances, otherwise it may be invalid, "Vacation is a facility not a right", be cared about, do not dispute it as your right for leave acceptance and its effect on you. May adversely affect subsequent service.

Take leave only at the time of need, leave unnecessary leave, do not take leave, otherwise the officers can check your indifference towards your work, which can have adverse effect on your service and colleagues. The leave should normally be taken spontaneously on the necessary conditions, otherwise trouble may arise if necessary.

“Do not reveal your weaknesses”

It has often been found that a person who ignores the evils of others is known for humility, but does this humility make someone a successful leadership / strong manager? It is worth considering. The best managers acknowledge their weaknesses and are not afraid to show their weaknesses. Such people want colleagues to see you only at their best, but it is a failed way to lead. It is certain that we are all human, and all make mistakes. The only difference is that "someone makes a mistake before and someone makes a mistake", you also make a mistake or do it. But do not try to relate it to your mistake with the fault of others, your path from criticism of others may benefit for some time but ultimately the result will be negative then both respect and trust will be destroyed. Then people will not feel good to meet or talk to you and you will also have to demonstrate the evidence to prove your words to be true.

Often people only see what you think and how do you influence them? But do not follow the thought, people will go to work with you by doing evil to someone else and you will feel neglected because the leadership is never perfect or permanent, everyone gets the opportunity of leadership, just take care of it After all, what is your weakness (greed / temptation / conduct / babbling etc.) which people are taking advantage of and weakening you? Many times we eat, drink, rotate, criticize the dialogue in codeword. Those who feel good among their loved ones become laughter characters in the group or are neglected later.

Always remember that a person is never weak; His weakness only makes him weak. It should also be kept in mind that there is a difference between being weak and becoming weak. Therefore, it is important that you do not allow your modesty to become emotionally weak to maintain your leadership capacity. "Be honest with management with better performance"

Often, we see that bad moments of life are spent with everyone. But don't worry, time is variable, don't sit down feeling depressed or frustrated and wait for a good performance / review; Be proactive and keep a dialogue with your management about what is going on so that you can seize the opportunity. Always keep your point in straight, clear words in a logical way there is no criticism or sarcasm of anyone. Do not talk about whether your failure was a bad moment, an event, and / or some external factor was involved. But don't make excuses - don't hold back from taking responsibility, this may be the time for you, in which case saying "I'm sorry" has to go a long way and then be serious about getting things resolved. How to proceed. Focus yourself on this final decision - what you can do to correct the situation - to show that you have to think carefully about a solution. You can also ask your boss for their advice on every next step, which will show that you respect their opinion. Thus, you will be able to make a place in management by performing well with confidence and honesty. The bad days - weeks - months determine you and we weaken our loyalty. For which we base our own hollow reputation / performance / ideal and forget trust and honesty towards management. Always keep it in remembrance, this is the first link to success. Never remind yourself of any good work done, do not repeat the saga of the past to explain the experience of life, all this behaviour would make you weak.

Do not tell the reason for the failure of any task to the health or others. Similarly, do not take the credit of success alone and take all the teammates. This is the basis of group spirit. You are not alone in the institute and there are other people who will also have to take care of you, as you want to facilitate management for yourself, do the same to others. The trust of management will be built on you, otherwise you will not be honest in the eyes of management despite being a good worker.