# المحاضرة الثالثة Management to How

## How to Manage?

**Ten Things To Do Today To Be A Better Manager !**

Listed below are ten things you can do to become a better manager:

## Select the best people

As a manager, you are only as good as the people on your team. Give yourself a better chance to succeed by picking the best people from the start.

## Be a motivator

Human beings do things because we want to. Sometimes we want to because the consequences of not wanting to do something are unpleasant. However, most of the time we want to do things because of what we get out of it.

It's no different at work, people do good work for the pay, or the prestige, or the recognition. They do bad work because they want to take it easy and still get paid. They work really hard because they want to impress someone. To motivate your people better, figure out what they want and how you can give that to them for doing what you want them to do.

## Build Your Team

It is not enough that people are motivated to succeed at work. They have to work together as a team to accomplish the group's objective. After all, if we just want them to all "do their own thing" we don't need you as a manager to mold them into a team, do we?

## Be a Leader, Not Only a Manager

You have built the best team from the best employee available. You motivated them to peak performance. What is missing? Motivating a team is worthless unless you provide direction; unless you turn that motivation toward a goal and lead the team to it. It is the ability to lead others that truly sets a manager apart from their peers. Remember that leaders are found at all levels of the organization, so be one.

## Improve as a Communicator

Communication may be the single most important skill of a manager. After all, all the others depend on it. You can't be a leader if you can't communicate your vision. You can't motivate people if they can't understand what you want. Communication skills can be improved through practice. Here are two exercises you can use to improve your ability to communicate effectively.

## Get Better At Managing Money

To stay in business, a company has to make money. That means bringing money in the door and it means spending less than you bring in. Depending on your function in the organization, you may have more influence on one area or the other, but you need to understand both. You can help your company, your employees, and yourself be getting better at managing the company's money.

## Get Better at Managing Time

The one thing you will probably have less of at work than money is time. The better you get at managing time, yours and others, the more effective you will be as a manager.

## Improve Yourself

Don't focus so hard on your people that you forget about yourself. Identify the areas in which you are weak and improve them. The fact that you are reading this article shows you understand the concept. You need to put it into practice.

## Practice Ethical Management

Enron-like scandals have really driven home the point about how important ethics is in business. If you want to avoid similar mistakes, here are some things to consider:

## Take a Break

You are less effective as a manager if you are over-stressed. You are less tolerant. You snap at people more. No one wants to be anywhere near you. Take a break.

Give yourself a chance to relax and recharge your batteries. Your increased productivity when you return will more than make up for the time you take off. Have a good laugh or go lie on a beach somewhere.

# What Does A Manager Do?

What Does A Manager Do? One of the first lessons a beginning manager must learn is that good managers don't Do anything.

A manager's role is to **manage** the people who do actually **do** the work.

The manager's role is to make the group more effective than they would be without him/her.

That doesn't mean that managers spend all day sitting around with their feet up on the desk drinking coffee. Most managers I know work very hard and work longer hours than anyone on their teams.

## So what do managers do?

* 1. **Build a Team**

One of the first things you have to do as a manager is to build your team. Usually, when you become a manager, your team is already in place. You may need to add a few people or replace some people. Don't be in a hurry. Learn about your team and the people on the team before you shake things up. Don't feel you have to prove you're the manager. Take the time to think things through before you make major changes.

## Motivate Your People

The simplest way to make your team more productive is to motivate them. Motivating people can be a real challenge for many managers because it is so different for each person. You will find that what works to motivate one person won't work for another and will actually be a demotivator for still another. As a manager, you need to find the unique motivators for each member of your team.

## Run the Business

While you are motivating your team, you have to stay focused on the business itself. Managers must handle many specific tasks, mostly related to personnel actions and financial transactions, to keep the company functioning. You will have to make decisions daily about the correct way to do things and to keep your team function as a part of the whole company. It doesn't matter how well your unit performs unless it is in sync with the rest of the company.

## Make Changes and Fix Things

Things go wrong every day. Things change constantly. Managers play a key role in figuring out what is going wrong and doing what is needed to fix it.

## Manage Upwardالادارة التصاعدية

In addition to managing your team, your role as a manager requires that you also manage the organization above your unit. Your job includes buffering your people from the company power structure. Your boss, and any bosses above him/her, need to go through you and not directly to your team.

بالإضافة إلى إدارة فريقك، يتطلب دورك كمدير أن تقوم أيضًا بإدارة المؤسسة الموجودة فوق وحدتك. تتضمن وظيفتك عزل موظفيك عن هيكل السلطة في الشركة. يحتاج رئيسك وأي رؤساء أعلى منه إلى المرور من خلالك وليس إلى فريقك مباشرة

## Manage Sidewaysالادارة الجانبية

In addition to managing upward, you need to work well with your peers. Your team will not function well if they have problems with other departments. You can help them be more effective if you can establish good working relationships with your peers, the heads of the other departments your team needs to work with.

# The 10 Golden Rules of Effective Management

## be consistent.كن متسقا

This is the first rule because it applies to most of the others. Before your management approach can be effective, it must be consistent. You must reward the same behaviors every time they appear, discourage the same behaviors when they appear and treat every member of your [team](https://www.entrepreneur.com/topic/team) with an equal, level-headed view.

1. **Focus on clarity, accuracy and thoroughness in** [communication](https://www.entrepreneur.com/topic/communication)**.** **التركيز على الوضوح والدقة والشمول في التواصل.**

How you communicate to your team can dictate your eventual success. When relaying instructions, recapping meetings or just doling out company updates,

strive for the clarity, accuracy and thoroughness of your communication. This goes for any other medium, whether that means in-person communication, email or a phone call. Clarity, accuracy and thoroughness are the best way to avoid miscommunication and keep your team on the same page.

## Set the goal of working as a team.

If you want your team members to work together, have them [work for something](http://www.audiencebloom.com/2015/12/7-ways-to-construct-or-improve-a-customer-persona-for-your-business/) [together](http://www.audiencebloom.com/2015/12/7-ways-to-construct-or-improve-a-customer-persona-for-your-business/). Setting goals just for the department or one individual breeds a limited mentality and forces team members to remain isolated. Instead, give staffers a unified focus and purpose, to inspire them together.

1. **Publicly reward and recognize** [hard work](https://www.entrepreneur.com/topic/hard-work)**.** **مكافأة العمل الجاد والاعتراف به علنًا**

When a member of your team does something exceptional, reward him/her -- with a bonus, a small trophy or even just a vocal recognition. Do this in front of the group; it will make the intended recipient feel good and show the rest of the team that hard work is rewarded. The only caveat goes back to rule one: Be consistent in your rewards so you won't be seen as playing favorites.

## Be the example.

As the manager and leader, you should set an example in terms of your behavior. [If](https://www.entrepreneur.com/article/253104) [you show up late](https://www.entrepreneur.com/article/253104), your team will be less punctual. If you lose your temper easily, others will be amiss in keeping their emotions in check. Strive to be your own ideal of the perfect worker, especially in front of the team.

## Never go with 'one-size-fits-all.'

Your team is comprised of individuals with unique preferences, strengths, weaknesses and ideas. Never use the exact same approach to motivate, encourage or mold all of them. Focus on individuals, and customize your approach to fit each one.

## Remain as transparent as possible. حافظ على الشفافية قدر الإمكان.

Transparency shows your integrity as a leader, and builds trust with the individual members of your team. If you lie about something, or withhold information, you could jeopardize your relationships and the respect you command as a leader.

## Encourage all opinions and ideas.

The more people you have actively participating in discussions and attempting to make improvements to the organization, the better. Never chastise a team member for voicing an opinion respectfully -- even if it goes against your original vision or isn't well thought out. Cutting someone down for voicing an opinion builds resentment, and discourages people from sharing their own new thoughts.

## Help people enjoy work.

You don't need a pool table or dress code abolition to make work fun. You

can [make the workday more enjoyable](https://www.entrepreneur.com/article/254049) with such new elements as surprise lunch outings, a dedicated break room or even just casual conversations with your workers. Help your people enjoy coming to work, and they'll do their best work for you.

## Listen and ask questions.

If someone doesn't agree with your management style or doesn't like the direction of the company, don't silence that person. Listen. And ask questions of your entire team: *What do you think of this? How do you feel about that?* This open dialogue makes it easier to proactively identify problems and work together to create a mutually beneficial environment. It will also make your employees feel appreciated and acknowledged.