**Skills** of finding the **L**owest **C**ommon **M**ultiple

Leadership

Communication

Motivation

Management

**P**aul **O’C**onnell is **active** on the rugby field

Planning

**O**rganising

**C**ontrolling

**Key Words**

**Management** - is the ability to achieve results through people. It involves Planning Organising, Controlling the

work to be completed and requires the skills of leadership Motivation and Communication

**Leadership** - involve directing staff, setting a clear example of what is expected of others and delegating

work

**Delegation** -This means giving authority to subordinates to carrying out tasks

**Motivation -** This is the willingness of people to work hard and to contribute their best efforts

**Communications -** This refers to the transfer of information between people. It can be done oral written or

visual

**Planning -** This means clearly setting out the goals for the organisation and how these are to be achieved.

**Organising** - This means bringing people and resource together to implement the plans and achieve the company

goals.

**Controlling** - This is the continuous monitoring and checking of results to see if they are inline with the target

and standards set out in the plan

**Importance of Management Skills**

**In home -** Parent are the managers at home, and they have to show leadership to their children, motivate them to do well, communicate, organised and control the finance of the house.

**In school -** Principals show leadership to teachers and students. They motivate them to do their best. Must have effective communication, plan timetables and organised students into classes and control the school budget

**In the local Community -** Leadership to run local festivals. Motivation to keep people interested and communication to make sure that everyone understands. They also need to plan the dates and control the finances

**In business -** need to plan ahead of the competition, to organise resources, control finances. Provide leadership to the employees. Motivate staff to do their best and communication takeholders

**Similarities and difference between manager and entrepreneurs**

**Similarities Differences**

**Entrepreneur Manager**

Ideas Energy - Ideas and energy - Few ideas

to start the business - Energy into running the bus

- energy into new tasks

Risk Taking - Personal/financial risk - No financial risk

- Work on their own - Don’t own the business

Mange day to day - Set up sometime new - Routine day

- don’t delegate - delegation is important

**Characteristics on managers**

1. Problem solvers
2. Decisive
3. Good with people
4. Confident
5. Good Communicators
6. Have good time keeping

TIP – It is a good idea to compare these with the characteristic of an entrepreneur and to be able to explain each of the characteristic that were just mentioned.

**Common activities when managing a house and business**

*Similarities* *Difference*

Taxation the Scale

Official Forms Legislation

Decision making Mgt Expertise

Management Activities

Raising Finance

Communication 2002 (a)