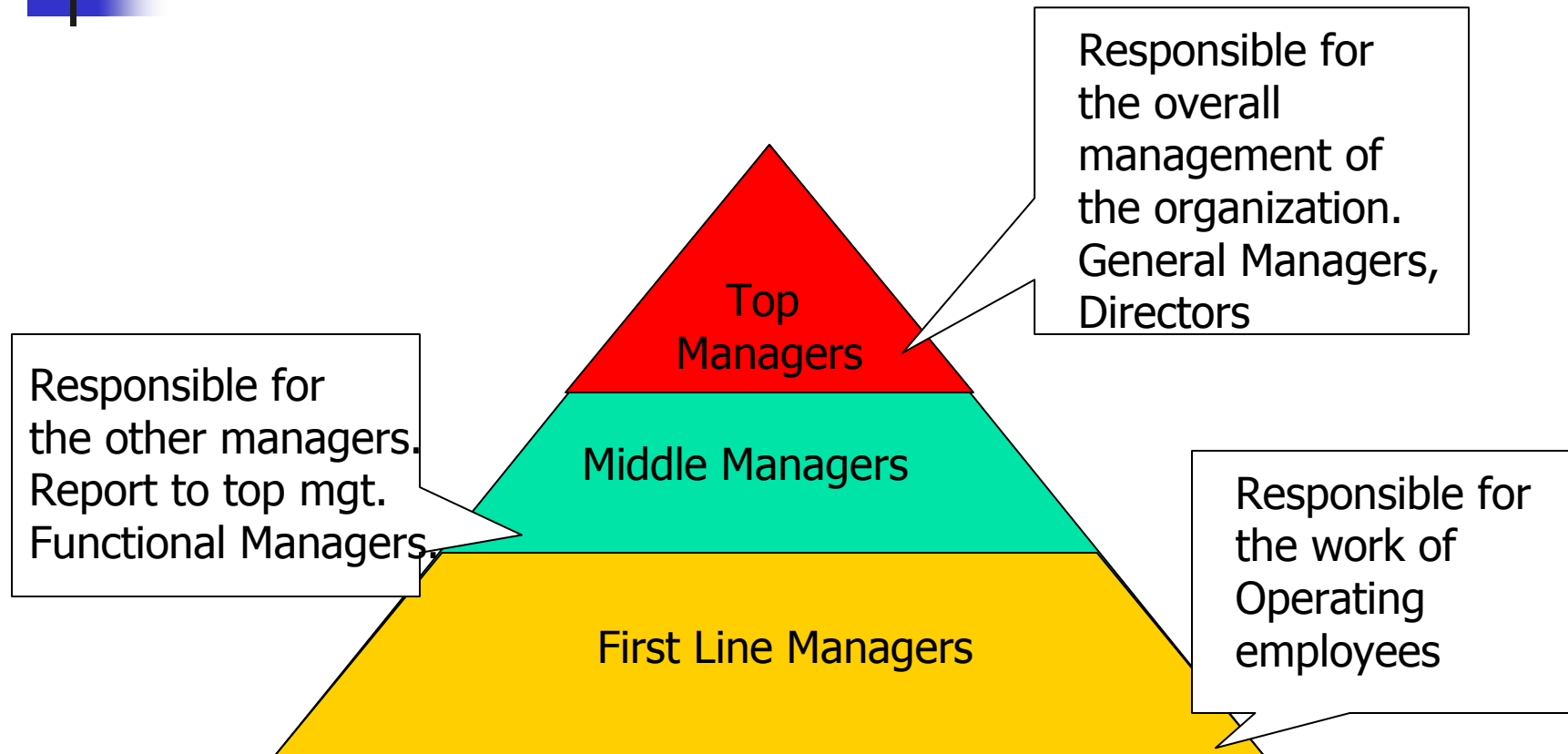
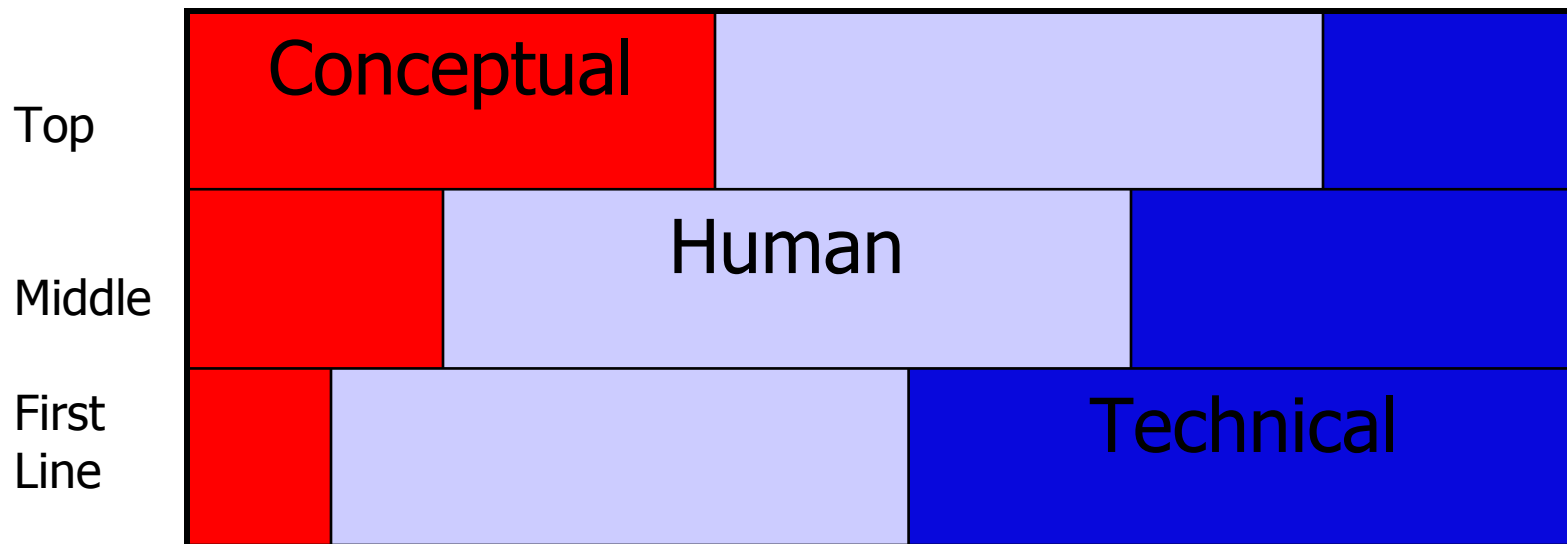


Types of Managers and Managerial Levels





Managerial Skills



- The ability to coordinate and integrate all of the organizations interests and activities
- The ability to work with, understand, and motivate other individuals or groups
- The ability to use the procedures, techniques, and knowledge of a specialized field



Managerial Roles

- **Interpersonal Role**
- **Informational Role**
- **Decisional Role**



Managerial Roles - Interpersonal

- **Figurehead** – The symbolic head. Performs duties of social and legal nature – greeting visitors, signing legal docs.
- **Leader** – Responsible for motivating and directing the subordinates in achieving objectives
- **Liaison** – Maintain a network with the outside and provide information to the organization – Acknowledging mail, performing activities with external parties



Managerial Roles - Informational

- **Monitor** – Seeks and receives a wide variety of information to develop a thorough understanding of the internal/external environment – Reading periodicals, reports and maintaining contacts
- **Disseminator** – Transmits information received from outside to the internal subordinates and other employees in the organisation
- **Spokesperson** – Transmits information to the outside world on plans, policies, actions and act as an expert in providing information to the outside world



Managerial Roles – Decisional

- **Entrepreneur** – Searches for opportunities for the organization to improve and start new projects on. Develop strategies to bring about change.
- **Disturbance Handler** – Responsible for corrective actions when organization faces important unexpected disturbances and problems.
- **Resource Allocator** – Allocation of resources for projects and budgeting – Allocates available funds to projects based on priority
- **Negotiator** – Responsible for representing the organization at major negotiations