MCE Management Centre Europe

TOP 10 SKILLS EVERY MANAGER NEEDS

1 FUNDAMENTALS OF MANAGEMENT

You need to start with the basics - What is your role as a manager? This includes coaching, delegation, motivating your team, communication styles & performance management. Are you ready?

2 PEOPLE MANAGEMENT

So now it's time to focus on your team. Think about motivation, conflicts & managing with emotional intelligence. You also need to focus on giving feedback, action plans, values and personal styles.

3 BUSINESS FINANCE

As a manager, you need to understand all the basic financial reports e.g. profit & loss and annual reports. You also have to master cost analysis, profit planning and be better at budgeting. It's all about the numbers!

4 INFLUENCING SKILLS

You don't always have direct control over all the people & processes you need to reach your goals. So you have to focus on collaboration and buy-in as well as dealing with internal politics.

5 COMMUNICATION SKILLS

Communicating across the company and to senior management is a key part of your role. You need to able to get people to listen, remember and act on the information that you communicate to them.

6 NEGOTIATION SKILLS

As a manager you have to negotiate with colleagues, business partners, suppliers and clients. You need to be able to develop win-win strategies using the best practice of negotiations.

7 PROJECT MANAGEMENT SKILLS

Managing projects is part of your role. So you need to be able to structure, plan and implement your projects. You also need to understand the costs and set milestones to make sure you deliver on time.

8 UNDERSTANDING HOW THE COMPANY WORKS

It is not good enough to be just focused on your team or your area. You need to be a great "all-round manager". You need to have a good understanding of what is happening in other departments & teams.

9 BUSINESS STRATEGY

Whether it is at team, department or division level, you will probably have to develop and implement your strategies. You need to know how to create strategies that create value for your company.

10 LEADERSHIP SKILLS

If you have mastered the first 9 skills, then it is time to focus on your leadership skills. You need to learn the difference between management and leadership and master the best leadership practices.

So how many of the TOP 10 skills do you have?

Do you need to develop these skills?

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