

## SKILLS AND QUALITIES OF A SUCCESSFUL MANAGER

**Малко Е.В.**

**Научный руководитель – доцент, кандидат культурологии Воног В.В.**

*Сибирский федеральный университет*

My future profession — the manager — is to job with people, which is one of the most complex activities. This work is very important, and it requires a lot of skills, knowledge and qualities that are necessary for a manager.

A talented leader must combine the ability, experience, knowledge to successfully implement effective business operations, make better decisions, and work with people. Firstly, the leader must know how to behave with subordinates to adjust their behavior to be able to find strengths and weaknesses. Secondly, the manager must maintain their own group members. He should welcome suggestions and criticisms of members of the group, to demonstrate that the information is relevant and useful for him. Third, a manager should continuously evaluate the results of each employee and the group as a whole.

Primary duty — to create a strong team. Manager should have some skills: planning; distribution of work; management; support and motivation; information; estimation results. There are three groups of qualities that are needed to manager: professional, personal, managerial or business.

Personal qualities manager. Manager - a person. Each manager has its own character - a set of behavioral traits and personal qualities. Many personal characteristics contribute to the implementation of management functions, therefore, successful work.

An effective manager should possess leadership qualities. Thus, the manager, who claims to succeed, must be able to influence the ethical, emotional education of workers. Among the personal qualities of the manager identify the following:

1. Courage - fear of failure and fear of complicating the movement to success.
2. Patience - succeed immediately is not possible. Perseverance and overcoming difficulties lead to the goal.
3. Envy - a feeling of dissatisfaction should always be friendly.
4. Doubt, accompanied by responsible actions.
5. Humility - a humble man sees himself as part of all that surrounds it.
6. Sincerity - the basis of self-confidence.
7. Compassion - kindness and service to others, empathy for others.

Each company makes their claims to the personal qualities of the manager. Personal qualities of managers are important, as it promotes the implementation of management functions.

Another group of qualities which are essential for any manager - professional. It is a system of special knowledge and practical skills.

Managerial competencies - human characteristics that provide the success of his work on a particular managerial position. Distinguish the following basic abilities:

1. Practical intelligence - a person's ability to think critically and logically, the ability to quickly, flexibly and effectively use their knowledge and experience in solving practical problems.
2. Social intelligence - the ability to understand other people's feelings, put yourself in the place of another. This ability to create a dialogue with the atmosphere most conducive to

the success of the case. Without that leadership qualities are very difficult to create the necessary climate in the team for the economic success of the organization.

3. Adequate self-esteem - the ability for introspection, self-control, criticality, and correcting their behavior. Inflated self-esteem leads to the fact that the manager undertakes to perform an impossible task.

Low self-esteem leads to self-doubt and negative impact on relations with colleagues or subordinates.

4. Professional knowledge. The manager should have a general idea about the special issues related to his profession. There is another group as a manager. Under the professional qualities meant the presence of the head of the following abilities:

1. Ability to find the shortest path to the goal;
2. Ability for independent thinking and operational decision-making;
3. Capacity for consistent implementation of decisions;

Secrete a number of basic qualities of successful modern manager: strategic vision, entrepreneurship, customer focus, motivation for success, organizational skills, influence, performance management, motivation, delegation, development of subordinates.

Personal qualities are honesty, humility and fairness to others. The leader must understand their subordinates and be able to understand their behavior, be humane and caring about people. Manager must be principled.

Also need the following positive emotions: empathy, humanity, interest and curiosity, confidence, solidity. The modern manager must actively struggle with their own shortcomings.

The ability to analyze situations, a lot and work hard, be resolute and persevering.

Manager must be creative. Creative director typically works with groups, using the method of brainstorming. But most importantly for the manager to catch everything on the fly. Organizing qualities include dedication. And efficiency - the ability to accurately and promptly set goals, make informed decisions, monitor their execution, be prompt and circumspect in the actions and deeds.

Managers should be inherent in the discipline and control. Without it, he can not control the activities of employees. Therefore, the manager must control their emotions and moods, explore emotions of others to reach out to their behavior. A distinctive feature of the manager should be to improve efficiency. Manager must be sociable. He should be able to have people to come, listen and understand them.

The important feature of the manager — realism. He should be able to properly assess their abilities and capabilities of subordinates and their actions. A good manager is characterized by a healthy optimism and confidence.

Most importantly - the manager must have the ability to lead, organize and support the work of the team, to be ready for action, risk.

From the above we can conclude that our future profession - the manager - a very important and responsible profession that requires many skills and abilities, which will be useful to become a good manager.