

# Empirical Study on Essential Managerial Skills and Their Relative Importance for an Organization for Entry Level Managers

Manasa Gurana<sup>1</sup> and Dr. Madhusmita Choudhury<sup>2</sup>

<sup>1</sup>Student BBA 1<sup>st</sup> year, Centurion University of Technology and Management, Andhra Pradesh.

<sup>2</sup>Assistant Professor, School of Management Studies, Centurion University of Technology and Management, Andhra Pradesh.

**Abstract:** The purpose of this paper is to analyze the essential skills required by professional course students which address the needs of corporate in the dynamic world of the 21st Century which may serve the basis during the entry to any organization. This paper uses various researches conducted in past on the essential management skills. It identifies the attributes managerial skills needed at different levels.

**KEYWORDS:** Management Skills, Organization effectiveness, employment variables, Life skills, Human Skills



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## INTRODUCTION

Various specialists describe today's worldwide frugality as one fashionable complete change to knowledge saving. Information plan and information technology bear enhance at the beginning of the 21st of one hundred years ultimate important determinant for frugality functioning in grown rural area. Skills and knowledge concerns as urgently important factors for the results. (Papulová, Z., & Mokroš, M. 2007).

Currently, an academic qualification is no longer guarantee for graduate' for employment. Due to technology and business-related extension, employers expect people having a set of talent to do something accompanying their needs. (Zaliza Hanapi & Mohd Safarin Nordin, 2013). Life skills education exist a very influential and integral part of an education system, worldwide. In Indian schools, still, life skills development of knowledge yet to happen completely initiated and acknowledged as an necessary part of the course of study. (Ajit, V., & Deshmukh, P. B. (2013).

- Conceptual skills: Managers must have an inclusive dream of the different elements of the business and deceive all at once. By identifying their trade, strength and weaknesses, managers can better predict surprising events and help their organization in solving question, create decisions, plan and arrange.
- Human skills: A manager bears the ability to correspond efficiently with added professionals, customer and employees of organization. Implementing human skills admit managers to cultivate self-awareness, be in charge private stress and resolve conflicts by coaching, give advice, stimulate and empowering possible.
- Technical skills: In addition to being having a proven capacity to use form and follow system for accomplishing something, a person who runs organization should be able to have or do act specialized enterprise fashionable their profession.

Although all these talents to do something exists important for administrative favorable outcome (Pavett and Lau, 1983), the importance of each ability is not the same at each level in the administration building (Latif, 2002). Moreover, in a limited trade like a pharmacy, having to do with money ability, such as acquiring unavoidable

capital, managing cash and amount owing and give power or authority in stock, happen critical and must see at an adequate level of expertise (Gill and Biger, 2012).

## OBJECTIVES OF THE STUDY:

1. To find out the relationship between management skills and effectiveness of the management.
2. To identify the managerial skills needed at different levels of managers.

## REVIEW OF LITERATURE:

In the theory of Katz's (1974), Skills of an Effective person who manages organization, guidance development, the person who runs organization has trio administrative skills, these happen: conceptual skills, human skills to do something, and technical skills are grown separately. (Trimble, S. K. 1992).

Barrow (1990), Teaching students the set of physical movement such as eye contact, good posture, keeping individual's hands further the mouth, etc. might be fostered in students as communication skills, but these actions in themselves forsake to provide a adequate condition for effective communication (Hyslop-Margison, E. J. (2000)

According to Fallows and Stevens (2000), there exist a need for educational institution wide initiative to build employability skills exceptionally common skills into the higher education course of study, agreeing the Consensus Theory. They offer two key reasons: first, person's understanding of academic subject happen incompetent in current economic position. Second, graduates need to gain general skills that will improve their employability. (Selvadurai, S., Choy, E. A., & Maros, M. (2012).

According to Reitzug (2002), training exists the established and still influential form of professional happening. Grobler and others., (2002) stated that preparation involve direct instruction, ability display of proof with discussion group and performance. However, preparation involves demand by an expert or knowing employee attentive processes fashionable an organization. (Ibay, S. B., & Pa-alisbo, M. A. C. (2020) Cronje, De, Gawie & Motlatla (2004) in addition to established that providing employees accompanying information, skills, principles and attitudes commotion

a particular work efficiently and capably. (Ibay, S. B., & Pa-alisbo, M. A. C. (2020)

Teichler, 2009, In the person's understanding economy and society, the trend towards aligning higher education with the needs of the occupied experience has taken abundant consideration, turning idea such as 'judgment', 'accountability', 'knowledge association', 'knowledge frugality', 'employability', and 'internationalisation' or 'globalisation' into few of the main recurring dimensions of the debate about the connection between higher education and the world of work. (ORELLANA, N. (2015).

Torki, Shouriche, & Meshgati, (2011), Human skills are important in own way capability and qualities to control and act reasonably and so forth (Human skills are important in own way capability and qualities to control and act reasonably and so forth. (NAZARI, R. (2017)

Goodarzi, Nazari & Ehsani (2012) established that managers who allow for possibility the productive communication networks, make or improve better human skills, including improve of communicational skills and management skills of the athletic managers, and explaining the connection between the two can improve the level of communication.

According to Kheirdmand, Lotfi & Etebarian (2012), an effective manager must exist knowledge in the four ability, those happen technical ability, intelligent skill, human talent to do something and governmental skill. Managers and person who guides must need to

experience management ability that can support the proper circumstances for the enterprise they do. (Ibay, S. B., & Pa-alisbo, M. A. C. (2020)

Moradi, Jafari, & Omid, (2013), Managerial skills are essential skills that all manager needs for achieving a better administration. The favorable life of teamwork depends ahead of correct and efficient running an organization.

Salehi & Mohammadi, (2014) Organizational persons are running an organization and human resources persons running an organization talent to do something determines in what way or manner well an arranging operates. (Salehi, H. O. S. H. Y. A. R., Mohammadi, F. O. A. D., & Mohammadi, H. E. S. A. M. (2014).

Mr. S. Balachander, et al (2015) The real key to the effectiveness of person prepared for work by extended study or practice is their ability to put their area of expertise person's understanding into effective practice. Soft skills program exists about allowing to happen and empowerment. With these preparation programs person active learning' will possibly has/bear a precise conversion from aspiring students to young successful managers. (Ghosh, M., & Arockiam, K. (2017).

Nazari, Ghasemi & Sohrabi, (2016) created proper preparation essential for in use at the time athletic manager to make or become better communication and administration talent to do something in these group bound by interest/work/ goal

**TABLE: A REVIEW ON THE TOPIC MANAGERIAL SKILLS.**

S.NO	Name of the Study	Author details	Year of the Study	FIELD OF STUDY	Findings
1.	Testing a model of organizational career development	Katz's	1974	Thailand	He described the skills of an effective person who manager the organization.
2.	The Employability Skills Discourse: A Conceptual Analysis of the Career and Personal Planning Curriculum.	Barrow	1990	Canada	"It is expected that students will practice and demonstrate effective communication skills"
3.	Generic Skills of Prospective Graduates from the Employers' Perspectives	Fallows and Stevens	2000	Malaysia	They said that there is a need for university wide initiative to build employability skills in particular generic skills into the higher education curriculum, in line with

					the Consensus Theory
4.	Academic factors and graduate employability in nigeria	Knight and yorke	2001	Nigeria	They consider the concept of employability to be a 'synergic combination of personal qualities, skills of various kinds and subject understanding.'
5.	An Assessment of the Managerial Skills and Professional Development Needs of Private Catholic Secondary School Administrators in Bangkok, Thailand	Reiitzug	2002	Thailand	He given a statement, stating that Training is the traditional and still influential form of professional development.
6.	An Assessment of the Managerial Skills and Professional Development Needs.	Grobler et al	2002	Bangkok	He Stated that training includes direct instruction, skill demonstration with workshops and presentations.
7.	An Assessment of the Managerial Skills and Professional Development Needs	Cronje, De, Gawie & Motlatla	2004	Thailand	He explained that providing employees with knowledge, skills, values and attitudes is essential to do a particular work effectively and efficiently.
8.	Extending the Scope: Career Guidance in Higher Education	Teichler	2009	America	In the knowledge economy and society, the trend towards aligning higher education with the needs of the working world has received considerable attention
9.	Employability Skill Readiness among Business' Students	Julia Braham & Carol Elston	2010	Malaysia	Interpersonal skills can be defined broadly as those skills which one needs in order to communicate effectively with another person or a group of people
10.	The Impact of Mental Skills on Management Skills and Selecting Management Models on Sports Managers	Torki, Shouriche, & Meshgati	2011	Bangkok	He told that Human skills are the special abilities and qualities to control and manage oneself and others.
11.	An Assessment of the Managerial Skills and Professional Development Needs of Private Catholic Secondary School Administrators in Bangkok, Thailand	Kheirdmand, Lotfi & Etebarian	2012	Thailand	He stated that an efficient manager must be expertise in the four skills, those are technical skills, Conceptual skills, human skills and political skills.
12.	Structural equation modelling of the influence of communication skills on management skills between sport managers	Goodarzi, Nazari & Ehsani	2012	Thailand	He confirmed that in this modern world, no manager will be accomplished without having basic management skills.
13.	Employability Skills of Students from Management Studies in	Nawaz	2013	India	He claimed that Initiatives on skill development must start early even

	Rural Colleges of Tirupattur Taluk, Vellore District, Tamil Nadu, India				while the student is pursuing his graduation.
14.	Relationship between management skills and customer experience management	Salehi & Mohammadi	2014	Bangkok	He described that Managerial skills are the ability to apply the technical knowledge and personal experience of a manager
15.	Effectiveness of campus training programmes for the mba students in assam and tamil nadu	Mr. S. Balachander, et al	2015	India	He concluded that soft skills like effective communication and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment
16.	<i>The relationship Between Communication Skills, Leadership Styles, and Culture and the Effectiveness of Managers in Sports Organizations</i>	Nazari, Ghasemi & Sohrabi	2016	Bangkok	He claimed that there should be a Proper planning to improve the communication skills & management skills.

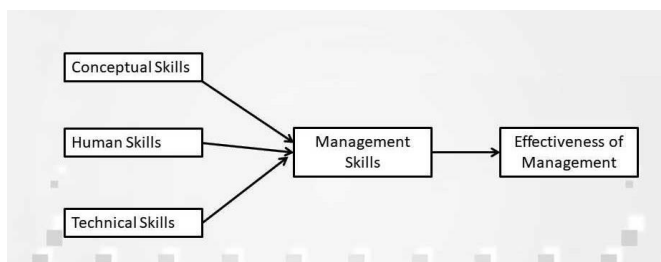
**Table: 1: Source: Literature Review**

### Research Gap

In this study the essential management skills required by a manager for the efficiency in work and effective management are noted and also the key skills of people are mentioned which is not mentioned in other research papers from a student perspective and an adequate model is not found in the research database.

### CONCLUSION

This study provides us with the knowledge of skills which one must possess to be successful in one's work life. The findings of few authors from 1974 to 2016 on the managerial skills were discussed in this. From the above mentioned study we find out that the relationship between management skills (Conceptual skills, Human skills, Technical skills) directly related to effectiveness of the management and the studies are also mentioned.



**Figure : 1 : Authors Source**

### Recommendation

This study investigates in what way or manner influential managerial ability exists fashionable in an organization. From this study we can understand that a manager or an employee must contain/have the three management skills which are human skills, conceptual skills, and technical skills for the organizational growth and for effective management.

### Limitation

The research is a qualitative work from the previous studies and if we can able to collect primary data from the students and from origination the proposed model can be tested and may be converted as a quantitative paper.

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