LEADING, MANAGING & DEVELOPING PEOPLE

LEADING PEOPLE (SELF-STUDY)

• Leadership defined
• Leadership theories
• What leaders do
• Leadership styles
• Types of leaders
• Qualities of good leaders
• Leadership development
• Effective leaders

This information is very useful for the assignment. Read Armstrong, M. (2012)
MANAGING PEOPLE

- Management defined:
  - Process of making things happen
  - Managers define goals (setting goals/objectives = planning)
  - Determine and obtain resources required to achieve the goals
  - Allocate the resources to opportunities and planned activities
  - And ensure that those activities take place as planned (strategies/approaches)
  - In order to achieve predetermined objectives

- Management described as:
  - Getting things done through people by exercising leadership
  - Make effective use of resources available to them
PURPOSE OF MANAGEMENT

- Satisfy stakeholders
- Making profit and create value for shareholder (private sector)
- Produce and deliver valued products/services at reasonable cost for customers (private sector)
- Effective service delivery to the community (public sector)
- Exercise social responsibility and provide rewarding employment and developing opportunities for employees (In all sectors)
ROLE OF THE MANAGER

• Dynamic, life-giving element in every business
• Get results through effective operations
• Manage people, time and resources
• Accountable for attaining goals
• Plan, organise, motivate (lead) and control
• Ability to cope with conflicting and unclear requirements
• They are doers and deal with events as they occur
• Develop sense of purpose and framework for defining intentions and future directions as strategic thinkers
• Involve in process of strategic management
STRATEGIC MANAGEMENT

- It is a process – a process of strategy making in order to present actions for future
- Taking a broad and long-term view of where the business is going
- Deciding what business the company will be in
- Forming strategic vision of where the organisation needs to be headed

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<th>Strategy</th>
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DEVELOPING PEOPLE
(provide people with learning opportunities to acquire knowledge, and skills needed - to achieve life long learning)

Learning & Development

Aims is to ensure that people acquire and develop knowledge, skills & competencies needed.

Learning
Means by which people acquire skills, knowledge, capabilities, attitudes & behaviours

Development
Ensuring that a persons ability & potential are grown & realized through self-directed learning

Training
Application of formal processes of instruction & practice to impart knowledge