Maslow Hierarch of needs

Motivation

Leadership

Autocratic

Democratic

Laissez Faire

**Key Words**

**Autocratic** - This type of leader does not like sharing their authority and prefer to make the decision themselves

**Democratic** - This type of leader is willing to discuss issue with staff and the delegate

power and responsibility to them

**Laissez- Fair** - This leader gives employees general goals and target. They also give them the authority to achieve these in whatever way they think is necessary

**Leadership** - involve directing staff, setting a clear example of what is expected of

others and Delegating work

**Delegation**

This is assigning authority and power from a manager to a subordinate to do a specific task. The accountable is also passed

*Benefits*

1. Manger has more time to concentrate on important tasks

2. Higher standards

3. Increases motivation

4. improve managers work life balance

5. Less stress

**Why managers don’t delegate**

Manager think that employees won’t be able to do the work up to their standard

Managers fear that employees will do a better job than they would

**Factors that influence the choice of leaderships style**

Instant/ quick decisions

Type of employees

Time -

Skills of employees -

Company Culture -

Span of Control -

**Key Words**

**Management** - is the ability to achieve results through people. It involves Planning Organising, Controlling the

work to be completed and requires the skills of leadership Motivation and Communication

**Leadership** - involve directing staff, setting a clear example of what is expected of others and delegating

work

**Delegation** -This means giving authority to subordinates to carrying out tasks

**Motivation -** This is the willingness of people to work hard and to contribute their best efforts

**Communications -** This refers to the transfer of information between people. It can be done oral written or

visual

**Planning -** This means clearly setting out the goals for the organisation and how these are to be achieved.

**Organising** - This means bringing people and resource together to implement the plans and achieve the company

goals.

**Controlling** - This is the continuous monitoring and checking of results to see if they are inline with the target

and standards set out in the plan

**P**aul **O’C**onnell is **active** on the rugby field

Planning

**O**rganising

**C**ontrolling

**Skills** of finding the **L**owest **C**ommon **M**ultiple

Leadership

Communication

Motivation

Management

**Common activities when managing a house and business**

*Similarities* *Difference*

Taxation the Scale

Official Forms Legislation

Decision making Mgt Expertise

Management Activities

Raising Finance

Communication 2002 (a)

**Similarities and difference between manager and entrepreneurs**

**Similarities Differences**

 **Entrepreneur Manager**

Ideas Energy - Ideas and energy - Few ideas

 to start the business - Energy into running the bus

 - energy into new tasks

Risk Taking - Personal/financial risk - No financial risk

 - Work on their own - Don’t own the business

Mange day to day - Set up sometime new - Routine day

 - don’t delegate - delegation is important

**Characteristics on managers**

1. Problem solvers
2. Decisive
3. Good with people
4. Confident
5. Good Communicators
6. Have good time keeping

TIP – It is a good idea to compare these with the characteristic of an entrepreneur and to be able to explain each of the characteristic that were just mentioned.

**Importance of Management Skills**

**In home -** Parent are the managers at home, and they have to show leadership to their children, motivate them to do well, communicate, organised and control the finance of the house.

**In school -** Principals show leadership to teachers and students. They motivate them to do their best. Must have effective communication, plan timetables and organised students into classes and control the school budget

**In the local Community -** Leadership to run local festivals. Motivation to keep people interested and communication to make sure that everyone understands. They also need to plan the dates and control the finances

**In business -** need to plan ahead of the competition, to organise resources, control finances. Provide leadership to the employees. Motivate staff to do their best and communication takeholders