

QUALITIES OF A SUCCESSFUL MANAGER

CHARACTERISTICS OF AN IDEAL BOSS		
S.No	ATTRIBUTES	BEHAVIOR
1.	Great Strategist	<ul style="list-style-type: none"> • Has conceptual Skills/ Technical depth • Proactive thinking • Analytical skills • Efficient Decision Maker • Helps others in making/aligning strategies
2.	Creating more success stories	<ul style="list-style-type: none"> • Believes in delegation and empowering subordinates • Desire for improving subordinates on technical/ conceptual competencies • Inculcates learning environment • Believes in information sharing • Gives full context of any task
3.	Customer Focus	<ul style="list-style-type: none"> • Business/ Market/ Industry knowledge • Business Acumen • Understands customer's needs both explicit and implicit • Knows and understand internal customers and suppliers
4.	Encourages personal as well as professional Growth	<ul style="list-style-type: none"> • Visionary • Sets Goal for future • Helps in goal congruency between personal and professional growth • Helps in identifying training needs accurately • Helps in implementation • Gives challenging tasks for personal growth • Encourages and provides opportunities for learning

5.	Time Management	<ul style="list-style-type: none"> • Manages time effectively • Teaches other to manage time
6.	Concern for people as well as concern for task	<ul style="list-style-type: none"> • Gives respect and is courteous • Encourages concrete objectives, organizational efficiency and high productivity • Leads people to high job satisfaction and motivation
7.	Work-life balance	<ul style="list-style-type: none"> • Recognize family and other personal responsibilities and interests • Help subordinates maintain balance between personal and professional life • Encourages people to have fun with in teams
8.	Communication Skills	<ul style="list-style-type: none"> • Clarity of thoughts, vision & mission • Listening Skills • Good Presentation Skills • Good negotiation skills • Good salesmanship
9.	Gives feedback to subordinates	<ul style="list-style-type: none"> • Gives due recognition & reward to team members for doing excellent work • Gives timely and accurately feedback • Builds self confidence in employees • Praises in public/ reprimands in private • Celebrates success at workplace
10.	Just and Impartial	<ul style="list-style-type: none"> • Adopts authentic approach • Follows equality principal • Take Ownership of the work done / to be done • Gives proper data to each subordinate

11.	Self Starter/ Highly Motivated	<ul style="list-style-type: none"> • Great Motivator • Positive attitude • Make others self starter
12	Coach and Mentor	<ul style="list-style-type: none"> • Gives specific guidance • Gives right feed back • Understands subordinate’s expectations • Evaluates strengths and weaknesses of employees and helps in improvement
13.	Team Player	<ul style="list-style-type: none"> • Considers needs of team members, their interests and areas of personal development • Knows how to build teams • Creates team environment based on trust and respect
14.	Resource planner	<ul style="list-style-type: none"> • Provides required resource at right time • Identifies and manages interdependencies well in advance
15.	Prioritize work better/ ‘Tomorrow’ Ready	<ul style="list-style-type: none"> • No future/ system shocks • Teaches others how to priotize work • Great planner – believes in “T.I.N.A.”
16.	Doesn’t Micro-manage	<ul style="list-style-type: none"> • Gives lot of rope/ freedom to others at workplace • Does only timely reviews as decided in advance • Concentrates on well defined results
17.	Minimum of fire fighting	<ul style="list-style-type: none"> • Shields from crisis • Doesn’t give CVDs (Cardiovascular Diseases) • Plans for future well ahead

18.	Avoids ' <i>Muda</i> ' between people	<ul style="list-style-type: none"> • Great conflict management abilities • Problem Solver • Structures tasks / role / jobs so that conflicts are less • Foresees likely areas of conflict and take actions in advance
19.	Task Clarity	<ul style="list-style-type: none"> • Know what is to be done • Provides full context • Helps in strategy implementations • Knows how to complete a task in less time/ better manner • Helps people to move from mere 'efficiency' to 'effectiveness'
20.	Logical/ Rational	<ul style="list-style-type: none"> • Rationally analyzes inputs and outcomes • Has measurable targets • Maintains proper alignment with top management