

## Management Skills – Lesson

### 1. What Are Management Skills?

Management skills are the abilities that help a manager plan, organize, lead, and control people and resources to achieve goals effectively and efficiently.

### 2. Main Types of Management Skills

#### A. Technical Skills

- Using software
- Understanding financial reports
- Operating machines
- Knowing company procedures

#### B. Human (Interpersonal) Skills

- Communication
- Teamwork
- Motivation
- Conflict resolution
- Empathy

#### C. Conceptual Skills

- Strategic planning
- Decision-making
- Analyzing situations
- Understanding how departments work together

### 3. Additional Essential Management Skills

- Leadership skills
- Problem-solving skills
- Time management
- Communication skills
- Decision-making skills
- Adaptability

### 4. Levels of Management & Required Skills

Top Management: Strong conceptual skills.

Middle Management: Human + technical skills.

Lower Management: Technical + human skills.

### 5. Importance of Management Skills

- Improve productivity
- Reduce conflicts
- Achieve organizational goals
- Support employee growth
- Better decision-making