

AN OVERVIEW ON SKILLS MANAGEMENT

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ABSTRACT

Individuals in managerial positions must have the knowledge and abilities to carry out particular management activities or duties. Managerial abilities are crucial for a variety of reasons. Being a manager in an educational environment gives you the opportunity to lead and solve problems in a variety of circumstances, both basic and complicated. However, it has been noticed in Thailand that certain management abilities need to be improved. Managers of schools should improve and expand their skills in order to manage successfully and efficiently. This mixed-methods study examined school administrators' management abilities in terms of conceptual, human, and technical skills in a number of private catholic secondary schools in Bangkok, Thailand. The respondents self-assessed their management abilities using a checklist, and interviews were performed to verify the findings and identify professional development requirements based on the lowest-scoring categories by the school administrators. To collect data, Goodarzi designed a questionnaire based on Robert Katz's idea of management abilities. When it came to the evaluation of school administrators' management abilities, the majority of them rated themselves as excellent in terms of conceptual, human, and technical skills. In terms of conceptual skills, the identification of informal organization, articulation of strategy, and capacity to anticipate are the professional development requirements of private catholic school administrators. In terms of human skills, school administrators, on the other hand, need training in dispute resolution, report production, and official communication. Finally, in terms of technical skills, they need professional growth in financial management, computer skills, and marketing.

KEYWORDS: *Administrators, Development, Managerial, Needs, Professional.*

1. INTRODUCTION

Professional growth is needed throughout one's career in teaching. Pinto.it promotes professionalism and offers educators with equitable chances to acquire and develop information and skills relevant to their work performance, according to Pinto.it. According to Bush, Middle wood, and Briggs' study of the impact of school leadership development: evidence from the new visions program for early headship, leadership and management development is needed as it is gradually becoming accepted in other countries, but in order to meet the needs of school leaders and managers, training is important to be appropriate and one's career advancing. Many studies think that innovative leadership methods may have a significant effect on followers' attitudes and

improve employee happiness and commitment, according to Nazaro. Abbas performed a research on management skills tools for democratic leadership imperatives. Management skills are all-encompassing.

Managers must have management skills in order to achieve the vision and purpose of their companies. They are required as a component or aspect of managerial efficiency and effectiveness. In Thailand's public sector, Thai leadership reigns supreme. Thailand is one of the Asian nations where Buddhism is revered by the majority of the population. Thai culture places a premium on harmony and tranquility. Managers in Thailand want to participate in community events with their workers because they think that by doing so, they will get a better knowledge of their staff and will be able to grow their team. Secondary school administrators in Bangkok, Thailand, play a vital role in ensuring that the systems are functioning successfully and efficiently. They demonstrate a high degree of excellence in every area of study in a practical manner. They also guarantee that all instructors and staff are producing or creating something toward a shared objective while simultaneously raising standards and improving conditions, and they offer leadership as well as organized positive views for the future of the educational institutions they serve[1].

1.1. Related Literature:

Leadership is one of the human social debates. The effectiveness of collaboration is contingent on good and efficient management. An efficient and successful leader for a group of individuals is required to accomplish their goal and meet mutual goals. An effective manager, according to Kheirdmand, Lofty, and Etebarian, must be skilled in four areas: technical skill, cognitive skill, human skill, and political skill. Managers and leaders must have management skills that allow them to place their actions in the appropriate perspective. In today's environment, no manager will be successful unless they have fundamental management abilities, according to Goodarzi, Nazaro, and Esan. To put it another way, managers are expected to be well-versed on the dynamic of their workplace. As a result, management skills determine the efficiency and effectiveness of managers and leaders.

Effective sports directors, according to Nazaro, Hashmi, and Sahrawi, must plan ahead in order to enhance communication and management abilities in their companies. Also, according to Goodarzi, Nazaro, and Esan, managers who consider effective communication networks and develop human capabilities, such as communicational and management skills of sports managers, as well as describing the connection between them, may improve communication. This, in turn, will result in organizational effectiveness. Managers are the guarantors of an organization's success or failure. Managerial effectiveness and penetration are determined by the quality of management at all levels. The ability to manage an organization's operations is determined by organizational management and human resource management abilities. These abilities are the manager's capacity to use his or her technical knowledge and personal experience. Special talents and characteristics to govern and manage oneself and others are referred to as human skills[2].

1.2. Articulation of Strategy:

The 10 chosen school administrators were questioned by the researcher. What particular training do you need to improve your ability to articulate strategy? Effective methods, such as engaging the whole company in decision-making, are taught. Good strategic management training is essential for sharpening leadership abilities in order to face the difficulties of strategy execution

and managing the team and organization in order to achieve the company's objectives. Focus on student success and greater school improvement practice. Training on successful methods such as choosing, creating, enhancing, and maintaining the school's and staff's capacity to execute an intervention in a way that benefits children effectively and efficiently. It is critical to get training in instructional leadership.

Collaboration with leadership is essential for a successful company. I believe that instructional leadership training is necessary since it is the cornerstone to the school reform process and its efficacy for students. It cultivates the implementer's mentality in every school administrator, which is focused, disciplined, and accountable, and ensures that tangible actions toward objectives are done every day. Create a comprehensive instructional coaching program for all teachers. Broadening the secondary department's worries about academic activities, such as international research training/seminars/workshops on trends and problems in non-native English speakers' academic growth. For school administrators, training and seminars on strategic planning are available. It is necessary to get training in strategic thinking ideas[3].

1.3. Ability of Prediction:

The 10 school administrators were questioned by the researcher. What kind of training do you need to improve your prediction skills? Training on cognitive abilities such as the fundamental skills that the brain utilizes to think, read, and learn, as well as remembering, reasoning, and paying attention. Within the school, there is cooperation training. Make a long-term strategy and consider its benefits and drawbacks. School administrators will attend a training/seminar on predictive analytics.

Personnel management training, seminars, and workshops, as well as administrative and academic skills training, are all available. To anticipate the plan's potential outcomes, computer literacy is required. Long-term planning skills training. You can predict the anticipated outcome after you understand how to create a long-term strategy. Training and seminars are available to enhance cognitive capacity, which includes improving listening skills. For school administrators, a seminar-workshop on developing a long-term plan to predict the anticipated outcomes of school programs was held. Seminars, seminars, and trainings for school administrators on how to anticipate the good and negative outcomes of school programs. Administrators will get cognitive training.

1.4. Controlling Conflict:

The respondents were questioned by the researcher. What particular training do you need to improve your ability to manage conflict? Understanding human behavior is a skill that can be learned. Every school administrator should be aware of his or her workers' actions and be aware of other people's views and expectations. As much as possible, training on recognizing the obstacles that exist both outside and within the school. Conflict resolution and negotiation skills training Leadership tactics training is required. We cannot avoid confrontations in any job.

However, I believe that every school administrator or manager should get training or attend a seminar on how to properly control people's conduct. To improve getting along with the employees and people, as well as the social connection within the administration, leadership and social training are required. Respectfully communicate. Respect for one another is extremely essential in Thailand, particularly for school administrators. The school will be more calm and conflict-free if everyone respects one another. A seminar-workshop on conflict resolution. Seminars, workshops, and training on conflict resolution are required, in my opinion. Every

school administrator should study and be trained in conflict resolution. To improve this ability, I believe we should train or have a seminar-workshop on dispute resolution. It can help us develop our conflict resolution abilities in this manner[4].

1.5. Report Generation:

The 10 chosen school administrators were questioned by the researcher. What kind of training do you need to improve your report-writing skills? Training on how to quickly and simply generate actionable reports. Training on how to have the confidence to voice ideas that contribute to school development. Effective research training is provided. Set report goals and choose the most relevant data. Research training is utilized to improve reports that are trustworthy and current with worldwide trends. Make it a habit to seek clarification. I want everyone to feel comfortable to ask questions at any time. Training or a seminar-workshop, in my opinion, may be a good way to enhance or strengthen report creation. Every school administrator, in my opinion, should study and be trained in effective research so that they may get trustworthy materials for report creation. The greatest approach to enhance report creation, in my opinion, is to have a seminar-workshop on reporting. It is critical to get training on how to improve communication. Because a lack of communication is an issue. Those who use reports don't always communicate directly with those who produce them[5].

1.6. Official Correspondence:

The respondents were asked: What particular training do you need to improve your official communication skills? Being a school administrator necessitates the ability to write in English. I believe that the English writing seminar will aid in development. Because some school officials in Thailand are unable to communicate in English. Organize a class or workshop on how to write formal letters, particularly in English. The majority of Thai school administrators struggle with English writing. Organize a workshop or seminar on how to write in English. In Thailand, not all school administrators can write in English.

Additionally, ensuring that the letter's final result is simple to read and has a good effect. Organize a session on how to write effectively. Learn how to create a concise mission statement with language and composition in mind. Business and technical writing seminar/workshop. Understand your audience; recognize various writing formats and how to choose the most effective one or ones to accomplish your goal. Training on how to improve report writing abilities as well as English grammar, punctuation, and proofreading. Develop your ability to comprehend the audience. To enhance this ability, I believe we should train in effective writing abilities since we may be required to create many types of business letters. Research training is one method to enhance official communication[6].

1.7. Computer Skills:

The following question was posed to the respondents: What particular training do you need to improve your computer skills? Familiarize yourself with computers and the internet. You should have a basic knowledge of what a computer is and how it operates before learning any specific technical abilities. Learning how the internet works may also be beneficial in certain situations. Technical texts should be read. Reading books or attending a computer seminar/workshop is one of the greatest methods to enhance technical abilities[7]. Organize a lecture or workshop on how to use and understand a computer. Seminar/workshop for school administrators on computer skills such as the use of the internet and email, computers, word processing, graphics and multimedia, and spreadsheets.

To facilitate his or her transactions or encounters with his or her staff people, an administrator must be technologically sophisticated. Excel, SPSS, and social networking are therefore required. Apply what you've learned and get some practice. Essential computer skills training, including email, online surfing, and searching. Take computer literacy courses. Incorporate a wide range of software to enhance your general ability to get things done via software, try out a variety of various software applications online or offline. Learn how to code. Programming, in my opinion, is the skill of telling a computer how to do something. Learning to think like a computer is the key to achieving this goal[8].

1.8. Marketing:

The respondents were asked, "What particular training do you need to improve your marketing skills?" Learn to communicate effectively with the students' parents. School administrators, in my opinion, should learn how to sell themselves. I believe that communication skills training is essential to acquire since knowing how to communicate effectively can lead to you becoming a successful marketer. Develop your public speaking skills. Learning how to communicate effectively can benefit you in a variety of ways. Take a time management class. Knowing how to utilize time wisely is one of the most essential things that any school administrator should do in marketing because knowing how to pay attention to the amount of time you spend on things may sometimes ensure success.

Training for school campaigns, social media training, and advertising Student enrollees will benefit from training. Prepare to use social media to communicate with stakeholders. Extend your reach by promoting blog articles and videos on Facebook, YouTube, and other social media platforms. Marketing seminar-workshop Make a pitch to high-achieving kids. Although marketing to students may be unpleasant, it is something you will almost certainly have to do. Design asset organization training[9]. The heart of the marketing materials is the design assets. Improve the school's online experience. Have a fantastic chance to give a godly experience while also making a good impact on the parents. On the advertising, training, seminars, and workshops are available.

1.9. Professional Development Plan:

The researcher determined the professional development requirements of school administrators based on the three lowest mean scores in each area. As a foundation for presenting a professional development plan, the requirements were verified via the conduct of interviews. According to each category, the plan is split into three sections. The overall aim, specific goals, planned activities/programs, strategy, timeframe, person(s) engaged, resources, and anticipated result are all included in each section. The contents of the professional development plan were derived from the combined findings of the study's interviews with chosen respondents[10].

2. DISCUSSION

According to the study, the ability to establish positive connections with employees at all levels is the most essential managerial talent. A successful manager, for example, sets a positive example and understands how to utilize their talents to inspire their staff to achieve, as outlined in the book's approach to relationship development. Successful managers collaborate with their workers, coach team members, and foster a diverse workplace. To be a successful manager, you must communicate work together to enhance cooperation, and as we progress in one area, we may see advantages in another, generating a momentum that will lead to optimum performance.

3. CONCLUSION

Managerial skills refer to an individual's knowledge and ability to do particular management activities or duties in a managerial role. This is a skill that can be acquired and practiced. When school administrators study and apply the habits, methods, and strategies of other effective school administrators, they may improve their management skills. If they follow the same steps as other successful managers, they will soon see the same outcomes.

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