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Interpersonal Communication Skills of a Manager.

Many specialists consider that one of the most important skills of a successful manager is the ability to set goals. It is also necessary for a manager to be very ambitious. A manager who never punches above his weight can come across as lacking ambition. Even the conservative poker player knows he needs to go 'all-in' from time to time.

However, a manager is not an independent player in business relations. In most cases his success is the result of an efficient team work. And the achievements of his team greatly depend on the manager's ability to communicate with his subordinates.

According to Henry Mintzberg's classification of managerial roles, good interpersonal relations are the key to running a company or a team smoothly because if employees feel themselves comfortable in the workplace, it increases their performance and performance of the company in result.

Another step to success is respect. If a leader manages by respecting his team's values, the team will do their best in response. Being a figurehead in the organization, whose duty is to fulfill legal or social requirements, a manager should communicate with employees to know about their important everyday needs. It is necessary to find it out to provide employees with some extra time for healthcare, for example, or flexible timetable if they need it.

In order to succeed, managers have also to identify strengths of their employees and use them in a proper way. To extra motivate the subordinates, managers should applaud their employees' strengths both publicly and privately. They have to demonstrate how they appreciate their efforts focusing, from time to time, on the specific points such as their diligence, their approach to work, their dedication, etc

Another important thing is feedback. A manager should keep his door open and remind his employees that if they have any problems, he is always ready to listen to them. It is dangerous to minimize or dismiss the concerns of the employees. Good managers should always listen to their subordinates, support them both financially and morally. When employees are actively sharing ideas, leaders should not butt in and talk just to make sure his voice is a part of the mix. This can put the idea-sharing into a stranglehold.

So, as management means working with people, the effectiveness of a manager's job is the result of his efforts and talent to cooperate with people, understand and properly motivate them.