

## What skills are needed for Management Jobs?

When you start out on your mission of furthering your career, one of the things you are likely to aim for is a management position. A position of management demonstrates development within your ability, and it is the perfect position to learn new skills and to apply these skills to difficult or challenging situations in order to drive forward success.

So what exactly is a 'Management Position'?

Well, a management role will usually encompass the following:

- Responsibility for one or more staff member
- Responsibility for a budget, regardless of size
- An accountability for the delivery of one or more projects
- The need to lead others
- The need to lead one or more work streams

Management positions exist in almost all industries and job sectors, so regardless of where your skills or interests lie, you should find possibilities for securing a management role.

If you see a management job advertised that catches your eye, you need to decide if you will be able to successfully demonstrate that you have the skills required to fulfil the post; both at an interview and also in the fulfilment of the role. So before you start scribbling away at the application form, spend a bit of time thinking about the key skills that are required for a management post, and decide if you currently hold them.

So, what are these key management skills?

- **Leadership.** Are you able to take charge of a situation, task or team? What makes you think that you can? Do you have any experiences or examples of when you have led a team or a task? What made your leadership skills good? And what did you learn from the experience?
- **Team Management.** Do you know what it means to manage a team? Have you ever done it before, either within a working situation or in a situation outside of work? How would you successfully manage a team to get the best out of them? How would you cope if a member of your team wasn't performing? What are your views on staff development?
- **Enthusiasm.** How enthusiastic are you about the job and / or company? What drives this enthusiasm? How would you help spread this enthusiasm to your work colleagues?
- **Motivation.** How motivated are you? How do you motivate others? Do you have an example of when you have motivated others? What was the outcome?
- **Money management.** Part of most management positions is a responsibility to manage a budget. This is tricky! Do you have any experience of managing a budget

before within a work capacity? What elements of this task did you find particularly challenging and how did you overcome them? If you don't have experience of managing a budget at work, what do you foresee as being the challenges around this responsibility? And how would you overcome them?

As you start to write out your application form or complete your interview preparation, think about the skills listed above. Try to locate one or two examples of how you have demonstrated each skill in the past. Think about the challenges associated with each of the skills, and the strategies you'd put in place to overcome these challenges.

Good luck!