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A study of information technology skills required for managers

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Abstract

The Managers are nowadays having lot of pressure in performing their tasks in best possible way without any error or problem during the solution of problem. The various skills are required by the managers to solve the business problems and IT skills are must in present business environment. IT is widely used in various business activities and it is giving the best results in terms of profitability. The main basic functions of management link planning, Controlling.

Keywords: information, manager, management, planning, coordinating, time Mgt

Introduction

The Information technology has changes the way business organizations perform their activities and in future this will add value to its functions. With increase in ICT [Information and Communications Technology] to a much more natural way of interacting and using the power of networked computing systems which will be connected not just to the internet or other computers, but to places, people, everyday objects and things in the world around us." This will be the basis of all IT in near future and the use will rapidly increase.

The future managers are to be well informed about the technologies up grades and they have to use these to take management discussion of planning, staffing, coordinating and motivating.

What Are Information Technology (IT) Skills?

Commonly referred to as IT, there are many job titles in the technology sector. From programming and database creation to providing general technical support, there are roles for people with many areas of interest, and many levels of expertise.

The broad swath of jobs available means that employers look for different technical skills when hiring. Some may look for expertise in a specific language or program, while others might look for more general computer skills.

What Are Technical Skills?

Technical skills involve the use of company or industry-specific methods and processes, formal problem-solving techniques, technology systems and machinery and other tools. Furthermore, they involve specialized knowledge and typically must be taught, like the education offered in a business administration program or at a vocational school. These are different from "soft skills" (what Katz would call "human" skills), which can be acquired and honed over time. Technical skills may involve performing a predetermined sequence of steps or carrying out a specific physical action. Thus, these skills can change depending on the particular processes, procedures and regulations that are standard in your industry.¹

Time Management Skill for the Managers

Many IT professionals will need to be self-directed and self-motivated, and a big part of self-directed work means an ability to manage time well. Technology work can often take longer than anticipated, as proven by how often timelines and milestones change over the course of a long project.

An IT professional should be able to accurately assess how long a project should take, and then be able to stick to those timelines. He or she should also be able to help an entire team manage their time, on a daily, weekly, monthly, and project basis.

- Scheduling
- Goal Oriented
- Digital Communications
- Manage Remote Working Teams
- Continually Review Processes for Improvement
- Multitasking
- Meeting Deadlines
- ICT (Information and Communications Technology)

Importance of Technical Skills for Managers

All three above skill types – technical, human, and conceptual – overlap and combine to create effective management. However, the position type and level of management you're in may dictate the degree to which you use technical skills in your day-to-day responsibilities.

For example, a line manager at a plant or an on-site construction manager may use technical skills directly on a daily basis and may be more mechanical and hands on. A project manager; however, may utilize technical skills to stay familiar with the work being done by his or her employees, but may not use these skills daily.

Important Technical Skills for Managers

Because technical skills are specific to the task(s) managers must complete or oversee on a daily basis, they can vary by industry and position. However, some common technical skills may be required across a number of industries, specifically within administrative and middle management positions.

- Analytical and problem-solving skills.
- Strong technical skills.
- The ability to work well under pressure.
- Attention to detail.
- Team working skills.
- Organization and time management.
- Interpersonal and communication skills.
- Management and leadership skills.

Five Essential Project Management Skills

Following are the major five essential skills for project manager managing the projects in the company.

- Communication. One of the most important skills for project managers is great communication.
- Time Management. The ability to manage time and prioritize tasks is an essential characteristic of efficient project managers.
- Organizational Awareness.
- Problem Solving.
- Leadership

The Following figures shows in brief project management functions.



Source:-

<https://www.google.co.in/search?q=Soft+skills+are+the+more+managers+wik>

Fig 1

Top Five Skills required for Managers

Soft skills are the more intangible and non-technical abilities that are sought from candidates. For example:

- Communication
- Teamwork
- Problem-solving
- Leadership
- Responsibility

Soft skills are sometimes referred to as transferable skills or professional skills. As this term implies, these are skills that are less specialized, less rooted in specific vocations and more aligned with the general disposition and personality of a candidate.

Conclusion

The IT is going to be widely used in near future and skills required are to be learnt by the managers in short span of time to take proper discussions in the company. The paper is a decent effort to understand different skill of the managers and how to develop those skills. Information technology are widely changing in terms of updating of hardware and software so that the managers should learn all those to create good environment in the organization. The problem-solving capacity will be improved if the managers start using these tools for business activities.

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