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Table of Contents

[Introduction 3](#_Toc159007156)

[I. Definition and Distinction between Administration and Management 4](#_Toc159007157)

[II. Key Components of Administration and Management Skills 5](#_Toc159007158)

[III. Traits, Attitudes and Behaviors of Leaders 7](#_Toc159007159)

[IV. life, work and community application of knowledge 9](#_Toc159007160)

[Conclusion 10](#_Toc159007161)

[Bibliography 11](#_Toc159007162)

## Introduction

The success or failure of any organization; be it in the private or public sector, primarily lies on Administration and management skills components of successful leadership. Therefore, both administration and management skills when effective are crucial for the achievement of the goals of the organization, maintenance of efficiency, as well as fostering a positive work environment.

These skills ensure that there is smooth operation of the organization through monitoring of the daily functions and operations of the organization, removing barriers that may interfere or interrupt the critical processes in the organization while ensuring that there is continuity in production or operations.

Administration and Management focuses more on the utilization of information and people. Information serves as an integral part of an organization, while people provides the much needed resource that leverage that information for the success and growth of an organization.

This essay aims to explore the complexities of administration and management skills, uncovering their significance, key components, and the role they play in the success of the organization.

## I. Definition and Distinction between Administration and Management

Although these two terms are mostly used together, it is important to note that they do not mean the same. In this regard, it is therefore necessary to clearly define as well as differentiate the concepts of administration and management. To begin with, Management is generally associated with the running of an organization’s resources (including human resource), as well as time. It is concerned with the long-term goals and strategic vision achievement through the processes of organizing, planning, implementing and overseeing the overall efficient, effective and profitable operations of an organization.

On the other hand, Administration involves the daily actions of directing, controlling, coordinating and execution of tasks and activities of an organization or business in order to achieve short-term objectives. Management is involved with running all the aspects of an organization, from finances to human resource and everything in between. The differences between Management and Administration range from meaning, focus, role, nature and function of the concepts as started below.

1. Management includes all the processes involved in the strategic planning, organizing and coordination of resources and efforts to achieve an organization’s intended goals, while Administration is concerned with the overseeing of an organization’s daily operations and implementation of decisions made by management.
2. Management is primarily focused on achieving set objectives through the utilization of resources efficiently, while Administration encompasses the establishment of a framework that is stable, and ensures that there is adherence to the set rules within the organization.
3. The natural role of Management is executive, while Administration is decisive.

## **II. Key Components of Administration and Management Skills**

A. Strategic Planning

Effective administrators and managers need to have the ability to clearly envision the future of the organization’s success and growth, through a critical analysis of the present trends in their line of business, they are able to align their strategic plans for the success and profitability of the organization. Through the use of critical thinking skills, they need to develop innovations and strategies that align with the organization’s set goal and objectives in order to maintain a competitive advantage despite the changes in market trends and potential barriers and setbacks.

B. Decision-Making:

One of the core skills that both administrators and managers must be exemplary in is decision-making. Because of the sensitivity of every decision that is made, and how it affects the organization, Administrators and managers need to critically analyze all the resources that are at their utilization, evaluate the possible challenges and potential outcomes, analyze the action-points and then formulate informed decisions based on the probability of positive outcomes that are in alignment with the organizational goals and objectives.

C. Communication:

Another crucial skill that is needed by both administrators and managers is clear, precise and effective communication. Effective communication is paramount in administration and management as it enables the smooth flow of operations, leading to efficiency, effectiveness and productivity. Administrators and managers must effectively communicate their strategic plans and goals to the entire organization, in order to foster a shared vision and quicken implementation. There is therefore need for both Administrators and Managers to possess strong communication skills so that expectations, feedback, tasks are carried out precisely and accurately. The following are the types of communication;

* **Verbal** **communication**: this is the type of communication that involves interacting with employers, clients, and staff by use of words either in person or over the phone. It is extremely important that an administrator or manager speak clearly while maintaining a positive tone.
* **Written communication**: Many organizations require a lot of writing of various documents such as work emails, internal memos, website copies and formal letters to clients or customers. Excellent written communication skills, is therefore required for clear, professional, and accurate write ups.
* **Non-verbal communication**: Effective communication also requires strong non-verbal cues. An administrator or manager must be able to correctly use body language, gestures, tone of voice and facial expressions to convey the right message.
* **Visual communication**: This is the type of communication that involves the use of images such Charts, photographs, infographs, drawings and many others to enhance the understanding and reception of the expressed messages and ideas.

Administrators and managers must master all types of communication and need to know precisely why, how as well as when to use them.

D. Organizational Skills:

Administrators and manager must possess exceptional organizational skills to streamline processes, allocate resources efficiently and accordingly, and maintain order within the organization. They must be able to properly create structured systems that enhance the overall performance and productivity of the organization.

E. Management Skills

Effective administrators and Managers must possess superb management skills. They need to be able to effectively management the resources available for the betterment of the organization. Management skills include recruiting the right talent to drive the organization forward, as this is the back-borne of any organization, it also involves training the recruited talent as well as ensure that there is personal development. Furthermore, management skills also involve the management of the organization’s finances; formulating budgets, identifying and making investments, and capital purchases that are key factors in creating the as much value to the organization as possible.

F. Leadership skills

At the core of it all, an administrator or manager is a leader and must show exemplary leadership even in difficult times. Administrators and managers must be able to understand the people they are working with, identify their strengths and weaknesses, and assign duties and responsibilities accordingly.

## III. Traits, Attitudes and Behaviors of Leaders

A. Technical knowledge

A good leader must possess sound technical knowledge in the field in which he/she operates in order for them to properly communicate their objectives and ideas with people under them.

B. Inspirational

In administration and management, one aspect that a leader must have is the ability to inspire their team, which brings about teamwork, sense of purpose and a culture of continuous improvement.

C. Adaptability

Administrative and management leaders must be able to adapt in the face of changing circumstances. It is of utmost importance that they have the capability to navigate through uncertainty, make informed decisions, and lead the organization through various challenges.

D. Time Management:

Effective time management is a critical skill for any leader. Administrators and managers usually have numerous responsibilities and tasks, they therefore must practice prioritization, delegation, and efficient use of time in order to meet deadlines and achieve the goals and objectives of the organization.

E. Creativity

Good leaders must be able to incorporate innovation and change to come up with new ideas and ways to serve/meet their customers/ clients’ needs, and gain a competitive advantage.

F. Empathy

A good leader must be able to see things from the other person’s perspective for a better understanding of how to communicate.

G. Conflict Resolution:

In any organization, it is impossible to avoid conflicts. Administrators and managers must possess conflict resolution skills to address interpersonal conflicts, contradictory opinions, and organizational challenges. Proactive resolution of conflicts contributes to a healthy work environment and fosters positive relationships.

H. Delegation

Good leadership entails being able to pass on certain tasks and responsibilities to subordinates, not only does strengthen teamwork and motivation, it also lessens the workload on the leader, making it possible for him/her, to help out more people as well as get more work done.

I. Emotional maturity

A good leader must be emotionally mature to deal with and handle clients and employees from various walks of life effectively.

J. Proactive and Flexible

Good leadership is exhibited through an individual’s ability to anticipate change or challenges and taking necessary steps and precautions to ensure that they are kept under control. This requires flexibility because a good leader needs to realize when they need to change certain plans and ideas as and when necessary.

K. Financial stability

A good leader must be able to handle his/her personal finances properly so that they do not interfere with their work through stress which may then impair sound decision-making.

## IV. life, work and community application of knowledge

The student shall employ the components of administration and management effectively at the workplace to ensure that services are delivered efficiently and effectively. Additionally, the student shall use the traits and characteristics of good leaders to provide good leadership in his personal businesses and his private life.

## Conclusion

The importance of administration and management skills cannot be overemphasized. For any organization to be successful, they need to place administration and management skills are foundation of their establishment. The interaction between strategic planning, decision-making, communication, leadership, and the ability to overcome challenges are among the components that define effective administrators and managers.

An unrelenting endeavor to develop administration and management skills ensures that organizations are able to adapt to an ever-changing business landscape and thrive in a competitive environment. As organizations evolve, the importance of strong administration and management skills remains constant, shaping the trajectory of success for both individuals and the entities they lead.

At the helm of any organization that aspires to thrive in a world of constant changes and unforeseen challenges, there is need for good leadership that can effectively navigate through the challenges and obstacles, organize, plan and execute organizational goals and objectives in a timely manner to ensure an organization’s continued profitability and productivity.

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