



EFFECTIVE TEAM MANAGEMENT AND LEADERSHIP SKILLS

K.RAJ LAXMI

Assistant Professor

Department of Humanity,
CMREC (Engineering College)
krajlaxmi8@gmail.com

Abstract:

Effective Team Management A key factor which plays a vital role in the success of any organization is soft skill and it is the major contribution in the success. Activities through soft skills also helps the business wherein have to deal with customer's daily face or over the phone, by promoting such soft skill activities for employees in the organization which helps to develop skills through wellness enhancing programs.

In the success result of the long term job, 75% is achieved through soft skills and 25% from technical skills. In this regard soft skills are key to success of any department comparing to additional qualification in respect to any employee.

Keywords: *Leadership, soft skills, characteristics, motivation, initiative, impact of soft skills on team, team members, communication.*

Introduction

Hence, personal attributes are as important as technical skills. At the point when representatives supplement each other, it is less demanding to maintain a strategic distance from holes in colleagues' ranges of abilities and correspondence. These soft skills will also the team manager to assign the project to their team in order to easily bring out the productive output.

By completely using the one of a kind capacities of individual representatives, the group chief can work without much of a stretch agent tasks to colleagues for most extreme effectiveness (it is easier to avoid gaps in team members' skill sets and communication.) What do you mean by team management? Team management: The person who leads the group of people working for a specific project or performing to function a particular task, which helps to achieve the individual targets set for individual employer, which in turn can be achieved through team work.

For every team member contribution their best services to their team should be the primary goal and rest everything should be secondary. They should concentrate and should be keen which focusing to achieve their goals They should focus on the achievement of the goal to be completed in the period; everything should be kept apart from them (ego, problem..).It is a task work in the form of group, and it should work like a group only. Let's observe the picture of a hand may be where we can see different things to be observed.

Idle work (not strong) Teamwork (strong) Leadership skills Activity capacities are a



fundamental fragment in arranging authorities to settle on canny decisions about their affiliation's principle objective and destinations, and fittingly designate advantages for achieving those orders. Productive activity aptitudes fuse the ability to delegate, animate and pass on effectively.

An incredible pioneer takes to the extent than a great deal of the blame, to some degree not exactly a ton of the credit. ... Leadership is quality to prove one's ability and the potential Objectives: A leader is the one who can guide and direct the team in the right path which achieving their goals. Leadership can be seen only through attitude and actions attributes and behaviors make a great leader, as well as common misconceptions about its role. However, lets' have a quick glance toward primary qualities of leadership which helps us to understand variations between good and bad leaders, easily understandable variations between leaders are, Honesty and Integrity.

... Inspire Others. ... Commitment and Passion. ... Good Communicator. ... Decision-Making Capabilities. ... Accountability. ... Delegation and Empowerment. ... Creativity and Innovation Good leaders are path build for the next generation, in the process of becoming a good lead, sometimes they need to undergo through a unknown or untraveled path, due to which there is a scope of learning various thing as a part of new experience.. Be Humble. ... Listen To Your People.

... Strike a Balance. ... Tackle Challenges. Say no to corruption and no to partiality or friendship which doesn't benefit you. There are some don'ts we should remember... Poor Integrity. One of my favorite leadership quotes is, "Integrity is recognized a primary importance and the most valued quality of the leadership ... Lack of Adaptability. ... Conclusion: Idle work (not strong) Teamwork (strong) Needs understanding /positivity Excellence sharing/caring/success.

As all of us have different size fingers where each doesn't match the other finger. We have a lifestyle where we cannot imagine, and we cannot match other. We observed that the fingers of our hand are not same don't match. So, same way people around us in our group or our family are not the same or identical like us. Our opinions, ideas, views, thoughts, experiences.... are not same.

But to make the team and to be successful in the team as a team leader we need to work hard and understand each other. Sometimes it takes time to understand the ideas of another person. Try to allow them to share their ideas thoughts. We have experienced that people who have much idea or experience do not allow others to open their mouth or express their ideas.

Another quality that can be seen with leadership style is whether the gender is male or female. When men and women can be seen in various groups, there is a possibility in adopting different styles of leadership An agented leadership style can be seen mostly in men, usually we see the behaviour of task-oriented, pro-active while decision making, more focused while achieving the goal.



Women, on the other side are very helpful to others, nature of understanding caring feelings of others in general, women are also more responsible, more pro-active in the groups, they are also fair and pleasant communal qualities

Decisions of female will offer assurances, sometimes taken decisions will also clear the confusions and build the positive relations among group members. Smile, maintaining eye contact, responding tactfully to others comments, are the excellent qualities of women due to which they will be able to build the positive relationship in the group members. Men usually consider themselves as strong enough, skilled while performing any task.

They practice to maintain keep focus on taking initiative within their groups, building standards with systematic process, defining objectives, performing responsibilities, and well defined as well fine-tuned procedures, proposing solutions to problems, procedure oriented compliance and its monitoring, finding out the best possible solutions to the existing problems. As well giving special importance and need for productivity and efficient work to be done when and wherever it is necessary. Women proves to be task and relationship oriented, whereas men are task-oriented as a primary importance.

However, it is to be noted that these are only gender differences by nature, also cannot be considered these gender differences cannot be seen among all the groups and in every situation. The list of leadership qualities includes many characteristics, whereas it is not limited to (list is described in the alphabetical order) authenticity, assertiveness, five big personality factors, birth order, character strengths, dominance, emotional intelligence, identification of gender, intelligence, narcissism, ability to produce desired intended result of self which leads to perfect leadership quality with self-monitoring and self-motivation. Usually leader are born leadership emergence which is an idea by the people and leaders are not born without this quality which is a proven fact. With leadership emergence, many personality characteristics were found to be reliable and are associated with leadership qualities and skills.

Conclusion

Let me give few examples of people as role models with great leadership qualities, Mahatma Gandhi, Abraham Lincoln, and Nelson Mandela all share great qualities of leadership which an average person does not. A survey of research up to 30% of leadership proved that it is genetic basis. Now, no facts of research as per the current generation proved that leadership quality is not based on "leadership gene", instead we inherit certain quality of behaviour which will impact our decision to seek leadership skills.

Fact of research which is not a part of research as well the empirical evidence support a continuous and stable relationship between distinguishing quality and leadership role Three key factors which are a part of successful leadership roles are as follows affective identity (enjoyment of leading), non-calculative (leading earns reinforcement), and



social-normative (sense of obligation)

The above three factors are also famously known as motivational areas of leadership roles

Vocabulary: Canny: Showing self-interest and quality of showing good powers of judgment while interacting with others, Trait: A distinguishing feature of your personal nature, Adaptability: The ability to change, Authenticity: The property of being genuine or valid, Agented leadership: Relate to a agent or leadership agent, covaries: Vary in the same time period, Tackle : Undertake, accept as a challenge, Intelligence: The ability to comprehend, Emphasize: Single put as important, draw attention Ref: Business English book

REFERENCES

1. <http://www.iosrjournals.org/iosr-jhss/papers/Vol19-issue5/Version-6/A019560103.pdf>
2. https://en.wikipedia.org/wiki/Soft_skill
3. <https://www.elorus.com/blog/team-management-definition-the-importance-and-benefits-of-teamwork-and-collaboration-in-the-workplace/>
4. <http://www.businessdictionary.com/definition/team-management.html>
5. <https://www.managementstudyguide.com/team-management.htm>
6. <https://www.biggerpockets.com/blog/real-estate-isnt-easy>
7. <https://blog.vingapp.com/corporate/13-leadership-quotes-to-inspire-future-safety-leaders>
8. <https://www.coursehero.com/file/31977327/Top-10-Leadership-Qualities-That-Make-Good-Leadersdoc/>
9. <https://answersdrive.com/what-are-the-qualities-of-a-good-leadership-3002263>
10. <https://www.forbes.com/sites/ilyapozin/2014/04/10/16-leadership-quotes-to-inspire-you-to-greatness/>
11. https://www.academia.edu/16123457/16_Leadership_Quotes_To_Inspire_You_To
12. <https://thepeopleandcultureoffice.com/when-your-boss-has-amazing-technical-skills-but-terrible-people-skills/>
13. <https://archive.is/11kTW>
14. <https://en.wikipedia.org/wiki/Leaders>
15. <https://military.wikia.org/wiki/Leadership>
16. <https://lga.gov.ph/media/uploads/2/Knowledge%20Exchange/Division%20Chiefs%20Forum/Leadership.pdf>
17. <https://www.coursehero.com/file/p4g41h2k/g-Task-oriented-leadership-style-Task-oriented-leadership-is-a-style-in-which/>
18. <https://en.wikipedia.org/wiki/Leader>
19. <https://en.m.wikipedia.org/wiki/Leader>
20. <https://en.m.wikipedia.org/wiki/Leadership>
21. <https://amedleyofpotpourri.blogspot.com/2019/04/leadership.html>
22. https://www.researchgate.net/publication/270684591_Are_leaders_born_or_made-https://www.coursehero.com/file/pg4ltf/Negative-reinforcement-is-the-withholding-of-punishment-For-example-if-an/
23. <https://vocabularyshop.com/gre-vocabulary-words/>