

## ADMINISTRATION METHODS OF A MANAGER AND MANAGERIAL SKILLS

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*Анотация:* Бошқарув шахс фаолиятини ривожлантириши имкониятини беради. Бошқарув услублардан вазиятга қараб фойдаланиш кўникмасини ҳар бир раҳбарда шакллантириши лозим бўлади. бунинг учун раҳбар барча бошқарув услубларини пухта эгаллаган булмоғи талаб этилади. Фикримизча бундай тадқиқотларини ўтказилиши бошқарув психологиси фанини янги маълумотлар билан бойитган бўлар эди.

*Калит сўзлар:* бошқарув, бошқарув услублари, раҳбар, персонал, ташиқлот бошқарув кўникмалари.

*Анотация:* В статье рассматриваются основные понятия психологии управления, социально-психологические особенности разных стилей управления, достоинства и недостатки, а также их позитивная роль в обеспечении эффективной организации управления персоналом.

*Ключевые слова:* управления, методик управления, руководитель, персонал, организация стили управления.

### ABSTRACT

Administration gives opportunity to develop personal activity. It is important to develop managerial skills of using the methods of administration according to the situation. In order to do this, a manager has to acquire all methods of administration.

**Keywords:** Management, management styles, manager, personnel, organization of managerial skills.

### INTRODUCTION, LITERATURE REVIEW AND DISCUSSION

Administrative work requires the observance of the strict rules of administrative culture by the managers. Administrative culture should include the rules of ethics and behavior. The improvement of the administrative culture means to pay more attention to all its elements. Consequently, the social and psychological peculiarities of possession of the elementary skills of administration in young managers depend on the following factors:

- The status of his/her family, parents and relatives;
- The environment in which he/she was brought up i.e. his/her close people and friends;
- His/her interest in science, art and literature;
- His/her level of knowledge;
- His/her attitude towards nature and animals;
- His/her attitude towards his/her family and children.

Culture is a crucial collection of the administrative method. Thus, one should carry out the administration relying on the norms of culture, ethics and behavior. The ethics of administration includes the norms of politeness and rendering any kind of assistance to the workers and every member of the community must be treated as a human being, and a young manager has to take into consideration these factors during his/her work. Besides, the social status of a manager defines his/her some behavioral features as well. And this feature points

out the young manager's integrity and it prevents him/her from submitting incorrect information to the higher organizations and offices and from violating the existing regulations.

The personnel preparing for the administrative positions, first of all, must get familiarized with the requirements for that position and they must find out all their strong and weak points. The position requirements for the young manager's psyche include three main spheres: knowledge, emotional feelings, and willpower.

The cognition related requirements for the young managers are as follows:

- The level of possession of attention features;
- Possession of high level of sense and intelligence;
- Possession of mysticism and time management skills;
- Possession of imagination and creativity;
- A very good memory, stability, including the speed, the meaning and the logical order of the content;
- Good speech and possession of high level of oratorical skills;
- Speech, speech activities and the indicator of speech activity;
- Possession of effective, deep, creative, nonstandard, appropriate and meaningful thinking abilities.

Under the guise of a young leader the possession of the rational management skills of his/her emotional state is determined by his/her self-control in various situations.

The office skills and features are very important for young managers, and its appropriate management is considered to be the source of overcoming different psychological barriers, situations and charter requirements. The following requirements are imposed on the willpower of managers:

- Consolidation of willpower;
- The difficulties of management activities, going for the goal and steadfastness;
- Initiative, independence and creativity;
- Courage, integrity and ignore various barriers;
- Stability, steadfastness, adherence to principle;
- Self-discipline, self-management;
- Self-confidence, self-fulfillment, and others.

The young manager's culture and humanism towards the community is reflected in his/her following features:

- Nobility, impartiality and equity;
- Appreciation of people's dignity;
- Carrying out his/her civil and professional duties;
  - Trust in people, ability to encourage the people's self-confidence, the ability to direct them to eliminate their personal weaknesses;
- Possession of high level of speech and neat outfit;
- To follow the basic norms of ethics in the community:
- Politeness;
- Modesty;
- Reliability;
- Tactfulness;

- Support in work place, friendship and partnership. Therefore, the following requirements are very essential.

### **Requirements for a manager**

- Legal maturity;
- Behavioral maturity;
- High level of intelligence;
- Skills of an enlightener;
- High level of culture;
- Ability to develop the patriotism in his/her workers;
- To possess personal responsibility for any kind of task and honesty;
- Ability to subordinate personal interests to community interests;
- To be kind and careful to the people;
- Ability to support various initiatives and leadership;
- Adherence to principles;
- To be open to the criticism and to possess self-criticism.

### **Attitude to the disciplines and work**

- Diligence;
- Ability to establish some definite disciplines among the workers;
- Ability to develop the diligence in surrounding people;

### **Level of knowledge**

- To be aware of economics;
- To be aware of techniques and technologies;
- To be aware of the functions and structure of science and future;

### **Organizational skills**

- Ability to choose the personnel and to make them work efficiently;
- Ability to teach the workers how to work effectively and to be able to train the personnel;
- Ability to create the combined team and purposefulness;

### **Ability to establish an effective management**

- Ability to organize collegial management;
- Ability to speak briefly and clearly about the work and tasks, to write a letter of instruction, orders, the ability to obtain the necessary information from various sources;
- Ability to listen to supervisors and subordinates;
- Ability to take appropriate decisions independently and quickly;
- Ability to improve the structure of the management;
- There are many criteria that determine the managerial features. However, the following positive features are of special importance among them;
- Reliability: such kind of manager is supposed to possess courage, bravery and audacity.

The methods of management include the measures and effective methods implemented to provide timely and fruitful fulfilment of tasks by the workers and personnel. That is why, it is important to have some psychological information about the team and its members, and the organization of the work and communication with the team politely and encouragingly is the basis of correct implementation of the managerial procedure.

The following features of A. Fiol's managerial principles should be pointed out while talking about the contemporary managerial principles [1]:

- Distribution of tasks
- Discipline
- Unity of resolutions
- Unity of management
- Ability to subordinate the personal aspirations to common ones
- Encouragement
- Honesty
- Unity of personnel and others.

G.Emerson pointed out the following peculiarities in increasing the effectiveness in the managerial principles of young managers [2].

- Clear assignment of goals;
- Sound ideas;
- Discipline;
- To be honest with the personnel;
- To encourage in order to increase the effectiveness and so on.

As a conclusion it should be stressed out that it is impossible to eliminate the shortcomings and weaknesses occurring in social and psychological situations of management without developing some definite psychological skills in individual typological features while forming the elementary skills of management in young managers.

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