

WHO IS A MANAGER?

A Manager acts as a liaison between senior management and front-line workers. Their primary responsibility includes planning, organizing, leading, and communicating. Additionally, they instruct, mentor, guide and observe an employee's performance.

What do Managers do?

A Manager has a more directive role, which includes the following:

1. **Planning:** By identifying goals, objectives, responsibilities and setting timelines to complete each task. Examples of planning are strategic planning and project planning.
2. **Organizing Resources:** Organizing various dividing and assigning tasks, delegating authority and allocating resources. Sometimes this means liaising with other departments across the organisation. For example, a project requires gathering information from HR, Finance and Marketing. Subsequently, all departments need to be involved so the task needs to be divided and assigned to individuals, as it is completed on time.
3. **Using Technology:** Ensuring the latest technology applications are used. Platforms such as Doydon, Connect, SAP SuccessFactors, Digital Signatures, The Hub, VPM, eProc and ePDR help save time and allow employees to focus on other areas and more important tasks associated with their roles.



2. **Leading:** Each company has its own vision and mission. Each department has its own goals in line with the company's vision and mission which should be linked to employee performance. It is the manager's role to motivate employees and create an environment where these goals can be met.
3. **Coordinating and Communicating:** Ensuring the organization's systems, processes and structures are effective and efficient in reaching corporate and departmental goals and objectives to key. This includes ongoing collection of feedback,

monitoring and adjustment of systems, processes and structures accordingly. Communication is critical to become an effective manager and ensuring employees know what is expected from senior management and what is important to the company's success is vital. Companies rely on managers to coordinate and communicate countless important topics and activities to employees.



Energy Managers Handbook

RJ Shavelson



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