

Distinctiveness And Characteristic of Competent Manager and Leader In This Advanced Epoch

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Abstract: In this paper researchers try to identify the characteristics and differences of competent manager and leader. Leadership and management are terms that are often used interchangeably in the business world to depict someone who manages a team of people. In reality leadership vs. management have very different meanings. To be a *great manager* you must understand what it takes to also be a *great leader*. Management and leadership skills are often regarded as one and the same to many businesses. While the two inherently share many similar characteristics, they differ in that not all managers are leaders, but all leaders are managers. They are complementary qualities inexorably linked to each other, and any attempt to extricate one from the other is impossible. Whereas the manager exists to plan, organize and coordinate, a leader serves to inspire and motivate. Militarily speaking, a manager is the battlefield general while the leader is the commander-in-chief. A great quote that shows the differences between managers and leaders: 'Leaders conquer the context - the volatile, turbulent, ambiguous surroundings that sometimes seem to conspire against us and will surely suffocate us if we let them- while managers surrender to it. The manager administers, the leader innovates.

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1. Introduction

The manager is a copy; the leader is an original. The manager maintains; the leader develops. The manager focuses on systems and structure; the leader focuses on people. The manager relies on control; the leader inspires trust. The manager has a short-range view; the leader has a long-range perspective. The manager asks how and when; the leader asks what and why. The manager has his eye on the bottom line; the leader has his eye on the horizon. The manager imitates; the leader originates. The manager accepts the status quo; the leader challenges it. The manager is the classic good soldier; the leader is his own person. Managers do things right; leaders do the right thing.' - Carter-Scott, C. (1994).

According to Dennis Kinlaw (1989), the distinction between a manager and a leader is that "manager" is an assigned organizational role, whereas "leader" is a role that can be assumed by anyone. Thus, not all managers are leaders and not all leaders are managers. In practice, people in organizations tend to identify managers as leaders more often than they do any other set of employees. Kinlaw's studies indicate that by studying superior leaders in organizations, we inevitably study managers. He does, however, report some differences between what superior manager's do that causes them to be identified as superior and what superior leaders do that earns them a similar distinction.

2. Purpose of study

"Leaders focus on the future while managers focus on the present (CTU, 2009)." Leaders are more focused on what will happen in the future if certain actions are taken while managers focus on the present and what would help best for the moment. Managers may make a monthly schedule to handle volume in the store on any particular day while leaders look for innovative ways to better staff the store and drive business. If managers are focused on today, this week and this month, leaders look towards the next 2, 3, and 4 years. A manager might motivate his staff to make more sales calls and increase business. Leaders, on the other hand, evaluate different markets and how the sales team can reach those markets (Straker, 2009). Managers are the rule makers and abiders. They are the government within the business which makes sure that tasks are performed on time and accurately. Rather than "stir the pot" and cause commotion, they would like to maintain a calm business environment. Managers are the employees that do as their told and rarely go against the grain.

In real life and work, people often leadership and management as synonymous; in fact, the two differ greatly. First, we look at the concept of management and leadership. This article refers to the concept of "management refers to a certain degree of

organization, management of the main information access, decision making, planning, organization, leadership, control and innovation functions of the play to be allocated to coordinate everything, including human resources, can call resources to achieve the goal of the single individual cannot be completed. "from the concept can be seen that the carrier of the management organization, the nature of activities or processes, objects, including human resources that the resources (including raw materials, personnel resources, land, equipment, customer information, etc.), functions, access to information, decision making, planning, organization, leadership, control and innovation, and management objectives in order to realize the power of alone a single individual cannot be achieved the set targets. Fayal management functions are divided into planning, organizing, directing, coordinating and control, and then people will be divided into planning, organization, leadership and control. Visible leadership can be seen as one of the functions of management. Look at the concept of leadership. This article refers to the concept of leadership is to guide, lead, guide and motivate the efforts of subordinates to achieve the target. "From this definition it can be seen that the three elements of leadership.

3. Objectives

This concept paper consists on these two objectives:

1. To identify the difference of Manager and Leader.
2. To Identify the Major characteristics of Manager and Leader.

4. Methodology

The applied method which is used for this study is the brief literature review and according to that try to analyze the basic difference between the manager and the leader is evaluated.

Comparison between Managers and Leaders

It is said that a manager asks "how" and "when", whereas a leader asks "what" and "why". In many professions, managers and leaders assume the same role. However, if a leader of a business simply manages a company – rather than challenge its true potential – then it will likely fall behind its industry peers. Likewise, if managers overstep their bounds and attempt to revolt against the company, then they may soon find themselves out of the job. In some cases, where micromanagement is essential to maximize efficiency, nurture skills and keep employees organized, strong managers are an absolute necessity to prevent high turnover rates and the "brain drain" of a skilled workforce. A good

leader will also stay in the front line of battle, and be familiar with every aspect of the company, leading through inspiration rather than coercing through hierarchical control. A perfect manager who attains the status of a true leader will be able to lead people effectively and draw on the correct strengths and knowledge of every key individual in the company. Many managers will struggle for their entire careers and never attain this, but a skilled few will evolve into true leaders.

5. Conclusion And Discussion

Let's begin by breaking down some **key characteristics of a manager**. This role in a typical company or organization will reflect a person whose primary focus is on managing a team of people and their activities. The role can differ by scope, types of roles, and can sometimes even be focused on efforts outside of true people management, for example project and process managers.

One of the key characteristics of a manager is very basic in the sense that they are someone who was given their authority by the nature of their role. They ensure work gets done; focus on day to day tasks, and manage the activities of others. Manager's focuses on tactical activities and often times have a more directive and controlling approach. Being tactical is not altogether a negative approach as this is a skill set that is greatly needed in business especially in the fast paced environments most of us work and live in. Being able to organize people to accomplish tasks can be a great asset.

In many organizations, managers are often times the previous high performers at the employee level. Does this mean they are ready for the challenge of people management? In many cases, the answer is no. To demonstrate solid characteristics of a manager, these previous high performers must be trained. While all types of people can manage, we will now examine what makes a manager a solid leader.

A manager and a leader may know the business well. But the leader must know it better and in a different way. S/he must grasp the essential facts and the underlying forces that determine the past and present trends in the business, so that s/he can generate a vision and a strategy to bring about its future. One telling sign of a good leader is an honest attitude towards the facts, towards objective truth. A subjective leader obscures the facts for the sake of narrow self-interest, partisan interest or prejudice.

Effective leaders continually ask questions, probing all levels of the organization for information, testing their own perceptions, and rechecking the facts. They talk to their constituents. They want to know what is working and what is not. They keep an

open mind for serendipity to bring them the knowledge they need to know what is true. An important source of information for this sort of leader is knowledge of the failures and mistakes that are being made in their organization.

Now if we look at the **characteristics of a leader**. When you hear the term, leader, a number of images may pop into your head. One phrase that may come to mind is "he or she is a born leader". This phrase does depict a great deal about the difference in managers and leaders as there are a great many distinctions. To demonstrate characteristics of a leader you must be more strategically focused and rather than directing employees through tasks, they inspire and motivate employees to drive themselves. Leaders are adapting in the art of Emotional Intelligence and apply it in a way that attains the best work out of their people.

While a manager receives their authority based on their role, a leader's authority is innate in their approach. Good leadership skills are difficult to learn because they are far more behavioral in nature than those skills needed for management. Think of how different it is to teach someone to manage a particular task with a handbook on how to perform it versus trying to teach someone to effectively negotiate a sale. One is step by step while the other employs a number of soft skills that, if unfamiliar, can be very difficult to master. This is one reason that building **characteristics of a leader** can be so challenging for new managers. Leaders are also very focused on change. Recognizing that continual improvement can be achieved in their people and their activities can be a great step towards continued success. Being able to lead their teams through change management, rather than manage them through it has infinite rewards.

A commonly coined phrase tells us that **leadership is doing the right thing and management is doing things right**. This illustrates how the two skill sets need to work together. In order to be fully rounded, you must have the ability to manage the day to day tasks and deliver results, while seeing the opportunity for change and the big picture. Demonstrating good leadership skills without the management skills to support it, will leave you with an inability to expend your visions. Likewise, being a good manager without good leadership skills will cause continual challenges in motivating your team and producing the results you are trying to manage to. Being able to blend these two styles is truly a unique skill set. Keep in mind there are an abundance of managers in the world but very few truly embody the characteristics of a leader.

According to my experiences as working with leaders and managers, I have found that most people are predisposed from their early childhood, maybe

even from birth, to be either a leader or a manager. That's not to say that a person can't acquire the skills to be one or the other, only that to most people one is more natural than the other. This is why a person would be naturally attracted to either being a manager or a leader.

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