

Jasmine Chanel Brown

August 11, 2020

MGT 330 01

1. What are the characteristics and traits that you possess that are common to all successful managers?

- Team player
- Organized
- A listener
- Time manager
- communicator

2. How do managers learn how to perform the job?

- 

3. Explain the manager's job according to Henry Mintzberg.

- A person who is an expert in their field by being in charge of a department.

4. What responsibilities do managers have towards people within the organization? How do they express these responsibilities?

- Long range planning: they always check the capacity of the employees and keep a target based on the team strength and capabilities.
- Supervision: they always look to see if the work is going on properly or not.
- Coordination: they coordinate the work between different teams.