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**Tips for Managers | Ideas from Human Resources**

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2009-06-01

**Duties of a Manager**

Consider the various duties of a manager – some are task-oriented and some are people-oriented. While “getting things done” (i.e. task-orientation) is important, be sure to spend sufficient time managing and developing your people (i.e. people-orientation). Remember, as a manager, one of your primary duties is to develop your people. Your employees are your most important resource.

**A. Task-Oriented Duties**

- Calendaring
- Planning and organizing
- Budgeting and financial management
- Reading and responding to memos, e-mail, etc.
- Record keeping
- Reporting
- Paperwork
- Task-oriented errands
- Vocation-specific tasks

**B. People-Oriented Duties**

- Staffing (i.e. interviewing, hiring, and orienting new employees)
- Teaching, training, and motivating
- Delegating (i.e. assigning, training, and following-up)
- Rewarding and recognizing employees
- Resolving employee disputes (i.e. mediation)
- Teambuilding
- Teaching employees about the mission, vision, and expectations for BYU-Idaho
- Goal-setting on an individual and departmental level
- Following-up on employees’ goals and assignments
- Giving employees feedback about their performance
- Talking-through issues with employees
- Problem-solving
- Responding to complaints
- Career development and skill development
- Succession planning and training
- Communicating with upper-level managers
- Facilitating meetings
- Discipline and discharge