

ATTRIBUTES OF A GOOD ADMINISTRATOR

- Who is a good administrator?*
- Why should there be a good administrator?*
- Are effective administrators different from good administrators?*
- The role of an administrator in a welfare state*

- CARRY A BIG STICK AND SPEAK
SOFTLY AND YOU WILL GO VERY FAR
- THOSE WHO COME TO WASHINGTON
EITHER GROW OR SWELL
- THE BUCK STOPS HERE

Growth

- Personal: Intellectual and moral
- Professional: Knowledge skills and capacity
- Ability to learn from experience to deal with a new situation is real growth

Responsibility

- Willingness to accept
- Capacity to undertake
- Clear understanding of responsibilities

Effective decision making

- Takes all information into consideration
- Takes all view points into consideration
- Takes decision at an appropriate time

Action orientation

- Acts rather than thinks
- Is distinct from professional intellectuals
- Doesn't philosophise

Team Building

- Recognises strengths and weaknesses of people around him
- Assigns appropriate roles
- Keeps the organisational goals in focus

Listening skills

➤ Listens to all:

Superiors, Subordinates, Colleagues and public

➤ Asks and then listens

Equal importance to all

- Superiors decisions
- Subordinates views
- Organisational interests

Accommodative

- Has good EQ
- Can empathise
- Can take action in the best interest of all

Develops the organisation

- Relies on the organisation
- Puts organisation before the individual
- Actively builds the organisation

Efficient innovator

- Strives for continuous improvement
- New ways to deal with issues
- New targets new goals
- Out of the box solutions

“Reporter” of facts

- Reports problems/issues to superiors
- Reports decisions/gives information to subordinates

Self Confidence

- Is sure of himself
- Can accept ignorance
- Is confident of execution

Qualities

GROWTH

RESPONSIBILITY

EFFECTIVE DECISION MAKING

ACTION ORIENTATION

TEAM BUILDING

LISTENING SKILLS

EQUAL IMPORTANCE TO ALL

ACCOMMODATIVE

DEVELOPS THE ORGANISATION

EFFICIENT INNOVATOR

REPORTER OF FACTS

SELF CONFIDENCE

What do good administrators finally become?

G R O W T H

R E S P O N S I B I L I T Y

E F F E C T I V E D E C I S I O N M A K I N G

A C T I O N O R I E N T A T I O N

T E A M B U I L D I N G

L I S T E N I N G S K I L L S

E Q U A L I M P O R T A N C E T O A L L

A C C O M M O D A T I V E

D E V E L O P S T H E O R G A N I S A T I O N

E F F I C I E N T I N N O V A T O R

R E P O R T E R O F F A C T S

S E L F C O N F I D E N C E

Thank You