Administration Career Development

Student’s Name

Institution

Administration Career Development

**Necessary Skills**

According to Atwood (2008), a good administrator is one who takes the time to take an account of the various aspects of his or her leadership that make him or her an effective business leader. I would like to be an effective healthcare administrator or manager in future, which explains my determination to do everything pertaining to the administration and management training, to acquire the necessary skill set that would ultimately increase my success within this career. Essentially, time and project management are two of the most important skills necessary for success as a manager since one will constantly have to develop appropriate approaches for the successful implementation of ideas that drive the business closer to achieving the intended objectives. Having the appropriate timing and effectively implementing the projects therein will both be highly consequential to achieving the set goals.

**Skills Acquisition Strategies**

It is easy to make a particular achievement after identifying the goals therein. In this case, I wish to acquire time and project administration skills and be as effective as possible in using them to my advantage. Consequently, that would require time to acquire and test my effectiveness in their application, and college is one of the best places in which to test effectiveness in the time management. One always has more than enough time to engage in different practices throughout the college life, but challenges, particularly related to procrastination, often adversely affect the effectiveness in achieving the various objectives in school. Consequently, my level of effectiveness in completing assignments and other involvements in school will be an important part of my development as an effective time manager. Success therein will serve an important role in helping me advance my objective of becoming an effective administrator.

Secondly, I will also seek employment opportunities and chances to work directly under hospital managers or administrators, with the hope of refining my project management skills. The more the exposure to different professionals, the greater the chances of appropriate exposure based on the variety of management approaches. Notably, different managers have different management styles, and while others prefer to have control of every activity under their docket, others prefer to delegate the said activities (Hill, Jones, & Schilling, 2014). Gathering practical insight on either of the various administration approaches would be instrumental in improving my skills as it will help determine the practical challenges and advantages of using either one of them. Ultimately, it will be possible to apply either one as appropriately as possible, depending on the situations therein. Therefore, in addition to the classroom experience and possible exposure to the theoretical application of these theories, the practical experience will be important in the development of my management career.

**Professional Image**

A professional image marks a significant development in acquiring employment within a particular profession. Managers are known to dress formally, although that may differ depending on the industry in which one is involved. Consequently, I will seek to ensure that I have the appropriate attire ready to signify the seriousness associated with the management profession within a particular company. Secondly, I will ensure that I am well versed with the issues present within the sector in which I eventually manage to engage, noting that understanding one’s business environment is important to the effective development and implementation of organizational goals. For instance, understanding changes in the health sector regulations and trends within the industry would be instrumental in succeeding as a manager within the health sector. Anyone who portrays a knowledgeable image to his or her potential employer is likely to have higher chances of employment than one who does not show such qualities.

**Searching and Finding Employment**

With the necessary set of skills for the administration career, what remains would be finding and settling within a particular work environment. There are often many publications in local dailies about openings within various organizations, which could serve as one of the approaches applicable in helping find employment. Secondly, I could use the internship experience to seek an opportunity with the firm in which I work for the management internship or a recommendation to an alternate firm. Different organizations will always need the services of a business manager, which also implies the extensive chances of having a diverse range of options from which to choose. Therefore, the possession of the necessary skills will be a primary factor in determining my chances of success in finding employment.

**Brand and Strategy Effectiveness**

Based on the plan herein, time and project management are the most important skills for success in the health administration career. Consequently, the ability to impact positive change and succeed within the career will be a significant factor in determining the success of the brand developed from this skill set. Further, the strategies involved in its development include theoretical principles and a practical experience in the implementation of the said principles. Therefore, ease of application of such knowledge in the workplace will serve as an important indicator of the effectiveness of the strategy therein. Ultimately, realizing success within the organization in which I eventually find employment will mark the zenith of effectiveness in both the brand and the strategy used in its development.

References

Atwood, G. A. (2008). *Manager skills training.* Alexandria, VA: American Society for Training & Development.

Hill, C. W., Jones, G. R., & Schilling, M. A. (2014). *Strategic management: theory: An integrated approach* (11th ed.). Stamford, CT: Cengage Learning.