

ABSTRACT

This diploma thesis deals with the topic of time management as one of the managerial competencies needed to successfully perform managerial work. The diploma thesis shows a theoretical point of this theme, its application in practice and empirical research.

The main aim of diploma thesis is to show to managers the possibilities of such self-assessment may be carried out in the field of time management, discover their strengths and weaknesses in this area and find potential opportunities for development. To develop the empirical part of diploma thesis I chose technique of management shadowing, method of 360degree feedback and Competency Based Interview.

Into the research I have included three manager women of non-profit and profit organizations. The research resulted serious and less serious individual shortcomings in the theme of in time management. The most serious shortcomings may include reluctance to delegate tasks, which is due to a lack of confidence in the ability of colleagues and subordinates managers, and inability to reject the request due to a sense of guilt against the applicant. The empirical part revealed to the manageress their weakest point in time management and the potential development in this area. Manageress also tried the techniques that can diagnose their current level of time management skills and direction of development options.

Key words:

Manager, competencies, managerial competencies, competencies development, time management, priority, objective, the 80/20 principle, shadowing, 360degree feedback.