



Augmenting Skills and Abilities: Essential in Leading to Progression

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Abstract

From the stage of early childhood, throughout the lives of the individuals, they need to put emphasis on augmenting skills and abilities. These are utilized in an efficacious manner in personal and professional lives. The family members are the first and foremost individuals, who are putting emphasis on leading to up-gradation of different types of skills and abilities. On the other hand, within educational institutions of all levels and in different types of employment settings, educators and employers are also putting emphasis on honing various types of skills and abilities. These are utilized within homes, pursuance of educational programs and implementation of job duties within different types of employment settings. One of the important aspects is, positivity needs to be reinforced in all types of skills and abilities. The individuals, belonging to all occupations, communities and socio-economic backgrounds need to be well-informed in terms of various types of job duties and responsibilities. Furthermore, one needs to be well-equipped in terms of various types of methodologies and procedures to carry these out in a well-ordered and satisfactory manner. Furthermore, inculcation of traits of morality, ethics, diligence and conscientiousness will be facilitating in leading to up-gradation of different types of skills and abilities. Hence, when individuals are making use of various types of skills and abilities in a well-ordered and satisfactory manner, one will contribute in an effective manner in promoting well-being of oneself and others. Therefore, augmenting skills and abilities is essential in leading to progression. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of augmenting skills and abilities, advantages of augmenting skills and abilities and measures to be put into operation in augmenting skills and abilities.

Keywords: Abilities, Augmenting, Individuals, Job Duties, Methodologies, Progression, Skills, Well-organized Manner

Introduction

The individuals are different from each other in terms of number of factors, i.e. castes, creeds, races, religions, ethnicities, age groups, genders, educational qualifications, occupations, communities and socio-economic backgrounds. In spite of these differences, they have one of the major goals of bringing about improvements in their overall quality of lives (Communication Skills, 2020). In order to achieve this goal, the up-gradation of various types of skills and abilities is regarded to be of utmost significance. The different types of skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, analytical skills, time-management skills, technical skills, creative skills, leadership skills, negotiation skills, personal skills, professional skills, presentation skills, artistic skills, intellectual skills, educational skills and public-speaking skills. On the other hand, abilities, which needs to be honed are, convincing, persuasion, planning, organizing, directing, leading, negotiating, controlling, co-ordinating, emotional intelligence, systems thinking, putting in efforts to one's best abilities, possessing the abilities to work under stress, coping with various types of dilemmas and challenging situations in a satisfactory manner and carrying out all types of tasks and activities in a well-organized manner.

All types of skills and abilities are required to be put into operation in one's personal and professional lives. These are facilitating in doing well in one's job duties and generating desired outcomes. The family members are regarded as the first and foremost individuals, who are working diligently in imparting information in terms of various types of skills and abilities (Critical Thinking Skills, 2020). From the stage of early childhood, they put into operation all the factors, which are facilitating in leading to up-gradation of different types of skills and abilities. The information is imparted through interaction and assigning different types of tasks and activities. The individuals are required to lead to up-gradation of listening skills. These are the skills, which are facilitating in acquiring an efficient understanding of all other types of skills and abilities.

As a consequence of understanding and implementing these, one will contribute in an effective manner in leading to up-gradation of overall personality traits and standards of living. Therefore, it can be stated, development of mutual understanding with family members is facilitating in leading to up-gradation of different types of skills and abilities.

Understanding the Meaning and Significance of Augmenting Skills and Abilities

Implementation of households responsibilities is regarded as one of the major goals of individuals, belonging to all communities. The different types of households responsibilities are, cleaning, washing, preparation of meals, fetching water, gardening, electric work, repair work, plumbing, carpentry, painting, taking care of needs and requirements of family members and overall management of the households. In rural communities, the individuals carry these out on their own, whereas, in urban communities, one obtains services from domestic helpers and service providers. In spite of obtaining help and support from these individuals, there are number of households responsibilities, which individuals are required to carry out on their own. Hence, up-gradation of different types of skills and abilities will be facilitating in carrying these out in a well-ordered and regimented manner.

Within the course of putting into practice all types of households responsibilities, when there are occurrences of various types of problems, the up-gradation of problem-solving skills is regarded to be of utmost significance. These skills are facilitating in identifying the causes of problems and implementing solutions. Furthermore, the up-gradation of analytical, critical-thinking, time-management, and other types of skills are facilitating in carrying out all types of households responsibilities in an efficacious manner. As a consequence, one will render an important contribution in leading to up-gradation of overall personality traits and standards of living. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of augmenting skills and abilities, when different types of households responsibilities are implemented in a satisfactory manner.

The individuals, belonging to all occupations, communities and socio-economic backgrounds have recognized the meaning and significance of education. They have formed the viewpoint that education is the instrument, which not only imparts information in terms of academic subjects and lesson plans, but also in terms of ways that are necessary in emerging into moral and ethical human beings and productive citizens of the country. Within the course of acquisition of education in educational institutions of all levels, the students, belonging to all grade levels are required to work on various types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, role plays, debates and so forth. In all types of assessment strategies, the students are required to participate on an individual basis or in groups comprising of two or more members.

The students, belonging to all grade levels are required to put emphasis on leading to up-gradation of different types of skills and abilities. These are required to be put into operation in a well-organized and satisfactory manner in order to carry out all types of academic tasks and activities. As a consequence, one will be well-prepared in terms of ways of doing well in one's job duties and achieving desired goals and objectives. All types of skills and abilities are utilized in educational institutions of all levels. Furthermore, these are facilitating in achievement of all types of educational goals and leading to up-gradation of overall system of education. Therefore, one is able to acquire an understanding of the meaning and significance of augmenting skills and abilities, when these are utilized within the course of pursuance of education in educational institutions of all levels.

Getting engaged in employment opportunities is regarded as one of the major goals of individuals, belonging to all communities and socio-economic backgrounds. In all types of employment settings, there are number of individuals, belonging to all job positions in the hierarchy. All the members are required to be well-informed in terms of various types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of different types of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in a well-organized and satisfactory manner. The members, belonging to all job positions need to put into operation different types of skills and abilities in order to carry out all types of job duties and responsibilities in a well-ordered and regimented manner.

In the implementation of all types of job duties and responsibilities, the up-gradation of different types of skills and abilities is regarded as vital. As a consequence, one will be able to do well in their job duties, promote enhancement of organizational culture, achieve all types of organizational goals and lead to up-gradation of overall structure of the organizations. Hence, the up-gradation of different types of skills and abilities is regarded as vital for all members, belonging to all job positions in the hierarchy. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of skills and abilities. Furthermore, these need to be put into practice in promoting well-being and goodwill of community members. Therefore, an understanding of the meaning and significance of augmenting skills and abilities is acquired, when these are utilized in different types of employment settings.

The organizations of various types of social, economic, religious, cultural and political activities are regarded as an integral part of the lives of the individuals in both personal and professional spheres. In order to promote enhancement of all these activities, individuals are required to be well-equipped in terms of various types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of different types of methodologies and procedures. Within the course of participation in all types of activities, there are some job duties and responsibilities, which are put into practice on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with other members. Hence, up-gradation of different types of skills and abilities is regarded as vital in enhancing one's participation in all types of activities.

Within the course of organization of all the activities, there are occurrences of various types of dilemmas and challenging situations. Hence, up-gradation of various types of skills and abilities is facilitating in coping with these in a satisfactory manner. Furthermore, these are prevented from giving rise to impediments within the course of carrying out all types of tasks and activities in a well-ordered and disciplined manner. In addition, one will be successful in their tasks. As a consequence, one will contribute in incurring the feelings of pleasure and contentment. Therefore, it is well-understood, the understanding of the meaning and significance of augmenting skills and abilities is acquired, when these are utilized in organization of various types of social, economic, religious, cultural and political activities.

Advantages of Augmenting Skills and Abilities

From the stage of early childhood, throughout the lives of the individuals, they need to put emphasis on augmenting different types of skills and abilities. These are utilized by the individuals in all tasks and activities, which they are required to put into operation in personal and professional lives. The augmenting of different types of skills and abilities is complicated and manageable. The individuals carry out this task on an individual basis or through obtaining assistance from others. The various types of skills and abilities are honed in less amount of time or can be more time-consuming. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of skills and abilities (How to Develop Competencies that enhance Individual and Organizational Performance? n.d.).

As a consequence of putting all types of skills and abilities into operation in a well-ordered and regimented manner, one will render an important contribution in promoting well-being and goodwill of oneself, family and community members. Augmenting different types of skills and abilities is considered to be advantageous on a comprehensive basis. The different types of advantages are, implementing households responsibilities; acquisition of education; implementing job duties within various employment settings; participating in various activities and leading to up-gradation of overall standards of living. These are stated as follows:

Implementing Households Responsibilities

Implementation of households responsibilities is regarded as one of the major goals of individuals, belonging to all communities. The different types of households responsibilities are, cleaning, washing, preparation of meals, fetching water, gardening, electric work, repair work, plumbing, carpentry, painting, taking care of needs and requirements of family members and overall management of the households.

In rural communities, the individuals carry these out on their own, whereas, in urban communities, one obtains services from domestic helpers and service providers. In spite of obtaining help and support from these individuals, there are number of households responsibilities, which individuals are required to carry out on their own. Hence, up-gradation of different types of skills and abilities will be facilitating in carrying these out in a well-organized and disciplined manner.

Within the course of putting into practice all types of households responsibilities, when there are occurrences of various types of problems, the up-gradation of all types of skills and abilities is regarded to be of utmost significance. These are facilitating in putting into operation different types of households responsibilities in a successful manner. Furthermore, the up-gradation of analytical, critical-thinking, time-management, and other types of skills are facilitating in carrying out all types of households responsibilities in an efficacious manner. As a consequence, one will render an important contribution in leading to up-gradation of overall personality traits and standards of living. Therefore, implementing households responsibilities is regarded as one of the indispensable advantages of augmenting skills and abilities.

Acquisition of Education

Within the course of acquisition of education in educational institutions of all levels, the students, belonging to all grade levels are required to work on various types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, role plays, debates, presentations, group discussions and so forth. In all types of assessment strategies and academic activities, the students are required to participate on an individual basis or in groups comprising of two or more members. Hence, in order to carry out all types of tasks and activities in accordance to the expectations of educators and supervisors, one needs to put emphasis on leading to up-gradation of different types of skills and abilities.

The students, belonging to all grade levels are required to put emphasis on leading to up-gradation of different types of skills and abilities. These are required to be put into operation in a well-organized and satisfactory manner in order to carry out all types of academic tasks and activities. As a consequence, one will be well-prepared in terms of ways of doing well in one's job duties and achieving desired goals and objectives. All types of skills and abilities are utilized in educational institutions of all levels. Furthermore, these are facilitating in achievement of all types of educational goals and leading to up-gradation of overall system of education. Therefore, acquisition of education is one of the significant advantages of augmenting skills and abilities.

Implementing Job Duties within various Employment Settings

In all types of employment settings, there are number of individuals, belonging to all job positions in the hierarchy. All the members are required to be well-informed in terms of various types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of different types of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in a well-ordered and satisfactory manner. The members, belonging to all job positions need to put into operation different types of skills and abilities in order to carry out all types of job duties and responsibilities in a well-organized and disciplined manner.

In the implementation of all types of job duties and responsibilities, the up-gradation of different types of skills and abilities is regarded as vital. As a consequence, one will be able to do well in their job duties, promote enhancement of organizational culture, achieve all types of organizational goals and lead to up-gradation of overall structure of the organizations. Hence, the up-gradation of different types of skills and abilities is regarded as vital for all members, belonging to all job positions in the hierarchy. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of skills and abilities. Furthermore, these need to be put into practice in promoting well-being and goodwill of community members. Therefore, implementing job duties within various employment settings is an eminent advantage of augmenting skills and abilities.

Participating in various Activities

In both personal and professional lives of the individuals, there are organizations of various types of social, economic, religious, cultural and political activities. In order to promote enhancement of all these activities, individuals are required to be well-equipped in terms of various types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of different types of methodologies and procedures. Within the course of participation in all types of activities, there are some job duties and responsibilities, which are put into practice on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with other members. Hence, up-gradation of different types of skills and abilities is regarded as vital in enhancing one's participation in all types of activities.

Within the course of organization of all the activities, there are occurrences of various types of dilemmas and challenging situations. Hence, up-gradation of various types of skills and abilities is facilitating in coping with these in a satisfactory manner. Furthermore, these are prevented from giving rise to impediments within the course of carrying out all types of tasks and activities in a well-organized and disciplined manner. In addition, one will be successful in their tasks. As a consequence, one will contribute in incurring the feelings of pleasure and contentment. Therefore, participating in various activities is an expedient advantage of augmenting skills and abilities.

Leading to Up-gradation of overall Standards of Living

As a consequence of augmenting different types of skills and abilities, one will render an important contribution in leading to up-gradation of overall standards of living. In order to achieve this goal, the various factors that need to be taken into account are, implementing effective communication processes; making wise and productive decisions in terms of various factors; taking out sufficient amount of time for all tasks and activities; providing solutions to various types of problems; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; acquiring good-quality education; getting engaged in employment opportunities; promoting enhancement of one's career prospects; managing financial, technical, material and information resources; making provision of infrastructure, amenities and facilities and promoting good health and well-being, physically and psychologically. As a consequence of acknowledging and implementing all the essential factors, one will contribute in an efficacious manner in achievement of desired goals and objectives.

The up-gradation of various types of skills and abilities is facilitating in doing well in one's tasks and activities, achieving desired goals and objectives and meeting the expectations of family and community members. Furthermore, one will be successful in putting into operation all types of job duties and responsibilities in a well-ordered and appropriate manner. Therefore, leading to up-gradation of overall standards of living is a renowned advantage of augmenting skills and abilities.

Measures to be put into operation in Augmenting Skills and Abilities

An aimless life is a meaningless life. Hence, all individuals, belonging to all communities and socio-economic backgrounds have different types of goals and objectives to achieve. The different aspects in terms of which these are formulated are, education, employment opportunities, careers, settlement, resources, assets, property, travelling, personality traits and overall standards of living. In order to achieve all types of goals and objectives, one needs to put emphasis on augmenting different types of skills and abilities. All types of skills and abilities are required to be put into operation in a well-ordered and satisfactory manner. These need to be facilitating in promoting well-being and goodwill of family and community members (17 Essential Time Management Skills, 2018).

From the stage of early childhood, throughout the lives of the individuals, they need to augment information in terms of measures to be put into operation in augmenting skills and abilities. The measures are required to be put into operation in a well-ordered and regimented manner. Furthermore, positivity needs to be reinforced in all types of measures. One of the important aspects that need to be taken into account is, these need to be facilitating in promoting well-being and goodwill of family and community members. Therefore, measures to be put into operation in augmenting skills and abilities are stated as follows:

Developing Mutual Understanding with Family Members

The family members are regarded as the first and foremost individuals, who work hard in imparting information in terms of various types of skills and abilities. From the stage of early childhood, they put into operation all the factors, which are facilitating in leading to up-gradation of different types of skills and abilities. The information is imparted through interaction and assigning different types of tasks and activities. The individuals are required to lead to up-gradation of listening skills. These are the skills, which are facilitating in acquiring an efficient understanding of all other types of skills and abilities. As a consequence of understanding and implementing these, one will contribute in an effective manner in leading to up-gradation of overall personality traits and living conditions. Therefore, developing mutual understanding with family members is regarded as one of the indispensable measures to be put into operation in augmenting skills and abilities.

Conducting Analysis of various Factors

The analytical skills are facilitating in conducting analysis of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most favourable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in implementing rational, logical and methodological thinking. These skills are put into practice in personal and professional lives of the individuals. Furthermore, these are approving in doing well in one's job duties and responsibilities, achieving desired goals and objectives and leading to up-gradation of overall standards of living. Hence, the up-gradation of analytical and critical-thinking skills is regarded as vital. Furthermore, these are also facilitating in promoting well-being and goodwill of family and community members. Therefore, conducting analysis of various factors is one of the significant measures to be put into operation in augmenting skills and abilities.

Making Wise and Productive Decisions

Making wise and productive decisions is regarded as an integral part of the lives of the individuals. The different factors in terms of which decisions are to be made are, education, employment opportunities, careers, settlement, resources, assets, property, travelling, personality traits and overall standards of living. In order to make wise and productive decisions, the honing of analytical and critical-thinking skills is regarded as vital (Effective Decision Making, 2007). The analytical skills are facilitating in conducting analysis of different types of alternatives and options that are available. After the analysis is conducted, selection is made of the most favourable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in implementing rational, logical and methodological thinking. These skills are facilitating in making wise and productive decisions in terms of various factors. Therefore, making wise and productive decisions is an eminent measure to be put into operation in augmenting skills and abilities.

Pursuing Educational Goals

In educational institutions of all levels, different types of skills and abilities are utilized in order to pursue educational goals. These are, promoting enhancement of teaching-learning methods; leading to up-gradation of teaching-learning materials; utilizing different types of pioneering methods and materials; promoting enhancement of various types of extra-curricular and creative activities; encouraging participation of students in assessment strategies; encouraging participation of students in various types of academic activities; organizing seminars and workshops; organizing functions and events; promoting enhancement of organizational culture and leading to up-gradation of overall system of education. In order to achieve educational goals, one needs to put emphasis on leading to up-gradation of different types of skills and abilities. These are required to be put into operation in a well-organized and satisfactory manner. As a consequence, educational goals will be achieved. Therefore, pursuing educational goals is an expedient measure to be put into operation in augmenting skills and abilities.

Promoting enhancement of Career Prospects

Promoting enhancement of career prospects is regarded as one of the major goals of individuals, belonging to all occupations, communities and socio-economic backgrounds. In order to achieve this goal, one needs to be well-informed in terms of various types of skills and abilities. The members, belonging to all job positions need to put into operation different types of skills and abilities in order to carry out all types of job duties and responsibilities in a well-organized and disciplined manner. In the implementation of all types of job duties and responsibilities, the up-gradation of different types of skills and abilities is regarded as vital. As a consequence, one will be able to do well in their job duties, meet the expectations of employers, promote enhancement of organizational culture, achieve all types of organizational goals and lead to up-gradation of overall structure of the organizations. Therefore, promoting enhancement of career prospects is a renowned measure to be put into operation in augmenting skills and abilities.

Conducting Research

The individuals are required to conduct research through utilizing various sources, i.e. books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources that is utilized to augment information in terms of various types of subjects and concepts. Furthermore, one is able to obtain answers to all types of questions and clarify their doubts in terms of various types of subjects and concepts. The individuals are able to render an important contribution in leading to up-gradation of various types of skills and abilities, when the task of research is conducted. The knowledge and understanding is put into operation in the personal and professional lives of the individuals. Hence, emphasis is put on the task of conducting research on regular basis by individuals, irrespective of their occupations and fields. Therefore, conducting research is a meaningful measure to be put into operation in augmenting skills and abilities.

Providing Solutions to Problems

Within personal and professional lives of the individuals, there are occurrences of various types of problems. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various types of subjects and concepts, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of various types of problems is experienced in a major or minor form. The up-gradation of problem-solving skills is regarded to be of utmost significance. These skills are facilitating in identifying the causes of problems and implementing solutions. Furthermore, all types of problems are prevented from giving rise to impediments within the course of honing different types of skills and abilities. Therefore, providing solutions to problems is a worthwhile measure to be put into operation in augmenting skills and abilities.

Utilizing Technologies

The individuals, belonging to all occupations and fields are required to make use of various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, projectors, audio-visual aids and so forth. The honing of technical skills is regarded to be of utmost significance in putting into operation all types of tasks and activities in a successful manner. The individuals need to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is regarded as vital in doing well in all types of tasks and activities. As a consequence, individuals will render an important contribution in leading to up-gradation of confidence levels. Furthermore, feelings of apprehensiveness and vulnerability will be overcome in an effective manner. In this manner, all types of problems are prevented from giving rise to impediments within the course of honing technical skills. Therefore, utilizing technologies is an essential measure to be put into operation in augmenting skills and abilities.

Participating in Extra-Curricular and Creative Activities

The individuals, belonging to all age groups participate in various types of extra-curricular and creative activities. These are, artworks, handicrafts, singing, dancing, playing of musical instruments, role playing,

dramatics, gymnastics, and various types of sports. In order to participate in various types of extra-curricular and creative activities, one needs to lead to up-gradation of different types of skills and abilities. These are regarded as vital in doing well in one's job duties and generating desired outcomes. As a consequence, individuals will render an important contribution in leading to up-gradation of creative skills. The individuals participate in various types of extra-curricular and creative activities as hobbies or take them up as careers. As a consequence, they are rendering an important contribution in bringing about improvements in their overall quality of lives. Therefore, participating in extra-curricular and creative activities is a favourable measure to be put into operation in augmenting skills and abilities.

Taking out Sufficient Time for all Tasks and Activities

Within personal and professional lives of the individuals, they are required to carry out number of job duties and responsibilities. These are manageable and complicated, these can be completed on one's own or through working in co-ordination with others and these are implemented in less amount of time or can be more time-consuming. Hence, it is necessary to be well-informed in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient time for all tasks and activities. The individuals assign priorities to the tasks. The ones, which are more important are carried out first, whereas, the ones, which are less important are implemented after the completion of more important ones. Procrastination is avoided. Hence, the implementation of time-management skills are facilitating in completing all tasks and activities within the required time-frame. Furthermore, these skills are facilitating in creating a balance between personal and professional lives. Therefore, taking out sufficient time for all tasks and activities is a useful measure to be put into operation in augmenting skills and abilities.

Conclusion

Augmenting skills and abilities is vital for all individuals. Advantages of augmenting skills and abilities are, implementing households responsibilities; acquisition of education; implementing job duties within various employment settings; participating in various activities and leading to up-gradation of overall standards of living. Measures to be put into operation in augmenting skills and abilities are, developing mutual understanding with family members, conducting analysis of various factors, making wise and productive decisions, pursuing educational goals, promoting enhancement of career prospects, conducting research, providing solutions to problems, utilizing technologies, participating in extra-curricular and creative activities and taking out sufficient time for all tasks and activities. Finally, it can be stated, augmenting skills and abilities is vital in leading to progression.

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