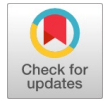


# Augmenting Skills and Abilities: Essential in Leading to Up-Gradation of Overall Living Standards

Radhika Kapur



**Abstract:** 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 put into operation by the individuals in their personal and professional lives. These are put into practice on one's own or through working in collaboration and integration with others. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in putting into operation different types of skills and abilities. The individuals, belonging to all communities are required to pay attention towards personal and professional lives. In both personal and professional spheres, they are required to make use of various types of skills and abilities. Hence, up-gradation of these is facilitating in doing well in one's job duties and responsibilities and achieving desired goals and objectives. Furthermore, one will be able to meet the expectations of individuals within and outside the homes. In addition, one will render an important contribution in carrying out different types of job duties in a successful manner. Furthermore, one will incur the feelings of pleasure and contentment. Therefore, it is well-understood, augmenting skills and abilities is essential in leading to up-gradation of overall living standards. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of augmenting skills and abilities, measures to be put into practice in augmenting skills and abilities and augmenting skills and abilities are essential in promoting enhancement of living conditions.

**Keywords:** Abilities, Augmenting, Development, Enhancement, Goodwill, Job Duties, Skills, Standards of Living

## I. INTRODUCTION

The individuals, from the stage of early childhood, throughout their lives need to put emphasis on development of different types of skills and abilities. The various types of skills are, communication skills, decision-making skills, analytical skills, time-management skills, critical-thinking skills, leadership skills, negotiation skills, technical skills, creative skills, personal skills, presentation skills, professional skills, intellectual skills, artistic skills, and problem-solving skills [1][2].

On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, leading, negotiating, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with various types of problems and challenging situations and carrying out all types of tasks and activities in a well-organized manner (Chris, 2016). The individuals put into operation different types of skills and abilities in their personal and professional lives. Hence, one needs to put emphasis on leading to up-gradation of different types of skills and abilities throughout their lives. Therefore, honing of skills and abilities is regarded as vital in promoting enhancement of overall standards of living. The individuals, belonging to all communities, occupations and socio-economic backgrounds need to communicate with others in an effective manner. In order to implement effective communication processes, one needs to put emphasis on reinforcing a constructive approach. The constructive approach will be facilitating in forming positive viewpoints in terms of various factors and individuals, whom one is working and dealing with. Furthermore, the individuals are required to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude (Ryan, n.d.). Furthermore, individuals are required to be well-equipped in terms of ways of putting into practice communication processes in an effective manner. This is the key in developing mutual understanding and forming cordial and amiable terms and relationships with each other. As a consequence, all individuals will contribute efficiently in incurring the feelings of pleasure and contentment. Therefore, honing communication skills and interactive abilities is regarded as vital in doing well in one's tasks and promoting enhancement [3].

## A. Understanding the Meaning and Significance of Augmenting Skills and Abilities

The individuals are required to put into practice different types of skills and abilities within the course of putting into operation different types of tasks and activities. The individuals need to put into operation different types of job duties and responsibilities in their personal and professional lives. Within personal lives, they are required to put into operation different types of household chores, i.e. cleaning, washing, preparation of meals, fetching water and so forth.

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On the other hand, within professional lives, one needs to ensure, they make use of their skills and abilities in implementing job duties of preparation of reports and projects, carrying out field-work, conducting meetings, negotiating and leading other individuals in the right direction and so forth. All types of skills and abilities need to be put into operation in a well-organized and disciplined manner. Furthermore, these are facilitating in coping with different types of dilemmas and challenging situations in an adequate manner. One of the important aspects that needs to be taken into account is, individuals will render an important contribution in pleasing others. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of augmenting skills and abilities, when these are facilitating in implementing different types of tasks and activities within personal and professional lives [4].

With advancements taking place and with the advent of modernization and globalization, it is necessary for individuals to be well-informed in terms of different types of modern, scientific and innovative methods and materials. These are complicated and manageable, these are implemented in less amount of time or can be more time-consuming and these are put into practice on one's own or through working in collaboration and integration with others. The different types of these methods and materials are, utilization of charts, graphs, maps, pictures, images, structures, designs, tools, devices, machinery, equipment, apparatus, and various types of technologies.

All these need to be put into practice in a well-organized and regimented manner. Furthermore, one needs to ensure, they are well-equipped in terms of different types of subjects and concepts. It is necessary for individuals to lead to up-gradation of motivation and concentration levels. These are regarded as the key in overcoming the feelings of apprehensiveness and vulnerability. As a consequence, one will render an important contribution in doing well in one's job duties and achieving desired goals and objectives. Therefore, one is able to acquire an understanding of the meaning and significance of augmenting skills and abilities, when these are facilitating in utilizing different types of modern, scientific and innovative methods and materials.

Within the course of putting into practice different types of tasks and activities within personal and professional lives, there are occurrences of different types of problems and challenging situations. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, inability to create a balance between personal and professional lives, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of problems and challenging situations are experienced in a major or minor form.

All the members, belonging to all job positions need to be well-equipped in terms of problem-solving skills. These are the skills that are facilitating in identifying the causes of problems. After the causes have been identified, one will be able to put into practice different types of strategies, which are facilitating in providing solutions to different types of

problems. The individuals need to ensure that problems do not give rise to impediments within the course of putting into practice various types of tasks and activities. Furthermore, one needs to ensure, these are facilitating in meeting the expectations of individuals in leadership positions. Therefore, an understanding of the meaning and significance of augmenting skills and abilities is acquired, when solutions are provided to different types of problems and challenging situations.

### **B. Measures to be Put into Practice in Augmenting Skills and Abilities**

The individuals, belonging to all age groups, occupations, communities, categories and socio-economic backgrounds are required to implement ways to augment skills and abilities. The different types of skills and abilities are regarded as an integral part of the lives of the individuals. In other words, their lives are influenced through honing of different types of skills and abilities. These need to be put into practice in a well-organized and satisfactory manner (Boyenga, n.d.). The measures, which are put into practice in augmenting different types of skills and abilities are manageable and complicated [5]. Furthermore, these are put into operation in more amount of time or can be less time-consuming and these are put into practice on one's own or through working in co-ordination with other individuals. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all types of measures. Therefore, measures to be put into practice in augmenting skills and abilities are stated as follows:

### **C. Implementing Effective Communication Processes**

The individuals, belonging to all communities, occupations and socio-economic backgrounds need to communicate with others in an appropriate manner. In order to implement effective communication processes, one needs to put emphasis on reinforcing a constructive approach. The constructive approach will be facilitating in forming positive viewpoints in terms of various factors and individuals, whom one is working and dealing with. The individuals are required to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. All individuals are required to be well-equipped in terms of ways of putting into practice communication processes in an effective manner. This is the key in developing mutual understanding and forming cordial and amiable terms and relationships with each other. As a consequence, all individuals will contribute efficiently in incurring the feelings of pleasure and contentment. Through interacting with others, individuals are able to render an important contribution in augmenting different types of skills and abilities. Therefore, implementing effective communication processes is regarded as one of the indispensable measures to be put into practice in augmenting skills and abilities.



#### D. Implementing Job Duties and Responsibilities

The individuals are required to put into practice different types of skills and abilities within the course of putting into operation different types of job duties and responsibilities. The individuals need to put into operation different types of job duties and responsibilities in their personal and professional lives. Within personal lives, they are required to put into operation different types of household chores, i.e. cleaning, washing, preparation of meals, fetching water and so forth. On the other hand, within professional lives, one needs to ensure, they make use of their skills and abilities in implementing job duties of preparation of reports and projects, carrying out field-work, conducting meetings, persuasion, convincing, negotiating, leading other individuals in the right direction and so forth. All types of skills and abilities need to be put into operation in a well-organized and disciplined manner. Furthermore, these are facilitating in coping with different types of dilemmas and challenging situations in an adequate manner. In addition, these are prevented from giving rise to barriers within the course of implementation of job duties and responsibilities. One of the important aspects that needs to be taken into account is, individuals will render an important contribution in pleasing other individuals. Therefore, implementing job duties and responsibilities is one of the significant measures to be put into practice in augmenting skills and abilities.

## II. EMPLOYING METHODOLOGIES AND PROCEDURES

The individuals need to be well-equipped in terms of different types of methodologies and procedures. These are referred to the ways of doing well in one's job duties and achieving desired goals and objectives. These are the key of doing well in one's job duties and generating desired outcomes. Furthermore, one is able to meet the expectations of others including family and community members. The individuals need to ensure, they are well-equipped in terms of concepts. Furthermore, they are required to get engaged in regular practice. The regular practice is facilitating in augmenting information in terms of different types of methodologies and procedures in a satisfactory manner. Furthermore, these need to be put into practice in a well-organized and appropriate manner. The individuals need to ensure, they put emphasis on honing confidence levels. These are essential in overcoming the feelings of apprehensiveness and vulnerability. As a consequence, one will be assured that they will do well in one's tasks and activities. Hence, it is understood on a comprehensive basis that individuals will feel happy and contented, when they will carry out tasks and activities in a successful manner. Therefore, employing methodologies and procedures is an expedient measure to be put into practice in augmenting skills and abilities.

#### A. Utilizing Pioneering Methodologies and Materials

With advancements taking place and with the advent of modernization and globalization, it is necessary for individuals to be well-informed in terms of different types of pioneering methodologies and materials. These are complicated and manageable, these are implemented in less amount of time or can be more time-consuming and these

are put into practice on one's own or through working in collaboration and integration with others. The different types of these methodologies and materials are, utilization of charts, graphs, maps, pictures, images, structures, designs, tools, devices, machinery, equipment, apparatus, and various types of technologies. All these need to be put into practice in a well-ordered and disciplined manner. One needs to ensure, they are well-equipped in terms of different types of subjects and concepts. It is necessary for individuals to lead to up-gradation of motivation and concentration levels. These are regarded as the key in overcoming the feelings of apprehensiveness and vulnerability. As a consequence, one will render an important contribution in doing well in one's job duties and achieving desired goals and objectives. Hence, it is understood on a comprehensive basis that pioneering methodologies and materials are worthwhile and useful. Therefore, utilizing pioneering methodologies and materials is an eminent measure to be put into practice in augmenting skills and abilities.

#### B. Coping with Dilemmas and Challenging Situations

Within the course of putting into practice different types of tasks and activities within personal and professional lives, there are occurrences of different types of problems and challenging situations. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, inability to create a balance between personal and professional lives, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of problems and challenging situations are experienced in a major or minor form (Problem-Solving Skills, 2020).

All the members, belonging to all job positions need to be well-equipped in terms of problem-solving skills. These are the skills that are facilitating in identifying the causes of problems. After the causes have been identified, one will be able to put into practice different types of strategies, which are facilitating in providing solutions to different types of problems. The individuals need to ensure that problems do not give rise to impediments within the course of putting into practice various types of tasks and activities. Furthermore, one needs to ensure, these are facilitating in meeting the expectations of individuals in leadership positions. Therefore, coping with dilemmas and challenging situations is a renowned measure to be put into practice in augmenting skills and abilities.

#### C. Making Wise and Productive Decisions

The decision-making is regarded as an integral part of the lives of the individuals in both personal and professional spheres. The different factors in terms of which decisions need to be made are, educational programs, educational institutions, employment settings, settlement, job duties, responsibilities, methodologies, procedures, property, assets, resources and so forth.



Within the course of putting into practice decision-making processes, analysis needs to be conducted in terms 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. The individuals need to ensure, they make wise and productive decisions in terms of various areas.

The honing of analytical and critical-thinking skills is facilitating in making wise and productive decisions in terms of various areas. The analytical skills are facilitating in making selection 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 putting into operation decision-making processes in an effective manner. Hence, it is well-understood, when one needs to make wise and productive decisions, one needs to hone their skills and abilities. Therefore, making wise and productive decisions is a noteworthy measure to be put into practice in augmenting skills and abilities.

### D. Taking out Sufficient Amount of Time for all Job Duties and Responsibilities

The individuals are required to put into operation number of tasks and activities. Hence, they need to ensure, they take out sufficient amount of time for all job duties and responsibilities. The individuals assign priorities to the tasks. The one's which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones. Procrastination is avoided. Hence, in order to complete all tasks and activities within the stipulated time-frame, it is necessary for individuals to be well-equipped in terms of time-management skills. These are the key in creating a balance between personal and professional lives.

The individuals are required to ensure, they put into operation different types of job duties and responsibilities in a well-organized and appropriate manner. The individuals are required to ensure, they are well-informed in terms of different types of ways. The individuals are required to ensure, they are not carrying out any task in haste. Furthermore, it is necessary to hone motivation and concentration levels. In addition, one needs to ensure, they overcome the feelings of apprehensiveness and vulnerability. Therefore, taking out sufficient amount of time for all job duties and responsibilities is a notable measure to be put into practice in augmenting skills and abilities.

## III. IMPLEMENTING CONFLICT RESOLUTION METHODS

In some cases within personal and professional lives, there are occurrences of conflicting situations. The individuals need to be well-equipped in terms of conflict resolution methods. The individuals need to ensure, they are well-informed in terms of factors, which are facilitating in putting into practice conflict resolution methods in a peaceful manner. The individuals are required to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting

the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude.

All the individuals are required to be well-equipped in terms of ways of putting into practice communication processes in an effective manner (Conflict Resolution Skills, n.d.). This is the key in developing mutual understanding and forming cordial and amiable terms and relationships with each other. As a consequence, all individuals will contribute efficiently in not only resolving conflicts but also in incurring the feelings of pleasure and contentment. The skills and abilities will get augmented through interacting with each other in a well-organized and regimented manner. Therefore, implementing conflict resolution methods is a worthwhile measure to be put into practice in augmenting skills and abilities.

### A. Developing Mutual Understanding with Others

The individuals are required to develop mutual understanding with others in an effective manner. There are some job duties, which are carried out on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with others. Hence, it is of utmost significance to develop mutual understanding with others. Through development of mutual understanding, one will be able to augment information in terms of different types of subjects and concepts; exchange different types of ideas and viewpoints; obtain answers to all types of questions that are overwhelming and clarify doubts in terms of different types of subjects and concepts.

The individuals are required to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. All the individuals are required to be well-equipped in terms of ways of implementing communication processes and interactive abilities in an effective manner. This is the key in developing mutual understanding with other individuals within and outside the homes. Therefore, developing mutual understanding with others is an advantageous measure to be put into practice in augmenting skills and abilities.

### B. Inculcating the Traits of Morality and Ethics

Throughout the lives of the individuals, they need to inculcate the traits of morality and ethics. These are the traits that are facilitating in differentiating between different types of appropriate and inappropriate factors; depicting the traits of helpfulness and co-operation; reinforcing the traits of efficiency, honesty and truthfulness; forming cordial and amiable terms and relationships with each other; coping with different types of problems and challenging situations in an effective manner; putting in efforts to one's best abilities and possessing the abilities to work under stress. As a consequence, one is able to carry out different types of tasks and activities in a well-ordered and regimented manner. Hence, all the individuals are required to be well-equipped in terms of ways of honing these traits.



Within personal and professional lives, one needs to be well-informed in terms of these traits. As a consequence, one will be able to please other individuals. In this manner, tasks and activities will be carried out in accordance to the expectations of other individuals. Hence, these traits are regarded to be of utmost significance on a comprehensive basis. In this manner, one is able to bring about improvements in overall personality traits and standards of living. Therefore, inculcating the traits of morality and ethics is a useful measure to be put into practice in augmenting skills and abilities.

### C. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded to be of utmost significance in leading to up-gradation of different types of skills and abilities. These traits are facilitating in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of other individuals. One of the important aspects is, these traits are facilitating in coping with different types of problems and challenging situations in a satisfactory manner. Furthermore, these are prevented from assuming a major form and giving rise to impediments within the course of putting into practice different types job duties and responsibilities.

Within personal and professional lives, one needs to be well-informed in terms of these traits. As a consequence, one will be able to please other individuals, including family and community members. In this manner, tasks and activities will be carried out in accordance to the expectations of other individuals. Hence, these traits are regarded to be of utmost significance on a comprehensive basis. In this manner, one is able to contribute efficiently in putting into practice all types of tasks and activities in a successful manner. As a consequence, one will be able to incur the feelings of pleasure and contentment. Hence, it is well-understood, traits of diligence, resourcefulness and conscientiousness are essential in leading to up-gradation of different types of skills and abilities. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a worthwhile measure to be put into practice in augmenting skills and abilities.

## IV. HONING PROFESSIONALISM

In order to promote enhancement of overall standards of living, all individuals, belonging to all occupations, communities, categories and socio-economic backgrounds need to put emphasis on honing professionalism. As a consequence of honing professionalism, it is necessary for individuals to be well-equipped in terms of all types of job duties and responsibilities. Furthermore, one needs to be well-informed in terms of different types of methodologies and procedures. It is apparently understood that occurrences of dilemmas and challenging situations are regarded as an integral part of the lives of the individuals. In cases of these, one needs to promote a calm and composed mind-set and cope with these in a satisfactory manner.

In cases of communicating and working with other individuals, it is necessary for individuals to be professional in one's conduct. One needs to communicate with others in

a polite and respectful manner. Furthermore, one needs to ensure, they are not getting engaged in any types of conflicting situations and disagreements. These need to be resolved in a peaceful manner. In addition, these need to be prevented from giving rise to impediments within the course of putting into practice different types of job duties and responsibilities. Furthermore, this is vital in forming cordial and amiable terms and relationships with other individuals. Hence, it is well-understood, honing of professionalism is important in leading to up-gradation of different types of skills and abilities. Therefore, honing professionalism is an essential measure to be put into practice in augmenting skills and abilities.

### A. Augmenting Skills and Abilities are Essential in promoting Enhancement of Living Conditions

Within the course of putting into practice different types of tasks and activities within personal and professional lives, there are occurrences of different types of setbacks. The different factors in terms of which these take place are, job duties, responsibilities, methods, practices, approaches, systems, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, inability to create a balance between personal and professional lives, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of setbacks are experienced in a major or minor form. All the members, belonging to all job positions need to be well-equipped in terms of skills and abilities, which are facilitating in coping with different types of setbacks in an effective manner. The up-gradation of various types of skills and abilities are facilitating in identifying the causes of dilemmas and challenging situations. One needs to know the causes of occurrences of setbacks. After the causes have been identified, one will be able to put into practice different types of strategies, which are facilitating in overcoming setbacks. The individuals need to ensure that problems do not give rise to impediments within the course of putting into practice various types of tasks and activities. As a consequence, one will be able to carry out job duties successfully and promote enhancement of overall living conditions. Therefore, it is well-understood, augmenting skills and abilities are essential in promoting enhancement of living conditions. Throughout the lives of the individuals, they need to be well-informed in terms of certain factors, i.e. being well-informed in terms of job duties and methodologies; differentiating between different types of appropriate and inappropriate factors; depicting the traits of helpfulness and co-operation; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; reinforcing the traits of efficiency, honesty and truthfulness; forming cordial and amiable terms and relationships with each other; coping with different types of problems and challenging situations in an effective manner; putting in efforts to one's best abilities and possessing the abilities to work under stress.

As a consequence, one is able to carry out different types of tasks and activities in a well-ordered and regimented manner. Hence, all the individuals are required to be well-equipped in terms of ways of honing these traits.

Within personal and professional lives, one needs to be well-informed in terms of these factors. As a consequence, one will be able to please other individuals. In this manner, tasks and activities will be carried out in accordance to the expectations of other individuals. Hence, these factors are regarded to be of utmost significance on a comprehensive basis. In this manner, one is able to bring about improvements in overall personality traits and standards of living. Therefore, it is understood on a comprehensive basis that augmenting skills and abilities are essential in promoting enhancement of living conditions.

In order to sustain one's living conditions in an effective manner, all individuals, belonging to all occupations, communities, and socio-economic backgrounds need to put emphasis on enhancing proficiency and expertise. As a consequence, one will be able to be well-informed in terms of all types of job duties and responsibilities. Furthermore, one needs to be aware in terms of different types of methodologies and procedures. It is apparently understood that occurrences of dilemmas and challenging situations are regarded as an integral part of the lives of the individuals. In cases of these, one needs to promote a calm and composed mind-set and cope with these in a satisfactory manner.

In cases of communicating and working with other individuals, it is necessary for individuals to be specialized in one's conduct. One needs to communicate with others in a polite and respectful manner. Furthermore, one needs to ensure, they are not getting engaged in any types of conflicting situations and disagreements. These need to be resolved in a peaceful manner. In addition, these need to be prevented from giving rise to impediments within the course of putting into practice different types of job duties and responsibilities. Furthermore, this is vital in forming cordial and amiable terms and relationships with other individuals. Hence, it is well-understood, honing of professionalism is important in leading to up-gradation of different types of skills and abilities. Therefore, it can be stated that augmenting skills and abilities is essential in promoting enhancement of living conditions.

### V. CONCLUSION

Throughout the lives of the individuals, they focus on development of different types of skills and abilities. Measures to be put into practice in augmenting skills and abilities are, implementing effective communication processes, implementing job duties and responsibilities, employing methodologies and procedures, utilizing pioneering methodologies and materials, coping with dilemmas and challenging situations, making wise and productive decisions, taking out sufficient amount of time for all job duties and responsibilities, implementing conflict resolution methods, developing mutual understanding with others, inculcating the traits of morality and ethics, implementing the traits of diligence, resourcefulness and conscientiousness and honing professionalism. Augmenting skills and abilities are essential in promoting enhancement

of living conditions. Finally, it can be stated, skills and abilities are essential in promoting well-being and goodwill of individuals and communities.

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I must verify the accuracy of the following information as the article's author.

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