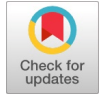


# Promotion, Credits and Job Security: Essential in Promoting Enhancement of Career Prospects of Individuals

Radhika Kapur



**Abstract:** Within all types of organizations, all the members, irrespective of their job positions in the hierarchy work diligently. In other words, they are committed towards carrying out their job duties with diligence, resourcefulness and conscientiousness. They have one of the major goals of promoting enrichment of their career prospects. For this purpose, they are required to please the individuals in leadership positions. The individuals aspire to attain promotion, credits and job security. These are given to them by employers and supervisors, when job performance as well as the overall conduct of the individuals is pleasing. These factors are considered essential in order to incur the feeling of job satisfaction and retain their jobs. The career prospects of the individuals can be enhanced, when they are well-versed in terms of their job duties and methods to carry these out in a well-organized manner. Furthermore, inculcation of traits of morality, ethics, diligence and conscientiousness will be facilitating in carrying out all types of tasks and activities in a well-ordered manner. When the employers will be pleased with the job performance of the individuals, they will be able to render an important contribution in giving them promotion, credits and job security. Therefore, it is well-understood, promotion, credits and job security is essential in promoting enhancement of career prospects of individuals. The main concepts that are taken into account in this research paper are, acquiring promotion, credits and job security is facilitating in promoting enrichment, measures to be put into operation in acquiring promotion, credits and job security and advantages of acquiring promotion, credits and job security.

**Keywords:** Credits, Enrichment, Human Resources, Job Duties, Job Security, Methodologies, Organizations, Promotion

## I. INTRODUCTION

The individuals, belonging to all job positions in the hierarchy of the organizations need to be well-informed in terms of their job duties and methodologies to carry these out in a satisfactory manner. They have one of the major goals of acquiring promotion, credits and job security. They need to carry out their tasks and activities in accordance to the expectations of individuals in leadership positions. In other words, they need to ensure, their employers and supervisors are satisfied with their performance (Brewer, 2013) [1].

The promotion is referred to acquiring promotional opportunities. These are referred to up-gradation to a higher job position. Furthermore, one acquires benefits, incentives and increase in pay. Within the course of putting into operation one's job duties and responsibilities, one needs to augment information in terms of ways that would please the leaders that they should acquire promotional opportunities. Credits are referred to praises, recognitions and acknowledgements. One needs to work diligently and meet the expectations of individuals in leadership positions in order to acquire promotions and credits. Therefore, one needs to hone motivation and concentration levels in order to acquire these. It is understood on a comprehensive basis that all the members, irrespective of their job positions in the hierarchy aim to have job security. In other words, they aspire to feel safe and secure within the working environment. The individuals in leadership positions aspire to put into operation certain factors, which would be facilitating in creating an amiable and pleasant environment within workplace. The physical environmental conditions need to be cordial (Owens, & Tibby, 2014). As a consequence, one will render an important contribution in honing concentration levels. Furthermore, there will be up-gradation of motivation levels towards implementation of tasks and activities. The individuals need to ensure, they are well-informed in terms of the factor that it is necessary to make provision of infrastructure, amenities and facilities. Furthermore, communication processes needs to be put into operation in a satisfactory manner. In addition, one needs to treat each other with respect and courtesy. The effective communication processes is facilitating in enabling the individuals to feel safe and secure. Therefore, it is well-understood, job security enables the individuals to retain one's jobs and incur the feeling of job satisfaction [2].

## A. Acquiring Promotion, Credits and Job Security is Facilitating in Promoting Enrichment

All the members, belonging to all job positions need to be well-equipped in terms of job duties and responsibilities. Furthermore, the individuals are required to be well-informed in terms of ways, which are necessary to carry these out in a well-organized and disciplined manner. The individuals are required to make sure, they are well-informed in terms of the traits of morality, ethics, diligence and conscientiousness. The acknowledgment and implementation of these traits will be facilitating in doing well in one's job duties and responsibilities, achieving desired goals and objectives and leading to up-gradation of overall structure of the organizations.

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It is apparently understood that there are occurrences of complications and barriers within the course of doing well in one's job duties and generating desired outcomes. Hence, all individuals are required to be well-prepared in order to carry out all types of job duties and responsibilities in a well-organized manner. The individuals, belonging to all job positions in the hierarchy of the organizations are required to augment information in terms of different types of methodologies and procedures. These are referred to the ways of doing well in one's job duties and generating desired outcomes. Therefore, it is understood on a comprehensive basis that acquiring promotion, credits and job security is facilitating in promoting enrichment.

Throughout one's jobs, all the members need to put emphasis on leading to up-gradation of motivation and concentration levels. As a consequence, mind-sets of the individuals get stimulated and they will be able to put in efforts to their best abilities. Furthermore, one will augment information in terms of different types of subjects and concepts. In addition, individuals will do well in one's job duties, achieve desired goals and objectives and meet the expectations of individuals in leadership positions. The individuals need to ensure, they are wholeheartedly committed towards putting into operation different types of job duties and responsibilities. Furthermore, they will contribute efficiently in carrying out all types of tasks and activities in a well-organized manner. In addition, individuals will be able to cope with different types of problems and challenging situations from giving rise to barriers within the course of generation of desired outcomes. Therefore, it can be stated, acquiring promotion, credits and job security is facilitating in promoting enrichment.

The various factors that needs to be taken into account within the course of implementation of certain types of tasks and activities. These factors are, differentiating between various types of appropriate and inappropriate factors; reinforcing the traits of efficiency, honesty and truthfulness; implementing the traits of diligence, resourcefulness and conscientiousness; honing motivation and concentration levels; being well-informed regarding job duties and responsibilities; being well-equipped in terms of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; depicting the traits of helpfulness and co-operation; possessing an approachable nature and amiable attitude; reinforcing a constructive approach and forming pleasant and amiable terms and relationships with others. As a consequence of acknowledging and implementing all these factors, one will render an important contribution in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. Therefore, it is well-understood, acquiring promotion, credits and job security is facilitating in promoting enrichment.

### **B. Measures to be Put into Operation in Acquiring Promotion, Credits and Job Security**

The organizations are of different types, i.e. educational institutions, training centres, financial institutions, production and manufacturing organizations, services organizations, agencies, non-government organizations and so forth. In all types of organizations, individuals are in different job positions. The educational qualifications, skills, abilities and overall personality traits are factors that are

taken into account in acquiring employment opportunities (Enhancing Employability through Vocational Training, 2015). All the members, irrespective of their job positions in the hierarchy are required to augment their information in terms of different types of measures to be put into operation in acquiring promotion, credits and job security.

The different types of measures are complicated as well as manageable. Furthermore, these are put into operation on one's own or through working in collaboration and integration with other members. One of the important aspects that needs to be taken into account is, all types of measures need to be put into operation in a well-organized and satisfactory manner. The positivity needs to be reinforced in all types of measures. Throughout the implementation of job duties, one needs to acknowledge the meaning and significance of these measures. Therefore, measures to be put into operation in acquiring promotion, credits and job security are stated as follows:

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

All the members, belonging to all job positions aim to implement effective communication processes. These are referred to the lifeline in leading to progression of employees and overall structure of the organizations. Through these, individuals will be able to augment information in terms of different types of subjects and concepts; exchange ideas and viewpoints; obtain answers to various questions and clarify doubts in terms of different types of subjects and concepts. The communication processes takes place in a verbal and written form. Verbal communication takes place face to face or through utilization of technologies, whereas, written communication takes place though exchanging messages and emails.

Furthermore, individuals need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; maintaining eye contact, when communication takes place face to face; treating others with respect and courtesy; depicting the traits of helpfulness and co-operation and possessing an approachable nature and amiable attitude. Through acknowledging and implementing these traits, individuals will render an important contribution in putting into operation effective communication processes. As a consequence, one will do well in one's job duties and generate desired outcomes. Therefore, implementing effective communication processes is regarded as one of the indispensable measures to be put into operation in acquiring promotion, credits and job security.

## **II. AUGMENTING SKILLS AND ABILITIES**

The individuals, belonging to all job positions in the hierarchy need to put emphasis on augmenting different types of skills and abilities. The different types of skills are, communication skills, decision-making skills, critical-thinking skills, analytical skills, problem-solving skills, time-management skills, creative skills, technical skills, leadership skills, negotiation skills, personal skills, presentation skills, professional skills, intellectual skills, artistic skills and public-speaking skills [4][5].



On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, controlling, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with different types of problems and challenging situations in a well-organized manner and carrying out various types of job duties and responsibilities in a satisfactory manner. All the members are required to make use of different types of skills and abilities within the course of carrying out tasks and activities in a satisfactory manner. Furthermore, one will render an important contribution in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. The up-gradation and utilization of various types of skills and abilities is essential in leading to progression. Therefore, augmenting skills and abilities is one of the significant measures to be put into operation in acquiring promotion, credits and job security.

#### A. Honing Motivation and Concentration Levels

Throughout one's jobs, all the members need to put emphasis on leading to up-gradation of motivation and concentration levels. As a consequence, mind-sets of the individuals get stimulated and they will be able to put in efforts to their best abilities. Furthermore, one will augment information in terms of different types of subjects and concepts. In addition, individuals will do well in one's job duties, achieve desired goals and objectives and meet the expectations of individuals in leadership positions. The individuals need to ensure, they are wholeheartedly committed towards putting into operation different types of job duties and responsibilities. As a consequence, they will acquire promotional opportunities and credits. Furthermore, all the members will feel safe and secure within the workplace. One of the important aspects that needs to be taken into account is, all the members will possess the abilities to work under stress. Furthermore, they will contribute efficiently in carrying out all types of tasks and activities in a well-organized manner. In addition, individuals will be able to cope with different types of problems and challenging situations from giving rise to barriers within the course of generation of desired outcomes. Therefore, honing motivation and concentration levels is an expedient measure to be put into operation in acquiring promotion, credits and job security.

#### B. Being Well-Informed Regarding Job Duties and Responsibilities

All the members, belonging to all job positions need to be well-equipped in terms of job duties and responsibilities. These are manageable and complicated, these are implemented in less amount of time or can be more time-consuming and these are carried out on an individual basis or through working in co-ordination with others. One needs to possess adequate information in terms of these throughout their jobs. The individuals are required to be well-informed in terms of ways, which are necessary to carry these out in a well-organized and disciplined manner. The individuals are required to make sure, they are well-informed in terms of the traits of morality, ethics, diligence and conscientiousness. The acknowledgment and implementation of these traits will be facilitating in doing well in one's job duties and responsibilities, achieving

desired goals and objectives and leading to up-gradation of overall structure of the organizations. It is apparently understood that there are occurrences of complications and barriers within the course of doing well in one's job duties and generating desired outcomes. Hence, all individuals are required to be well-prepared in order to carry out all types of job duties and responsibilities in a well-organized manner. Therefore, being well-informed regarding job duties and responsibilities is a renowned measure to be put into operation in acquiring promotion, credits and job security.

#### C. Being Well-Equipped in Terms of Methodologies and Procedures

The individuals, belonging to all job positions in the hierarchy of the organizations are required to augment information in terms of different types of methodologies and procedures. These are referred to the ways of doing well in one's job duties and generating desired outcomes. The individuals are required to make sure, they are well-informed in terms of the traits of goodness, integrities, meticulousness and conscientiousness. The acknowledgment and implementation of these traits will be facilitating in doing well in one's job duties and responsibilities, achieving desired goals and objectives and leading to up-gradation of overall structure of the organizations. It is understood on a comprehensive basis that there are occurrences of complications and obstacles within the course of doing well in one's job duties and generating desired outcomes. Hence, all individuals are required to be well-prepared in order to put into practice different types of methodologies and procedures in a well-organized and regimented manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in these. Furthermore, these will be facilitating in leading to up-gradation of overall structure of the organizations. Therefore, being well-equipped in terms of methodologies and procedures is a vital measure to be put into operation in acquiring promotion, credits and job security.

#### D. Utilizing Pioneering Methods and Materials

With advancements taking place and with the advent of modernization and globalization, one needs to put into operation different types of pioneering methods and materials in implementation of tasks and activities. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. This is the key in doing well in one's job duties and generating desired outcomes. Hence, all individuals are required to be well-prepared in order to put into practice different types of pioneering methods and materials in a well-organized and regimented manner. The different types of pioneering methods and materials are, utilization of graphs, charts, maps, pictures, images, tools, devices, models, designs, structures, apparatus, equipment and various types of technologies. It is understood on a comprehensive basis that there are occurrences of complications and obstacles within the course of doing well in one's job duties and generating desired outcomes.



Hence, all individuals are required to be well-prepared in order to put into practice different types of pioneering methods and materials in a well-ordered and disciplined manner. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in these. Furthermore, these will be facilitating in leading to up-gradation of overall structure of the organizations. Therefore, utilizing pioneering methods and materials is a crucial measure to be put into operation in acquiring promotion, credits and job security.

### **III. DEPICTING THE TRAITS OF HELPFULNESS AND CO-OPERATION**

It is apparently understood that there are occurrences of various types of dilemmas and challenging situations within the course of putting into practice various tasks and activities. The different areas 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, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The effects of different types of problems and challenging situations are experienced in a major or minor form. Hence, one makes an attempt to solve these on one's own, whereas, in other cases, one obtains help and assistance from other individuals. The different types of problems and challenging situations can be solved on one's own or through obtaining support and assistance from other members. Hence, it is necessary for individuals to depict the traits of helpfulness and co-operation. As a consequence of acknowledging the meaning and significance of these traits, individuals will not only carry out their job duties in a well-organized manner, but they will contribute efficiently in forming cordial and amiable terms and relationships with each other. Therefore, depicting the traits of helpfulness and co-operation is a productive measure to be put into operation in acquiring promotion, credits and job security.

#### **A. Possessing an Approachable Nature and Amiable Attitude**

All the members, irrespective of their job positions in the hierarchy need to possess an approachable nature and amiable attitude. This is essential in carrying out all types of tasks and activities in a well-organized and regimented manner. Furthermore, one will render an important contribution in developing mutual understanding with each other. Furthermore, individuals need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; maintaining eye contact, when communication takes place face to face; treating others with respect and courtesy; depicting the traits of helpfulness and co-operation and possessing an approachable nature and amiable attitude. Through acknowledging and implementing these factors, individuals will render an important contribution in putting into operation effective communication processes.

As a consequence, one will do well in one's job duties and generate desired outcomes. Furthermore, one will contribute

efficiently in reinforcing the traits of amiability and approachability. The acknowledgment and implementation of these traits will be facilitating in acquiring appreciation and reverence. Furthermore, one will contribute efficiently in incurring the feeling of job satisfaction and retaining one's jobs. Therefore, possessing an approachable nature and amiable attitude is a prolific measure to be put into operation in acquiring promotion, credits and job security [3].

#### **B. Reinforcing a Constructive Approach**

The individuals, belonging to all job positions in the hierarchy of the organizations are required to reinforce a constructive approach. This approach is facilitating in forming positive viewpoints in terms of various factors. As a consequence, one will render an important contribution in honing motivation levels. Furthermore, one will contribute efficiently in forming cordial and amiable terms and relationships with each other. As a consequence, one will do well in one's job duties and generate desired outcomes. Furthermore, one will contribute efficiently in meeting the expectations of individuals in leadership positions. In addition, the reinforcement of a constructive approach is regarded as fundamental in leading to progression of individuals and overall structure of the organizations.

It is understood on a comprehensive basis that there are occurrences of complications and obstacles within the course of doing well in one's job duties and generating desired outcomes. Hence, all individuals are required to be well-prepared in order to carry out various types of job duties and responsibilities in a satisfactory manner (Enhancing Employability, 2007). Hence, reinforcement of a constructive approach has been favourable and advantageous on a comprehensive basis. As a consequence, one will form positive viewpoints regarding all factors and incur the feelings of pleasure and contentment. Therefore, reinforcing a constructive approach is a favourable measure to be put into operation in acquiring promotion, credits and job security.

#### **C. Being Well-Informed Regarding Various Factors**

Throughout the implementation of job duties, all the members are required to be well-informed in terms of various factors, i.e. implementing effective communication processes; making wise and productive decisions; taking out sufficient amount of time for all tasks and activities; augmenting different types of skills and abilities; honing motivation and concentration levels; being well-informed regarding job duties and responsibilities; being well-equipped in terms of different types of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; reinforcing the traits of honesty, efficiency, and truthfulness and forming cordial and amiable terms and relationships with each other. As a consequence, one will do well in one's job duties and generate desired outcomes. Furthermore, one will contribute efficiently in meeting the expectations of individuals in leadership positions.



In addition, all the members will contribute efficiently in leading to up-gradation of organizational culture and augmenting overall structure of the organizations. Hence, throughout the implementation of tasks and activities, individuals, belonging to all job positions need to augment information in terms of all these factors. Furthermore, they need to implement these in a positive manner. Therefore, being well-informed regarding various factors is a useful measure to be put into operation in acquiring promotion, credits and job security.

#### **D. Advantages of Acquiring Promotion, Credits and Job Security**

The individuals in all types of organizations need to put emphasis on acquiring promotion, credits and job security. The acquisition of these will be facilitating in making the individuals feel motivated within workplace. Furthermore, they will contribute efficiently in leading to up-gradation of concentration levels (Enhancing Employability Report, 2016). As a consequence, one will render an important contribution in putting into operation tasks and activities in a well-organized manner; achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. Therefore, throughout the implementation of job duties and responsibilities of the individuals, they need to augment their information in terms of advantages of acquiring promotion, credits and job security. These are, carrying out job duties and responsibilities in a well-organized manner; meeting the expectations of individuals in leadership positions; forming positive viewpoints regarding various factors and individuals; promoting a normal mind-set; inculcating the traits of morality and ethics and implementing the traits of diligence, resourcefulness and conscientiousness. These are stated as follows:

#### **E. Carrying out Job Duties and Responsibilities in a Well-Organized Manner**

The individuals lead to up-gradation of motivation and concentration levels towards carrying out job duties and responsibilities in a well-organized manner. All the members, belonging to all job positions need to be well-equipped in terms of job duties and responsibilities. Furthermore, the individuals are required to be well-informed in terms of methods and techniques, which are necessary to carry these out in a well-organized and disciplined manner. The individuals are required to make sure, they are well-informed in terms of the traits of morality, ethics, diligence and conscientiousness. Furthermore, these need to be implemented in an adequate manner. The acknowledgment and implementation of the essential factors will be facilitating in doing well in one's job duties and responsibilities. As a consequence, the employers will be pleased with the job performance of the employees. Therefore, carrying out job duties and responsibilities in a well-organized manner is regarded as one of the indispensable advantages of acquiring promotion, credits and job security.

#### **F. Meeting the Expectations of Individuals in Leadership Positions**

The employees need to carry out their job duties in accordance to the expectations of individuals in leadership

positions. As a consequence, one will put in efforts to their best abilities in carrying out job duties and responsibilities in a well-organized and disciplined manner. In addition, all the members will contribute efficiently in leading to up-gradation of organizational culture and augmenting overall structure of the organizations. Hence, throughout the implementation of tasks and activities, individuals, belonging to all job positions need to augment information in terms of all these factors. Furthermore, they need to implement these in a positive manner. One of the important aspects that needs to be taken into account is, individuals are required to possess pleasant personality traits. Furthermore, the honing of traits of morality and ethics will be facilitating to the individuals on a comprehensive basis. Therefore, meeting the expectations of individuals in leadership positions is one of the significant advantages of acquiring promotion, credits and job security.

#### **G. Forming Positive Viewpoints Regarding Various Factors and Individuals**

Throughout the jobs of the individuals, they are required to form positive viewpoints in terms of various factors and individuals. The positivity in the viewpoints of human resources is facilitating in leading to up-gradation of overall structure of the organizations. As a consequence, one will render an important contribution in honing motivation levels. In addition, one will feel comfortable within the working environmental conditions. Furthermore, one will contribute efficiently in forming cordial and amiable terms and relationships with each other. As a consequence, one will do well in one's job duties and generate desired outcomes. Furthermore, one will contribute efficiently in meeting the expectations of individuals in leadership positions. In addition, the formation of positive viewpoints is regarded as fundamental in leading to progression of individuals and overall structure of the organizations. Hence, it is understood on a comprehensive basis that formation of positive viewpoints is approving to human resources and overall organizational structure. Therefore, forming positive viewpoints regarding various factors and individuals is an expedient advantage of acquiring promotion, credits and job security.

### **IV. PROMOTING A NORMAL MIND-SET**

The individuals, belonging to all job positions in the hierarchy of the organizations are required to promote a normal mind-set. It is apparently understood that there are occurrences of various types of problems and challenging situations within workplace. Furthermore, one gets overwhelmed by the psychological problems of anger, stress, anxiety, frustration and depression. These are experienced in a major or minor form. Hence, one needs to be well-informed in terms of ways of coping with these in an effective manner. Furthermore, these need to be prevented from giving rise to impediments within the course of implementation of tasks and activities. In order to promote a normal mind-set, one needs to be well-informed in terms of different types of job duties and responsibilities.

Furthermore, one needs to be well-equipped in terms of different types of methodologies and procedures to carry these out in a satisfactory manner. Furthermore, it is of utmost significance for all members to form cordial and amiable terms and relationships with each other. Therefore, promoting a normal mind-set is an eminent advantage of acquiring promotion, credits and job security.

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

Throughout the implementation of job duties, it is necessary to inculcate the traits of morality and ethics. These are the traits, which are facilitating in differentiating between various types of appropriate and inappropriate factors; reinforcing the traits of efficiency, honesty and truthfulness; implementing the traits of diligence, resourcefulness and conscientiousness; honing motivation and concentration levels; being well-informed regarding job duties and responsibilities; being well-equipped in terms of methodologies and procedures; utilizing various types of modern, scientific and innovative methods and materials; depicting the traits of helpfulness and co-operation; possessing an approachable nature and amiable attitude; reinforcing a constructive approach and forming pleasant and amiable terms and relationships with others. As a consequence of acknowledging and implementing all these factors, one will render an important contribution in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. Furthermore, individuals will render an important contribution in promoting well-being of overall structure of the organizations. Therefore, inculcating the traits of morality and ethics is a meaningful advantage of acquiring promotion, credits and job security.

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

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded to be of utmost significance. Throughout the lives of the individuals, they need to acknowledge the meaning and significance of these traits. Furthermore, these need to be put into practice in a satisfactory manner. One of the important advantages of these traits is, individuals will render an important contribution in coping with different types of dilemmas and challenging situations. Furthermore, these will be prevented from giving rise to impediments within the course of carrying out tasks and activities in a well-organized and disciplined manner. In addition, these traits have been regarded as worthwhile and favourable in carrying out different types of job duties and responsibilities in a satisfactory manner. Furthermore, one will render an important contribution in doing well in one's job duties, achieving desired goals and objectives and meeting the expectations of individuals in leadership positions. Furthermore, individuals will render an important contribution in promoting well-being of overall structure of the organizations. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a productive advantage of acquiring promotion, credits and job security.

## V. CONCLUSION

The individuals, belonging to all job positions in the hierarchy of the organizations aspire to acquire promotion, credits and job security. Acquiring promotion, credits and job security is facilitating in promoting enrichment. Measures to be put into operation in acquiring promotion, credits and job security are, implementing effective communication processes, augmenting skills and abilities, honing motivation and concentration levels, being well-informed regarding job duties and responsibilities, being well-equipped in terms of methodologies and procedures, utilizing pioneering methods and materials, depicting the traits of helpfulness and co-operation, possessing an approachable nature and amiable attitude, reinforcing a constructive approach and being well-informed regarding various factors. Advantages of acquiring promotion, credits and job security are, carrying out job duties and responsibilities in a well-organized manner; meeting the expectations of individuals in leadership positions; forming positive viewpoints regarding various factors and individuals; promoting a normal mind-set; inculcating the traits of morality and ethics and implementing the traits of diligence, resourcefulness and conscientiousness. Finally, it can be stated, acquiring promotion, credits and job security lead to progression of human resources.

## DECLARATION STATEMENT

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