

Original Article

Acknowledging the Significance of Development of Skills

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Abstract

From the stage of early childhood, throughout the lives of the individuals, they need to put emphasis on development of skills. The skills are utilized by the individuals in their personal and professional lives. The individuals are required to put into practice various tasks and activities as well as deal and work with other individuals. Hence, they need to put emphasis on development of skills. The individuals are required to communicate with individuals within and outside the homes as a part of their daily routine. Hence, it is of utmost significance to hone communication skills. Furthermore, technical skills need to be honed as, individuals are making use of various types of technologies on a comprehensive basis. Apart from these, there are other skills as well that are put into operation as a part of their daily lives. These skills are, decision making skills, problem-solving skills, time management skills, analytical skills, critical thinking skills, leadership skills, public speaking skills and creative skills. Within the course of achievement of educational goals and carrying out job duties within employment settings, the implementation of these skills would prove to be favourable to a major extent. The job duties will be performed well and the individuals will meet the expectations of their educators, employers and supervisors. Therefore, it is necessary to acknowledge the significance of development of skills. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of skills, types of skills and measures to be implemented in development of skills.

Keywords: Communities, Development, Individuals, Job Duties, Measures, Methodologies, Skills

Introduction

The individuals belonging to all communities, categories and backgrounds are having certain goals and objectives to achieve. Their primary goal is to bring about improvements in their overall quality of lives. In order to achieve this goal, they are required to put emphasis on development of skills. Furthermore, development of skills enable the individuals to emerge into moral human beings and productive citizens of the country (Swain, 2021). From the stage of early childhood, throughout the lives of the individuals, they are required to put emphasis on development of skills. The communication skills are regarded to be of utmost significance. These take place in a verbal and written

form. The individuals are required to make use of polite language and decent words. They need to treat each other with respect and courtesy and make provision of factual information. The communication processes takes place in a verbal and written form. The individuals are required to be well-versed with the usage of technologies to put into operation communication processes in an effective manner. Therefore, communication skills are regarded as significant to lead to enrichment of one's overall living conditions.

In the present existence, with advancements taking place and with the advent of modernization and globalization, the individuals are required to hone

technical skills. These are the skills that are related to the utilization of various types of technologies. The individuals are making use of technologies in their personal and professional lives. They in some cases feel apprehensive, but getting engaged in regular practice will enable the individuals to hone technical skills (Examples of Skills, n.d.). The individuals are required to make wise and productive decisions in their personal and professional lives. Hence, it is indispensable for the individuals to hone decision making skills. In the implementation of these skills, analysis is conducted in terms of the alternatives available. After the analysis is conducted, selection is made of the most appropriate and worthwhile alternative. When decision making skills are put into practice by the individuals in leadership positions, they need to ensure, they prove to be favourable to the members as well as the overall structure of the organizations. The decision making skills are implemented on one's own as well as through obtaining support and assistance from other members. Therefore, technical and decision making are essential skills.

Problems are an integral part of the lives of the individuals. These take place in a major or minor form. These usually impose unfavourable effects upon the overall living conditions of the individuals. The individuals need to put emphasis on up-gradation of problem-solving skills. These skills are the key to provide solutions to various types of problems and prevent them from giving rise to impediments. The individuals provide solutions to problems on their own or through obtaining support and assistance from other individuals. The individuals are overwhelmed by number of job duties and responsibilities in their personal and professional lives. They are required to take out sufficient amount of time for them. Hence, it is of utmost significance for the individuals to lead to enhancement of time management skills. These skills

would enable individuals to assign priorities. The tasks, which are more important are carried out first, whereas, the tasks, which are regarded as less important are put into practice after the completion of more important ones. Procrastination is avoided. Therefore, it can be stated, problem-solving skills and time management skills need to be reinforced throughout the lives of the individuals.

Understanding the Meaning and Significance of Skills

The individuals belonging to all communities and socio-economic backgrounds are having certain goals and objectives to achieve. These are, acquisition of good-quality education; getting engaged in employment opportunities; promoting better livelihoods opportunities; augmenting knowledge, competencies and abilities; promoting well-being of their families and communities; inculcating the traits of morality, ethics, diligence and conscientiousness; being committed towards doing well in one's tasks and functions; promoting good health and well-being, physically and psychologically; emerging into moral human beings and productive citizens of the country and bringing about improvements in their overall quality of lives. When the individuals are wholeheartedly committed towards achievement of these goals, they are required to put emphasis on development of skills. Furthermore, development of skills enable the individuals to do well in their job duties and generate the desired outcomes. Throughout the lives of the individuals, they are required to formulate their goals and objectives and be wholeheartedly focused towards achieving them. Therefore, individuals acquire an understanding of meaning and significance of skills, when they are facilitating in the achievement of desired goals and objectives in both personal and professional spheres.

Development of skills is an indispensable concept that the individuals need to focus upon

throughout their lives. These are necessary to do well in one's job duties and responsibilities, achieve desired goals, emerge into moral human beings and productive citizens of the country and promote community well-being. Types of skills that need to be developed are, communication skills, technical skills, decision making skills, problem-solving skills, time management skills, analytical skills, critical thinking skills, leadership skills, public speaking skills and creative skills. In all types of occupations, the individuals need to put emphasis upon enhancement of various types of skills. When they are putting emphasis on development of skills, they need to be informative in terms of all types of job duties and responsibilities. When individuals will be informative in terms of all types of job duties and responsibilities, they will augment their understanding in terms of development of skills. Therefore, individuals acquire an efficient understanding of meaning and significance of skills, when they are well-informed in terms of their job duties and responsibilities.

There are certain factors, which are regarded as necessary when the individuals are putting emphasis on development of skills. Furthermore, these factors have proven to be advantageous to the individuals on a comprehensive basis. These factors are, being informative in terms of one's job duties and responsibilities; augmenting information in terms of goals and objectives in both personal and professional spheres; utilizing modern, scientific and innovative methods in the implementation of job duties; providing solutions to various types of problems; possessing the abilities to work under stress; making wise and productive decisions; taking out sufficient amount of time for all tasks and activities; forming an effective social circle; meeting the expectations of educators, supervisors and employers and putting in efforts to one's best abilities. The strengthening of these factors will prove to be beneficial to the individuals in

development of all types of skills. Therefore, individuals acquire an understanding of meaning and significance of skills, when they are rendering a contribution in leading to enhancement of all useful factors.

Types of Skills

An aimless life is a meaningless life. Hence, all individuals, irrespective of their communities, occupations, categories and socio-economic backgrounds formulate goals and objectives in their lives. When these are formulated, the individuals aim to promote well-being of their family as well as community members. As knowledge and skills need to be utilized to promote well-being of others. Important aims of all individuals are, acquisition of education; getting engaged in employment opportunities; generating a source of income; augmenting knowledge, competencies and abilities; forming an effective social circle; promoting good health and well-being, physically and psychologically; enhancing personality traits; promoting well-being of family and community members; managing human, financial, technical and material resources in an adequate manner and bringing about improvements in one's overall quality of lives. When the individuals are wholeheartedly determined towards achievement of all their goals and objectives, they will put emphasis on honing of their skills (101+ Essential Skills to put on a Resume, 2022). Furthermore, these skills will render an important contribution in promoting well-being and goodwill of the individuals. Therefore, it is essential for all individuals to put in efforts to lead to up-gradation of skills. Types of skills are stated as follows:

Communication Skills

The communication skills are regarded to be of utmost significance. These need to be honed from the stage of early childhood, throughout the lives of the individuals. These take place in a verbal and written

form. Verbal communication takes place face to face or through the utilization of technologies. On the other hand, written communication take place through emails, messages, notices, letters and so forth. The individuals are required to make use of polite language and decent words. They need to treat each other with respect and courtesy and make provision of factual information. The communication processes takes place in a verbal and written form. The individuals are required to be well-versed with the usage of technologies to put into operation communication processes in an effective manner. One of the important aspects that needs to be taken into account are, the individuals are required to make provision of factual information. Therefore, it is understood on a comprehensive basis that communication skills are regarded as significant to lead to enrichment of one's overall living conditions.

Technical Skills

With advancements taking place and with the advent of technologies, the individuals are required to hone technical skills. These are the skills that are related to the utilization of various types of technologies. These are, computers, lap-tops, scanners, projectors, photo-copiers, audio-visual aids and so forth. The individuals are able to complete their job duties in a less time consuming and efficient manner. Within homes and in all types of organizations, i.e. production, manufacturing, services, educational institutions, financial institutions and so forth, the up-gradation of technical skills is regarded to be of utmost significance. When the individuals get recruited in organizations, they are required to possess technical skills. These are the essential job requirements. The individuals are making use of technologies in their personal and professional lives. They in some cases feel apprehensive, but getting engaged in regular practice will enable the individuals to hone technical skills. Therefore, it is well-understood, technical skills

are regarded as fundamental in enhancing career prospects and leading to enhancement of one's overall standards of living.

Decision Making Skills

The individuals are required to make wise and productive decisions in their personal and professional lives. When they are putting into operation the decision making processes, they either work on their own or obtain help and support from the other individuals. Hence, it is indispensable for the individuals to hone decision making skills. One of the major benefits of these skills is, they facilitate the implementation of job duties in a well-organized manner and generate the desired outcomes. In the implementation of these skills, analysis is conducted in terms of the alternatives available. After the analysis is conducted, selection is made of the most appropriate and worthwhile alternative. When decision making skills are put into practice by the individuals in leadership positions, they need to ensure, they prove to be favourable to the members as well as the overall structure of the organizations. The decision making skills are implemented on one's own as well as through obtaining ideas and suggestions from other members. Therefore, the individuals are required to lead to up-gradation of these skills on regular basis.

Problem-solving Skills

Problems are an integral part of the lives of the individuals. These take place in personal as well as professional lives of the individuals. These are experienced in a major or in a minor form. These usually impose unfavourable effects upon the overall living conditions of the individuals. Hence, the individuals need to put emphasis on up-gradation of problem-solving skills. These skills are the key to provide solutions to various types of problems and prevent them from giving rise to impediments. The individuals provide solutions to problems on their own or through obtaining support and assistance from other

individuals. Within homes, family members render an important contribution in providing solutions to various types of problems (Welcome to Skills, 2021). On the other hand, within professional settings, the individuals obtain ideas and suggestions from the individuals in leadership positions and their classmates or colleagues. These skills have acquired eminence in doing well in one's job duties, generating desired outcomes, meeting the expectations of their educators, employers and supervisors and providing solutions to various types of problems in an effective manner. Therefore, meaning and significance of problem-solving skills have been recognized on a comprehensive basis.

Time Management Skills

The individuals are overwhelmed by number of job duties and responsibilities in their personal and professional lives. They are required to take out sufficient amount of time for them. Hence, it is of utmost significance for the individuals to lead to enhancement of time management skills. These skills would enable individuals to assign priorities to the job duties. The tasks, which are more important are carried out first, whereas, the tasks, which are regarded as less important are put into practice after the completion of more important ones. Procrastination is avoided. The reason being, procrastination leads to unfavourable effects within the course of implementation of job duties. Hence, it can be stated, time management skills need to be reinforced throughout the lives of the individuals. One of the major benefits of time management skills is, these enable the individuals to complete all tasks and activities on time. This will enable the individuals to enhance their career prospects and incur the feelings of pleasure and contentment. Therefore, within all types of organizations, the individuals are instructed by their educators, employers and supervisors to lead to up-gradation of time management skills.

Analytical Skills

Analytical skills are the skills, which are normally put into operation by the individuals within the course of putting into operation various job duties within professional settings. Getting enrolled in training and development programs will render an important contribution in leading to up-gradation of these skills. These skills enable the individuals to conduct the analysis in terms of the alternatives and methods available. After the analysis is conducted, selection is made of the most appropriate and worthwhile alternative and method. The individuals need to ensure, these skills prove to be favourable in doing well in one's job duties, generating desired outcomes, meeting the expectations of their educators, employers and supervisors, providing solutions to various types of complications in a satisfactory manner and leading to up-gradation of the overall structure of the organizations. The individuals are required to hone their critical thinking skills, when they are putting into operation analytical skills. Therefore, within all types of professional settings, the individuals will be able to put into practice their job duties and responsibilities in a well-organized manner and meet the expectations of leaders, when they augment analytical skills.

Critical Thinking Skills

The individuals are required to hone their critical thinking skills, when they are putting into operation various job duties within professional settings. Within all types of organizations, i.e. production, manufacturing, services, educational institutions, financial institutions and other types of employment settings, all the individuals, irrespective of their job positions in the hierarchy need to put emphasis on honing critical thinking skills. The individuals need to utilize these skills in a moral and ethical manner. Furthermore, it needs to be ensured, these skills prove to be constructive in doing well in one's tasks and activities, generating desired outcomes,

meeting the expectations of their educators, employers and supervisors, providing solutions to various types of dilemmas in an adequate manner and leading to up-gradation of the overall structure of the organizations. When the individuals get recruited within various types of organizations, they get enrolled in training and development programs. These programs will render an important contribution in imparting information regarding methods and procedures to do well in one's job duties and utilize critical thinking skills. Therefore, within all types of professional settings, the individuals acknowledge the meaning and significance of critical thinking skills.

Leadership Skills

Within all types of organizations, the individuals in leadership positions are required to hone leadership skills. Within the course of implementation of these skills, the individuals aim to promote well-being of other individuals and lead to enhancement of the overall structure of the organizations. The various factors that need to be taken into account in honing these skills are, communicating effectively with others; treating others with respect and courtesy; implementing a grievance redresser procedure; providing solutions to the problems experienced by others; possessing an amiable attitude and an approachable nature; making wise and productive decisions; taking out sufficient amount of time for all tasks and activities; managing financial, technical, material and information resources in an effective manner; creating an amiable and pleasant environment within the workplace; inculcating the traits of morality and ethics and implementing the traits of diligence, resourcefulness and conscientiousness. When the individuals in leadership positions are informative in terms of all these aspects, they will contribute significantly in honing leadership skills. These skills should be reinforced with the main aim of promoting well-being of students within educational institutions

of all levels and employees within various types of organizations.

Public Speaking Skills

As the name implies, public speaking skills are the skills, which are referred to speaking in public. The individuals need to be informative in terms of topic to augment these skills. The individuals need to be well-prepared when they are putting into operation these skills. The individuals are required to make use of polite language and decent words. They need to treat the audience with respect and courtesy and make provision of factual information. Furthermore, they are required to provide factual answers to the questions that are put forward by the audience. The individuals are required to be well-versed with the usage of technologies to put into operation these skills in an effective manner. The reason being, within schools and colleges and various types of employment settings, Power Point slides are utilized to give presentations and speeches. One of the important aspects that needs to be taken into account is, the individuals are required to possess a pleasant personality. Furthermore, they are required to dress neatly. Therefore, it is understood on a comprehensive basis that public speaking skills are regarded as significant to lead to up-gradation of interactive abilities and confidence levels among individuals.

Creative Skills

The individuals are required to hone their creative skills, when they are putting into operation various job duties and activities within personal as well as professional settings. Within all types of organizations, i.e. production, manufacturing, services, educational institutions, financial institutions and other types of employment settings, all the individuals, irrespective of their job positions in the hierarchy need to put emphasis on honing creative skills. These skills would prove to be advantageous in making the work creative and artistic. The individuals need to utilize

these skills in a diligent and ethical manner. Furthermore, it needs to be ensured, these skills prove to be constructive in doing well in one's tasks and activities, generating the desired outcomes, meeting the expectations of their educators, employers and supervisors, coping with various types of problems and challenges in an adequate manner and leading to up-gradation of the overall structure of the organizations. Individuals are required to make use of technical, material and information resources in an appropriate manner and prevent wastage. Furthermore, technical skills need to be honed as utilization of technologies will prove to be favourable in generating the desired outcomes. Therefore, creative skills are regarded as meaningful and advantageous on a comprehensive basis.

Measures to be implemented in Development of Skills

The development of skills is essential for all individuals. They need to recognize their meaning and significance throughout their lives. In order to lead to development of skills in an efficacious manner, the individuals need to be informative in terms of the measures to be implemented. When they are putting into operation these measures, they need to promote well-being of not only themselves but also family and community members. In other words, skills need to be utilized and enhanced in a satisfactory manner (10 Best Skills to Include on a Resume, 2021). The individuals hone their skills on their own as well as through getting enrolled in educational institutions and training centres. The instructors and trainers put into operation the strategies and approaches to augment knowledge and skills of the individuals. The measures to be implemented in development of skills are, interacting with others in an effective manner; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; being informative in terms of job duties and

responsibilities and augmenting information in terms of methodologies and strategies. These are stated as follows:

Interacting with others in an Effective Manner

From the stage of early childhood, throughout the lives of the individuals, they need to interact with others in an effective manner. These take place in a verbal and written form. Verbal interaction takes place face to face or through the utilization of technologies. On the other hand, written interaction take place through emails, messages, notices, letters and so forth. The individuals are required to make use of polite language and decent words. They need to treat each other with respect and courtesy and make provision of accurate information. When individuals are interacting face to face, they need to maintain eye contact and nod periodically. The individuals are required to be well-versed with the usage of technologies to put into operation their interaction in an effective manner. One of the important aspects that needs to be taken into account is, the individuals are required to make provision of factual information. Therefore, interacting with others in an effective manner is regarded as one of the indispensable measures to be implemented in development of skills.

Inculcating the Traits of Morality and Ethics

The individuals need to inculcate the traits of morality and ethics. These traits are the key to do well in one's job duties, achieve desired goals in both personal and professional spheres, form an effective social circle and emerge into moral human beings and productive citizens of the country. Furthermore, the individuals are able to differentiate between appropriate and inappropriate factors. This is regarded to be of utmost significance to bring about improvements in tasks and activities and overall standards of living. The parents are the first and

foremost teachers of their children. They make provision of information among their children in terms of morality and ethics. The educators within educational institutions of all levels and employers and supervisors within various types of employment settings provide information and opportunities to reinforce these traits. When individuals are imparting information in terms of these traits, others need to understand and implement them. Therefore, inculcating the traits of morality and ethics is one of the significant measures to be implemented in development of skills.

Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded to be of utmost significance for all individuals, irrespective of their communities, categories and socio-economic backgrounds. These are necessary when the individuals are putting emphasis on development of skills. Furthermore, these traits have proven to be advantageous to the individuals on a comprehensive basis. The various advantages are, doing well in one's job duties and responsibilities; achieving desired goals in both personal and professional spheres; providing solutions to various types of problems; possessing the abilities to work under stress; making wise and productive decisions; implementing time management skills; forming an effective social circle; meeting the expectations of educators, supervisors and employers; putting in efforts to one's best abilities and emerging into moral human beings and productive citizens of the country. The reinforcement of these advantages will prove to be beneficial to the individuals in development of all types of skills. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is an eminent measure to be implemented in development of skills.

Being informative in terms of Job Duties and Responsibilities

The individuals are different from each in terms of their occupations and backgrounds. In all types of occupations, the individuals need to focus upon enhancement of various types of skills. When they are putting emphasis on development of skills, they need to be informative in terms of job duties and responsibilities. When individuals will be informative in terms of all types of job duties and responsibilities, they will augment their understanding in terms of development of skills. For example, when the individuals are working on projects or assignments within employment settings, they need to hone analytical skills. On the other hand, when the individuals are marketing their products, they need to put into operation communication skills in an effective manner. Within the course of putting into practice various types of household chores also the development of skills is regarded to be of utmost significance. The development of other types of skills would prove to be advantageous to the individuals in their personal and professional lives. Therefore, being informative in terms of job duties and responsibilities is an essential measure to be implemented in development of skills.

Augmenting information in terms of Methodologies and Strategies

When individuals are putting emphasis on development of skills, they need to augment information in terms of methodologies and strategies. This measure has been acknowledged by the individuals, belonging to all fields. With the advent of modernization, globalization and technologies, the individuals are utilizing modern, scientific and innovative methods within the course of implementation of job duties and responsibilities. Within the course of putting into practice various types of tasks and activities within homes, educational

institutions of all levels and within various types of employment settings, it is vital to be informative in terms of methodologies and strategies. These will facilitate in doing well in one's job duties and responsibilities, achieving desired goals in both personal and professional spheres, providing solutions to various types of problems, meeting the expectations of educators, employers and supervisors and leading to development of various types of skills. The implementation of methodologies and strategies needed in the development of other types of skills would prove to be useful to the individuals in achieving their goals in personal and professional lives. Therefore, augmenting information in terms of methodologies and strategies is a useful measure to be implemented in development of skills.

Conclusion

Development of skills enable the individuals to achieve their desired goals, emerge into moral human beings and productive citizens of the country and promote community well-being. Types of skills are, communication skills, technical skills, decision making skills, problem-solving skills, time management skills, analytical skills, critical thinking skills, leadership skills, public speaking skills and creative skills. Measures to be implemented in development of skills are, interacting with others in an effective manner;

inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; being informative in terms of job duties and responsibilities and augmenting information in terms of methodologies and strategies. Finally, it can be stated, development of skills have proven to be advantageous to the individuals in their personal and professional lives.

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