



Journal of Liberal Arts and Humanities (JLAH)
Issue: Vol. 4; No. 6; August 2023 (pp. 44-51)
ISSN 2690-070X (Print) 2690-0718 (Online)
Website: www.jlahnet.com
E-mail: editor@jlahnet.com
Doi:10.48150/jlah.v4no6.2023.a3

Augmenting Skills and Abilities: Indispensable in Implementation all Job Duties Efficiently

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Abstract

The main objective of this research paper is to acquire an efficient understanding of the factor that it is of utmost significance for the individuals to augment skills and abilities. These are to be put into operation in an efficient manner in both personal and professional lives. In other words, in the implementation of different types of job duties and responsibilities within and outside the homes, these are regarded to be of utmost significance. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in the implementation of all types of skills and abilities. As a consequence, individuals will render an important contribution in doing well in their job duties and responsibilities, achieving desired goals and meeting the expectations of individuals in leadership positions. The family members, friends, relatives, educators, supervisors and employers are individuals, who are rendering an important contribution in leading to up-gradation of different types of skills and abilities. Furthermore, it is necessary for the individuals in leading to up-gradation of their listening skills. These are the key in acquiring information regarding different types of skills and abilities. Therefore, it is understood on a comprehensive basis that augmenting skills and abilities is indispensable in implementation all job duties efficiently. The main concepts that are taken into account in this research paper are, understanding different types of skills and abilities and measures to be implemented in augmenting skills and abilities.

Keywords: Abilities, Augmenting, Efficiently, Job Duties, Personal, Professional, Skills

Introduction

The individuals are different from each other in terms of number of factors, i.e. caste, creed, race, religion, ethnicity, gender, age groups, cultures, traditions, educational qualifications, occupations, personality traits, communities and socio-economic backgrounds. In spite of these differences, they have the common goal of bringing about improvements in their overall quality of lives. In order to achieve this goal, the individuals are required to augment different types of skills and abilities among themselves (Brafford, 2003). They need to be well-equipped in terms of different methodologies and procedures, which are facilitating in leading to up-gradation of various types of skills and abilities. Throughout the lives of the individuals, they are required to be well-equipped in terms of communication skills. These are the key in augmenting knowledge and understanding regarding different subjects and concepts; exchanging various types of ideas and viewpoints; obtaining answers to different types of questions and clarifying various types of doubts. Therefore, it is well-understood, in the personal and professional lives, honing communication skills will be facilitating to the individuals in leading to progression.

The decision-making processes are regarded as an integral part of the personal and professional lives of the individuals. The individuals are required to make wise and productive decisions in terms of number of factors, i.e. education, employment opportunities, careers, settlement and so forth. In the implementation of decision-making processes, analysis needs to be conducted in terms of alternatives and options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative or option. When heads and individuals in leadership positions are vested with the authority and responsibility of implementing decision-making processes, they need to understand, these are wise and productive. On the other hand, when individuals are making decisions in terms of utilization of various types of methodologies and procedures, they need to ensure, these are facilitating in achievement of desired goals and objectives. Decisions need to be flexible. In other words, transformations can be brought about in these in a manageable manner. Therefore, it is of utmost significance for the individuals to hone decision-making skills.

Understanding Different Types of Skills and Abilities

From the stage of early childhood, throughout the lives of the individuals, they need to acquire an efficient understanding of different types of skills and abilities. One needs to put emphasis on reinforcing them. The individuals, belonging to all communities, categories and socio-economic backgrounds have different types of goals and objectives to achieve in their personal and professional lives. Hence, when they are wholeheartedly committed towards achievement of all their goals and objectives, they need to put emphasis on honing different types of skills and abilities (Active Learning Classrooms, n.d).The individuals augment skills and abilities on one's own as well as through obtaining support and assistance from other individuals, including family and community members. The measures to be implemented in augmenting different types of skills and abilities are manageable as well as complicated. Furthermore, individuals need to be well-aware of what types of skills and abilities are useful to them in enriching their lives. In other words, it is necessary to acquire an efficient understanding of the skills and abilities. These are stated as follows:

Skills

Communication Skills

Throughout the lives of the individuals, irrespective of age groups, occupations, communities and socio-economic backgrounds need to be well-equipped in terms of communication skills. These need to be implemented with family and community members. These are the key in augmenting knowledge and understanding regarding different subjects and concepts; exchanging various types of ideas and viewpoints; obtaining answers to different types of questions and clarifying various types of doubts. Furthermore, individuals need to be well-equipped in terms of communication ethics, i.e. making use of polite language and decent words; treating each other with respect and courtesy; maintaining eye contact, when communicating face to face and honing technical skills, as technologies are utilized to communicate in a verbal and written form. Hence, it is well-understood, that in both personal and professional lives, honing communication skills will be facilitating to the individuals in leading to progression. Therefore, communication skills are regarded as indispensable skills, which would be facilitating in not only establishing contacts, but also in promoting enrichment of one's overall standards of living.

Decision-Making Skills

The decision-making processes are regarded as an integral part of the personal and professional lives of the individuals. The individuals are required to make wise and productive decisions in terms of number of factors, i.e. education, employment opportunities, careers, settlement and so forth. In the implementation of 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 suitable and worthwhile alternative or option. When heads and individuals in leadership positions are vested with the authority and responsibility of putting into operation the decision-making processes, they need to understand, these are wise and productive. Furthermore, it needs to be ensured, these are facilitating in generating desired outcomes. On the other hand, when individuals are making decisions in terms of different types of methodologies and procedures, they need to ensure, these are facilitating in doing well in one's job duties and achievement of desired goals and objectives. Therefore, augmenting decision-making skills are facilitating in making selection of most suitable and worthwhile alternatives and opportunities.

Time-Management Skills

It is well-understood that in personal and professional lives of the individuals, they have different types of job duties to carry out. These are implemented in more amount of time or can be less time-consuming. Hence, in order to take out sufficient amount of time for all tasks and activities, it is necessary to be well-equipped in terms of time-management skills. These are the skills that are facilitating in assigning priorities to the tasks. The ones' which are more important are carried out first, whereas, the ones, which are less important are put into operation after the completion of more important ones. Procrastination is avoided. The individuals, belonging to all types of occupations, communities, categories and socio-economic backgrounds are required to create a balance between personal and professional lives. In other words, it is necessary for the individuals to devote sufficient amount of time for all types of tasks and activities within as

well as outside the homes. Therefore, time-management skills are facilitating in incurring the feeling of satisfaction, when the individuals are able to complete all job duties within the stipulated period of time.

Problem-Solving Skills

The occurrences of problems are regarded as an integral part of the personal and professional lives of the individuals. The various areas in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, approaches, unawareness in terms of various factors, lack of financial, technical, material and information resources and so forth. The different types of problems would give rise to impediments within the course of implementation of tasks and activities. Hence, it is of utmost significance for the individuals to be well-equipped in terms of problem-solving skills. These skills are facilitating in identifying the causes of problems. After the causes have been identified, individuals need to be well-versed in terms of measures to provide solutions to different types of problems in an effective manner. Furthermore, these need to be prevented from giving rise to impediments within the course of implementation of different types of tasks and activities. Hence, augmenting problem-solving skills will be facilitating in overcoming all types of setbacks. Therefore, problem-solving skills are facilitating in leading to an increase in motivation levels towards implementation of tasks and activities.

Technical Skills

In the present existence, utilization of technologies has acquired prominence. The individuals, belonging to all occupations and professions are putting emphasis on honing technical skills. In mainly office jobs, honing technical skills is regarded to be of utmost significance. These are facilitating in carrying out different types of job duties in a less time-consuming and efficient manner. Technical skills are the skills that are related to making use of different types of technologies, i.e. computers, lap-tops, I pads, projectors, scanners, printers, photo-copiers, audio-visual aids and so forth. In augmenting technical skills, the individuals need to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. This will be facilitating in leading to an increase in confidence levels. The technical skills are facilitating in carrying out various types of job duties in a well-ordered manner, i.e. working on projects, assignments, spreadsheets, and so forth. Furthermore, these are utilized to implement communication processes in a verbal and written form. In addition, technologies are utilized for leisure and recreation purposes as well. Therefore, technical skills are vital in putting into operation different types of job duties in a well-organized and competent manner.

Professional Skills

The individuals, belonging to all occupations and communities are required to put emphasis on augmenting professional skills. These skills are facilitating to the individuals in promoting enrichment of their overall personality traits and standards of living. The individuals are required to be well-versed in terms of different factors that are necessary in augmenting professional skills (What is Professional Development? n.d.). These are, implementing effective communication processes with others; promoting a calm mind-set; coping with various types of psychological problems of anger, stress, anxiety, frustration and depression in an effective manner; being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting information in terms of pioneering methods and materials; taking help and support from others in an appropriate manner; possessing the abilities to work under stress; possessing an approachable nature and an amiable attitude and reinforcing a constructive approach. The reinforcement of all these factors are facilitating in augmenting professional skills. Hence, throughout the lives of the individuals, they need to be well-versed regarding professional skills. Therefore, it is understood on a comprehensive basis that honing professional skills are facilitating in generating desired outcomes.

Creative Skills

The creative skills are the skills that are facilitating in carrying out tasks in a resourceful, artistic and ingenious manner. Within personal and professional lives of the individuals, they are required to carry out numerous types of tasks and activities. Some of these are, working on different types of projects, assignments, spreadsheets, and so forth. For example, individuals in some cases, make selection of the profession of an artist. In this profession, they are engaged in the production of different types of artworks and handicrafts.

Hence, when the individuals are wholeheartedly committed towards leading to an increase in productivity and profitability, they will have to put emphasis on honing creative skills. Furthermore, these skills are facilitating in implementing other job duties as well in a well-ordered manner, i.e. different types of projects, assignments, spreadsheets, reports, and so forth. Within educational institutions of all levels and in various types of employment settings, individuals in leadership positions expect that individuals are creative in their work. Therefore, augmenting creative skills have been advantageous to the individuals in enhancing career prospects in all fields and professions.

Presentation Skills

Within educational institutions of all levels and in various types of employment settings, presentation skills are regarded as an important assessment strategy. The students and employees are required to give presentations on the basis of certain topics. Hence, it is necessary for the individuals to be well-versed in terms of presentation skills. The individuals are required to augment their information regarding various factors, i.e. being well-versed in terms of concepts; honing technical skills, as Power Points are utilized to give presentations, mainly in higher educational institutions and employment settings; leading to an increase in confidence levels; overcoming the feelings of apprehensiveness and vulnerability; having pleasant facial expressions; speaking clearly and fluently; not reading directly from reading materials; maintaining eye contact with the audience; providing accurate answers to questions put forward by audience; maintaining the timings in an appropriate manner; possessing an approachable nature and an amiable attitude and dressing neatly. Hence, honing presentation skills will be facilitating to the individuals in doing well in their job duties. Therefore, within professional settings, the honing of these skills will be facilitating to the individuals in achieving different types of professional goals.

Leadership Skills

The individuals, belonging to all professions aspire to acquire leadership positions. Hence, they need to prepare themselves adequately in order to attain leadership positions. The individuals need to ensure, they make use of their skills and abilities to guide and lead others in the right direction. Furthermore, they are required to be well-versed in terms of different factors, i.e. being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting information in terms of modern, scientific and innovative methods and materials; making wise and productive decisions regarding various areas; managing financial, human, technical, material and information resources in a satisfactory manner; making provision of infrastructure, amenities and facilities; implementing grievance redresser procedures; listening to problems of the employees and providing solutions to them; possessing the abilities to work under stress; possessing an approachable nature and an amiable attitude and creating an amiable and pleasant environment within the workplace. The reinforcement of all these factors will be facilitating in augmenting leadership skills. Therefore, up-gradation of leadership skills are essential in improving employee morale and promoting enrichment of overall structure of the organizations.

Public-Speaking Skills

Throughout the lives of the individuals, they are required to put emphasis on augmenting public-speaking skills. As the name implies, these are the skills that are facilitating in speaking in public (Better Public Speaking, 2020). These skills are put into operation by the individuals within as well as outside the homes. The individuals are required to be well-equipped in terms of different factors, which are facilitating in augmenting these skills, i.e. being well-versed in terms of the topics; making use of the common language as the audience; leading to an increase in confidence levels; overcoming the feelings of apprehensiveness and vulnerability; having pleasant facial expressions; speaking clearly and fluently; not reading directly from any of the reading materials; maintaining eye contact with the audience; providing accurate answers to questions put forward by audience; maintaining the timings in an appropriate manner, particularly when it is compulsory; possessing an approachable nature and an amiable attitude and having a pleasant personal appearance. One of the important aspects that needs to be taken into account is, through putting into practice these skills, individuals are rendering an important contribution in augmenting information among other individuals. Therefore, public-speaking skills are facilitating to the individuals in promoting family and community well-being.

Abilities

Implementing the Functions of Management and Administration

Within homes, educational institutions of all levels and in various types of employment settings, the functions of management and administration are regarded to be of utmost significance. The individuals, not only in leadership positions, but in all positions, irrespective of their job positions in the hierarchy are required to be well-versed in terms of methodologies and procedures to carry out these functions in a well-ordered manner. The different managerial functions are, planning, staffing, organizing, directing, controlling, co-ordinating and leading. The individuals are required to understand these functions in a satisfactory manner. After acquiring an appropriate understanding, the individuals are required to put these into operation in a well-ordered manner. All the members in personal and professional lives are required to develop mutual understanding and carry out the functions of management and administration satisfactorily. The implementation of these functions is regarded as one of the vital abilities of the individuals. Throughout the lives of the individuals, they are required to focus on augmenting this ability. Therefore, when individuals are implementing the functions of management and administration, they are contributing significantly in carrying out tasks and activities satisfactorily.

Possessing the Abilities to Work under Stress

The individuals within personal and professional lives are required to experience various types of stressful situations. The different types of factors in terms of which these are experienced are, job duties, responsibilities, methodologies, procedures, techniques, approaches, unawareness in terms of various factors, lack of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of problems would give rise to impediments within the course of implementation of various tasks and activities. Hence, it is of utmost significance for the individuals to be well-equipped in terms of the factor that they need to form positive viewpoints in terms of various factors. This will be facilitating in possessing the abilities to work under stress. This is an important ability, which is facilitating to the individuals on a comprehensive basis. As a consequence, the individuals will be able to cope with different types of stressful situations in an adequate manner. Furthermore, these will be prevented from giving rise to impediments within the course of implementation of various tasks and activities. Therefore, possessing the abilities to work under stress is an ability, which would enable individuals to overcome all types of setbacks in a satisfactory manner.

Putting in Efforts to one's Best Abilities

Within and outside the homes, the individuals are required to carry out number of tasks and activities. These are, manageable as well as complicated; these are implemented in less amount of time or can be more time-consuming and are implemented on an individual basis or through working in co-ordination with others. Hence, in order to do well in all types of job duties, it is necessary for the individuals to put in efforts to one's best abilities. Furthermore, they will be able to cope with various types of problems and challenging situations in a satisfactory manner. Within various types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, the individuals will be able to meet the expectations of family members, educators, supervisors and employers. Hence, this is regarded as an important ability, which needs to be strengthened throughout the implementation of tasks within personal and professional lives of the individuals. Being well-informed regarding job duties and methodologies are vital in doing well in one's job duties and achieving desired goals. Therefore, putting in efforts to one's best abilities is an ability, which is facilitating in meeting the expectations of individuals in leadership positions.

Coping with various Types of Stressful Situations

The individuals within personal and professional lives are required to experience various types of stressful situations. The different types of factors in terms of which these are experienced are, job duties, responsibilities, methods, processes, strategies, approaches, unawareness in terms of various factors, work pressure, lack of implementation of time-management skills, lack of financial, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of stressful situations would give rise to impediments within the course of implementation of various types of job

duties. Hence, it is of utmost significance for the individuals to be well-equipped in terms of the factor that they need to reinforce a constructive approach (Work Experience, 2019). Furthermore, being well-informed in terms of job duties and methodologies is regarded to be of utmost significance. These need to be put into operation in a well-ordered and regimented manner. Hence, it is understood on a comprehensive basis that reinforcement of this ability is indispensable in all fields and professions. Therefore, coping with various types of stressful situations is an ability, which is advantageous in achievement of desired goals in both personal and professional lives.

Carrying out Job Duties in a Well-organized Manner

Carrying out job duties in a well-organized manner is regarded as one of the indispensable goals of individuals, belonging to all occupations and fields. In order to achieve this goal, there are various factors, which need to be taken into account by the individuals, i.e. being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting information in terms of modern, scientific and innovative methods and materials; making wise and productive decisions regarding various areas; managing financial, human, technical, material and information resources in a satisfactory manner; making provision of infrastructure, amenities and facilities; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; augmenting various types of skills and abilities; putting in efforts to one's best abilities and reinforcing a constructive approach. It is understood on a comprehensive basis that acknowledgement and reinforcement of all these factors will be facilitating in doing well in one's job duties and achieving desired goals. Therefore, carrying out job duties in a well-organized manner is an ability, which needs to be reinforced by individuals, belonging to all positions in the hierarchy of the organizations.

Measures to be implemented in augmenting Skills and Abilities

Throughout the lives of individuals, irrespective of their occupations and fields are required to put emphasis on augmenting skills and abilities. In order to carry out this task in a well-ordered manner, they are required to be well-versed in terms of different types of measures to be implemented in augmenting skills and abilities. These are implemented on an individual basis or through working in co-ordination with others. Hence, in order to carry out all types of job duties successfully, it is necessary for the individuals to be well-versed in terms of measures to augment skills and abilities. These are, being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting information in terms of modern, scientific and innovative methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness and reinforcing a constructive approach. These are stated as follows:

Being well-versed in terms of Job Duties and Responsibilities

The individuals, belonging to all occupations and fields are required to be well-versed in terms of job duties and responsibilities. These are, manageable as well as complicated; these are put into operation in less amount of time or can be more time-consuming and are implemented on an individual basis or through working in collaboration and integration with other members. Hence, in order to do well in all types of job duties, it is necessary for the individuals to put in efforts to one's best abilities. Furthermore, they will be able to cope with various types of dilemmas and challenging situations in a satisfactory manner. Within various types of professional settings, i.e. educational institutions of all levels and in various types of employment settings, the individuals will be able to meet the expectations of family members, educators, supervisors and employers. As a consequence, individuals will contribute efficiently in enhancing their career prospects. Furthermore, they will meet expectations of family members as well. Therefore, being well-versed in terms of job duties and responsibilities is regarded as one of the indispensable measures to be implemented in augmenting skills and abilities.

Being well-informed in terms of Methodologies and Procedures

Methodologies and procedures are regarded as the key in carrying out different types of tasks and activities in a satisfactory manner. These are referred to the ways that are facilitating in doing well in one's job duties and generating desired outcomes. Furthermore, they will be able to contribute efficiently in meeting

the expectations of individuals in leadership positions. In some cases, the methodologies and procedures are complicated. But it is necessary for the individuals to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. This will be facilitating in overcoming all types of setbacks. In addition, individuals will contribute efficiently in leading to an increase in confidence and motivation levels. Hence, individuals, belonging to all fields and professions will have to be well-informed regarding different types of methodologies and procedures. Therefore, being well-informed in terms of methodologies and procedures is one of the significant measures to be implemented in augmenting skills and abilities.

Augmenting Information in terms of Modern, Scientific and Innovative Methods and Materials

With advancements taking place and with the advent of modernization and globalization, it is necessary to augment information in terms of modern, scientific and innovative methods and materials. These are, utilization of graphs, charts, maps, pictures, images, models, structures, designs, tools, devices, apparatus, equipment and various types of technologies. As a consequence of making use of these, the individuals will carry out all types of tasks and activities in a less time-consuming and efficient manner. It is necessary for the individuals to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. This will be facilitating in overcoming all types of setbacks. In addition, individuals will contribute efficiently in leading to an increase in concentration and motivation levels. Hence, individuals, belonging to all fields and professions will have to be well-informed regarding different types of modern, scientific and innovative methods and materials. Therefore, augmenting information in terms of modern, scientific and innovative methods and materials is an expedient measure to be implemented in augmenting skills and abilities.

Inculcating the Traits of Morality and Ethics

Throughout the lives of individuals, they are required to inculcate the traits of morality and ethics. These are the key in differentiating between appropriate and inappropriate factors; being well-versed in terms of different types of job duties and responsibilities; being well-informed in terms of various types of methodologies and procedures; augmenting information in terms of pioneering methods and materials; depicting the traits of helpfulness and co-operation; reinforcing the traits of efficiency, honesty and truthfulness; implementing the traits of diligence, resourcefulness and conscientiousness; forming cordial and amiable terms and relationships with others; forming positive viewpoints in terms of different factors and reinforcing a constructive approach. As consequence, individuals will render an important contribution in augmenting skills and abilities. Furthermore, these will be utilized in doing well in their job duties and achieving desired goals. Hence, it is of utmost significance to acknowledge the meaning and significance of these traits. Therefore, it can be stated, inculcating the traits of morality and ethics is an approving measure to be implemented in augmenting skills and abilities.

Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Throughout the lives of individuals, irrespective of their occupations and fields are required to be well-versed in terms of job duties. Furthermore, they need to be well-versed in terms of different types of methodologies and procedures. The traits of diligence, resourcefulness and conscientiousness are regarded as indispensable in doing well in all types of job duties. In addition, individuals will contribute efficiently in achieving desired goals. In this manner, they will meet the expectations of others within as well as outside the homes. It is necessary for the individuals to put in efforts to one's best abilities. As a consequence, they will be able to cope with various types of dilemmas and challenging situations in a satisfactory manner. In addition, individuals will render an important contribution in leading to up-gradation of different types of skills and abilities. Hence, it is well-understood, acknowledgement of the meaning and significance of these traits will be facilitating in leading to progression. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a productive measure to be implemented in augmenting skills and abilities.

Reinforcing a Constructive Approach

When the individuals are wholeheartedly committed towards leading to up-gradation of different types of skills and abilities, they are required to reinforce a constructive approach. This will be facilitating to the individuals in forming positive viewpoints in terms of tasks, activities and individuals. There are some job duties, which are put into operation on an individual basis, whereas, in cases of others, individuals are required to work in collaboration with others. Hence, they will have to take help from others in order to carry out their job duties successfully. Furthermore, the individuals will put into operation different types of methodologies and approaches confidently. In addition, they will not be overwhelmed by various types of dilemmas and challenging situations and prevent these from giving rise to impediments within the course of implementation of tasks and activities. Furthermore, individuals will put in efforts to their best abilities in augmenting different types of skills and abilities. Therefore, reinforcing a constructive approach is a favorable measure to be implemented in augmenting skills and abilities.

Conclusion

Throughout the lives of individuals, they are required to augment skills and abilities. Different types of skills are, communication skills, decision-making skills, time-management skills, problem-solving skills, technical skills, professional skills, creative skills, presentation skills, leadership skills and public-speaking skills. Abilities are, implementing the functions of management and administration, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with various types of stressful situations and carrying out job duties in a well-organized manner. Measures to be implemented in augmenting skills and abilities are, being well-versed in terms of job duties and responsibilities; being well-informed in terms of methodologies and procedures; augmenting information in terms of modern, scientific and innovative methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness and reinforcing a constructive approach. Finally, it can be stated, honing skills and abilities are enriching to individuals on a comprehensive basis.

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