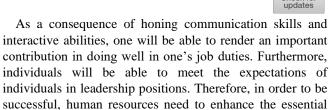


Enhancing Essential Traits Among Human Resources is Vital in Leading to Progression

Radhika Kapur



Abstract: The human resources are the ones, who are required to work towards achievement of professional goals. Furthermore, they need to put emphasis on promoting enhancement of overall structure of the organizations. The educational qualifications, skills and abilities need to be utilized in an effective manner in the implementation of various tasks and activities. The individuals are required to make sure, they are well-prepared. In other words, one needs to be well-informed in terms of job duties and methodologies that are necessary to carry these out in a wellorganized manner. Furthermore, one needs to inculcate the traits of diligence, conscientiousness, morality and ethics. In addition, one will be able to lead to up-gradation of motivation and concentration levels. Throughout the implementation of job duties and responsibilities, individuals need to ensure, they are well-equipped in terms of all the essential traits. Furthermore, these need to be reinforced in a satisfactory and well-ordered manner. The individuals need to ensure, they need to put in their best efforts in carrying out their job duties and responsibilities in a well-organized manner. One of the major benefits is, one will be able to meet the expectations of individuals in leadership positions. Hence, it is understood on a comprehensive basis that individuals are incurring the feeling of job satisfaction and retaining one's jobs, when they are implementing essential traits. Therefore, it is well-understood that enhancing essential traits among human resources is vital in leading to progression. The main concepts that are taken into account in this research paper are, understanding the essential traits among human resources and essential traits among human resources lead to progression.

Keywords: Abilities, Essential Traits, Human Resources, Implementation, Job Duties, Organizations, Progression, Skills

I. INTRODUCTION

The human resources are regarded as the assets of the organizations. They are required to make use of their educational qualifications, skills and abilities in achieving organizational goals. Furthermore, they are required to lead to up-gradation of overall structure of the organizations. The employers and supervisors are required to make sure, they enhance essential traits among human resources (Martin, 2017). The human resources are required to put into operation communication processes in an effective manner. The individuals need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words, treating others with respect and courtesy, making provision of factual information, depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude.

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The human resources are required 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. Furthermore, individuals will be able to reinforce the traits of honesty, efficiency and truthfulness. In addition, one will reinforce positivity in their viewpoints in terms of various factors and individuals (Lovell, 2019). As a consequence of acknowledging the meaning and significance of traits of morality and ethics, employees will be able to meet the expectations of individuals in leadership positions. In this manner, one will be able to acquire appreciation and reverence. Hence, individuals will be able to carry out all types of tasks and activities in a successful manner. In other words, one will lead to an increase in motivation and concentration levels towards putting into operation different types of job duties and responsibilities. As a consequence, one will be able to contribute efficiently in overcoming the feelings of apprehensiveness and vulnerability. Therefore, throughout the implementation of job duties, the individuals, they are required to reinforce the traits of morality and ethics.

A. Understanding the Essential Traits among Human Resources

The organizations are of different types, i.e. production, manufacturing, services, educational institutions, training centres, financial institutions, agencies, non-government organizations and so forth. In all types of organizations, the human resources are regarded to be of utmost significance. They are required to make use of their educational qualifications, skills and abilities in achieving different types of organizational goals. Furthermore, they are required to lead to up-gradation of overall structure of the organizations (Newton, Hayday, & Barkworth, 2005). The employers and supervisors are required to make selection of well-qualified and competent personnel.

The human resources are required to be well-informed in terms of their job duties and methodologies to put these into operation in a well-organized manner. Throughout the implementation of different types of job duties and responsibilities, they are required to be well-aware of certain traits.



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The employers are vested with the authority and responsibility to enhance the essential traits among human resources. On the other hand, human resources are required to promote enhancement of their listening skills. These skills will be facilitating in acquiring an efficient understanding of essential traits. Therefore, in order to lead to progression, essential traits among human resources needs to be put into practice in a well-ordered manner. These are stated as follows:

B. Implementing Effective Communication Processes

Implementing effective communication processes is regarded as the key. It is facilitating in augmenting knowledge and understanding regarding various areas, exchanging ideas and viewpoints, obtaining answers to questions and clarifying one's doubts. The human resources in all types of organizations are required to put into operation communication processes in an effective manner. Furthermore, the individuals need to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words, treating others with respect and courtesy, making provision of factual information, depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude.

As a consequence of honing communication skills and interactive abilities, one will be able to render an important contribution in doing well in one's job duties. Furthermore, individuals will be able to meet the expectations of individuals in leadership positions. The communication processes takes place in a verbal and written form. Verbal communication takes place face to face, over the phone, or video-calling. Written communication takes place through exchanging messages and emails. Within the course of implementation of job duties, effective communication processes are essential. Therefore, implementing effective communication processes is regarded as one of the essential traits among human resources.

C. Inculcating the Traits of Morality and Ethics

The human resources, belonging to all job positions are required 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. Furthermore, individuals will be able to reinforce the traits of honesty, efficiency and truthfulness. In addition, one will reinforce positivity in their viewpoints in terms of various factors and individuals. As a consequence of acknowledging the meaning and significance of traits of morality and ethics, employees will be able to meet the expectations of individuals in leadership positions. In this manner, one will be able to acquire appreciation and reverence.

As a consequence, one will be able to incur the feeling of job satisfaction. Hence, individuals will be able to carry out all types of tasks and activities in a successful manner. In other words, one will lead to an increase in motivation and concentration levels towards putting into operation different types of job duties and responsibilities. As a consequence, one will be able to contribute efficiently in overcoming the feelings of apprehensiveness and vulnerability. Hence, throughout the implementation of job duties, the individuals are required to reinforce the traits of morality and ethics.

Therefore, inculcating the traits of morality and ethics is one of the essential traits among human resources.

D. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Throughout the implementation of job duties and responsibilities, it is necessary for individuals to implement the traits of diligence, resourcefulness and conscientiousness. These are the traits, which facilitate the implementation of job duties and responsibilities in a well-organized and satisfactory manner. Furthermore, one is able to cope with different types of problems and challenging situations in a well-ordered and appropriate manner. In addition, these are prevented from giving rise to impediments within the course of putting into operation different types of job duties and responsibilities. These traits are facilitating in honing commitment levels towards one's work.

One of the important aspects that needs to be taken into account is, individuals will augment their awareness. Furthermore, they will put in efforts to their best abilities in generating desired outcomes. The individuals will be well-aware in terms of different types of subjects and concepts. As a consequence of being well-informed, one will be able to render an important contribution in carrying out their job duties and responsibilities in a well-ordered manner. In this manner, all the members, belonging to all job positions will lead to up-gradation of overall structure of the organizations. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is considered as an essential trait among human resources.

E. Reinforcing the Traits of Efficiency, Honesty and Truthfulness

Throughout the implementation of job duties and responsibilities, it is necessary for individuals to reinforce the traits of efficiency, honesty and truthfulness. These are the traits, which facilitate the implementation of job duties and responsibilities in a well-ordered and suitable manner. Furthermore, one is able to cope with different types of problems and challenging situations in an effective and satisfactory manner. In addition, these are prevented from giving rise to impediments within the course of putting into operation different types of job duties and responsibilities. These traits are facilitating in honing determination and dedication levels towards one's work.

One of the important aspects that needs to be taken into account is, individuals will contribute in meeting the expectations of individuals in leadership positions. Furthermore, they will put in their best efforts in doing well in their job duties and generating desired outcomes. Furthermore, the individuals will work diligently in augmenting awareness in terms of different types of subjects and concepts. As a consequence of being well-informed, one will be able to render an important contribution in carrying out their job duties and responsibilities in a well-ordered manner. In this manner, all the members, belonging to all job positions will lead to up-gradation of overall structure of the organizations.



Furthermore, they will incur the feeling of job satisfaction. Therefore, reinforcing the traits of efficiency, honesty and truthfulness is an essential trait among human resources.

II. HONING PROBLEM-SOLVING SKILLS

The individuals, belonging to all job positions are overwhelmed by different types of problems and challenging situations within the course of putting into practice their job duties and responsibilities. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of problems can be experienced in a major or minor form.

One needs 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, one will solve these on one's own or through obtaining support and assistance from other individuals. Hence, it is of utmost significance for individuals to form cordial and amiable terms and relationships with each other. Furthermore, they will lead to an increase in motivation and concentration levels towards various types of tasks and activities. The individuals incur the feeling of job satisfaction, when they utilize these skills and prevent all types of problems from assuming a major form. Therefore, honing problem-solving skills is an essential trait among human resources.

A. Depicting the Traits of Helpfulness and Co-operation

All the members, belonging to all job positions in the hierarchy are required to reinforce the traits of helpfulness and co-operation. The employers assign certain tasks to the individuals, which they are required to carry out in a team of two or more. Hence, team members are required to ensure, they depict the traits of helpfulness and co-operation. On the other hand, in putting into operation various job duties as well, one needs help, hence, other members need to provide help and support. Throughout the implementation of job duties, it is apparently understood that there are occurrences of dilemmas and challenging situations.

Their influence on the job duties of the individuals can be major or minor. Hence, one needs to solve these in an adequate manner. The different types of problems can be solved on one's own or through obtaining support and assistance from other individuals. Hence, it is of utmost significance for individuals to depict the traits of helpfulness and co-operation. These are the traits, which enable the individuals to form cordial and amiable terms and relationships with each other. In other words, mutual understanding will be reinforced. Furthermore, they acquire appreciation and respect from others. Therefore, depicting the traits of helpfulness and co-operation is an essential trait among human resources.

B. Augmenting Analytical and Critical-Thinking Skills

Within the course of putting into operation different types of job duties and responsibilities, the human resources are required to put emphasis on leading to up-gradation of analytical and critical-thinking skills. The analytical skills are facilitating in implementing logical, investigative, methodological and systematic ways towards job duties. The analytical skills are the one's which are facilitating in conducting analysis of all types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and favourable alternative or option. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. The analytical and criticalthinking skills are essential in making wise and productive decisions. Furthermore, individuals are able to make use of different types of methodologies and procedures in an efficient manner.

The management of human resources is regarded as one of the essential tasks, which needs to be put into operation in a well-organized and methodical manner. The individuals in leadership positions need to be well-equipped in terms of ways of managing human resources in a satisfactory manner. The performance of the human resources need to be managed in a well-organized and regimented manner. They need to ensure that throughout their job duties, they render an important contribution in augmenting different types of competencies, abilities and aptitude. These need to be put into practice in a well-ordered and disciplined manner. Therefore, augmenting analytical and critical-thinking skills is an essential trait among human resources.

III. MAKING WISE AND PRODUCTIVE DECISIONS

The decision-making processes are regarded as an integral part of the professional lives of the individuals. The individuals are required to make wise and productive decisions in terms of various areas, i.e. job duties, responsibilities, methodologies, procedures, techniques, approaches, strategies, financial, human, technical, material and information resources, recruitment and selection methods, training and development programs, infrastructure, amenities and facilities and so forth. The individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions in terms of various areas. One of the important aspects that needs to be taken into account is, decisions made need to be favourable and advantageous to the members and overall structure of the organizations. Within the course of putting into practice the decision-making processes, analysis is conducted in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most meaningful and favourable alternative or option. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. The analytical and critical-thinking skills are essential in making wise and productive decisions.

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In some cases, the employees are required to make their own decisions. Hence, when they are putting into operation the decision-making processes, they usually inform their supervisors and employers. Therefore, making wise and productive decisions is an essential trait among human resources.

A. Taking out Sufficient Time for all Tasks and **Activities**

All the members, irrespective of their job positions in the hierarchy are required to carry out number of job duties and responsibilities. These are manageable as well as complicated and these are carried out in less amount of time or can be more time-consuming. Hence, it is of utmost significance for all members to be well-informed in terms of time-management skills. These are the skills that are facilitating in taking out sufficient amount of time for all tasks and activities. The individuals assign priorities to the tasks. The ones, which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones.

Procrastination is avoided. Hence, individuals need to upgrade time-management skills throughout the implementation of their job duties and responsibilities. All the members have personal lives. They are required to pay attention towards personal lives as well. In other words, one needs to create a balance between personal and professional lives. Hence, as a consequence of acknowledging the meaning and significance of time-management skills, one will be able to pay attention towards all types of job duties and responsibilities. Therefore, taking out sufficient time for all tasks and activities is an essential trait among human resources.

B. Utilizing Pioneering Methods and Materials

With advancements taking place and with the advent of modernization and globalization, individuals, belonging to all fields are required to be well-equipped in terms of different types of pioneering methods and materials. The utilization of these will be facilitating in carrying out all types of tasks and activities in a well-organized manner. The different types of these methods and materials are, utilization of graphs, charts, maps, designs, structures, pictures, images, models, tools, devices, apparatus, equipment and various types of technologies. One needs to acquire an efficient understanding of the concepts. Furthermore, they are required to get engaged in regular practice. This is facilitating in augmenting knowledge and understanding in terms of various areas (Managing Employee Performance, n.d.).

The human resources are required to be well-informed in terms of their job duties and methodologies to put these into operation in a satisfactory manner. Throughout the implementation of different types of job duties and responsibilities, they are required to be well-aware of the factor that they need to complete these within certain period of time. As a consequence, they will render an important contribution in implementing job duties in a pioneering way. Furthermore, they will contribute in meeting the expectations of individuals in leadership positions. Therefore, utilizing pioneering methods and materials is an essential trait among human resources.

C. Possessing the Abilities to Work under Stress

It is apparently understood that within the course of putting into operation different types of job duties and responsibilities, there are occurrences of stressful situations. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of timemanagement skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The different types of problems can be experienced in a major or minor form. All the members are required to acknowledge the meaning and significance of factor of possessing the abilities to work under stress (Michela, & Carlotta, n.d.).

This factor would be facilitating in coping with different types of stressful situations in an efficient manner. Furthermore, these need to be prevented from assuming a major form. In addition, these need to be prevented from giving rise to impediments within the course of putting into operation different types of tasks and activities. Hence, it is well-understood, as a consequence of enhancing this trait, one will be successful in putting into operation their tasks and activities. In this manner, they will open room towards bringing about improvements in overall structure of the organizations. Therefore, possessing the abilities to work under stress is an essential trait among human resources.

D. Putting in Efforts to one's Best Abilities

The job duties and responsibilities, which all the members are putting into operation are manageable and complicated. In cases of tedious and complicated job duties, all the members are required to be well-informed in terms of measure of putting in efforts to one's best abilities. This measure is facilitating in coping with different types of challenging situations. Furthermore, these are prevented from giving rise to impediments within the course of putting into operation different types of job duties and responsibilities. Hence, it is well-understood, as a consequence of enhancing this trait, one will be successful in putting into operation their tasks and activities.

In this manner, all the members will render an important contribution in carrying out all types of job duties and responsibilities in a well-organized manner. Hence, in order to be successful, it is vital for individuals to acknowledge and implement this measure. This is facilitating in leading to an increase in motivation and concentration levels towards one's work. As a consequence, one will do well in their job duties, achieve desired goals and objectives and lead to upgradation of overall structure of the organizations. In this manner, room will be open towards incurring the feeling of job satisfaction and retaining one's jobs. Therefore, putting in efforts to one's best abilities is an essential trait among human resources.

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IV. PROMOTING GOOD HEALTH AND WELLBEING

Throughout one's jobs, all the members will have to pay attention towards promoting good health and well-being. It needs to be promoted from physical and psychological perspectives. Within all types of employment settings, there are some job duties, which are carried out on manual basis. On the other hand, when individuals are in office jobs, in such cases as well, they are required to promote good health and well-being. The individuals experience different types of health problems and illnesses. These need to be treated on time, otherwise, these would give rise to impediments within the course of generation of desired outcomes.

The individuals do experience psychological problems of anger, stress, anxiety, frustration and depression within the course of implementation of their job duties. These need to be prevented from giving rise to barriers within the course of implementation of job duties. The individuals are required to carry out number of job duties. In order to be successful in these, they are required to promote a normal mind-set. Furthermore, they are required to be well-equipped in terms of different types of methods and approaches. Hence, when human resources will be in good health, physically and psychologically, they will render an important contribution in achieving all types of professional goals. Therefore, promoting good health and well-being is an essential trait among human resources.

A. Developing Mutual Understanding with others

Within all types of employment settings, all the members, irrespective of their job positions in the hierarchy are required to develop mutual understanding with others. In order to carry out this task, there are certain factors that need to be taken into account, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation; possessing an approachable nature and an amiable attitude; forming positive viewpoints in terms of all individuals; not possessing any types of negative feelings in terms of anybody; reinforcing a tolerating capacity; forming cordial and amiable terms and relationships with each other and being well-informed in terms of job duties and methodologies.

It is understood on a comprehensive basis that there are some job duties, which are put into operation on an individual basis, whereas, there are others, which are implemented through working in collaboration and integration with others. Hence, development of mutual understanding will be facilitating in communicating with others. Furthermore, one will be able to obtain support and assistance in carrying out all types of tasks and activities in a well-organized and regimented manner. In addition, there will be up-gradation of enthusiasm levels. Therefore, developing mutual understanding with others is an essential trait among human resources.

B. Reinforcing a Constructive Approach

Throughout the implementation of job duties and responsibilities, it is necessary for all the members to reinforce a constructive approach. This approach is regarded as the key in forming positive viewpoints in terms of various factors and individuals. The members within the

organizations are different from each other in terms of various factors, i.e. castes, creeds, races, religions, ethnicities, cultures, educational qualifications, communities, categories and socio-economic backgrounds. In spite of these differences, they are required to work with each other. Furthermore, communication processes are regarded as vital in order to augment information in terms of different types of subjects and concepts. The members of the organizations, if not working or dealing with each other, maintain brief talking terms, such as, while passing by each other, they greet each other.

The reinforcement of a constructive approach is facilitating in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall structure of the organizations. Furthermore, all the members will render an important contribution in meeting the expectations of individuals in leadership positions. As a consequence, one will render an important contribution in incurring the feeling of job satisfaction and retaining one's jobs. Therefore, reinforcing a constructive approach is an essential trait among human resources.

C. Essential Traits among Human Resources lead to Progression

Throughout the implementation of job duties and responsibilities, it is necessary for individuals to implement the traits of diligence, resourcefulness conscientiousness. These are the traits, which facilitate the implementation of job duties and responsibilities in a wellorganized and satisfactory manner. Furthermore, one is able to cope with different types of problems and challenging situations in a well-ordered and appropriate manner. In addition, these are prevented from giving rise to impediments within the course of putting into operation different types of job duties and responsibilities. These traits are facilitating in honing commitment levels towards one's work. One of the important aspects that needs to be taken into account is, individuals will put in efforts to their best abilities in generating desired outcomes. The individuals will be well-aware in terms of different types of subjects and concepts. As a consequence of being well-informed, one will be able to render an important contribution in carrying out their job duties and responsibilities in a well-organized manner. In this manner, all the members, belonging to all job positions will lead to up-gradation of overall structure of the organizations. Therefore, it is well-understood that essential traits among human resources lead to progression, when they are implementing the traits of diligence, resourcefulness and conscientiousness.

The individuals are overwhelmed by different types of problems and challenging situations within the course of putting into practice their job duties and responsibilities. The different factors in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various factors, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth.

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The different types of problems can be experienced in a major or minor form. One needs to be well-equipped in terms of problem-solving skills. These skills are facilitating in identifying the causes of problems. The different types of problems can be solved on one's own or through obtaining support and assistance from other individuals. Hence, it is of utmost significance for individuals to depict the traits of helpfulness and co-operation. These are the traits, which enable the individuals to form cordial and amiable terms and relationships with each other. Furthermore, they acquire appreciation and respect from others. Therefore, it can be stated, essential traits among human resources lead to progression, when they are depicting the traits of helpfulness and co-operation.

Within the course of putting into operation different types of job duties and responsibilities, the human resources are required to put emphasis on leading to up-gradation of analytical and critical-thinking skills. The analytical skills are the one's which are facilitating in conducting analysis of all types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and favourable alternative or option. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. The analytical and critical-thinking skills are essential in making wise and productive decisions. Furthermore, individuals are able to make use of different types of methodologies and procedures in an efficient manner.

The management of human resources is regarded as one of the essential tasks, which needs to be put into operation in a well-organized and disciplined manner. The individuals in leadership positions need to be well-equipped in terms of ways of managing human resources in a satisfactory manner. The performance of the human resources need to be managed in a well-organized and regimented manner. They need to ensure that throughout their job duties, they render an important contribution in augmenting competencies, abilities and aptitude. These need to be put into practice in a well-ordered and disciplined manner. Therefore, it is understood on a comprehensive basis that essential traits among human resources lead to progression, when they are honing analytical and critical-thinking skills.

V. CONCLUSION

Within all types of organizations, essential traits among human resources need to be enhanced. The essential traits among human resources are, implementing effective communication processes, inculcating the traits of morality ethics, implementing the traits of diligence, resourcefulness and conscientiousness, reinforcing the traits of efficiency, honesty and truthfulness, honing problemsolving skills, depicting the traits of helpfulness and cooperation, augmenting analytical and critical-thinking skills, making wise and productive decisions, taking out sufficient time for all tasks and activities, utilizing pioneering methods and materials, possessing the abilities to work under stress, putting in efforts to one's best abilities, promoting good health and well-being, developing mutual understanding with others and reinforcing a constructive approach. Essential traits among human resources lead to progression. Finally, it can be stated, human resources are the key in achievement of organizational goals.

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