

Organizations of Seminars and Workshops: Essential in Promoting Enhancement of overall System of Education



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Abstract: *In educational institutions of all levels and in other types of organizations, the organization of seminars and workshops have acquired prominence. These are organized on the basis of some subjects of concepts. When the individuals in leadership positions form the viewpoint that members are required to impart information in terms of the particular subject or concept, they organize seminars or workshops. The individuals are invited from other organizations as well. They give presentations and speeches. In this manner, they are contributing efficiently in augmenting information in terms of various types of subjects and concepts. Furthermore, the students are also provided with the opportunities of leading to up-gradation of presentations and public-speaking skills. These are necessary in enhancing one's career prospects. In addition, the seminar conveners are required to put emphasis on leading to up-gradation of competencies and abilities. These are essential in order to do well in one's job duties and generate desired outcomes. The dates and timings need to be determined adequately. Furthermore, the other areas that need to be paid attention towards are, prospectus, invitations, programme and refreshments. These are facilitating in organizing seminars and workshops in a successful manner. Therefore, organizations of seminars and workshops is essential in promoting enhancement of overall system of education. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of seminars and workshops, measures to be implemented in organizing seminars and workshops in a successful manner and advantages of organizing seminars and workshops.*

Keywords: *Abilities, Education, Organization, Presentations, Seminars, Skills, Workshops, Up-gradation*

I. INTRODUCTION

The organizations are of different types, i.e. educational institutions of all levels, training centres, production and manufacturing organizations, financial institutions, services organizations, agencies, non-government organizations and so forth.

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In all types of organizations, the individuals are in different job positions in the hierarchy. Hence, they need to be well-informed in terms of job duties and methodologies. In all types of organizations, seminars and workshops are implemented. These are organized for one day, two days, one week, two weeks or one month. When the individuals in leadership positions form the viewpoint that individuals are required to be imparted information in terms of different types of subjects and concepts, they organize seminars and workshops (Bailey, n.d.). In these, the individuals in leadership positions are also invited, i.e. heads, directors, chairpersons and so forth. Furthermore, scholars and researchers are also invited. These individuals give presentations and speeches in terms of related topics. In addition, one will contribute efficiently in augmenting knowledge, competencies and abilities among individuals. Therefore, seminars and workshops are regarded as worthwhile and efficacious in all types of organizations. Within the course of organization of seminars and workshops, one needs to put emphasis on imparting information among individuals regarding presentations. The individuals give presentations and are putting emphasis on leading to up-gradation of presentation skills. In this manner, all the members are able to hone public-speaking skills. Furthermore, individuals are able to put emphasis on leading to up-gradation of competencies and abilities. These are regarded as vital in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. The individuals, who are pursuing educational programs in higher educational institutions, are required to hone presentation skills. Furthermore, they need to ensure, they are honing public-speaking skills as well. These need to be put into practice in order to get engaged in employment opportunities (Bhattacharya, 2014). Furthermore, in order to emerge into moral and ethical human beings and productive citizens of the country, one needs to put into operation different types of competencies and abilities. Therefore, seminars and workshops are vital in leading to up-gradation of different types of skills and abilities.

A. Understanding the Meaning and Significance of Seminars and Workshops

With advancements taking place and with the advent of modernization and globalization, one needs to augment information in terms of different types of modern, scientific and innovative methods and materials.

In all types of organizations, individuals, belonging to all job positions in the hierarchy need to be well-equipped in terms of these methods and materials. These are, utilization of charts, graphs, maps, images, pictures, tools, devices, models, designs, structures, machines, equipment, apparatus and various types of technologies. One needs to acquire an efficient understanding of the concepts and get engaged in regular practice. Furthermore, one needs to reinforce a constructive approach and put in efforts to their best abilities. In this manner, they will contribute efficiently in leading to progression of themselves and overall structure of the organizations. In seminars and workshops, the communication takes place among individuals. The seminar conveners generate information in terms of different types of these methods and materials by interacting with individuals, who have been invited from other organizations. In this manner, one will render an important contribution in achieving organizational goals and leading to up-gradation of overall structure of the organizations. Therefore, individuals are able to acquire an efficient understanding of meaning and significance of seminars and workshops, when they are generating information in terms of different types of modern, scientific and innovative methods and materials. Throughout the implementation of job duties, all the members, belonging to all job positions need to be well-informed in terms of traits of morality, ethics, diligence and conscientiousness. These are the traits, which are facilitating in carrying out different types of job duties and responsibilities in an efficient manner. Furthermore, one will be able to differentiate between various types of appropriate and inappropriate factors; possess the abilities to work under stress; put in efforts to one's best abilities; reinforce a constructive approach; form positive viewpoints in terms of various factors and individuals and cope with different types of dilemmas and challenging situations in a satisfactory manner. Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties in a well-ordered manner. Through organizing and attending seminars and workshops, one is able to augment information in terms of these traits. These are necessary in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. Furthermore, job performance will be pleasing to individuals in leadership positions. In addition, room will be open for all members towards incurring the feeling of job satisfaction and retaining their jobs. Therefore, an understanding of meaning and significance of seminars and workshops is acquired, when members are generating information in terms of traits of morality, ethics, diligence and conscientiousness. All the members of the organizations, irrespective of their job positions in the hierarchy need to be well-equipped in terms of educational goals and objectives. One of the important goals is to lead to up-gradation of overall system of education. Hence, through organizing and attending seminars and workshops, one will be well-prepared in terms of all the factors, which are essential in achievement of this goal. The different types of factors are complicated and manageable. Furthermore, these are put into operation in more amount of time or can be less time-consuming. In addition, members may implement these factors on an individual basis or through working in collaboration with other members. Hence, formation of cordial and amiable

terms and relationships is regarded as one of the essential factors to achieve this goal. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all these factors. Furthermore, reinforcement of traits of efficiency, honesty and truthfulness will be facilitating in carrying out different types of tasks and activities in a well-ordered manner. Therefore, one is able to acquire an understanding of meaning and significance of seminars and workshops, when they are generating information in terms of different types of factors to promote enrichment of system of education.

B. Measures to be Implemented in Organizing Seminars and Workshops in a Successful Manner

In educational institutions of all levels, the organizations of seminars and workshops have acquired prominence. The research studies have indicated that in higher educational institutions, i.e. colleges and universities, these have acquired eminence. The primary objective of seminars and workshops is to generate information in terms of topics and other factors, which are necessary in leading to progression (Fenton, Roncancio, Sing, Sadhra, & Carmichael, 2014). The seminar conveners are required to put into operation different factors, which are facilitating in organizing these in an efficacious manner. The dates, timings, venue, program, prospectus and other factors need to be taken into account. The seminar conveners are required to put into operation all the factors in a well-ordered and regimented manner. One of the important aspects that needs to be taken into account is, financial resources need to be planned and managed in an effective manner. Furthermore, one needs to ensure, invitations to all the individuals are given on timely basis. Hence, through acknowledging and implementing all the measures, seminars and workshops can be made successful. One of the important aspects is, positivity needs to be reinforced in all types of measures. Therefore, measures to be implemented in organizing seminars and workshops in a successful manner are stated as follows:

C. Implementing Effective Communication Processes

The seminar conveners need to ensure, they implement communication processes in an effective manner. These are facilitating in augmenting information in terms of different types of subjects and concepts; exchanging ideas and viewpoints; obtaining answers to all types of questions that are overwhelming and clarifying their doubts. Furthermore, individuals are required to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. The communication takes place in a verbal and written form. Verbal communication takes place face to face, phone or video-calling, whereas, written communication takes place through exchanging messages and emails.

Hence, communicating with other members, internal and external to the organizations will be facilitating in augmenting information in terms of organizations of seminars and workshops. Furthermore, honing of listening skills will be facilitating to the individuals in augmenting information in order to make seminars and workshops successful. Therefore, implementing effective communication processes is regarded as one of the indispensable measures to be implemented in organizing seminars and workshops in a successful manner.

D. Conducting Research on Regular Basis

The seminar conveners are required to augment their information by conducting research on regular basis. The research is conducted through utilizing various sources, i.e. books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources that is utilized in order to augment information in terms of various types of subjects and concepts. Furthermore, individuals will be able to obtain answers to all types of questions that are overwhelming and clarify their doubts. The individuals are having an internet connection in their mobile technologies. Furthermore, it is utilized even when they are travelling. Through conducting research, individuals are able to augment their information in terms of meaning and significance of seminars and workshops. Furthermore, they generate information that these are facilitating in achievement of educational goals and leading to up-gradation of overall system of education. Hence, it is useful to augment information by conducting research. The main objective is to up-grade information in order to make seminars and workshops successful. Therefore, conducting research on regular basis is one of the significant measures to be implemented in organizing seminars and workshops in a successful manner.

II. MAKING VISITS TO OTHER ORGANIZATIONS

The seminar conveners are required to make visits to other organizations, i.e. educational institutions of all levels, training centres, production and manufacturing organizations, financial institutions, services organizations, agencies, non-government organizations and so forth in seminars and workshops. In all types of organizations, the individuals are in different job positions in the hierarchy. Hence, they need to be well-informed in terms of job duties and methodologies. In all types of organizations, seminars and workshops are implemented. These are organized for one day, two days, one week, two weeks or one month. When the individuals in leadership positions form the viewpoint that individuals are required to be imparted information in terms of different types of subjects and concepts, they organize seminars and workshops. As a consequence of making visits to different types of organizations, individuals are able to augment information in terms of factors, which are facilitating in organizing seminars and workshops in a successful manner. Furthermore, interaction and observation are considered to be essential factors, which are facilitating in augmenting knowledge and understanding. Therefore, making visits to other organizations is a renowned measure to be implemented in organizing seminars and workshops in a successful manner.

A. Augmenting Skills and Abilities

The individuals, who are involved in seminars and workshops are required to put emphasis on augmenting different types of skills and abilities. The various types of skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, analytical skills, time-management skills, technical skills, creative skills, negotiation skills, personal skills, professional skills, presentation skills, leadership skills, intellectual skills, artistic skills, and public-speaking skills. On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, leading, negotiating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with different types of dilemmas and challenging situations in an adequate manner and carrying out all types of tasks and activities in a well-ordered manner. Augmenting and implementing skills and abilities in a satisfactory manner will be facilitating in augmenting knowledge and understanding. Hence, not only individuals in leadership positions, but other members of the organizations need to put emphasis on leading to up-gradation of skills and abilities on regular basis. As a consequence, seminars and workshops will be organized in an appropriate manner. Therefore, augmenting skills and abilities is an expedient measure to be implemented in organizing seminars and workshops in a successful manner.

B. Developing Mutual Understanding with others

Development of mutual understanding with other members will be facilitating in making seminars and workshops successful. The main reason being, through development of mutual understanding, one will be able to obtain support and assistance in carrying out job duties and responsibilities in a successful manner. The seminar conveners are required to put into operation different factors, which are facilitating in organizing these in an efficacious manner. The development of mutual understanding will be facilitating to the individuals in putting into operation all the essential factors in an adequate manner. The seminar conveners are required to put into operation all the factors in a well-ordered and regimented manner. In order to develop mutual understanding, one needs to make use of polite language and decent words; treat others with respect and courtesy; make provision of factual information; depict the traits of helpfulness and co-operation and possess an approachable nature and an amiable attitude. Hence, acknowledgement and implementation of these factors will be facilitating in doing well in one's job duties and generating desired outcomes. Therefore, developing mutual understanding with others is an eminent measure to be implemented in organizing seminars and workshops in a successful manner.

C. Depicting the Traits of Helpfulness and Co-operation

Within the course of putting into practice the tasks and activities, which are facilitating in organizing seminars and workshops, there are occurrences of various types of dilemmas and challenging situations. These are solved on one's own or through obtaining support and assistance from other individuals.

Hence, it is necessary for individuals to depict the traits of helpfulness and co-operation. These are the traits, which are facilitating in seeking help from others in preventing all types of problems from giving rise to impediments within the course of putting into practice different types of tasks and activities.

Hence, it is understood on a comprehensive basis that depicting these traits will be facilitating in organizing seminars and workshops in a successful manner. These need to be put into practice in order to achieve organizational goals and lead to up-gradation of overall structure of the organizations. Furthermore, in order to emerge into moral and ethical human beings and productive citizens of the country, one needs to put into operation different types of competencies and abilities. These need to be reinforced in order to do well in one's job duties and generate desired outcomes. Therefore, depicting the traits of helpfulness and co-operation is a vital measure to be implemented in organizing seminars and workshops in a successful manner.

D. Reinforcing the Traits of Honesty, Efficiency and Truthfulness

Throughout the implementation of job duties, all the members, belonging to all job positions need to be well-informed in terms of traits of honesty, efficiency and truthfulness. These are the traits, which are facilitating in carrying out different types of job duties and responsibilities in an efficient manner. Furthermore, one will be able to differentiate between different types of appropriate and inappropriate factors; possess the abilities to work under stress; put in efforts to one's best abilities; reinforce a constructive approach; form positive viewpoints in terms of various factors and obtain assistance from others in overcoming all types of setbacks. Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties in a well-ordered manner. Through organizing and attending seminars and workshops, one is able to augment information in terms of these traits. These are necessary in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. Furthermore, job performance will be pleasing to individuals in leadership positions. In addition, one will acquire appreciation and reverence from others. Furthermore, room will be open for all members towards incurring the feeling of job satisfaction and retaining their jobs. Therefore, reinforcing the traits of honesty, efficiency and truthfulness is a crucial measure to be implemented in organizing seminars and workshops in a successful manner.

III. OVERCOMING SETBACKS

Within the course of putting into practice the tasks and activities, which are facilitating in organizing seminars and workshops, there are occurrences of various types of dilemmas and challenging situations. The different areas in terms of which these take place are, job duties, responsibilities, methodologies, procedures, techniques, work pressure, lack of implementation of time-management skills, unawareness in terms of various factors, lack of analytical and critical-thinking skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The

influence of different types of setbacks is experienced in a major or minor form. The setbacks are solved on one's own or through obtaining support and assistance from other individuals. Hence, it is necessary for individuals to lead to up-gradation of competencies and abilities. In organizing seminars and workshops as well, dilemmas and challenging situations do take place, but one needs to ensure, these are required to be prevented from assuming a major form. Furthermore, these are prevented from giving rise to impediments within the course of putting into operation various types of tasks and activities. Therefore, overcoming setbacks is a meaningful measure to be implemented in organizing seminars and workshops in a successful manner.

A. Putting in Efforts to one's Best Abilities

Within the course of putting into practice the job duties and responsibilities, which are facilitating in organizing seminars and workshops, there are occurrences of various types of dilemmas and challenging situations. The different areas in terms of which these take place are, job duties, responsibilities, methodologies, processes, practises, work pressure, lack of implementation of time-management skills, unawareness in terms of various types of subjects and concepts, lack of problem-solving, analytical and critical-thinking skills, scarcity of financial, human, technical, material and information resources, lack of infrastructure, amenities and facilities and so forth. The influence of different types of dilemmas and challenging situations is experienced in a major or minor form. The different types of dilemmas and challenging situations are solved on one's own or through obtaining support and assistance from other individuals. Hence, it is necessary for individuals to lead to up-gradation of competencies and abilities. Furthermore, they are required to put in efforts to their best abilities. This is necessary in making seminars and workshops successful. Therefore, putting in efforts to one's best abilities is a worthwhile measure to be implemented in organizing seminars and workshops in a successful manner.

B. Possessing the Abilities to Work under Stress

Possessing the abilities to work under stress is a measure, which is to be recognized and implemented by not only seminar conveners, but also by other members of the organizations. Furthermore, one needs to be well-informed in terms of different types of techniques, which would be facilitating in making seminars and workshops successful. It is understood on a comprehensive basis that occurrences of various types of stressful situations are regarded as an integral part of organization of seminars and workshops. These are experienced in a major or minor form. Hence, all the members, belonging to all job positions need to hone the measure of possessing the abilities to work under stress. This measure will be facilitating in coping with different types of stressful situations in an adequate manner. Furthermore, these need to be prevented from giving rise to impediments within the course of carrying out tasks and activities in a well-ordered manner. Hence, one will be able to benefit through reinforcing this measure.

This measure is facilitating in generating desired outcomes, provided it needs to be put into practice in a moral and ethical manner. Therefore, possessing the abilities to work under stress is an essential measure to be implemented in organizing seminars and workshops in a successful manner.

C. Advantages of Organizing Seminars and Workshops

In organizing seminars and workshops, there are number of factors, which need to be taken into account. Furthermore, they work in co-ordination with office workers. In order to make these successful, implementing effective communication processes will be facilitating in augmenting information in terms of different types of subjects and concepts. Hence, working in co-ordination will be facilitating in making seminars and workshops successful (Fischer, & Poza, 2007). One of the important aspects that needs to be taken into account is, seminars and workshops will be facilitating in achievement of different types of educational goals. The organizations of seminars and workshops have been advantageous to the individuals. The different types of advantages are, focusing on leading to up-gradation of presentation and public-speaking skills; generating information regarding pioneering methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness and leading to up-gradation of overall system of education. These are stated as follows:

D. Focusing on Leading to Up-gradation of Presentation and Public-Speaking Skills

Within the course of organization of seminars and workshops, one needs to put emphasis on imparting information among individuals regarding presentations. The individuals give presentations and are putting emphasis on leading to up-gradation of presentation skills. In this manner, all the members are able to hone public-speaking skills. These skills are necessary in order to promote enhancement of one's career prospects and overall personality traits. Furthermore, individuals are able to put emphasis on leading to up-gradation of competencies and abilities. These are regarded as vital in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. The individuals, who are pursuing educational programs in higher educational institutions are required to hone presentation skills. Furthermore, they need to ensure, they are honing public-speaking skills as well. These need to be put into practice in order to get engaged in employment opportunities. Furthermore, in order to emerge into moral and ethical human beings and productive citizens of the country, one needs to put into operation different types of competencies and abilities. Therefore, focusing on leading to up-gradation of presentation and public-speaking skills is regarded as one of the indispensable advantages of organizing seminars and workshops.

E. Generating Information Regarding Pioneering Methods and Materials

With advancements taking place and with the advent of modernization and globalization, one needs to augment information in terms of different types of pioneering methods and materials. In all types of organizations, individuals, belonging to all job positions in the hierarchy need to be well-

equipped in terms of these methods and materials. These are utilization of charts, graphs, maps, images, pictures, tools, devices, models, designs, structures, machines, equipment, apparatus and various types of technologies. One needs to acquire an efficient understanding of the concepts and get engaged in regular practice. Furthermore, one needs to reinforce a constructive approach and put in efforts to their best abilities. In this manner, they will contribute efficiently in leading to progression of themselves and overall structure of the organizations. In seminars and workshops, the communication takes place among individuals. The seminar conveners generate information in terms of different types of these methods and materials by interacting with individuals, who have been invited from other organizations. Furthermore, they acquire an efficient understanding of the benefits of these methods and materials. As a consequence, they put in efforts to their best abilities in implementing these. In this manner, one will render an important contribution in achieving organizational goals and leading to up-gradation of overall structure of the organizations. Therefore, generating information regarding pioneering methods and materials is one of the significant advantages of organizing seminars and workshops.

IV. INCULCATING THE TRAITS OF MORALITY AND ETHICS

Throughout the implementation of job duties, all the members, belonging to all job positions need to be well-informed in terms of traits of morality and ethics. These are the traits, which are facilitating in carrying out different types of job duties and responsibilities in an efficient manner. Furthermore, one will be able to differentiate between various types of appropriate and inappropriate factors; possess the abilities to work under stress; put in efforts to one's best abilities; reinforce a constructive approach; form positive viewpoints in terms of various factors and individuals and reinforce the traits of honesty, efficiency and truthfulness. Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties in a well-ordered manner. Through organizing and attending seminars and workshops, one is able to augment information in terms of these traits. These are necessary in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. Furthermore, job performance will be pleasing to individuals in leadership positions. In addition, room will be open for all members towards incurring the feeling of job satisfaction and retaining their jobs. Therefore, inculcating the traits of morality and ethics is an expedient advantage of organizing seminars and workshops.

A. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is regarded to be of utmost significance in organizing seminars and workshops.

All the members, belonging to all job positions need to be well-informed in terms of traits of diligence, resourcefulness and conscientiousness. These are the traits, which are facilitating in carrying out different types of job duties and responsibilities in an efficient manner. Furthermore, one will be able to possess the abilities to work under stress; put in efforts to one's best abilities; form positive viewpoints in terms of various factors and individuals and cope with different types of dilemmas and challenging situations in a satisfactory manner.

Furthermore, these are prevented from giving rise to impediments within the course of carrying out job duties in a well-ordered manner. Through organizing and attending seminars and workshops, one is able to augment information in terms of these traits. These are necessary in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall system of education. Furthermore, job performance will be pleasing to individuals in leadership positions (Burton, 2010). In addition, room will be open for all members towards incurring the feeling of job satisfaction and retaining their jobs. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is an eminent advantage of organizing seminars and workshops.

B. Leading to Up-gradation of Overall System of Education

Leading to up-gradation of overall system of education is regarded as one of the major goals of all individuals, irrespective of their job positions in the hierarchy. Through organizing and attending seminars and workshops, one will be well-prepared in terms of all the factors, which are essential in achievement of this goal. When individuals are delivering speeches or are giving presentations, other individuals need to pay adequate attention. In addition, honing of listening skills is regarded to be of utmost significance. The different types of factors are complicated and manageable. Furthermore, these are put into operation in more amount of time or can be less time-consuming. In addition, members may implement these factors on an individual basis or through working in collaboration with other members. Hence, formation of cordial and amiable terms and relationships is regarded as one of the essential factors to achieve this goal. One of the important aspects that needs to be taken into account is, positivity needs to be reinforced in all these factors. Furthermore, reinforcement of traits of efficiency, honesty and truthfulness will be facilitating in carrying out different types of job duties and responsibilities in a well-ordered manner. Therefore, leading to up-gradation of overall system of education is a noteworthy advantage of organizing seminars and workshops.

V. CONCLUSION

In all types of organizations, seminars and workshops are implemented. Measures to be implemented in organizing seminars and workshops in a successful manner are, implementing effective communication processes, conducting research on regular basis, making visits to other organizations, augmenting skills and abilities, developing mutual understanding with others, depicting the traits of helpfulness and co-operation, reinforcing the traits of

honesty, efficiency and truthfulness, overcoming setbacks, putting in efforts to one's best abilities and possessing the abilities to work under stress. Advantages of organizing seminars and workshops are, focusing on leading to up-gradation of presentation and public-speaking skills; generating information regarding pioneering methods and materials; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness and leading to up-gradation of overall system of education. Finally, it can be stated, in all educational institutions, seminars and workshops are effective.

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