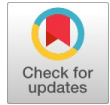


Promoting Enhancement of Working Conditions and Job Enrichment: Essential in Progression of Organizations and Human Resources



Radhika Kapur

Abstract: Within all types of organizations, all the members, irrespective of their job positions in the hierarchy need to pay attention towards promoting enhancement of working conditions and job enrichment. Throughout their jobs, it is apparently understood that they pay adequate attention towards implementation of their job duties and responsibilities. In order to meet the expectations of individuals in leadership positions, achieve organizational goals and lead to up-gradation of overall structure of the organizations, one needs to be well-informed in terms of measures, which are necessary in promoting enhancement of working conditions and job enrichment. Within working environmental conditions, one needs to be well-informed in terms of the factor that there is a need to make provision of infrastructure, amenities and facilities. Furthermore, one needs to make use of various types of modern, scientific and innovative methods and materials. In addition, one needs to utilize these in an effective manner in order to lead to progression. Furthermore, all the members need to generate information and implement all the factors, which are facilitating in leading to progression. Therefore, it is well-understood, promoting enhancement of working conditions and job enrichment is essential in progression of organizations and human resources. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of working conditions and job enrichment, measures to be implemented in promoting enhancement of working conditions and job enrichment and advantages of promoting enhancement of working conditions and job enrichment.

Keywords: Enhancement, Human Resources, Job Duties, Job Enrichment, Organizations, Progression, Well-organized Manner, Working Conditions

I. INTRODUCTION

The organizations are of different types, i.e. educational institutions of all levels, training centres, financial institutions, production and manufacturing organizations, services organizations, agencies, non-government organizations and so forth. In all types of organizations, human resources are regarded as the assets. They are required to make use of their educational qualifications, competencies and abilities in an effective manner (Chamundeswari, 2013).

In order to do well in one's job duties, achieve organizational goals and objectives and lead to up-gradation of overall structure of the organizations, it is of utmost significance to promote enhancement of working conditions. Furthermore, there is a need to formulate different types of measures and procedures, which are facilitating in promoting job enrichment. The job of enhancement of working conditions is a complicated job, but it needs to be carried out in a well-organized and satisfactory manner. Furthermore, all the members need to be well-equipped in terms of ways that are necessary in promoting job enrichment. Therefore, it is well-understood that enhancement of working conditions and job enrichment are important in all types of organizations. The job duties are manageable and complicated. These are put into operation on one's own or through working in collaboration with each other. Furthermore, these are more time-consuming and can be implemented in less amount of time. But all the members of the organizations, irrespective of their job positions in the hierarchy need to augment their information in terms of ways of making the working environmental conditions comfortable. Within the organizations, it is necessary to make provision of infrastructure, amenities and facilities. These are referred to power supplies, water supplies, restrooms, clean drinking water, heating and cooling equipment in accordance to the weather conditions, furniture, communication networks, transportation facilities, ramps, elevators, parks, buildings and overall environmental conditions. As a consequence of having these available, one will contribute efficiently in carrying out their job duties and responsibilities in a well-organized and satisfactory manner (Oliver, 2007). The main reason being, one feels comfortable and will be able to augment motivation and concentration levels towards job duties and responsibilities. Therefore, providing infrastructure, amenities and facilities is essential in promoting enhancement of working conditions and leading to job enrichment.

A. Understanding the Meaning and Significance of Working Conditions and Job Enrichment

The individuals in leadership positions need to carry out the job of management of resources in a well-organized and satisfactory manner. The different types of resources are, financial, human, technical, material and information. The financial resources are the monetary resources. These are essential in order to make purchases of various items, bring about changes in different factors and acquire the services of domestic helpers and service providers.

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Human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. Technical resources are various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. Material resources are tools, devices, machinery, apparatus and equipment. Information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The internet is regarded as one of the prominent sources. The individuals are able to obtain answers to all types of questions that are overwhelming and clarify their doubts in terms of different types of subjects and approaches. Hence, individuals in leadership positions are required to formulate laws and rules, which would be facilitating in meeting the needs and requirements of organizations. These need to be approving in management of resources. Furthermore, one needs to make sure, wastage is prevented. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of working conditions and job enrichment, when task of management of resources is implemented in a satisfactory manner. Within the organizations, 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 with others, hence, it is necessary for individuals to develop mutual understanding with each other. For this purpose, one needs to implement communication processes in an effective manner. The individuals, belonging to all job positions in the hierarchy of the organizations are required to communicate with their superiors, subordinates and colleagues in an effective manner. Furthermore, one needs to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating each other with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and treating each other with respect and courtesy. As a consequence of acknowledging and implementing communication ethics, all the members will render an important contribution in creating amiable and pleasant environmental conditions within workplace. Furthermore, they will have support available from others in implementing job duties in a satisfactory manner. As a consequence, one will contribute efficiently in incurring the feeling of job satisfaction and retaining their jobs. Therefore, one is able to acquire an understanding of the meaning and significance of working conditions and job enrichment, when mutual understanding is developed among members of the organizations. All the members of the organizations, irrespective of their job positions in the hierarchy need to be well-equipped in terms of their job duties and responsibilities. Throughout their jobs, they need to possess adequate information in terms of these. Furthermore, one needs to be well-informed in terms of different types of ways, which are facilitating in carrying these out in a well-organized and satisfactory manner. The individuals need to be well-informed in terms of traits of morality, ethics, diligence and conscientiousness. These traits are facilitating in doing well in all types of tasks and overcoming setbacks. Hence, throughout the implementation of various types of tasks and activities, one needs to overcome all types of setbacks. This is regarded as vital in being successful in one's work. When

recruitment and selection of the individuals take place, they are required to possess adequate information in terms of their job duties and ways of carrying these out in a well-organized and regimented manner. The training and development programs are regarded as the key, which are imparting information in terms of different types of job duties and ways to implement these in a well-organized and satisfactory manner. Therefore, an understanding of the meaning and significance of working conditions and job enrichment is acquired, when information is augmented in terms of job duties and responsibilities.

B. Measures to be Implemented in Promoting Enhancement of Working Conditions and Job Enrichment

In all types of organizations, all the members, irrespective of their job positions in the hierarchy are required to augment their information in terms of overall working environmental conditions. Throughout the implementation of their job duties, they are required to augment their information in terms of ways, which are facilitating in promoting job enrichment. All types of ways are required to be put into operation in a well-organized and regimented manner. In other words, positivity needs to be reinforced in all types of measures (Lacireno-Paquet, Bocala, & Bailey, 2016). These are implemented on one's own or through working in collaboration and integration with other members. The individuals need to ensure they are committed towards achievement of organizational goals and leading to up-gradation of overall structure of the organizations. Furthermore, they need to be wholeheartedly committed towards leading to up-gradation of organizational culture. Therefore, measures to be implemented in promoting enhancement of working conditions and job enrichment are stated as follows:

C. Providing Infrastructure, Amenities and Facilities

Within all types of organizations, it is necessary to make provision of infrastructure, amenities and facilities. These are referred to power supplies, water supplies, restrooms, clean drinking water, heating and cooling equipment in accordance to the weather conditions, furniture, communication networks, transportation facilities, ramps, elevators, parks, buildings and overall environmental conditions. As a consequence of having these available, one will contribute efficiently in carrying out their job duties and responsibilities in a well-organized and satisfactory manner. The individuals need to manage financial resources in a satisfactory manner. Furthermore, they need to ensure, they hire the services of service providers, i.e. electric workers, repair workers, carpenters, plumbers, painters, gardeners and so forth. The main reason being, one feels comfortable and will be able to augment motivation and concentration levels towards putting into operation different types of job duties and responsibilities. As a consequence, the mind-sets of the individuals will be stimulated towards carrying out all types of job duties and responsibilities in a satisfactory and well-organized manner.



Hence, providing infrastructure, amenities and facilities is essential in promoting enhancement of working conditions and leading to job enrichment. Therefore, providing infrastructure, amenities and facilities is regarded as one of the indispensable measures to be implemented in promoting enhancement of working conditions and job enrichment.

II. MANAGING RESOURCES IN A SATISFACTORY MANNER

The individuals in leadership positions need to carry out the job of management of resources in a well-organized and satisfactory manner. The different types of resources are, financial, human, technical, material and information. The financial resources are the monetary resources. These are essential in order to make purchases of various items, bring about changes in different factors and acquire the services of domestic helpers and service providers. Human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. Technical resources are various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. Material resources are tools, devices, machinery, apparatus and equipment. Information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. Furthermore, individuals in leadership positions are required to formulate laws and rules, which would be facilitating in meeting the needs and requirements of organizations. Furthermore, these are facilitating in creating an amiable and pleasant environment within the workplace. The laws and rules need to be approving in management of resources. Furthermore, one needs to make sure, wastage is prevented. Therefore, managing resources in a satisfactory manner is one of the significant measures to be implemented in promoting enhancement of working conditions and job enrichment.

A. Forming Cordial and Amiable Terms and Relationships with others

Within all types of organizations, 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 with others, hence, it is necessary for all the members to form cordial and amiable terms and relationships with each other. For this purpose, one needs to implement communication processes in an effective manner. The individuals, belonging to all job positions in the hierarchy of the organizations are required to communicate with their superiors, subordinates and colleagues in an effective manner. Furthermore, one needs to be well-informed in terms of communication ethics, i.e. maintaining eye contact when communicating face to face; making use of polite language and decent words; treating each other with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and treating each other with respect and courtesy. As a consequence of acknowledging and implementing communication ethics, all the members will render an important contribution in creating amiable and pleasant environmental conditions within workplace. Furthermore, they will have support available from others in putting into practice various types of job duties

in a satisfactory manner. As a consequence, one will contribute efficiently in incurring the feeling of job satisfaction and retaining their jobs. Therefore, forming cordial and amiable terms and relationships with others is an eminent measure to be implemented in promoting enhancement of working conditions and job enrichment.

B. Being Well-Informed Regarding Job Duties and Responsibilities

All the members of the organizations, irrespective of their job positions in the hierarchy need to be well-equipped in terms of their job duties and responsibilities. Throughout their jobs, they need to possess adequate information in terms of these. Furthermore, one needs to be well-informed in terms of different types of ways, which are facilitating in carrying these out in a well-organized and satisfactory manner. The individuals need to be well-informed in terms of traits of morality, ethics, diligence and conscientiousness. These traits are facilitating in doing well in all types of tasks and overcoming setbacks. Hence, throughout the implementation of various types of tasks and activities, one needs to overcome all types of setbacks. This is regarded as vital in being successful in one's work. When recruitment and selection of the individuals take place, they are required to possess adequate information in terms of their job duties and ways of carrying these out in a well-ordered and disciplined manner. The training and development programs are regarded as the key, which are imparting information in terms of different types of job duties and ways to implement these in a well-organized and satisfactory manner. Hence, it is of utmost significance to promote enhancement of these programs. Furthermore, communication process is facilitated among superiors and subordinates regarding job duties and responsibilities. Therefore, being well-informed regarding job duties and responsibilities is an expedient measure to be implemented in promoting enhancement of working conditions and job enrichment.

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

Throughout one's jobs, one needs to be well-informed in terms of methodologies and procedures. These are referred to the ways of carrying out tasks and activities in a well-organized manner. The individuals, throughout their jobs, they need to possess adequate information in terms of these. Furthermore, one needs to be well-informed in terms of different types of ways, which are facilitating in carrying these out in a well-organized and satisfactory manner. The individuals need to be well-informed in terms of traits of morality, ethics, diligence and conscientiousness. These traits are facilitating in doing well in all types of job duties and overcoming problems and challenging situations. The individuals need to get engaged in regular practice in order to augment information in terms of methodologies and procedures in an adequate manner. When recruitment and selection of the individuals take place, they are required to possess adequate information in terms of different types of methodologies and procedures.



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Furthermore, one needs to be well-informed in terms of measures of carrying these out in a well-organized and controlled manner. The training and development programs are regarded as the key, which are imparting information in terms of different types of methodologies and procedures. The individuals are required to get engaged in regular practice in order to augment knowledge and understanding. Hence, it is of utmost significance to promote enhancement of these programs. Furthermore, communication process is facilitated among superiors and subordinates in terms of different types of methodologies and procedures. Therefore, being well-equipped in terms of methodologies and procedures is a meaningful measure to be implemented in promoting enhancement of working conditions and job enrichment.

D. Utilizing Modern, Scientific and Innovative Methods and Materials

With advancements taking place and with the advent of modernization and globalization, one needs to be well-informed in terms of various types of modern, scientific and innovative methods and materials. The individuals need to acquire an efficient understanding of the concepts and get engaged in regular practice. This is essential in augmenting information in terms of various factors. The different types of these methods and materials are, utilization of graphs, charts, maps, models, structures, designs, pictures, images, tools, devices, machinery, equipment, apparatus, and various types of technologies. Furthermore, the individuals are required to inculcate the traits of morality, ethics, diligence, and conscientiousness. Hence, it is of utmost significance to acknowledge the meaning and significance of these traits. As a consequence, one will be able to do well in one's job duties and generate desired outcomes. The individuals are required to be well-informed in terms of the factor that utilizing these methods and materials will enable them to carry out their job duties in a well-organized and regimented manner. In this manner, they will render an important contribution in meeting the expectations of individuals in leadership positions. As a consequence, job enrichment will be promoted. Furthermore, all the members will render an important contribution in leading to up-gradation of motivation and concentration levels. Therefore, utilizing modern, scientific and innovative methods and materials is a worthwhile measure to be implemented in promoting enhancement of working conditions and job enrichment.

III. HONING SKILLS AND ABILITIES

All the members, belonging to all job positions in the hierarchy of the organizations need to put emphasis on augmenting skills and abilities. The different types of skills that need to be augmented are, communication skills, decision-making skills, time-management skills, analytical skills, critical-thinking skills, problem-solving skills, negotiation skills, leadership skills, technical skills, creative skills, public-speaking skills, intellectual skills, artistic skills, personal skills, presentation skills and professional skills. On the other hand, abilities, which need to be honed are, convincing, persuasion, planning, organizing, directing, coordinating, leading, controlling, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with

various types of problems and challenging situations in a well-organized manner and carrying out tasks and activities in a well-ordered and regimented manner. All the members are required to make use of different types of skills and abilities in order to carry out different types of job duties and responsibilities in a well-organized manner. In this manner, they will render an important contribution in meeting the expectations of individuals in leadership positions. As a consequence, job enrichment will be promoted. Furthermore, all the members will render an important contribution in leading to up-gradation of overall working environmental conditions. Therefore, honing skills and abilities is an essential measure to be implemented in promoting enhancement of working conditions and job enrichment.

A. Coping with Problems in an Efficient Manner

Within the course of putting into operation different types of job duties and responsibilities, there are occurrences of various types of problems, i.e. job duties, responsibilities, methodologies, procedures, techniques, approaches, work pressure, lack of implementation of time-management skills, lack of analytical, critical-thinking and problem-solving skills, unawareness in terms of various types of subjects and concepts, lack of infrastructure, amenities and facilities, scarcity of financial, human, technical, material and information resources and so forth. The different types of problems are experienced in a major or minor form. Furthermore, these need to be prevented from giving rise to impediments within the course of carrying out different job duties in a well-organized manner. In order to promote enhancement of working environmental conditions and job enrichment, it is necessary for individuals to hone problem-solving skills. These are the skills, which are facilitating in identifying the causes of problems. After the causes have been identified, one will put into operation the solutions in an effective manner. Furthermore, these need to be prevented from giving rise to impediments within the course of putting into operation different types of tasks and activities. In addition, efforts need to be put in preventing these from assuming a major form. As a consequence, there will be up-gradation of motivation and concentration levels in leading to up-gradation of working conditions and promoting job enrichment. Therefore, coping with problems in an efficient manner is an advantageous measure to be implemented in promoting enhancement of working conditions and job enrichment.

B. Inculcating the Traits of Morality, Ethics, Diligence and Conscientiousness

Inculcating the traits of morality, ethics, diligence and conscientiousness is regarded to be utmost significance in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall standards of living. Hence, throughout their jobs, all the members, belonging to all job positions in the hierarchy are required to acknowledge and implement these traits.



These traits are facilitating in differentiating between various types of appropriate and inappropriate factors; coping with various types of problems and challenging situations in a well-ordered manner; reinforcing the traits of efficiency, honesty and truthfulness; depicting the traits of helpfulness and co-operation; possessing an approachable nature and an amiable attitude; not forming any negative viewpoints in terms of any factors and individuals; reinforcing a constructive approach; putting in efforts to one's best abilities; possessing the abilities to work under stress and coping with different types of dilemmas and challenging situations in a satisfactory manner. Throughout the implementation of job duties and responsibilities, individuals are required to acknowledge and implement these traits. Furthermore, one needs to ensure, positivity is reinforced in all types of factors and subjects. As a consequence, all the members will render an important contribution in meeting the expectations of individuals in leadership positions. Furthermore, all types of tasks and activities will be carried out in a successful manner. Therefore, inculcating the traits of morality, ethics, diligence and conscientiousness is a favourable measure to be implemented in promoting enhancement of working conditions and job enrichment.

C. Creating Pleasant Working Environmental Conditions

Creating pleasant working environmental conditions is regarded as one of the vital goals of all members, irrespective of their job positions in the hierarchy. In order to achieve this goal, one needs to be well-informed in terms of different types of factors, i.e. making wise and productive decisions in terms of various aspects; implementing effective communication processes; being well-informed in terms of job duties and responsibilities; being well-equipped in terms of methodologies and procedures; utilizing different types of modern, scientific and innovative methods and materials; honing various types of skills and abilities; coping with various types of problems in an efficient manner; inculcating the traits of morality and ethics; implementing the traits of diligence, resourcefulness and conscientiousness; making provision of infrastructure, amenities and facilities; managing financial, human, technical, material and information resources in an efficient manner and forming cordial and amiable terms and relationships with other individuals. Throughout the implementation of job duties and responsibilities, individuals are required to acknowledge and implement all these factors. Furthermore, one needs to ensure, positivity is reinforced in all types of factors and subjects (Josanov-Vrgovic, & Pavlovic, 2014). As a consequence, all the members will render an important contribution in meeting the expectations of individuals in leadership positions. Furthermore, all types of job duties and responsibilities will be carried out in a successful manner. In addition, all members will feel comfortable within the workplace. Therefore, creating pleasant working environmental conditions is a useful measure to be implemented in promoting enhancement of working conditions and job enrichment.

D. Advantages of Promoting Enhancement of Working Conditions and Job Enrichment

The individuals, belonging to all job positions need to be well-informed in terms of all types of ways that are necessary

in promoting enhancement of working conditions and job enrichment. All types of ways need to be put into operation in a well-organized and satisfactory manner (Iqbal, Aziz, Farooqi, & Ali, 2016). In other words, positivity needs to be reinforced in all types of ways. Promoting enhancement of working conditions and job enrichment is advantageous to the students on a comprehensive basis. The different types of advantages are, meeting expectations of individuals in leadership positions; promoting enhancement of career prospects; leading to up-gradation of motivation and concentration levels and carrying out job duties in a well-organized manner. These are stated as follows.

E. Meeting Expectations of Individuals in Leadership Positions

As a consequence of putting in efforts to one's best abilities to do well in one's job duties, one will render an important contribution in meeting the expectations of individuals in leadership positions. The individuals in leadership positions have certain expectations from their employees. Hence, when all the employees are putting in their best efforts in promoting enhancement of working conditions and job enrichment, they will contribute efficiently in carrying out job duties in accordance to the expectations of individuals in leadership positions. Hence, it is well-understood that all the members need to be wholeheartedly committed towards carrying out all types of job duties and responsibilities in a satisfactory manner. Therefore, meeting expectations of individuals in leadership positions is regarded as one of the indispensable advantages of promoting enhancement of working conditions and job enrichment.

IV. PROMOTING ENHANCEMENT OF CAREER PROSPECTS

Promoting enhancement of career prospects is regarded as one of the major goals of individuals, belonging to all job positions in the hierarchy of the organizations. In order to achieve this goal, one needs to be well-prepared. In other words, one needs to be well-informed in terms of job duties and methodologies that are necessary to generate desired outcomes. Furthermore, they need to be well-informed in terms of traits of diligence, resourcefulness and conscientiousness. In addition, acknowledgement and implementation of traits of morality and ethics would be facilitating in achieving all types of career goals. Hence, as a consequence of putting into practice all types of tasks and activities related to working conditions and job enrichment, one will render an important contribution in promoting enhancement of career prospects. Therefore, promoting enhancement of career prospects is one of the significant advantages of promoting enhancement of working conditions and job enrichment.

A. Leading to Up-gradation of Motivation and Concentration Levels

The individuals, belonging to all job positions in the hierarchy of the organizations need to lead to up-gradation of motivation and concentration levels towards tasks and activities.

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As a consequence, mind-sets of the individuals will be stimulated and they will put in efforts to their best abilities in doing well in one's job duties and generating desired outcomes. These are the key in utilizing different types of modern, scientific and innovative methods and materials; honing various types of skills and abilities; coping with various types of problems in an efficient manner; inculcating the traits of morality and ethics and implementing the traits of diligence, resourcefulness and conscientiousness. The acknowledgement and implementation of these factors will be facilitating in meeting the expectations of individuals in leadership positions. Furthermore, it is well-understood that through enhancing working conditions and promoting job enrichment, one will hone motivation and concentration levels in a satisfactory manner. Therefore, leading to up-gradation of motivation and concentration levels is an eminent advantage of promoting enhancement of working conditions and job enrichment.

B. Carrying out Job Duties in a Well-organized Manner

Carrying out job duties in a well-organized manner is regarded as one of the major goals of individuals, belonging to all job positions in the hierarchy of the organizations. In order to achieve this goal, one needs to be well-prepared. In other words, one needs to be well-informed in terms of job duties and methodologies that are necessary to generate desired outcomes. Furthermore, they need to be well-informed in terms of traits of diligence, resourcefulness and conscientiousness. In addition, acknowledgement and implementation of traits of morality and ethics would be facilitating in achieving all types of goals and objectives. When all the members are wholeheartedly committed towards achievement of this goal, they will contribute efficiently in meeting the expectations of individuals in leadership positions. Furthermore, all the members will incur the feeling of job satisfaction and retain their jobs. Therefore, carrying out job duties in a well-organized manner is an expedient advantage of promoting enhancement of working conditions and job enrichment.

V. CONCLUSION

In all types of organizations, it is vital to promote enhancement of working conditions and job enrichment. Measures to be implemented in promoting enhancement of working conditions and job enrichment are, providing infrastructure, amenities and facilities, managing resources in a satisfactory manner, forming cordial and amiable terms and relationships with others, being well-informed regarding job duties and responsibilities, being well-equipped in terms of methodologies and procedures, utilizing modern, scientific and innovative methods and materials, honing skills and abilities, coping with problems in an efficient manner, inculcating the traits of morality, ethics, diligence and conscientiousness and creating pleasant working environmental conditions. Advantages of promoting enhancement of working conditions and job enrichment are, meeting expectations of individuals in leadership positions; promoting enhancement of career prospects; leading to up-gradation of motivation and concentration levels and carrying out job duties in a well-organized manner. Finally, it can be stated, promoting enhancement of working conditions and

job enrichment is necessary in leading to progression of members and organizations.

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