



Promoting Enhancement of Competencies and Abilities: Essential in Progression of Individuals in Personal and Professional Lives

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Abstract: *The main objective of this research is to gain an efficient understanding of the factors that contribute to doing well in one's job duties and responsibilities, achieving desired goals and objectives, and meeting the expectations of family members, educators, and employers, thereby promoting the enhancement of competencies and abilities, which is regarded as of utmost significance. In their personal lives, in the course of pursuing educational programs at all levels, and in all types of employment settings, individuals need to work hard to achieve their up-gradation. The various factors that facilitate the enhancement of competencies and abilities include implementing effective communication processes with family and community members, acquiring education, enrolling in training and development programs, and conducting research by utilising various sources and experience. The various types of competencies and abilities are to be implemented morally and ethically. Furthermore, it needs to be ensured that these facilitate the promotion of the well-being of not only individuals but also family and community members. Hence, the up-gradation of various competencies and abilities is essential for improving the overall quality of life of individuals. Therefore, it is well understood that enhancing competencies and abilities is essential to individuals' progression in their personal and professional lives. The main concepts examined in this research paper are: the meaning and significance of promoting the enhancement of competencies and abilities; measures to implement this enhancement; and the advantages of promoting it.*

Keywords: *Abilities, Competencies, Enhancement, Individuals, Personal, Professional, Promoting, Up-Gradation*

I. INTRODUCTION

The individuals differ from one another in terms of the number of factors, i.e., castes, creeds, races, genders, age groups, cultures, religions, ethnicities, occupations, educational qualifications, communities, and socio-economic backgrounds. Despite these differences, they share one major goal: improving their overall quality of life. To achieve this goal, enhancing competencies and abilities is of utmost importance. The competencies are referred to as capabilities, skills, proficiencies and know-how. The abilities are referred to as talents, gifts, capacities and aptitudes.

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The various types of competencies and abilities are convincing, persuading, planning, organizing, directing, leading, controlling, coordinating, negotiating, emotional intelligence, systems thinking, putting in efforts to one's best abilities, possessing the abilities to work under stress, coping with various types of dilemmas and challenging situations and carrying out all types of tasks and activities in a well-ordered manner. The individuals implement these competencies and abilities in their personal and professional lives.

Throughout their lives, individuals need to put in their best efforts to achieve their up-gradation. Furthermore, these are required to be put into operation in a well-ordered and regimented manner, leading to the up-gradation of overall standards of living (Doyle, 2019) [2]. In personal lives and in the course of pursuing educational programs at institutions of all levels and across all types of employment settings, enhancing competencies and abilities is regarded as of utmost significance. Therefore, it is understood that enhancing competencies and abilities is essential to individuals' progression.

Throughout their lives, individuals need to engage in effective communication with family members, relatives, friends, neighbours, educators, supervisors, classmates, employers, colleagues and service providers (Fransson, n.d.) [3]. These facilitate the augmentation of information across various subjects and concepts, the exchange of different types of ideas and viewpoints, the obtaining of answers to various questions, and the clarification of doubts across different subjects and factors. Furthermore, information needs to be augmented 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; building trust and understanding; reinforcing the traits of proficiency and adeptness; depicting the traits of helpfulness and co-operation; and possessing an approachable nature and an amiable attitude. Furthermore, communication needs to take place with normal mindsets. Exercising control over the psychological problems of anger and stress is regarded as of utmost significance. As a consequence, individuals will be able to enhance their competencies and abilities. Therefore, it is well understood that communicating with family and community members facilitates the enhancement of competencies and abilities.

A. Understanding the Meaning and Significance of Promoting the Enhancement of Competencies and Abilities

Individuals from all occupations, communities and socio-economic backgrounds

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have recognised the meaning and significance of education. They have formed the viewpoint that education is the instrument that not only imparts information through academic subjects and lesson plans, but also various techniques that facilitate the emergence of moral and ethical human beings and productive citizens of the country. Within educational institutions at all levels, educators are utilising various teaching-learning methods, teaching-learning materials, and instructional strategies. Furthermore, they encourage students' participation in various assessment strategies and academic activities, including class assignments, homework assignments, projects, reports, competitions, quizzes, debates, group discussions, role-plays, presentations, public speaking, and so forth. The students participate in these either individually or in groups of two or more. They need to develop a solid understanding of academic subjects and lesson plans.

The educators are imparting information to students on academic subjects and lesson plans. Furthermore, they promote the development of a range of competencies and abilities. Students across all grade levels need to develop a range of competencies and abilities to perform well in their academic tasks and activities. Hence, it is understood on a comprehensive basis that within the course of pursuance of educational programs in educational institutions of all levels, students, belonging to all grade levels, are leading to the up-gradation of various types of competencies and abilities. These need to be implemented in a morally and ethically sound way to achieve educational goals. Therefore, individuals can gain a clear understanding of the meaning and significance of enhancing competencies and abilities when they are enrolled in educational institutions at all levels and receiving education.

Individuals from all occupations, communities, and socio-economic backgrounds have one of their major goals: getting engaged in employment opportunities. The individuals select fields in accordance with their interests and abilities. The selected fields are education, arts, literature, science, technology, medicine, health care, engineering, business, management, administration, law, journalism, and so forth. In all fields, individuals are in various job positions. They are required to perform various job duties and responsibilities. These include teaching, instruction, counselling, guiding, reporting, editing, project management, spreadsheet preparation, research, writing, administrative tasks, managerial functions, technical work, and so forth. In putting these into operation in a well-ordered manner, individuals need to augment their knowledge with various techniques and processes. To put these into operation and generate desired outcomes, the up-gradation of various competencies and abilities is essential.

To successfully perform job duties and responsibilities, experience job satisfaction, and retain one's job, the up-gradation of various competencies and abilities is essential. Individuals across all job positions need to develop a range of competencies and abilities to perform their duties and responsibilities effectively. Hence, it is understood on a comprehensive basis that within the course of putting into operation, job duties and responsibilities in all types of employment settings, individuals belonging to all job

positions need to work hard to lead to the up-gradation of various types of competencies and abilities. These need to be implemented in a morally and ethically sound manner to achieve various professional goals. Therefore, one can understand the meaning and significance of promoting the enhancement of competencies and abilities as individuals perform job duties and responsibilities across all types of employment settings.

Individuals from all occupations, communities, and socio-economic backgrounds need to cultivate proficiency and adeptness. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. differentiating between various types of appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals; being well-informed in terms of job duties and responsibilities; generating information in terms of methodologies and procedures; augmenting information in terms of various types of modern, scientific and innovative methods and materials; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one's best abilities; possessing the abilities to work under stress; coping with various types of dilemmas and challenging situations and carrying out all types of tasks and activities in a well-ordered manner. The individuals apply these traits in their personal lives, in the pursuit of educational programs at all levels, and in all types of employment settings.

Throughout the lives of individuals, they need to put in their best efforts to lead to up-gradation of these traits. Furthermore, these must be implemented in a well-ordered, regimented manner to achieve desired goals and objectives. These traits facilitate members in leading to the up-gradation of various types of competencies and abilities. These will be enhanced in a well-organised and efficient manner when individuals are proficient and adept in their conduct. Furthermore, individuals will be well prepared with strategies to overcome all types of setbacks. As a consequence, they will perform well in their job duties and responsibilities, achieve desired goals and objectives, and meet the expectations of family members, educators, and employers. Therefore, an understanding of the meaning and significance of promoting the enhancement of competencies and abilities is gained through cultivating proficiency and adeptness.

B. Measures to be Put into Operation for Promoting the Enhancement of Competencies and Abilities

An aimless life is a meaningless life. Hence, individuals from all occupations, communities, and socio-economic backgrounds have goals and objectives to achieve. The various factors on which these are formulated include education, employment opportunities, careers, family, relationships, settlement, travelling, assets, resources, property, health, well-being, personality traits, and overall standards of living. To achieve desired goals and objectives, individuals need to be well prepared. They need to lead to the up-gradation of various types of competencies and abilities. These must be implemented in a principled manner to achieve the desired goals and objectives



(Giving Feedback & Setting Targets in Behaviour Management, n.d.) [5].

Throughout individuals' lives, they need to augment information with measures to be implemented to enhance competencies and abilities. All types of measures must be implemented in a well-ordered, regimented manner. Furthermore, positivity needs to be reinforced in all types of measures. One important aspect to consider is that all measures need to promote well-being and goodwill among individuals, professional settings, and communities. The information, in terms of measures, is acquired through implementing effective communication processes with family and community members, being well-informed about various types of job duties and responsibilities in personal and professional lives, and conducting research by utilising various sources and experience. Therefore, measures to be put into operation in promoting the enhancement of competencies and abilities are stated as follows:

C. Implementing Effective Communication Processes

Throughout their lives, individuals need to communicate effectively with family and community members. These facilitate the augmentation of information across various subjects and concepts, the exchange of different types of ideas and viewpoints, the obtaining of answers to various questions, and the clarification of doubts across different subjects and factors. Furthermore, information needs to be augmented 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; building trust and understanding; reinforcing the traits of efficiency, honesty and truthfulness; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. Furthermore, communication needs to take place with calm, composed mindsets among all individuals.

Exercising control over negative feelings such as anger and frustration is essential. These need to be prevented from impeding the implementation of effective communication processes with family and community members. As a consequence, individuals will be able to enhance their competencies and abilities. By generating information across various subject areas and factors, competencies and abilities are enhanced effectively. Hence, it is well understood that communicating with family and community members is of utmost significance in enhancing various competencies and abilities. Therefore, implementing effective communication processes is regarded as an indispensable measure to enhance competencies and abilities.

D. Forming Cordial and Amiable Terms and Relationships with Others

Throughout their lives, individuals need to build cordial, amiable relationships with family and community members. For this purpose, information needs to be augmented 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; building trust and understanding; reinforcing the traits of proficiency and adeptness; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude. These are important for reinforcing cordiality and

amiability in relationships with family and community members.

One important aspect to consider is that communication should occur in a normal state of mind. Exercising control over negative feelings such as anger and frustration is essential to carrying out this task. These negative feelings are considered to play an important role in impeding terms and relationships with family and community members. By reinforcing cordiality and amiability in interactions with family and community members, individuals can enhance their competencies and abilities. The individuals will communicate to obtain answers to various questions and to clarify doubts about various factors and subjects. Furthermore, individuals will be able to generate information on various factors that facilitate the enhancement of competencies and abilities. Therefore, forming cordial, amiable relationships with others is a significant means of enhancing competencies and abilities.

II. ACQUISITION OF EDUCATION

Within educational institutions at all levels, educators are using various teaching-learning methods, teaching-learning materials, and instructional strategies. Furthermore, they encourage students' participation in various assessment strategies and academic activities, including class assignments, homework assignments, projects, reports, tests, exams, competitions, quizzes, debates, group discussions, role-plays, presentations, public speaking, and so forth. The students participate in these either individually or in groups of two or more. They need to develop a solid understanding of academic subjects and lesson plans to enhance their performance.

The educators are imparting information to students on academic subjects and lesson plans. Furthermore, they promote the development of a range of competencies and abilities. Students across all grade levels need to develop a range of competencies and abilities to perform well in their academic tasks and activities. Furthermore, they will meet educators' expectations. Hence, it is understood on a comprehensive basis that within the course of pursuance of educational programs in educational institutions of all levels, students, belonging to all grade levels, are leading to the up-gradation of various types of competencies and abilities. These need to be implemented in a principled manner to achieve educational goals. Hence, throughout the pursuit of educational programs in educational institutions at all levels, students at all grade levels need to work hard to achieve up-gradation of competencies and abilities. Therefore, acquiring education is an essential measure to enhance competencies and abilities.

A. Promoting Enhancement of Career Prospects

Enhancing career prospects is regarded as one of the major goals of individuals across all occupations, communities, and socio-economic backgrounds. The individuals select fields in accordance with their interests and abilities. In all fields, individuals are in various job positions. They are required to perform various job duties and responsibilities. These include teaching, instruction, counselling, guiding, reporting, editing, project management,

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spreadsheet preparation, research, writing, administrative tasks, managerial functions, technical work, and so forth. In implementing these in a well-ordered manner, individuals need to augment their information with various strategies. To generate desired outcomes, the up-gradation of various competencies and abilities is essential.

To successfully perform job duties and responsibilities, experience job satisfaction, and retain one's job, the up-gradation of various competencies and abilities is important. Hence, it is understood on a comprehensive basis that within the course of putting into operation, job duties and responsibilities in all types of employment settings, individuals belonging to all job positions need to work hard to lead to the up-gradation of various types of competencies and abilities. These need to be implemented in a well-organised manner to meet employer expectations and achieve various professional goals. As a consequence, individuals in all job positions will promote the enhancement of their career prospects. Therefore, enhancing career prospects is an expedient measure to promote the development of competencies and abilities.

B. Generating Information in Terms of Methodologies and Procedures

In all fields and professions, with the main objective of performing well in various job duties and responsibilities, individuals need to expand their knowledge of different methodologies and procedures. Individuals need to lead the up-gradation of various types of competencies and abilities, and put them into operation to generate desired outcomes. Furthermore, the individuals will experience an up-gradation in confidence levels and overcome feelings of apprehension and vulnerability. As a consequence, they will be well informed about various methodologies and procedures.

In achieving success across different methodologies and procedures, the up-gradation of various competencies and abilities is regarded as of utmost significance. Furthermore, the mindsets of the individuals will be stimulated, and they will lead to up-gradation of motivation and concentration levels towards the implementation of job duties and responsibilities. Individuals across all job positions need to develop a range of competencies and abilities to perform well across different methodologies and procedures. Hence, it is understood on a comprehensive basis that within the course of putting into operation various types of methodologies and procedures in all types of professional settings, i.e. educational institutions of all levels and in all types of workplaces, individuals belonging to all job positions need to work hard to lead to the up-gradation of various types of competencies and abilities. Therefore, generating information on methodologies and procedures is a well-established means of enhancing competencies and abilities.

C. Utilising Pioneering Methods and Materials

With advancements in modernisation and globalisation, individuals across all professions and fields are utilising pioneering methods and materials. These are the utilisation of various types of tools, devices, apparatus, machinery, equipment, gear, and technologies. Individuals need to develop a solid understanding of the concepts and engage in regular practice. This facilitates the augmentation of

information and understanding. Individuals need to lead the up-gradation of various types of competencies and abilities, putting them into operation in a well-ordered and disciplined manner. Furthermore, the individuals will experience an up-gradation in confidence levels and overcome feelings of apprehension and vulnerability. As a consequence, they will be well informed about various pioneering methods and materials.

In being successful with different types of these methods and materials, the up-gradation of various competencies and abilities is regarded as of utmost significance. Furthermore, individuals will lead to the up-gradation of motivation and concentration levels towards the implementation of job duties and responsibilities. Individuals across all job positions need to develop a range of competencies and abilities to perform well with different types of these methods and materials. Hence, it is understood to a major extent that within the course of putting into operation various types of these methods and materials in all types of professional settings, i.e. educational institutions of all levels and in all types of workplaces, individuals belonging to all job positions need to work hard to lead to the up-gradation of various types of competencies and abilities. Therefore, utilising pioneering methods and materials is a decisive measure to enhance competencies and abilities.

D. Inculcating the Traits of Morality and Ethics

Individuals from all occupations, communities, and socio-economic backgrounds need to inculcate moral and ethical values. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. differentiating between various types of appropriate and inappropriate factors; reinforcing a constructive approach; forming positive viewpoints in terms of various factors and individuals; promoting normal mind-sets; coping with psychological problems of anger, stress, anxiety, frustration and depression in an efficient manner; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one's best abilities; possessing the abilities to work under stress and carrying out all types of tasks and activities in a well-ordered manner. The individuals apply these traits in their personal lives, in the pursuit of educational programs at all levels, and in all types of employment settings.

Throughout the lives of individuals, they need to put in their best efforts to lead to up-gradation of these traits. Furthermore, these must be implemented satisfactorily to achieve the desired goals and objectives. These traits facilitate members in leading to the up-gradation of various types of competencies and abilities. These will operate satisfactorily when individuals conduct themselves morally and ethically. Furthermore, individuals will be well-prepared with a range of strategies to navigate the progression of all types of professional settings and communities. As a consequence, they will perform well in their job duties and responsibilities, achieve their desired goals and objectives, and meet the expectations of family members, educators, and employers. Therefore,



inculcating moral and ethical traits is an imperative measure to enhance competencies and abilities.

E. Implementing the Traits of Diligence, Resourcefulness and Conscientiousness

Implementing the traits of diligence, resourcefulness and conscientiousness is essential for individuals across all occupations, communities and socio-economic backgrounds. These are the traits, which are facilitating in acknowledging and implementing various factors, i.e. honing analytical and critical-thinking skills; making wise and productive decisions in terms of various factors; being well-informed in terms of job duties and responsibilities; generating information in terms of methodologies and procedures; augmenting information in terms of various types of modern, scientific and innovative methods and materials; augmenting various types of skills and abilities; leading to up-gradation of motivation and concentration levels towards works; putting in efforts to one’s best abilities; possessing the abilities to work under stress; providing solutions to various types of problems and carrying out all types of job duties and responsibilities in a well-ordered manner. The individuals implement these traits in their personal and professional lives.

Throughout the lives of individuals, they need to put in their best efforts to lead to up-gradation of these traits. Furthermore, these must be implemented satisfactorily to achieve the desired goals and objectives. These traits facilitate members in leading to the up-gradation of various types of competencies and abilities. Furthermore, individuals will be well prepared with strategies for solving various types of problems. As a consequence, they will perform well in their job duties and responsibilities, achieve desired goals and objectives, and meet the expectations of family members, educators, and employers. Therefore, implementing the traits of diligence, resourcefulness, and conscientiousness is a favourable measure to enhance competencies and abilities.

III. AUGMENTING SKILLS

Throughout the lives of individuals, irrespective of their occupations, communities and socio-economic backgrounds, there is a need to lead to the up-gradation of various types of skills. The various types of skills are communication skills, decision-making skills, analytical skills, critical-thinking skills, problem-solving skills, time-management skills, technical skills, creative skills, personal skills, professional skills, presentation skills, leadership skills, negotiation skills, artistic skills, intellectual skills, educational skills and public speaking skills. The individuals apply these skills in their personal lives, in pursuit of educational programs at all levels, and in all types of employment settings. These are regarded as integral parts of individuals' personal and professional lives. As a consequence, individuals are prepared across various subjects and factors.

Throughout the lives of individuals, they need to put in their best efforts to lead to up-gradation of these skills. Furthermore, they work independently or seek help from family and community members. The skills enable members to lead the up-gradation of various competencies and abilities. These will operate satisfactorily when individuals act with

principle in their conduct. As a consequence, they will provide solutions to various types of problems, perform well in their job duties and responsibilities, achieve desired goals and objectives, and meet the expectations of family members, educators, and employers (Getting Started with Active Learning, n.d.) [4]. Therefore, skill augmentation is an effective means of enhancing competencies and abilities.

A. Coping with Psychological Problems in an Efficacious Manner

To enhance competencies and abilities, individuals need to cope with psychological problems appropriately. These are regarded as an integral part of individuals' lives. Within personal lives, within the course of pursuance of educational programs in educational institutions of all levels and in all types of employment settings, individuals experience situations which enable them to experience anger, stress, anxiety, frustration and depression. These are experienced in a major or minor form. These give rise to impediments within the course of leading to the up-gradation of various types of competencies and abilities. Throughout their lives, they need to augment their knowledge through various techniques to cope with these problems appropriately. Furthermore, these should be prevented from hindering the enhancement of competencies and abilities.

Individuals carry out this task either on their own or with help and support from family and community members. Hence, the formation of agreeable terms and relationships with others is regarded as of utmost significance. Individuals across all age groups, occupations, communities, and socio-economic backgrounds need to reinforce the traits of efficiency, honesty, truthfulness, reliability, helpfulness, co-operation, approachability, and amiability. These traits are to be put into operation in communicating and working with individuals within and outside the homes. As a consequence, competencies and abilities will be enhanced. Therefore, effectively coping with psychological problems is a useful way to enhance competencies and abilities.

B. Advantages of Promoting the Enhancement of Competencies and Abilities

Individuals from all communities and socio-economic backgrounds need to develop a range of competencies and abilities. The individuals apply various competencies and abilities in their personal and professional lives. This is considered to be advantageous to individuals, all types of professional settings and community members to a major extent. Therefore, the advantages of promoting the enhancement of competencies and abilities are meeting the expectations of family members, educators and employers; incurring the feelings of pleasure and contentment; leading to up-gradation of overall personality traits and bringing about improvements in one’s overall quality of life. These are stated as follows:

C. Meeting Expectations of Family Members, Educators and Employers

As a consequence of promoting enhancement of various types of competencies and abilities within personal lives, within the course of pursuance of educational programs in educational institutions of all



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levels and in all types of employment settings, individuals will provide solutions to various types of problems, do well in their job duties and responsibilities, achieve desired goals and objectives and meet the expectations of family members, educators and employers. Hence, competencies and abilities prepare individuals to carry out their job duties and responsibilities in accordance with the expectations of family members, educators and employers. Therefore, meeting the expectations of family members, educators, and employers is regarded as one of the indispensable advantages of enhancing competencies and abilities.

D. Incurring the Feelings of Pleasure and Contentment

As a consequence of promoting enhancement of various types of competencies and abilities within personal lives, within the course of pursuance of educational programs in educational institutions of all levels and in all types of employment settings, individuals will provide solutions to various types of problems, do well in their job duties and responsibilities, achieve desired goals and objectives and meet the expectations of family members, educators and employers. Furthermore, they will acquire appreciation and reverence, and experience pleasure and contentment (Definitions for Helpfulness, 2020) [1]. Therefore, experiencing pleasure and contentment is a significant advantage of enhancing competencies and abilities.

E. Leading to Up-Gradation of Overall Personality Traits

The up-gradation of overall personality traits is regarded as one of the major goals of individuals across all communities and socio-economic backgrounds. As a consequence of promoting enhancement of various types of competencies and abilities, individuals will augment information in terms of factors, which are facilitating in achieving this goal, i.e. diet and nutrition; exercises and physical activities; yoga and meditation; treating various types of health problems and illnesses; alleviating loneliness; forming an effective social circle, comprising of family and community members; reinforcing the traits of proficiency and adeptness; maintaining cleanliness within and outside the homes; having pleasant facial expressions and dressing neatly. All these factors are to be implemented in a well-ordered manner. Therefore, the up-gradation of overall personality traits is a significant advantage of enhancing competencies and abilities.

F. Bringing About Improvements in One's Overall Quality of Lives

Individuals from all occupations, communities, and socio-economic backgrounds share a common goal of improving their overall quality of life. As a consequence of promoting enhancement of various types of competencies and abilities, individuals will augment information in terms of factors, which facilitate achieving this goal, i.e. education, employment opportunities, careers, family, relationships, settlement, travelling, assets, resources, infrastructure,

amenities, property, health, well-being and personality traits. All these factors are to be implemented in a well-ordered and satisfactory manner in achieving this goal. Therefore, improving one's overall quality of life is an expedient advantage of enhancing competencies and abilities.

IV. CONCLUSION

The competencies are referred to as capabilities, skills, proficiencies and know-how. The abilities are referred to as talents, gifts, capacities and aptitudes. Throughout their lives, individuals need to work hard to promote their own development. Furthermore, information needs to be augmented with measures to enhance competencies and abilities. In addition, one needs to be well aware of the advantages of carrying out this task. Finally, it can be stated that progression will take place in individuals' personal and professional lives as they enhance their competencies and abilities.

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