

Department of Management Studies
University of Rajshahi
Master of Business Administration (EMBA)
(Business Graduates)
HRM-710, Career Management
4th Lecture

Ability

- Ability is defined as the knowledge, experience, and skill that an individual or group brings to a particular task or activity.
- It means the sufficiency of strength to accomplish something, especially the physical and mental quality to perform activities.
- The specific set of skills of the trustee in a particular domain that enable him or her to fulfill the responsibilities that are expected of him or her and important for the person trusting.
- The effective delivery of knowledge and skills in a given context.
- The specific set of skills of the trustee in a particular domain that enable him or her to fulfill the responsibilities that are expected of him or her and important for the trustor.
- Ability is having the resources (e.g., knowledge, time) to accomplish a task.
- Ability is defined as the transfer design of the PD program, its perceived content validity, and the participants' opportunity to use the PD program's instructional techniques in their classroom instruction.

Types of Ability

In Organizational Behavior, the 2 types of ability are;

1. Intellectual Ability
2. Physical Ability

1. Intellectual Ability

Intellectual ability is the capacity to do mental activities thinking and reasoning and problem-solving. It commonly refers to the ability measured by performance on an intelligence test. It is also sometimes used in the context of discussing the performance of someone in an academic or real-world setting. The seven most frequently cited dimensions making up intellectual abilities are number attitude, verbal comprehension, perceptual speed, inductive reasoning, deductive reasoning, and memory. Intellectual abilities have got seven dimensions.

Dimension	Description
Number Aptitude	It is an ability to do speedy and accurate arithmetic.
Comprehension	It is the ability to understand what is read and heard and the relationship of words to each other.
Perceptual Speed	It is a dying ability to identify visual similarities and differences quickly and accurately.
Inductive Reasoning	It is the ability to identify a logical sequence in a problem and then solve the problem.
Deductive Reasoning	It is the ability to see the logic and assesses the implication of the art argument.
Special Visualization	It is the ability to imagine how an object would look like its position in space was changed.
Memory	It is the ability to retain and recall past experiences.

2. Physical Ability

Physical ability is the capacity to do tasks that demand stamina, desired, strength and similar characteristics. It can identify individuals who are physically able to perform the essentials function of a job without risking injury to others. Research on the requirements needed in hundreds of jobs has identified nine physical abilities involved in the performance of physical tasks. These are -dynamic strength, static strength, trunk strength, explosive strength, extent flexibility, dynamic flexibility, body – coordination, balance, and stamina.

Factor	Description
Dynamic Strength	Ability to exert muscular force continuously over time.
Trunk Strength	Ability to exert muscular using trunk muscles.
Static Strength	Ability to exert force against external objects.
Explosive Strength	Ability to expand a maximum of energy in one or a series of explosive acts.
Extent Flexibility	Ability to move the trunk and back muscles as far as possible.
Dynamic Flexibility	Ability to make rapid, repeated flexing movements.
Body co-ordination	Ability to coordinate the simultaneous actions of different parts of the body.
Balance	Ability to maintain equilibrium despite forces pulling off balance.
Stamina	Ability to continue maximum effort requiring prolonged efforts over time.

Emotional Intelligence

Emotional intelligence refers to the capability of a person to manage and control his or her emotions and possess the ability to control the emotions of others as well. In other words, they can influence the emotions of other people also. Emotional intelligence is a very important skill in leadership. It is said to have five main elements such as - self-awareness, self-regulation, motivation, empathy, and social skills.

- **Self-awareness**

If you are self-aware of what you are going through, you would be in a better position to understand others, and affect people around you. It also means you are aware of your strengths as well as weaknesses. When you experience anger, hold that moment and think what made you so angry. Keeping a journal always helps.

- **Self-regulation**

Self-regulation is the next step wherein you think before speaking. It is an important aspect where you can regulate yourself. This will impact others in a positive way rather than in negatively. Hold yourself accountable in case you make a mistake, and try to remain calm in every situation.

- **Motivation**

When you are motivated to do a series of tasks you will be in a better position to influence others. Work towards your goals consistently. Show your employees how the work is done and lead by example. Even if you are faced with a challenge try and find something good about the situation.

- **Empathy**

When you are able to put yourself in other's shoe and think about a situation, it is known as empathy. Every successful leader should know how to empathize with others, if you want to earn their respect.

- **Social skills**

The last aspect is social skills and it is one of the important aspects. Social skills are all about communicating your point of view to. They are able to build a rapport with others which makes the relationship more comfortable.

Importance of Emotional Intelligence in Career Development

- **Emotional Awareness:** You understand the emotions you're feeling and how those emotions affect your behavior and performance.
- **Accurate Self-Assessment:** You are aware of your own strengths and weaknesses, you're open to feedback, and you learn from experience.
- **Self-Confidence:** You present yourself with poise and are not afraid to voice unpopular viewpoints.
- **Self-Control:** You don't act on impulse but instead remain composed and focused under pressure.
- **Innovation and Adaptability:** You uncover fresh ideas to problems. You are flexible and handle change well.
- **Achievement Drive:** You constantly seek ways to improve results and hold yourself accountable for strong performance. You persist in your goal despite setbacks.
- **Commitment and Initiative:** You understand the organization's core purpose and will make sacrifices in service of that. You are able to mobilize others and go above and beyond what's expected of you.
- **Understanding and Developing Others:** You listen well and show sensitivity to others' points of view. You reward people's strengths and encourage their improvement through specific feedback and strong mentoring.
- **Team Building:** You create like-minded groups, model team qualities like respect and helpfulness, and share credit.
- **Political Awareness:** You are aware of important formal and informal relationships, who's friends with who, and how things actually get done in the organization.

- **Influence:** You are skilled at gaining consensus and drumming up support for your projects. You challenge the status quo and enlist others to help implement relevant changes.
- **Communication:** You are able to read between the lines when conversing with others, you speak in a straight-forward manner, and you seek mutual understanding.
- **Collaboration and Cooperation:** You share information and resources and balance your focus on a task with attention to relationships.
- **Conflict Management:** You address problematic situations pro-actively, bringing them to light with tact and diplomacy. You encourage open discussion and help to orchestrate mutually beneficial solutions.