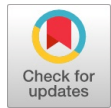# Managing Change: Essential in Leading to Up-gradation of Organizations

Radhika Kapur

Abstract: In all types of organizations, all the members, belonging to all job positions in the hierarchy are required to bring about changes in various factors. The changes are essential, otherwise the job duties tend to become monotonous. The individuals in leadership positions are vested with the authority and responsibility of making wise and productive decisions in terms of various factors. Furthermore, all the members need to work in collaboration and integration with each other in managing changes. The changes need to be made taking into account the organizational goals. These need to be facilitating in the achievement of organizational goals and leading to up-gradation of overall structure of the organizations. All the members are required to be well-informed in terms of their job duties and methodologies that are necessary to carry these out in a well-ordered and satisfactory manner. Furthermore, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness. These are necessary in bringing about changes in various factors, doing well in one's job duties, achieving organizational goals and leading to up-gradation of overall structure of the organizations. Therefore, it is understood in all types of organizations that managing change is essential in leading to up-gradation of organizations. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of managing change, areas to be taken into account in managing change in a satisfactory manner and measures to be put into operation in managing change in an adequate manner.

Keywords: Abilities, Change, Human Resources, Job Duties, Managing, Methodologies, Organizations, Skills

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, and non-government organizations. In all types of organizations, individuals are employed in all job positions in the hierarchy. In all job positions, changes are regarded as an integral part. The individuals are required to manage changes in an effective manner (Kalvar, 2006). They need to be well-informed in terms of job duties and responsibilities. These are manageable or complicated, these are carried out in less amount of time or can be more time-consuming and these are carried out on one's own or through obtaining support and assistance from other members [1].

Within the course of time, changes are brought about in job positions. The individuals need to manage the changes in an effective manner, by generating information in terms of job duties and responsibilities. Furthermore, they are required to inculcate the traits of morality, ethics, diligence and conscientiousness. These are regarded as vital in managing changes in an effective manner. Therefore, managing change is facilitated by augmenting information in terms of various types of job duties and responsibilities. The utilization of different types of methodologies and procedures is essential in carrying out different types of job duties and responsibilities in a well-ordered manner. Within the course of time, changes are brought about in methodologies and procedures as well. The individuals are to make sure, they are well-equipped in terms of the concepts. Furthermore, they are required to get engaged in regular practice (Murray, 2020). This is facilitating in augmenting information in terms of different types of methodologies and procedures [2]. With advancements taking place, changes are brought about in different types of methodologies and procedures. The changes need to be approving in achievement of organizational goals. One of the important aspects that needs to be taken into account is, changes need to be approving in leading to up-gradation of overall structure of the organizations. In all types of organizations, one is making use of scientific and modern methodologies and materials. As a consequence, there will be an increase in productivity and profitability. Hence, it is well-understood, useful changes need to be brought about in methodologies and procedures. Therefore, managing change is facilitating in carrying out various types of methodologies and procedures in a well-ordered manner.

A. Understanding the Meaning and Significance of Managing Change

The individuals, belonging to all job positions in the hierarchy of the organizations are required to augment information in terms of different types of skills and abilities. The various types of skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, technical skills, creative skills, negotiation skills, leadership skills, personal skills, professional skills, presentation 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, controlling, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with different types of problems and challenging situations and carrying out different types of job duties and responsibilities in a well-ordered manner.

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In the implementation of different types of skills and abilities, one does experience changes in tasks, activities, techniques and so forth. All types of changes are required to be put into operation in a well-ordered and satisfactory manner. One of the important aspects is, one needs to be well-informed in terms of job duties, methodologies and overall structure of the organizations. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of managing change, when they are putting into operation different types of skills and abilities. The individuals, belonging to all job positions in the hierarchy need to make use of various types of resources, i.e. financial, human, technical, material and information resources. The financial resources are monetary resources. These are utilized to make purchases of various products and services, bring about changes in various factors, fulfil various types of needs and requirements and enhance the overall structure of the organizations. The human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. The technical resources are various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. The material resources are, tools, devices, apparatus, equipment, machinery, and gear. The information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The individuals, belonging to all job positions need to make use of these in a satisfactory manner. Furthermore, it needs to be ensured, wastage is prevented. The individuals need to bring about changes in all types of resources as well. One of the important aspects that needs to be ensured is, the changes in resources are facilitating in leading to up-gradation of overall structure of the organizations. Therefore, one is able to acquire an efficient understanding of the meaning and significance of managing change, when they are managing resources in a satisfactory manner. 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, communication networks, ramps, elevators, furniture, parks, machines, internet, technologies, buildings and overall environmental conditions. The management of financial resources is regarded to be of utmost significance in making provision of infrastructure, amenities and facilities. Furthermore, one needs to hire the services of service providers, i.e. electric workers, repair workers, plumbers, carpenters, painters and so forth. The communication processes with these individuals need to be implemented in an effective manner. Furthermore, the servicing of the machines need to be carried out within the course of time. The individuals are required to make sure, they are making use of various types of infrastructure, amenities and facilities in an effective manner. Within the course of time, changes are experienced in infrastructure, amenities and facilities. The changes need to be favourable in achieving organizational goals and leading to up-gradation of overall structure of the organizations. The individuals work diligently in making provision of infrastructure, amenities and facilities in an effective manner. Hence, changes are managed in these in order to promote well-being and goodwill of members and overall structure of the organizations. Therefore, an understanding of the meaning and significance of managing change is acquired, when one is managing infrastructure, amenities and facilities in an effective manner.

B. Areas to be Taken into Account in Managing Change in a Satisfactory Manner

Within all types of organizations, changes are put into operation in a satisfactory manner in terms of various areas. The changes are regarded as essential, as when there are absence of changes in any areas, the job duties and overall environmental conditions tend to become monotonous. The individual in leadership positions are vested with the authority and responsibility of bringing about changes in various areas. These are put into operation in more amount of time or can be less time-consuming. The individuals need to ensure, these are put into operation in a well-ordered and regimented manner. The individuals in leadership positions may or may not take ideas and suggestions from the other individuals (Organizing Successful Meetings, n.d.). There are in some cases discussion meetings regarding the areas in terms of which decisions are to be taken into account [3]. The honing of analytical and critical-thinking skills are regarded to be of utmost significance. The individuals, belonging to all job positions in the hierarchy of the organizations need to be satisfied with the changes made. In other words, these need to be facilitating in promoting well-being and goodwill of members and overall structure of the organizations. Therefore, areas to be taken into account in managing change in a satisfactory manner are stated as follows:

C. Job Duties and Responsibilities

In all types of organizations, all the members, belonging to all job positions need to be well-informed in terms of all their job duties and responsibilities. These are manageable or complicated, these are carried out in less amount of time or can be more time-consuming and these are carried out on one's own or through obtaining support and assistance from other members. Within the course of time, changes are brought about in job positions. The human resources are transferred to a different place. Within higher educational institutions, professors are given different subjects to teach students, belonging to different grade levels. The individuals need to manage the changes in an effective manner, by generating information in terms of job duties and responsibilities. In other words, when job duties and responsibilities are changed, one will be able to get well-prepared in order to manage changes in an effective manner. Furthermore, all the members are required to inculcate the traits of morality, ethics, diligence and conscientiousness. These are regarded as vital in managing changes in an effective manner. Hence, managing change is facilitated by augmenting information in terms of various types of job duties and responsibilities. Therefore, job duties and responsibilities are regarded as one of the indispensable areas to be taken into account in managing change in a satisfactory manner.

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II. METHODOLOGIES AND PROCEDURES

The utilization of different types of methodologies and procedures is essential in carrying out different types of job duties and responsibilities in a well-ordered manner. Within the course of time, changes are brought about in methodologies and procedures as well. The individuals are to make sure, they are well-equipped in terms of the concepts. Furthermore, they are required to get engaged in regular practice. This is facilitating in augmenting information in terms of different types of methodologies and procedures. With advancements taking place, changes are brought about in different types of methodologies and procedures. The changes need to be approving in achievement of organizational goals. One of the important aspects that needs to be taken into account is, changes need to be approving in leading to up-gradation of overall structure of the organizations. In all types of organizations, one is making use of modern, scientific and innovative methodologies and materials. As a consequence, there will be an increase in productivity and profitability. Hence, it is well-understood, useful changes need to be brought about in methodologies and procedures. Hence, managing change is facilitating in carrying out various types of methodologies and procedures in a well-ordered manner. Therefore, methodologies and procedures is one of the significant areas to be taken into account in managing change in a satisfactory manner.

A. Skills and Abilities

The individuals, belonging to all job positions in the hierarchy of the organizations are required to augment information in terms of different types of skills and abilities. The various types of skills are, communication skills, decision-making skills, critical-thinking skills, problem-solving skills, technical skills, creative skills, negotiation skills, leadership skills, personal skills, professional skills, presentation 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, controlling, co-ordinating, emotional intelligence, systems thinking, possessing the abilities to work under stress, putting in efforts to one's best abilities, coping with different types of problems and challenging situations and carrying out different types of job duties and responsibilities in a well-ordered manner. Within the course of putting into operation different types of job duties and responsibilities, different types of skills and abilities need to be put into operation in an effective manner. In the implementation of different types of skills and abilities, one is required to manage changes in tasks, activities, techniques and so forth. All types of changes are required to be put into operation in a well-ordered and satisfactory manner. One of the important aspects is, one needs to be well-informed in terms of job duties, methodologies and overall structure of the organizations. Therefore, skills and abilities is an expedient area to be taken into account in managing change in a satisfactory manner.

B. Management of Resources

The individuals, belonging to all job positions in the hierarchy need to make use of various types of resources, i.e. financial, human, technical, material and information resources. The financial resources are monetary resources. These are utilized to make purchases of various products and services, bring about changes in various factors, fulfil various types of needs and requirements and enhance the overall structure of the organizations. The human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. The technical resources are various types of technologies, i.e. computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. The material resources are, tools, devices, apparatus, equipment, machinery, and gear. The information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The individuals, belonging to all job positions need to make use of these in an appropriate manner. Furthermore, it needs to be ensured, wastage is prevented. The individuals need to bring about changes in all types of resources as well. One of the important aspects that needs to be taken into account is, the changes in resources are facilitating in leading to up-gradation of overall structure of the organizations. Therefore, management of resources is an eminent area to be taken into account in managing change in a satisfactory manner.

C. Infrastructure, Amenities and Facilities

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, communication networks, ramps, elevators, furniture, parks, machines, internet, technologies, buildings and overall environmental conditions. The management of financial resources is regarded to be of utmost significance in making provision of infrastructure, amenities and facilities. Furthermore, one needs to hire the services of service providers, i.e. electric workers, repair workers, plumbers, carpenters, painters and so forth. The communication processes with these individuals need to be implemented in an effective manner. Furthermore, the servicing of the machines need to be carried out within the course of time. The individuals are required to make sure, they are making use of various types of infrastructure, amenities and facilities in an effective manner. Within the course of time, changes are experienced in these. The changes need to be approving in achieving organizational goals and leading to up-gradation of overall structure of the organizations. The individuals work hard in making provision of infrastructure, amenities and facilities in an effective manner. Hence, changes are managed in these in order to promote well-being and goodwill of members and overall structure of the organizations. Therefore, infrastructure, amenities and facilities is a renowned area to be taken into account in managing change in a satisfactory manner.

III. LAWS AND RULES

The individuals in leadership positions are vested with the authority and responsibility of formulating laws and rules.

The different areas in terms of which laws and rules are formulated are, work timings, job duties and responsibilities, utilization of resources, methodologies and procedures, infrastructure, amenities, facilities, grievance redresser procedures, criminal and violent acts, sexual harassment and so forth. All the members of the organizations are required to abide by the laws and rules. The individuals in leadership positions are vested with the authority and responsibility of bringing about changes in laws and rules. One of the important aspects that needs to be taken into account is, the changes need to be facilitating in promoting well-being and goodwill of all the members. Furthermore, one will be able to achieve organizational goals and lead to up-gradation of overall structure of the organizations. Within all types of organizations, all the members need to carry out different types of job duties and responsibilities in a disciplined manner. Furthermore, they have one of the major goal of ensuring that the individuals in leadership positions feel pleased and satisfied with them. Hence, all types of job duties and responsibilities are required to be put into practice in accordance to the laws and rules. Within the course of time, when changes are taking place in these, these need to be approving in promoting well-being and goodwill of individuals and overall structure of the organizations. Therefore, laws and rules is a noteworthy area to be taken into account in managing change in a satisfactory manner.

A. Work Timings

All the members are required to carry out their job duties and responsibilities in a well-ordered and disciplined manner. They need to maintain suitable work timings. The full-time job is normally eight to ten hours, on the other hand, part-time job is normally four to five hours. In some types of organizations, employees are recruited just to carry out part-time jobs, but within the course of time, individuals in leadership positions make the decision that the part-time employees need to get engaged in full-time jobs [5]. In this manner, they will be able to make use of their competencies and abilities in an effective manner. Hence, in this manner, changes are experienced in the work timings. In some cases, full-time jobs are found to be tedious and cumbersome, but individuals are required to possess the abilities to work under stress. Furthermore, they are required to make use of their educational qualifications, skills and abilities in promoting well-being and goodwill of overall structure of the organizations. Hence, it is well-understood that changes in work timings are facilitating in leading to progression of workforce and overall structure of the organizations. Therefore, work timings are a notable area to be taken into account in managing change in a satisfactory manner.

B. Personnel

Personnel are regarded as the assets of the organizations. They can render an important contribution in achieving organizational goals and leading to up-gradation of overall structure of the organizations. The human resources are the personnel. They are required to make use of their educational qualifications, skills and abilities in an effective manner. The hiring authorities are required to carry out the processes of recruitment and selection in an effective manner. They need to ensure, the right job positions are filled with right individuals at the right time. Due to various reasons, when

there are vacancies, new recruitment takes place of individuals. In this manner, changes take place in personnel. Furthermore, they need to work diligently in implementing all the factors, which are necessary in leading to up-gradation of motivation levels (Importance of Motivation, 2020). Within the course of time, changes are brought about in job positions [4]. The human resources are transferred to a different place. Within medical and health care centres and other organizations, personnel are assigned different job duties. In this manner, they experience changes in job duties and responsibilities. The individuals need to manage the changes in an effective manner, by generating information in terms of job duties and responsibilities. Therefore, personnel is a productive area to be taken into account in managing change in a satisfactory manner.

C. Capitals and Assets

In all types of organizations, capitals and assets are regarded as vital in doing well in one's job duties, achieving desired goals and objectives and leading to up-gradation of overall structure of the organizations. The capitals and assets of the organizations comprises of financial resources, personnel, technologies, materials and information. The budgets need to be prepared adequately by the financial management department. Human resources need to utilize their educational qualifications, skills and abilities in a satisfactory manner. The various types of technologies that are utilized are computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. The material resources are, tools, devices, apparatus, equipment, machinery, and gear. The information resources are, books, articles, reports, projects, newspapers, magazines, other reading materials and internet. The individuals, belonging to all job positions need to make use of these in a satisfactory manner. Furthermore, it needs to be ensured, wastage is prevented. The individuals need to bring about changes in all types of capitals and assets as well. One of the important aspects that needs to be ensured is, the changes in different types of capitals and assets are facilitating in leading to up-gradation of overall structure of the organizations. Therefore, capitals and assets is a useful area to be taken into account in managing change in a satisfactory manner.

IV. OVERALL ENVIRONMENTAL CONDITIONS

The overall environmental conditions of the organizations comprise of departments, personnel, resources, infrastructure, amenities and facilities. Within the course of time, changes are to be brought about in the overall environmental conditions. The main reason being, these need to be made comfortable. Furthermore, one needs to ensure, they lead to up-gradation of motivation and concentration levels towards putting into operation different types of job duties and responsibilities. Within all types of organizations, all the members need to carry out different types of job duties and responsibilities in a disciplined manner. Furthermore, they have one of the major goal of ensuring that the individuals in leadership positions feel pleased and satisfied with them.

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Hence, all types of job duties and responsibilities are required to be put into practice in accordance to the laws and rules. Within the course of time, when changes are taking place in these, these need to be approving in promoting well-being and goodwill of individuals and overall structure of the organizations. The management of financial resources and taking help from service providers is essential in bringing about changes in infrastructure, amenities and facilities. As a consequence, overall environmental conditions will be pleasant and soothing. Therefore, overall environmental conditions are an essential area to be taken into account in managing change in a satisfactory manner.

A. Measures to be Put into operation in Managing Change in an Adequate Manner

In all types of organizations, individuals in leadership positions are vested with the authority and responsibility of managing change. They may use their own discretion or they may obtain ideas and suggestions from other individuals (Job Rotation, 2020). In order to bring about and manage change in different areas in an effective manner, there are various types of measures that need to be taken into account. The measures need to be put into operation in a well-ordered and positive manner. In other words, positivity needs to be reinforced in all types of measures. The individuals in leadership positions and other members of the organizations make sure that all the members and overall structure of the organizations get influenced by these measures. The different types of measures are, forming cordial and amiable terms and relationships with each other; making wise and productive decisions in terms of various factors; honing analytical and critical-thinking skills; reinforcing a constructive approach and inculcating the traits of morality, ethics, diligence and conscientiousness. These are stated as follows:

B. Forming Cordial and Amiable Terms and Relationships with Each other

In order to bring about and manage changes in various areas, it is of utmost significance to form cordial and amiable terms and relationships with each other. In order to carry out this task, individuals are required to be well-informed in terms of communication skills. Furthermore, they need to take into account various factors, 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 possessing an approachable nature and amiable attitude. As a consequence of acknowledging and implementing all these factors, one will be able to render an important contribution in forming cordial and amiable terms and relationships with each other. Furthermore, one will be able to obtain help and support from each other in carrying out their task of managing change in an effective manner. Therefore, forming cordial and amiable terms and relationships with each other is regarded as one of the indispensable measures to be put into operation in managing change in an adequate manner.

C. Making Wise and Productive Decisions in Terms of various Factors

The individuals in leadership positions are required to make wise and productive decisions in terms of various factors, i.e. departments, personnel, job duties, responsibilities, techniques, approaches, measures, resources, infrastructure, amenities and facilities. In making of decisions, analysis needs to be conducted in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and favourable alternative or option. Furthermore, it needs to be ensured that these are facilitating in managing change in an effective manner. The individuals are required to be well-informed in terms of competencies and abilities, which would be facilitating in putting into operation the decision-making processes in an effective manner. One of the important aspects that needs to be taken into account is, decisions need to be favourable in leading to up-gradation of overall structure of the organizations. Therefore, making wise and productive decisions in terms of various factors is one of the significant measures to be put into operation in managing change in an adequate manner.

D. Honing Analytical and Critical-thinking Skills

In managing change, the honing of analytical and critical-thinking skills is regarded to be of utmost significance for all members. The analytical skills are facilitating in conducting analysis in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most worthwhile and favourable alternative or option. Furthermore, it needs to be ensured that these are facilitating in managing change in an effective manner. On the other hand, critical-thinking skills are facilitating in putting into operation rational, logical and methodological thinking. These skills are facilitating in making wise and productive decisions in terms of various areas. Furthermore, changes in different areas need to be managed in an effective manner. The individuals, belonging to all job positions in the hierarchy of the organizations need to hone these skills throughout their jobs. Furthermore, these will be facilitating in bringing about and managing changes in terms of various areas in an effective manner. Therefore, honing analytical and critical-thinking skills is an essential measure to be put into operation in managing change in an adequate manner.

E. Reinforcing a Constructive Approach

All the members throughout their jobs are required to reinforce a constructive approach. This approach is facilitating in forming positive viewpoints in terms of job duties, members of the organizations and all the factors within the environmental conditions. The individuals need to reinforce a constructive approach, when they are managing change. As a consequence, they will form positive viewpoints in terms of the changes that are put into operation. In other words, one will understand that changes that are implemented are approving in achievement of organizational goals and leading to up-gradation of overall structure of the organizations. One of the major benefits of reinforcing a constructive approach is, individuals will be able to overcome all types of setbacks in a satisfactory manner. Furthermore, these will be prevented from giving rise to impediments within the course of achievement of desired goals and objectives.

Hence, it is understood on a comprehensive basis that reinforcing a constructive approach is essential in bringing about and managing changes. Therefore, reinforcing a constructive approach is a meaningful measure to be put into operation in managing change in an adequate manner.

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

All the members, belonging to all job positions in the hierarchy need to inculcate the traits of morality, ethics, diligence and conscientiousness. These traits need to be acknowledged and reinforced throughout their jobs. As a consequence of acknowledging and implementing these traits, one will be able to implement certain factors, i.e. differentiating between appropriate and inappropriate factors; depicting the traits of helpfulness and co-operation; reinforcing the traits of honesty, efficiency and truthfulness; possessing the abilities to work under stress; putting in efforts to one's best abilities; forming positive viewpoints in terms of all aspects and individuals; not possessing any negative feelings in terms of any factors and individuals; augmenting various types of skills and abilities; forming cordial and amiable terms and relationships with others; utilizing advanced and scientific methodologies and materials and coping with various types of problems and challenging situations in an effective manner. These factors are facilitating in managing changes in terms of different areas. Therefore, inculcating the traits of morality, ethics, diligence and conscientiousness is a productive measure to be put into operation in managing change in an adequate manner.

V. CONCLUSION

In all organizations, individuals are required to manage changes in an effective manner. Areas to be taken into account in managing change in a satisfactory manner are, job duties and responsibilities, methodologies and procedures, skills and abilities, management of resources, infrastructure, amenities and facilities, laws and rules, work timings, personnel, capitals and assets and overall environmental conditions. Measures to be put into operation in managing change in an adequate manner are, forming cordial and amiable terms and relationships with each other; making wise and productive decisions in terms of various factors; honing analytical and critical-thinking skills; reinforcing a constructive approach and inculcating the traits of morality, ethics, diligence and conscientiousness. Finally, it can be stated, managing change is essential in leading to progression of human resources and organizations.

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