**1.List and explain the classification of work**

International Standard Classification of Occupations (ISCO)

Classifications of occupations are used in national contexts for the collection and dissemination of statistics from sources such as population censuses, labour force surveys and other household surveys, employer surveys and other sources. They are also used by governments and companies in activities such as matching jobseekers with job vacancies, educational planning, reporting of industrial accidents, administration of workers’ compensation, and the management of employment-related migration.

A job is defined in ISCO-08 as “a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self employment”.

Occupation refers to the kind of work performed in a job. The concept of occupation is defined as a “set of jobs whose main tasks and duties are characterized by a high degree of similarity”. A person may be associated with an occupation through the main job currently held, a second job, a future job or a job previously held.

Skill is defined as the ability to carry out the tasks and duties of a given job. For the purposes of ISCO-08, two dimensions of skill are used to arrange occupations into groups. These are skill level and skill specialization.

1. Managers

1. Legislators, senior officials and managers

2. Professionals

3. Technicians and associate professionals

**1. Managers**

2. Professionals

3. Technicians and Associate Professionals

4. Clerical Support Workers

5. Services and Sales Workers

6. Skilled Agricultural, Forestry and Fishery Workers

7. Craft and Related Trades Workers

8. Plant and Machine Operators and Assemblers

9. Elementary Occupations

Major Group1

Legislators, Senior Officials and Managers

11 – Legislators and Senior Officials

12 – Corporate Managers (This group is intended to include persons who – as directors, chief executives or department managers – manage enterprises or organisations, or departments, requiring a total of three or more managers.)

13 – General Managers (This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub- major group as, in most cases, the tasks will be broader than those of a specialised manager in a larger enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

Major Group 2

**2.What is the purpose of work?**

is both a personal question for me and a key question for many of the families with whom I work (although they don’t necessarily ask it directly like that). Consistent with the stereotype of a hardworking Midwestern farmer, I am a pretty hard-working guy (I am not a farmer, but come from that heritage). So I work fairly long hours, but probably more importantly, I work consistently — not taking many days off or vacations. Not bragging. Not looking for either respect or sympathy. Just describing the situation.

And the question, “What is the purpose of work?”, is relevant to many of my clientele families at many levels. For many, they no longer have to work in order to support themselves or their families. They have been successful in business, investing, or wealth-creation of some kind and now have sufficient financial resources for the rest of their lives. But most (not all) continue in some form of work — investing their time, energy and intellectual capital in new endeavors. Why?

And the purpose (or meaning) of work intersects their lives at another level — their children (and sometimes grandchildren) either currently have or will have access to more than enough money and financial assets that they really will never have to work in order to support themselves or their families. So the question becomes: Why should they work? (or even prepare for working through education?) A somewhat easy question to answer at a theoretical or principle-based level, but far more difficult in real life conversations when your kids ask the question.

I am not presupposing I have all the potential answers to these questions, but I have thought it through some (and discussed the issue with a lot of people). So here are some of my thoughts.

First, let me define what I mean by “work”. I am talking about meaningful and productive life activity. It does not only mean a paying job — most adults do some forms of work that are not paying (making meals, doing the dishes, lawncare, paying the bills, laundry) — although many wealthy individuals and families hire these tasks out to others. I think probably the most undervalued form of non-paying work is parenting, and more specifically, mothering. Mothers work long, hard hours; they don’t get paid; and they don’t typically get much in return (accolades, thanks, recognition). Mothering is, flat out, a tough job. There are additional non-paying jobs in the forms of community service and volunteering. So work is not defined by payment in this context.

In fact, that segues into one of the core questions about work in our culture today — if you have enough money, why work? And the converse of this question actually is the implicit (and sometimes explicitly stated) goal for many — “I want to get rich and have a lot of money so I can quit my job and never have to work again!” Aside from fame, I think this is the primary driving force for those who desire to be professional athletes, movie stars, entertainers, record producers, and possibly many entrepreneurs.

The inferred meaning of work from this perspective is: The purpose of work is to make money.

So if you have “enough” money (which is a personal definition), you don’t have to work. This is where the dilemma intersects with children and heirs of significant financial wealth — if the primary purpose of work is to make money, and we have all the money we need, why should I go get a job? And why should I study hard in school to get a job I don’t need?

The problem is, from my perspective, this is a limited view of work. Work, besides making money, is meaningful daily life activity — making something, serving someone, providing something of

**3 . Explain How to Write a Personal Mission Statement**

A personal mission statement can help you identify your values and goals, defining what matters most to you professionally. It makes decision-making easier as well, as it clarifies whether the decisions you're making are in alignment with what you want for your life.

A personal mission statement does take significant time and effort to create, although when finished, it provides a substantial payoff. In this article, we discuss in-depth what a personal mission statement is and how you can write one for yourself, plus 40 examples you can use for inspiration.

What is a personal mission statement?

A personal mission statement is a statement that defines your values, who you are on how you define success. A personal mission statement can be used to guide your decisions and help you stay focused to meet your long-term goals. A personal mission statement creates boundaries that make decision-making easier, as it's easier to see whether your decisions align with your long-term goals.

Related: Company Vision Statement vs. Mission Statement (With Examples)

Why is having a personal mission statement important?

Having a personal mission statement is important because it can act as a decision-making guardrail to decipher how you spend your time, how you interact with others and how you do your job. Deciding what to do with your time is equally important as deciding what not to do with your time. For example, if you’ve been asked to complete a task that is not in line with your mission, it might be best to say no. Generally, having a mission with which to guide your career can help you achieve both short and long-term goals.

Personal mission statement examples

Here are several examples of personal mission statements to help inspire you as you write your own.

1. "To serve as a leader by encouraging innovative ideas and forward-thinking so that our team can create technology solutions that will improve the lives of others."

2. "To use my writing skills to inspire and educate others around the world to make change."

3. "To use my gifts as a speaker to improve the self-worth of people around the world."

4. "To inspire children to be more than they thought they could be."

5. "To be a leader to my team, live a balanced life and make a difference."

6. "To inspire others to achieve great things."

7. "To thrive in my journey through life and learn life's lessons along the way."

8. "To be kind to others and myself."

9. "To create innovative healthcare solutions that improve the lives of others."

10. "To help as many people as possible."

**4. Briefly explain the steps for developing a personal mission statement**

1. Write down what's most important to you

Start by considering who you are and who you want to be. Write down what's most important to you and what you're most passionate about. Consider what or who you most value and how your life is connected to those people or things.

2. Articulate your most important goals

Next, take some time to reflect and write down your biggest personal and professional goals. Ask yourself what the "best" version of your life looks like, including your relationships, achievements and career. Here are some questions you can ask yourself to get started:

What qualities would you like others to attribute to you?

Where would you like to be in your career? (ex. Do you have a specific job title? Have you reached a certain level?)

What would you like to achieve professionally?

What would you like to achieve personally or in your community?

3. Talk to your peers

Talk to your peers and mentors and ask what they consider to be your greatest strengths. Think about what makes you exceptional compared to others who have similar skill sets. Consider how you want people to describe you. Write down a few words that you want to come to someone's mind when they think of you.

4. Identify the legacy you want to leave

Consider the mark you want to leave on the world and how your skill set can allow you to do that. Some questions you might ask yourself to get started include:

How, specifically, would you like the world to be different when you leave it?

What do you hope to create, change or maintain that will be lasting?

Who do you want to support with your unique skills and abilities and how?

Which skill set or knowledge base will help you achieve what you want to?

What do you consider to be your purpose?

What unique qualities, abilities, talents and traits do you have to offer?

What mission or vision makes you feel motivated?

**5. briefly define Company Values**

As mentioned above, your company values play an essential role in your business.

Without them, it's almost impossible to align your employees with your strategic goals, enhance team collaboration, or empower your employees. And here's why 👇

1. Your company values help your employees make the right decisions

Having a clear set of values helps your employees understand what you stand for. Your company values also give them guidance for their work and a sense of security.

As a result, your employees are more likely to make the right decisions — the decisions that help them achieve the company's vision and goals. And that's because they understand the company's mission statement, share the values that you stand for, and believe in your brand.

What's more, having a set of well-defined company values provides a moral direction to guide employees in difficult times. In a volatile environment of rapid technological, environmental, and societal changes, it’s a much-needed constant.

But to help your employees make the right decisions, you need to set the right company values, the ones that reflect what you stand for. That's why Simon Sinek explains in his book "Start With Why" that you need to communicate with your employees why your company exists, what your mission statement is, and what beliefs you stand for.

2. They help you improve your employee communications

Employee communication plays an extremely important role in building a better company culture, improving employee satisfaction, and increasing employee engagement.

The thing is, when employers don't have clear company values, their communications with their employees are usually inconsistent and unclear. This often leads to confusion in the workplace.

Read on: Top 5 Communication Skills and How to Improve Them

With clear company values, you can significantly improve employee communications at your workplace, and help your employees live by those values.

3. They have a direct impact on employee motivation and engagement

When your employee communication is built around your core company values, it helps boost employee motivation and engagement.

Indeed, if you explain your core values to your employees and the reasons why you stand for these specific values, they will have a better understanding of the company goals and will work harder to achieve them.

Read on: 8 Employee Engagement Statistics You Need to Know in 2020 [INFOGRAPHIC]

Engaged employees are the ones that have clear guidance for achieving their personal goals as well as the company's goals. They have a good understanding of what is expected from them and how to achieve the business goals.

But most importantly, engaged employees are the ones that share your company values and strongly believe in them. If you want your employees to feel more engaged, you need to define your company values and communicate them properly.

💡Check out top 15 tips to motivate your employees!

4. They help your clients understand what your company stands for

Besides helping your employees to live by your company values, it is extremely important to make sure that your clients understand what your core values are.