

## **IL BBA -301-Organizational Behaviour**

### **1. Introduction to Organisational Behaviour**

- 1.1 Definition of Organisational Behaviour
- 1.2 Contributing disciplines to the field of Organisational Behaviour
- 1.3 Objectives of Organisational Behaviour
- 1.4 Limitations of Organisational Behaviour
- 1.5 Forces affecting the nature of modern organizations
- 1.6 People-structure-technology-environment
- 1.7 Models of Organisational Behaviour
  - 1.7.1 Autocratic
  - 1.7.2 Custodial
  - 1.7.3 Supportive
  - 1.7.4 Collegial
  - 1.7.5 System

### **2 Foundations of Individual Behaviour**

- 1. 2.1 Age-gender-tenure-ability (including intellectual, physical and job-fit ability)
- 2. 2.2 Learning-meaning and definition
- 2.3 Shaping as a managerial tool
- 2.4 Attitudes-meaning and definition
- 2.5 Types of attitudes
  - 2.5.1 Job satisfaction
  - 2.5.2 Job involvement
  - 2.5.3 Organisational commitment
- 2.6 Personality-Meaning and definition
- 2.7 Major personality attributes influencing Organisational Behaviour
  - 2.7.1 Locus of control
  - 2.7.2 Machiavellianism
  - 2.7.3 Self-Esteem

2.7.4 Self-Monitoring

2.7.5 Risk-taking

2.7.6 Type-A Type-B

2.7.7 Pro-active personality

2.8 Short notes

2.8.1 Perception

2.8.2 Selective perception

2.8.3 Values

2.8.4 Emotions

### **3 Foundations of Group Behaviour**

3.1 Group –meaning and definition

3.2 Stages of group development (5 stage model)

3.3. Role: meaning

3.3.1 Role- identity, role-perception, role-expectation, role- conflicts, role - ambiguity.

3.3.2 Status: meaning, Sources of status, Significance of status

3.4 Techniques of group-decision making (with merits &demerits)

3.4.1 Brainstorming

3.4.2 Nominal group technique

3.5Teams: meaning

Types of teams

3.5.1 Problem-solving

3.5.2 Self-managed

3.5.3 Cross-functional

3.5.4 Virtual

3.6 Skills used in effective teambuilding

3.6.1 Consultation skills

3.6.2 Research & presentation skills

3.6.3 Inter-personal skills

## **4 Foundations of Organizational Structure**

### **4.1 Types of Organisational structures**

#### **4.1.1. Matrix Organization**

#### **4.1.2 Virtual organization**

#### **4.1.3 Boundary less Organisation**

### **4.2 Power-meaning & definition**

#### **4.2.1 Bases of power**

#### **4.2.2 Power Tactics**

### **4.3 Managing change**

#### **4.3.1 Levin's 3 step model of change**

#### **4.3.2 Implementing change successfully (including building support for change)**

#### **4.3.3. Resistance to change (types & reasons)**

### **4.4 Organizational Development-meaning & definitions**

#### **4.4.1 Benefits and limitations of OD**

## **SUGGESTED READING**

1. "Managing Internal Work Force": Organizational Behavior, Authors: Keith Davis & Newstrom-11th edition, Publisher: Tata McGraw
2. Organizational Behavior, Authors: Stephen Robbins & Seema Sanghi, Publisher: Pearson Education(2006)
3. "Quality Work-Life": Organizational Behavior, Authors: Shashi Gupta & Rosy Joshi-7th edition, Publisher: Kalyani
4. Organizational Behavior, Authors: Stephen Robbins & Seema Sanghi, Publisher: Pearson Education(2006)
5. "Ethical Issues": Behavior ; Authors: Fred Luthans, 9th edition, Publisher: McGraw Hill