

# Organizational Behavior

1 day

## Description

This ILT Series course defines organizational behavior and identifies the variables and characteristics that influence an individual's behavior in the workplace. Students will learn about groups and teams, decision-making processes, and conflict management within an organization. Course activities also cover communication styles, channels, organizational structure, and culture and its impact on employees. Students also learn how to perform a job analysis and job redesign.

## Prerequisites

- None

## Course Outline

### ***Unit 1: Understanding organizational behavior***

Topic A: Organizational behavior fundamentals

Topic B: Communication and power

### ***Unit 2: Organizational dynamics for individuals***

Topic A: Individual characteristics

Topic B: Factors driving individual behavior

### ***Unit 3: Group and team dynamics***

Topic A: Organizational dynamics for groups

Topic B: Organizational dynamics for teams

### ***Unit 4: Organizational processes***

Topic A: Communication styles and channels

Topic B: Decision making

Topic C: Conflict management

### ***Unit 5: Power, politics, and leadership***

Topic A: Power and politics in organizations

Topic B: Leadership in organizations

### ***Unit 6: Organizational structure***

Topic A: Elements of structure

Topic B: Types of structures

Topic C: Effects of structures

### ***Unit 7: Job and workspace design***

Topic A: Job design

Topic B: Workspace design

### ***Unit 8: Organizational culture***

Topic A: Positive culture

Topic B: Managing diversity