

## ORGANISATIONAL THEORY AND BEHAVIOR(170 HRS)

### Introduction

This module is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her understand a behavioural patterns of individuals in the organisation .

### General Objectives

By the end of this module unit, the trainee should be able to:

- a) Appreciate the importance of organizational behavior .
- b) Understand organizational and behavioral processes.
- c) Manage behavioral aspects of stress and conflicts.
- d) Manage behavioral aspects of stress and conflicts
- e) Appreciate emerging issues and trends in behavior that affect organisation.

### Module Unit Summary and Time Allocation

Code	Sub-Module Units	Content	Time (Hours)
18.3.1	Introduction to organizational behavior	<ul style="list-style-type: none"><li>• Definition of organizational behavior</li><li>• The scope of organisational behaviour</li><li>• Organisation behaviour models.</li><li>• Theories of organizational behaviour</li><li>• Effects of organizational behaviour and organizational effectiveness</li></ul>	19
18.3.2	Individual behavior in an organisation	<ul style="list-style-type: none"><li>• Meaning of individual behaviour</li><li>• Factors that influence individual behaviour</li><li>• Process of group of decision making</li><li>• Effects of group behaviour on organisationaql effectiveness</li><li>• Ways of dealing with dysafactional group behaviour in organizational.u</li></ul>	10

18.3.3	Group behaviour.	<ul style="list-style-type: none"> <li>• Factors that lead to group formation</li> <li>• Types of group</li> <li>• Stages in group formation.</li> <li>• Factors affecting group performance</li> <li>• Process of group decision making</li> <li>• Effects of group behaviour on organizational effectiveness</li> <li>• Ways of dealing with dysactiontiol group in behaviour in an organisation</li> </ul>	22
18.3.4	Organizational design and structure	<ul style="list-style-type: none"> <li>• Definition of terms</li> <li>• Factors considered in designed organisatiohal structure</li> <li>• The process of organisation design</li> <li>• Types of organisation structures</li> <li>Impact of design on organizational behaviour</li> </ul>	19
18.3.5	Organization development	<ul style="list-style-type: none"> <li>• The concept of organisation development</li> <li>• The process of organization development</li> <li>• Factors that necessate organization development</li> <li>• Methods of organization development</li> <li>• Challenges to organization development</li> <li>• Managingorganazation development challenges.</li> </ul>	10
18.3.6	Management of conflict	<ul style="list-style-type: none"> <li>• Meaning of conflict</li> <li>• Causes of conflicts in an organization</li> <li>• Types of conflicts in an organisation</li> <li>• Methods of handling</li> </ul>	10

		conflicts <ul style="list-style-type: none"> <li>• Role of organization members in handling conflicts</li> <li>• Challenges in managing conflict in an organisation</li> </ul>	
<b>18.3.07</b>	Management of stress	<ul style="list-style-type: none"> <li>• Meaning of stress</li> <li>• Causes of stress in an organization</li> <li>• Effects of stress on an organisation's operations</li> <li>• Consequences of organizational change.</li> <li>• Reasons for resistance to change</li> <li>• Methods of implementing organizational change</li> <li>• Monitoring and evaluating efficiency of a distribution system</li> <li>• Challenges in devising and evaluating distribution system</li> </ul>	<b>19</b>
<b>16.2.08</b>	Emerging Trends and Issues in organizational behaviour	<ul style="list-style-type: none"> <li>• Emerging issues and trends in organization behaviour</li> </ul>	<b>18</b>
<b>Total</b>			