

Certificate in Organizational Behavior & Human Resource Management

Course Outline:

Course Topic

What is Organizational Behavior?

Individual Behavior

- Diversity in Organizations
 - Attitude and Job Satisfaction
 - Emotions and Moods
 - Personality and Values
 - Perception and Individual Decision Making
 - Motivation: Concepts and Applications
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1st Quarterly Examination

Group Behavior

- Foundations of Group Behavior
- Understanding Work Teams
- Communication
- Leadership
- Power and Politics
- Conflict and Negotiation

Presentation Assignments

The Organizational System

- Organizational Structure
- Organizational Culture
- Organizational Change
- Stress Management

Strategic Human Resource Management

- Introduction to Human Resource Management
- Human Resource Strategy & Performance

Recruitment

- Job Analysis and the Talent Management Process
- Personnel Planning and Recruiting

Selection

- Employee Testing & Selection
- Interviewing Candidates

2nd Quarterly Examination

Training & Development

- Training and Developing Employees

Career Management

- Performance Management and Appraisal
- Managing Careers and Retention

Compensation

- Establishing Strategic Pay Plans
- Pay for Performance and Financial Incentives
- Benefits and Services

Industrial Relations

- Building Positive Employee Relations
- Labor Relations & Collective Bargaining

3rd Quarterly Examination

Managing Global HR and in Small/Entrepreneurial Firms

Final Presentation

Final Examination

Marks Distribution:

- Class Assessment: 10 Marks
- Presentation Assignment: 10 Marks
- Quarterly Examination: 30 Marks (10 Marks Each)
- Final Presentation: 20 Marks
- Final Examination: 30 Marks

- **Total : 100 Marks**

Class Schedule:

Every Saturday:	Session-I 10:00 AM to 11:30 AM
Break:	11:30 AM to 12:00 PM
Session-II:	12:00 PM to 01:30 PM

Mandatory Reading:

- *Organizational Behavior, Global Edition, by Stephen P. Robbins & Timothy A. Judge.*
- *Human Resource Management, Global Edition, by Gary Dessler.*