

4. ORGANIZATION DEVELOPMENT

Sr. No.	Unit	Writer Name and Contact No.
1	Introduction to Organizations and Management <ul style="list-style-type: none"> • Introduction • Over approach • Where do we want? • The internal & external challenge • Ten key issues • Keywords • Exercise 	
2	Organization Structure and Design <ul style="list-style-type: none"> • Introduction • Definition • Centralized structure & decentralized organization structure • Organization design elements • Type of organization design & structure • Keywords • Exercise 	
3	Perception and Attribution <ul style="list-style-type: none"> • Introduction • Nature of perception – type of attribution • Attribution theory • Managing effects on your business • Management styles • Keywords • Exercise 	
4	Motivation <ul style="list-style-type: none"> • Introduction • Definition • Motivation process • Appearances to motivations • Motivation of human behavior • Benefits of motivations • Motivational theories • Keywords • Exercise 	
5	Communication <ul style="list-style-type: none"> • Introduction • Nature & definition • Effective communications • Importance • Communication process • Communication failure • Barrier of communications • Keywords • Exercise 	
6	Managing conflict and negotiation <ul style="list-style-type: none"> • Introduction • Process of conflict • Type of conflict 	

	<ul style="list-style-type: none"> • Functional & dysfunctional conflict • Type of negotiation • Keywords • Exercise 	
7	Stress management <ul style="list-style-type: none"> • Defining stress • Cause of stress • Environment factor • Managing stress • Keywords • Exercise 	
8	Power & politics <ul style="list-style-type: none"> • Introduction • The power in organizations • Bases of power in organization • The politics in organizations • Organization politics and then cause & outcomes • Keywords • Exercise 	
9	Leadership <ul style="list-style-type: none"> • Introduction • Definition • Importance of leadership • Nature of leadership • Levels of leadership • Leadership function • Leadership styles • Type of leadership • Classic and theoretical studies on leadership • Keywords • Exercise 	
10	Organization culture & Management of Change <ul style="list-style-type: none"> • Introduction • Facts of organizational culture • Culture typologies • Cultures functions • Evolution of a culture • Keywords • Exercise 	