

## **ORGANIZATIONAL BEHAVIOR – 45 H. – 3 US Credits**

### **DESCRIPTION**

This course aims to give students a general overview of Organizational Behavior, since the complementary perspective for the Human Resources Management. The purpose of this course is to enhance your learning about people in organizations and to help prepare you to be an affective organizational leader.

Organizational Behavior contributes to an organization's success by improving the performance and well-being of its people. Common research and practice areas for Organizational Behavior include: Job Analysis, Personnel Recruitment and Selection, Work Motivation, Leadership and Executive Coaching, Human Resources (HHRR), Group/Team Performance among others.

### **SPECIFIC COMPETENCES**

By the end of this course students will be able to:

- To recognize the main work areas of Organizational Behavior in the business environment while being capable of resolving multiple issues brought up in the Human Resources field.
- To analyze their own-particular History and to plan professional and personal goals for the upcoming years. An individual work strategy will be developed by doing a self-study and developing a personal trademark.
- To detect the competencies, resources and social abilities that a HHRR Director should have in order to succeed when facing new challenges of Personnel Management in present-day organizations.
- To identify accurately the psychological mechanisms that underline personal behavior in an office environment by managing efficiently any possible disputes.

### **CONTENTS**

- Week 1: Introduction Organizational Behavior (review Syllabus also included)
- Week 2: Fundamentals of the Organization
- Week 3: Vision, Mission and Strategic Plan
- Week 4: Teams
- Week 5: Communication
- Week 6: Conflict Management
- Week 7: Negotiation
- Week 8: Personal Trademark or Personal Branding (Personal and Professional Positioning Strategies)
- Week 9: Leadership
- Week 10: Motivation
- Week 11: An interview seen from both perspectives (Interviewer & Interviewee)
- Week 12: Managerial skills
- Week 13: Time management
- Week 14: Resume and social network

### **METHODOLOGY**

This subject combines the following four methodologies:

- Lectures: Lectures will be imparted with the assistance of Power Point slides and addressing various issues that arise during class explanations.

- Case studies and practice exercises: Each lesson has its related case studies and practice exercises for students to complete in groups during class hours. Some cases will need to be read beforehand at home.
- Presentations and extended essays: Students will be asked to prepare multiple presentations and papers that will be presented in class.
- Required reading and teamwork: Students will be expected to complete some mandatory readings from the basic bibliography as well as the articles distributed in class.

## ASSESSMENT

The final grade will be estimated as follows:

- Objective assessment on the concepts of the subject (30%).
- Practice work completed during class hours (20%).
- Presentations (40%)
- Class participation (10%).

The evaluation criterion is as follows:

- Acquired theoretical and practical expertise of the subject.
- Quality of the presentations and extended essays.
- Participation and implementation of class activities.

## BIBLIOGRAPHY

Basic documentation:

- Jerry S. Wilson and Ira Blumenthal (2008). *Managing Brand You: 7 Steps to Creating Your Most Successful Self*. USA: Amacom.
- Kaplan Mobray (2009). *The 10Ks of Personal Branding: Create a Better You*. USA: iUniverse.com.
- Michael G. Aamodt (2009). *Industrial / Organizational Psychology*. Wadsworth Publishing; 6 edition.
- Robert L. Mathis and John H. Jackson (2007). *Human Resource Management*. USA: South-Western College Pub; 12 edition.
- Stella M. Nkomo, Myron D. Fottler and R. Bruce McAfee (2007). *Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders (Paperback)*. USA: South-Western College Pub; 6 edition.
- Wendell French (2006). *Human Resources Management*. USA: South-Western College Pub; 6 edition.