Managing People and Organisations-Syllabus

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| **Segment 1: People at Work**  Managing People Problems, Changing Individual Characteristics, Personality, The "Big Five" Personality Dimensions, The Myers-Briggs® Type Indicator, More Personality Traits, Cognitive Styles, How to Use Knowledge of Cognitive Styles, Perceptual Process and Perceptual Errors, Stereotypes, Attribution Errors, Impact of Attitudes on Relationships, Emotions in the Workplace, The Relationship Between Motivation, Satisfaction and Performance, Intrinsic and Extrinsic Rewards, Managing Consequences of Rewards, Equity Theory, Expectancy Theory, Other Motivational Techniques  **Segment 2:** **Managing Groups**  Leveraging Your Style in Group Processes, Stages of Group Development, Balancing Group Goals, Strategies for Creating Effective Groups, What Is Empowerment? Why Use Teams? Team Set-up Team Dysfunction, Effective and Ineffective Teams, Judging Team Success, Organisational Context, Four Factors of Context, Analysing and Solving Team Problems, Solving Team Performance Problems  .  **Segment 3: Work Structure and Design**  Organisational Structure, Generic and Specific Forms of Organisational Design, Contingency Factors in Organisational Design, Groupings, Linkages, Organisational Culture, Components of Culture, National Culture, Two Frameworks for Understanding Culture  **Segment 4: Why HRM Matters**  Introduction to Human Resource Management-Concept, scope, history and functions of Human Resource Management, HRM in India- Changing Role of Human Resource in India, Globalisation and Its Impact on HR, The Changing Economic Context- Environmental Turbulence, The Changing Nature of Organisations-Changing Organisational Forms; Managing Interculturally  **Segment 5: Managing People**  Human Resource Planning: Process of Human Resource Planning, Need for Human Resource Planning, HR Forecasting Techniques, Successful Human Resource Planning, Human Resource Information System: Concept of Human Resource Information System Components of Human Resource Information System, Types of Human Resource Information System, Application of HRIS in Human Resource Management, Implementation of Human Resource Information System, Benefits of Human Resource Information System, Impact of Implementation of Human Resource Information System, Job Analysis and Design: Concept of Job Analysis and Design, Process of Job Analysis, Methods of Job Analysis, Job Analysis Information, Concept of Job Design, Recruitment and Selection: Concept of Recruitment, Factors Affecting Recruitment, Sources of Recruitment, Recruitment Policy, Selection, Selection Process, Application Forms, Selection Test, Interviews, Evaluation, Placement, Induction  **Segment 6: International HRM**  What is International HRM: Staffing Approaches; The Role of Managers in IHRM, Dimensions of Culture: Hofstede’s Six Dimensions of Culture; Alternative Dimensions of Culture; Dimensions of Communication; Appropriate HRM Practices, The Expatriate Manager: Expatriate Managers in Organisations; Culture Shock; Minimising Culture Shock; Selection; Repatriation |