

# **ORGANISATIONAL BEHAVIOUR**

**DAYS OF TRAINING:** 1

**PREREQUISITES:** None

## **UNDERSTANDING ORGANISATIONAL BEHAVIOUR**

Organisational behaviour fundamentals  
Communication and power

## **ORGANISATIONAL DYNAMICS FOR INDIVIDUALS**

Individual characteristics  
Factors driving individual behaviour

## **GROUP AND TEAM DYNAMICS**

Organisational dynamics for groups  
Organisational dynamics for teams

## **ORGANISATIONAL PROCESSES**

Communication styles and channels  
Decision making  
Conflict management

## **POWER, POLITICS, AND LEADERSHIP**

Power and politics in organisations  
Leadership in organisations

## **ORGANISATIONAL STRUCTURE**

Elements of structure  
Types of structures  
Effects of structures

## **JOB AND WORKSPACE DESIGN**

Job design  
Workspace design

## **ORGANISATIONAL CULTURE**

Positive culture  
Managing diversity

**A-CERTIF LTD™ 2008**

Fleming House, 5 Fleming Road, Kirkton Campus, Livingston, Scotland, UK. Tel +44(0)845-351-0071 Fax: 01506-407-088 Website: [www.a-certif.uk.com](http://www.a-certif.uk.com) Email: [contact@a-certif.uk.com](mailto:contact@a-certif.uk.com)