



Certified Organizational
Behavior Professional
VS-1244

Vskills Certifications

Vskills Brochure



Skills for a secure future

Certified Organizational Behavior Professional

Certification Code VS-1244

Vskills certification for Organizational Behavior Professional assesses the candidate as per the company's need for managing organizational behavior. The certification tests the candidates on various areas in individual behavior, individual task performance, team management, organizational politics, organizational culture, conflict and negotiation.

Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning Vskills Organizational Behavior Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential.

Who will benefit from taking this certification?

Job seekers looking to find employment in human resource departments of various companies, students generally wanting to improve their skill set and make their CV stronger and existing employees looking for a better role can prove their employers the value of their skills through this certification.

Test Details

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%)

There is no negative marking in this module.

Fee Structure

Rs. 3,499/- (Excludes taxes)*

*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

Companies that hire Vskills Organizational Behavior Professional

Organizational Behavior Professionals are in great demand. Companies specializing in human resource or consulting are constantly hiring skilled organizational behavior professionals. Various public and private companies also need organizational behavior professionals for their human resource departments.

Table of Contents

1. Introduction to Organisational Behaviour

- 1.1 Overview of Organizational Behaviour
- 1.2 Key Fundamentals of Organisational Behaviour
- 1.3 Organisational Behaviour Model

2. Organisation Structure & Design

- 2.1 Organisation Structure
- 2.2 Formal Organisation
- 2.3 Work Specialisation
- 2.4 Departmental Choices
- 2.5 Organisation Design & Employee Behaviour
- 2.6 Product and Functional Organisation
- 2.7 Matrix Organisation
- 2.8 Project Organisation
- 2.9 Distribution of Authority

3. Organisation Culture

- 3.1 Overview of Organization Culture
- 3.2 Characteristics of Organization Culture
- 3.3 Functions of Organisation Culture
- 3.4 Liability of Organisation Culture
- 3.5 Organisational Socialisation
- 3.6 Mentorship

4. Individual Behaviour

- 4.1 Integrated Human Behaviour Model
- 4.2 Factors Influencing Individual Behaviour
- 4.3 Self Concept & Self Esteem
- 4.4 Emotional Intelligence

5. Motivation

- 5.1 Introduction to Motivation
- 5.2 Theories of Motivation
- 5.3 Motivation Strategies
- 5.4 Importance of Motivation
- 5.5 Motivational Drives

6. Stress & Stress Management

- 6.1 Introduction to Stress
- 6.2 Stress Manifestation
- 6.3 Coping Strategies
- 6.4 Sources of Stress

- 6.5 Stress Management
- 6.6 Organisation approach to Stress Management
- 6.7 Stress case study - Scottish Power

7. Teams in an Organisation

- 7.1 Organisational Context for Teams
- 7.2 Team Work
- 7.3 Life Cycle of Team
- 7.4 Norms and Rules in Teams
- 7.5 Ingredients for Effective Teams
- 7.6 Team Building
- 7.7 Types of Team
- 7.8 Challenges presented by Teamwork

8. Communication

- 8.1 Process of Communication
- 8.2 Elements of Communication
- 8.3 Effective Communication
- 8.4 Barriers to Effective Communication
- 8.5 Steps to be an Effective Communicator

9. Organisation Politics

- 9.1 Overview of Organisation Politics
- 9.2 Political Landscape of an Organisation
- 9.3 The Political Players
- 9.4 Antecedents of Political Behaviour
- 9.5 Method of dealing with Organization Politics

10. Conflict and Negotiation

- 10.1 Overview of Conflict
- 10.2 Types of Conflict
- 10.3 Causes of Conflict
- 10.4 Conflict Management Technique
- 10.5 Negotiation and Conflict

11. Leadership

- 11.1 Overview of Leadership
- 11.2 Leadership Style
- 11.3 Leadership Theories
- 11.4 Recent Development – Leadership Theory

12. Change Management

- 12.1 Overview of Change Management
- 12.2 Managing Change
- 12.3 Eight-Step Change Management Process
- 12.4 Strategies for Effective Implementation of Change

12.5 Removing Resistance to Change

13. Case Studies

13.1 Overcoming Absenteeism at Unique Schweppes Ltd

13.2 Organisational Behaviour – Leadership Case Study (Status Consulting)

13.3 An Overview of Organizational Behaviour - O'Grady Company vs Reece Enterprises

13.4 Need-Based Perspectives on Motivation - National Home Manufacturers

13.5 Using Teams in Organization - Teams at Evans RV Wholesale Supply and Distribution Company

Sample Questions

1. “————are social inventions for accomplishing goals through group efforts”

- A. Management
- B. Organization
- C. Leadership
- D. None of the above

2. Which of the following is/are the key features of organization

- A. Social invention
- B. Accomplishing goals
- C. Group efforts
- D. All of the above

3. A study of human behavior in organizational settings is

- A. Individual behavior
- B. Group behavior
- C. Organizational behavior
- D. None of the above

4. Today’s organization are

- A. Open system
- B. Closed system
- C. Open as well as closed
- D. None of the above

5. Organization Behavior is

- A. An interdisciplinary approach
- B. A humanistic approach
- C. Total system approach
- D. All of the above

Answers: 1 (B), 2 (D), 3 (C), 4 (A), 5 (D)

Certifications

➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

➤ Big Data

- Certified Hadoop and Mapreduce Professional

➤ Cloud Computing

- Certified Cloud Computing Professional

➤ Design

- Certified Interior Designer

➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

➤ Project Management

- Certified Project Management Professional

➤ Real Estate

- Certified Real Estate Consultant

➤ Marketing

- Certified Marketing Manager

➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

& many more job related certifications

Contact us at :

Vskills

011-473 44 723 or info@vskills.in

www.vskills.com