

MES COLLEGE, MARAMPALLY

DEPARTMENT OF PSYCHOLOGY

CERTIFICATE COURSE

COMMUNICATION IN ORGANIZATION SETTINGS

Total hours: 30

Objectives:

- Understand Human Behaviour through effective communication, leadership, self and team management.
- This course enables students to become better organizational leaders with effective leadership skills and team management.

MODULES		HOURS
Module 1	Understanding communication: communication function, types, process, network, barriers. Activity	7
Module 2	Leadership: Importance, qualities, skills and management. Activity.	7
Module 3	Self management: self confidence and motivation, stress and time management Activity.	8
Module 4	Team management: Understanding team, team development, team management skill. Activity.	8
Activities	Discussion on recent issues in Organizations and analyze organizational phenomena relating to day to day aspect of behavior.	
Evaluation:	Total Mark: 100	Test Paper: 70 Activity Based Evaluation: 30

References:

1. Sinha, J. B. P. (2008). *Cultural and Organizational Behavior*. New Delhi: Sage
2. Aswathappa,K., *Organizational Behaviour*, Himalaya Publishing House .