

**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.

<b>MODULES</b>		<b>HOURS</b>
Module 1	<b>Understanding communication:</b> communication function, types, process, network, barriers. Activity	7
Module 2	<b>Leadership:</b> Importance, qualities, skills and management. Activity.	7
Module 3	<b>Self management:</b> self confidence and motivation, stress and time management Activity.	8
Module 4	<b>Team management:</b> 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.	
<b>Evaluation:</b>	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 .