

Important Topics to Cover:-(1) MODULE : 01.

(*) Theoretical Framework of OB.

Cognitive, Behaviouristic, Social Cognitive (Differences and the Concept).

(*) Challenges Faced by OB Managers

(*) Models of OB (OB Models)

How to overcome them also imp.

(*) Limitations of OB (Any 04 points)
(Short Ques.)

(*) Diversity Management in an Organization

(*) Elements of OB.

(*) Reinforcement Theory (can skip)

(*) Theories, Determinants (Learning)

↓ Remember the differences

(*) How can managers increase work efficiency?

(02) MODULE : 02(I) Personality : Determinants, factors influencing OB, diff. betwⁿ type A and type B, personality traits (Big Five), Theories of Personality, Golem and Pygmalion Effect (Short question),(II) Perception : The Perceptual Process.(III) Motivation : Theories of Motivation (concept and diff.) - all 03 in the syllabus, Frustration Regression Model.

(03) MODULE : 03

- (I) Communication :- Types, Barriers, How communication helps within an organization. (All Notes provided),
- (II) Groups :- Types, Stages of Group Development (all 05 in order), factors that influence/increase group cohesiveness, diff. between group and individual decision making, Why do people join groups (overlook), strengths and weaknesses of group decsn. making (2 ^{points} for each)
- (III) Teams : How to build an effective team, team development (same as group development)
- (III) Leadership : ^(03 given in the syllabus) Theory (concept & difference), Styles/Types of Leadership, How to become an effective leader.

(04) MODULE - 04

- (I) Conflict : Sources of Conflict (overlook), Stages of Conflict (imp.) ^{write all points} (acc. to order), How to manage conflict / Techniques of Conflict Resolution.
- (II) Transactional Analysis : Concept, Ego States (difference), Life Positions.

(05) MODULE - 05

(I) Organizational Change:-

Types of Change, Factors influencing change, Kurt Lewin's Three Step Model (v. imp), Resistance to Change.

(II) Organizational Culture: concept of workplace spirituality, (skip rest) How is culture learnt within organization.

(III) International OB :

Individual and Group Behaviour in international organizations.

NOTE :

- You believe in yourself that you know the answer to each and every question. Just go through these topics once and even if you do not get to remember all the points → try to write in your own words.
- For short questions, one paragraph is fine.
- For long questions, write 6 to 7 points at least or if there are 02 questions then write any 04 points for each, if it is not something that needs to be written in order.
- Go for related concepts if you find any question difficult. (ALL THE BEST)