

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
National Aviation University
Faculty of Economics and Business Administration
Management of Foreign Economic Activity of Enterprises Department

APPROVED
Acting Rector

« ____ » _____ 2018



Quality Management System

SYLLABUS

on

“Organizational Behavior”

Field of study: 0306 "Management and Administration"
Major: 6.030601 "Management"

Year of Study – 3^d

Semester – 6th

Classroom Sessions – 48

Examination – 6th semester

Self-study – 57

Total (hours/ECTS credits) – 105/3.5

Index C-6-6.030601/15-5.36

QMS NAU S 11.02.03-01-2018



The Syllabus on "Organizational Behavior" is based on the educational and professional program Bachelor Curriculum № CB-6-6.030601/15 for major 6.030601 "Management" and correspondent normative documents.

Developed by:

Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ O. Martynenko

Professor
of the Management of Foreign Economic
Activity of Enterprises Department _____ O. Kharchyshyna

Discussed and approved by the Graduate Department for Major 6.030601 "Management" –
Management of Foreign Economic Activity of Enterprises Department, Minutes № ___ of " ___ "
_____ 2018

Head of the Department _____ O.Ilienko

The Syllabus discussed and approved by the Scientific-Methodological-Editorial Board of
the faculty of Economics and Business Administration, Minutes № ___ of " ___ " _____ 2018

Head of the SMEB _____ A. Tofanchuk

AGREED

Acting Dean

_____ S. Petrovska

« ___ » _____ 2018

Director of the Center
of Advanced Technologies

_____ V. Kazak

Document level – 3b

The planned term between the revisions – 1 year

Master copy



1. EXPLANATORY NOTE

The curriculum of the discipline "Organizational Behavior" was developed on the basis of "Methodological Guidelines for the Development and Design of Educational and Working Curriculum Programs of the disciplines", put into effect by the order of 16.06.2015. №37 / pp.

This discipline is the theoretical basis for a set of knowledge and skills that forms the profile of a specialist in management in the field of understanding, predicting and managing human behavior within organizations.

The purpose of teaching discipline is the formation of future managers of modern managerial thinking and systems of special knowledge on organizational behavior and the adoption of adequate managerial decisions.

The tasks of studying the discipline are:

- mastering of methods and technologies of analysis of activity and development of organizations and organizational environment;
- research of organizational behavior in the conditions of organizational changes;
- mastering the methods of analysis of organizational behavior;
- forming an understanding of the conceptual foundations of organizational behavior management;
- research of the influence of organizational behavior on the efficiency of human resources management in modern complex organizational systems.

As a result of studying the discipline the student must:

Know:

- the theoretical basis of the behavior of the individual in the organization, the methods of managing individual and group behavior in the organization, technology research impact of organizational behavior on the effectiveness of human resources management in modern complex organizational systems.

Be able:

- To independently find out the causal relationships in organizations and organizational environment;
- independently form the model of organizational changes.
- independently develop technologies for the adoption and implementation of managerial decisions in the field of organizational behavior management;
- independently analyze and summarize the material in a certain system, compare facts on the basis of obtained from different sources of knowledge;
- independently make a contributing contribution to the harmonization of human relations; to establish effective communication in the management process;
- independently choose the appropriate modifications of organizational behavior.

The educational material of the discipline is structured modularly and consists of two training modules, namely:

- Training module number 1 "Organization in the management system",
- the training module number 2 "Personality and organization", each of which is logically completed, relatively independent, integral parts of the curriculum, which assimilation involves modular control works and analysis of the results of their implementation.

The discipline "Organizational Behavior" is based on the knowledge of such disciplines as: "Information Systems in Management", "International Economic Relations" and is the basis for studying such disciplines as: "Organizational Behavior", "International Monetary Relations and Credit Relations" and others. .

2. CONTENT OF EDUCATIONAL DISCIPLINE

2.1. Module №1 "Organization in the management system".

Topic 2.1.1. Organization and organizational environment.

The concept of organization, types and general characteristics of organizations. Components of the organization's success. The process of functioning as an open system. Organizational environment. Formation of organization. Model of the life cycle of the evolutionary organization of organizations J. Eizedis. Characteristics of the stages of the organization's life cycle. Development of organizations and their general characteristics. Cycles and stages of organization development in business.

Theme 2.1.2. Organizational communications.

Organizational changes. The nature of organizational change. Environment. Internal changes of organizations. Model of organizational changes. Evolutionary changes within organizational development. Revolutionary changes within the "reengineering of economic activity". Concept of sustainable development of



organizations. Chandler Life Cycle Model. Relationship of the methods of personnel management with the stages of the organization's lifecycle.

Theme 2.1.3 Organizational culture.

Stages of the development of organizational culture. Interpersonal communication as elements of organizational culture. Obstacles in interpersonal communications. Semantic barriers to verbal communication. Improving the art of communication in interpersonal communication. Informal communications as a desire for everyday communication. Functions of communication: communicative, informational, cognitive, emotional, creative. Communication issues in a multinational environment. Areas of improvement of organizational culture and interpersonal communications in organizations.

2.2. Module №2 "Personality and organization".

Theme 2.2.1. Theoretical foundations of personality behavior in an organization.

Characteristic of the personality of the person. Basic forms of human behavior in a social group. Criterion basis of human behavior. Attribution theory. Alternative models of organizational behavior. Problems and methods of establishing the interaction of a person and organization. The basis of conflicts in the interaction of the individual and the organization. Approaches to learning behavior.

Theme 2.2.2. Formation of group behavior in an organization

The concept of a formal group in an organization. Formal teams: Team Leader Team, Task Force, Committees. Structural characteristics of the group. Formal teams. Features of team formation. Types of commands: problem-solving commands, self-directed commands, functional commands, interfacial commands, virtual commands. Assessment of team work. Group decision-making.

Theme 2.2.3. Leadership in the organization

Contents of the concept of leadership in the management of the organization. Features of effective leadership. Conditions of effective leadership. Leader and manager. Traditional concepts of leadership: the theory of leadership qualities, the concept of leadership behavior, the concept of situational leadership. Practical use of theories of leadership. Leadership and decision making.

Theme 2.2.4. Motivation and effectiveness of the organization

Communication of motivation with the problem of personal growth and development. Basic concepts of motivation. Motivational benefits of organizational behavior. Modification model of organizational behavior through motivation. Modern approaches to motivating staff. Motivational classes and forms of stimulation. Systems of motivation of personnel in the international business. Motivation and effectiveness of the organization.

Subject 2.2.5. Manage the behavior of the individual in the organization

Ethics and office policy. The influence of office policy on the organization. Values and ethics at work. Creating a moral code. Disciplinary policy and behavioral adjustment. The main reasons for disciplinary policy. The main directions of disciplinary policy are unsatisfactory work and improper behavior. Five stages of disciplinary policy. Personnel development plans.

3. LIST OF REFERENCES

3.1. Basic literature

- 3.1.1. Громова О.Н., Латфуллин Г.Р. Организационное поведение. – СПб.: Питер, 2008. – 432 с.
- 3.1.2. Мостенська Т.Л., Новак В.О., Луцький М.Г., Міненко М.А. Менеджмент: Підручник. – К.: Сузір'я, 2007. – 690 с.
- 3.1.3. Новак В.О., Макаренко Л.Г., Луцький М.Г. Інформаційне забезпечення менеджменту. Навчальний посібник – К.: Кондор, 2006. - 462 с.
- 3.1.4. Райгородский Д.Я. Организационное поведение. – М.: БАХРАХ-М, 2006. – 752 с.
- 3.1.5. Роббинз С.П. Основы организационного поведения. – С.-Пб.: Вильямс, 2006. – 448 с.

3.2. Additional literature

- 3.2.1. Аблязов Р. А., Падурець Г. І., Чудаєва І. Б. Командний менеджмент: навч. посіб. – К. : Видавничий дім «Професіонал», 2008. – 352 с.
- 3.2.2. Осовська Г. В. Комунікації в менеджменті : навч. посіб. – К. : Кондор, 2008. – 214 с.
- 3.2.3. Сладкевич В.П., Чернявський А.Д. Сучасний менеджмент організацій: навч. посіб. – К. 2007. –



(Ф 03.02 – 01)

АРКУШ ПОШИРЕННЯ ДОКУМЕНТА

№ прим.	Куди передано (підрозділ)	Дата видачі	П.І.Б. отримувача	Підпис отримувача	Примітки

(Ф 03.02 – 02)

АРКУШ ОЗНАЙОМЛЕННЯ З ДОКУМЕНТОМ

№ пор.	Прізвище ім'я по-батькові	Підпис ознайомленої особи	Дата ознайомлення	Примітки

(Ф 03.02 – 04)

АРКУШ РЕЄСТРАЦІЇ РЕВІЗІЇ

№ пор.	Прізвище ім'я по-батькові	Дата ревізії	Підпис	Висновок щодо адекватності

(Ф 03.02 – 03)

АРКУШ ОБЛІКУ ЗМІН

№ зміни	№ листа (сторінки)				Підпис особи, яка внесла зміну	Дата внесення зміни	Дата введення зміни
	Зміненого	Заміненого	Нового	Анульованого			

(Ф 03.02 – 32)

УЗГОДЖЕННЯ ЗМІН

	Підпис	Ініціали, прізвище	Посада	Дата
Розробник				
Розробник				
Узгоджено				
Узгоджено				
Узгоджено				