

**DIPLOMA IN ORGANISATIONAL PSYCHOLOGY AND CORPORATE
COUNSELLOING**

**PAPER 3 : ORGANISATIONAL PSYCHOLOGY FOR CORPORATE
COUNSELLING**

UNIT 1: INTRODUCTION TO ORGANISATIONAL PSYCHOLOGY

- 1.1: Introduction to organizational Psychology
- 1.2: Objectives
- 1.3: Scope
- 1.4: History of Organizational Psychology
- 1.5: Characteristics of Organizational Psychology
- 1.6: Organizational Psychology in India

UNIT II: WORKPLACE AND INDIVIDUAL

- 2.1: Introduction
- 2.2: Motivation at Work
- 2.3: Process of Motivation
- 2.4: Types Of Motivation
- 2.5: Motivating Factors
- 2.6: Job Satisfaction
- 2.7: Organizational Culture
- 2.8: Leadership
- 2.9: Group Dynamics

UNIT III: ORGANIZATIONAL COMMUNICATION

- 3.1: Introduction
- 3.2: Organizational Communication
- 3.3: Communication Channels
- 3.4: Organizational Design
- 3.5: Communication Flows
- 3.6: Organization Affecting Communication

3.7: Networking: Group Process and Interpersonal Strategies

3.9: The Informal Organization Communication

3.10: Organizational Culture and Communication

3.11: Communication and Knowledge Management

UNIT IV: PERFORMANCE AND CAREER MANAGEMENT

4.1: Introduction

4.2: Performance management

4.2.1: Definition

4.2.2: Advantages

4.3: Performance management and its appraisal

4.4: Training and development in a corporate set up

4.4.1: Concepts

4.4.2: Objectives of training

4.4.3: Training design

4.4.4: Methods of training

4.5: Career planning

4.5.1: Process of career management

4.6: Human resource development and TQM

DIPLOMA IN ORGANISATIONAL PSYCHOLOGY AND CORPORATW COUNSELLING

PAPER 4 : ORGANIZATIONAL PROBLEMS, HRM AND LEGAL ISSUES

UNIT I - STRESS AND CONFLICT

1.1 Introduction

1.2 Stress

1.2.1 The Causes of Employee Stress

1.2.2 Consequences of Employee Stress

1.2.3 Coping Strategies for Strategies-Individual & Organizational

1.3 Role Conflict

1.4 Conflict

- 1.4.1 Levels of conflict
- 1.4.2 Sources of Conflict
- 1.4.3 Effects of Conflict
- 1.4.4 Conflict Outcomes
- 1.4.5 Strategies of Conflict Resolution
- 1.4.6 Application of Conflict resolution

UNIT II - ABSENTEEISM AND WORK ENVIRONMENT RELATED PROBLEMS

- 2.1 Introduction
- 2.2 Absenteeism
 - 2.2.1 The features of Absenteeism
 - 2.2.2 The causes of Absenteeism
 - 2.2.3 Categories of Absenteeism
 - 2.2.4 Measures to minimize Absenteeism
- 2.3 Work Environment
 - 2.3.1 Poor Work Environment
 - 2.3.2 Effects of Poor Work Environment
- 2.4 Industrial Accidents
 - 2.4.1 Strategies for Preventing Industrial Accidents

UNIT III : HUMAN RESOURCE MANAGEMENT

- 3.1 Human Resource Management
 - 3.1.1 Introduction
 - 3.1.2 Nature of HRM
 - 3.1.3 Objectives of HRM
 - 3.1.4 HR Models
 - 3.1.5 HR Policies, Procedures, Programs
 - 3.1.6 Functions of HRM
 - 3.1.7 Growth of HRM in India
 - 3.1.8 Process of Human Resource Planning

UNIT IV - LEGAL ISSUES IN ORGANISATION

- 4.0 Labour Legislation
 - 4.1 Introduction to Labour Legislation
 - 4.2 Objectives of Labour Legislation
 - 4.3 Classification of Labour Legislation
 - 4.4 Indian Constitution and Labour Policy
 - 4.5 Laws on working Conditions

4.6 Industrial Relations Laws

4.7 Wages and Labour Laws

4.8 Laws for Labour Welfare Social Security

**DIPLOMA IN ORGANISATIONAL PSYCHOLOGY AND CORPORATE
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PAPER 5 : Practical -1- Case History Taking and Behaviour Analysis.

PAPER 6 : Practical -2- Psychological Assessments. Counselling Skills

