

DISCUSSION FORUM ASSIGNMENT

Unit 12: Organisational Behaviour

Unit code: H/508/0525

QCF level: 5

Credit value: 15

INTRODUCTION

The aim of this unit is to develop a student's understanding of the influence culture, politics and power have on the behaviour of others in an organisational context. Students will be in a position to apply the principles of organisational behaviour to a variety of business situations.

On successful completion of this unit students will have an understanding and awareness of key influences which affect the behaviour of individuals, teams and organisations as a whole. They will be able to use this knowledge to make an immediate and positive contribution in the workplace, whether that role is as part of a team or as a team leader. This will be achieved through a strong appreciation of working in a team, having a more profound perspective of what makes people and organisations do what they do, and how to adjust one's own behaviour to reflect the circumstances and situation.

LEARNING OUTCOMES

On successful completion of this unit the learner will be able to:

1. Analyse the influence of culture, politics and power on the behaviour of others in an organisational context.
2. Evaluate how to motivate individuals and teams to achieve a goal.
- 3. Demonstrate an understanding of how to cooperate effectively with others.**
4. Apply concepts and philosophies of organisational behaviour to a given business situation.

ASSIGNMENT TWO

LO 3: Demonstrate an understanding of how to cooperate effectively with others.

LO 3. Course Content

Different types of organisational teams:

Demonstrate an understanding of how to cooperate effectively with others.

- Including functional, problem-solving, project teams. The impact of technology on organisational teams: the role of virtual team development and networking.
- The implications of motivational theory on management and leadership within organisations.

Team dynamics and teamwork:

- Definitions of the terms group and team, and the differences.
- Tuckman's Team Development model and the impact of development stages on individual development.
- Belbin's typology for managing effective teams and considering roles and skills required for effective teams.
- Soft and hard communication, co-operation, and competition.
- Benefits and risks of teams.
- Conflict resolution

CASE STUDY, TASKS AND INSTRUCTIONS FOR LO2:

In Teams of 6 carry out the following activities. Please refer to the course outline and resources provided. Include at least six (6) references in your work. Use Harvard Referencing Style through-out the work.

THE OBJECTIVES OF THE ASSIGNMENT ARE TO:

P3. Explain what makes an effective team as opposed to an ineffective team.

M3. Analyse relevant team and group development theories to support the development of dynamic cooperation.

LO 3 & 4

D2 • Critically analyse and evaluate the relevance of team development theories in context of organisational behaviour concepts and philosophies that influence behavior in the work place.

GROUP WORK

CARRY OUT THE FOLLOWING TASKS FOR THE DISCUSSION FORUM AND TERM PAPER CONGRUENTLY (3,500 – 4,000 Words):

RESEARCH:

Why are some teams successful and others unsuccessful? What criteria or attributes are needed for success?

FOLLOW THESE INSTRUCTIONS TO COMPLETE THE ASSIGNMENT SUCCESSFULLY

1) DATA COLLECTION

Conduct a survey of 50 – 70 persons with experience of team-working in various social organizations to assess from their personal experiences of the factors that make an effective team as opposed to an ineffective team. Limit their answers to two key factors and two key ineffective factors. Please include a copy of the survey you used in the appendix. Your questionnaire should identify the social group the persons experienced teamworking, eg. Professional, School, Church, Club etc. and the role in the team e.g. employee participant, student, team-leader etc. No less than 50% of your participants have professional experiences of team-working.

2) EVALUATION OF LITERATURE

Please read and review the following Case Study to review the varied perspectives and study on successful and ineffective teams. Successful teamwork: A case study that is located at this link: <http://www.unice.fr/crookall-cours/teams/docs/team%20Successful%20teamwork.pdf>

ORGANISATION OF THE PAPER

INTRODUCTION

Define the terms group and team, and explain the differences; and discuss the objectives of teams in business organisations.

METHODOLOGY

Identify the research question/s, objectives of the research; and the methods - how the research will be done: methods to collect the data; sources of the research; who are studied; number of persons; why they are selected; and the methods using to review, and analyse the findings.

EVALUATION OF FINDINGS

Compare and evaluate the findings in the data collected from the field study with the desk research.

DISCUSSION OF FINDINGS

For P3, Explain what makes an effective team as opposed to an ineffective team. That is, why are some teams successful and others unsuccessful? What criteria or attributes are needed for success? Justify your answer based on your findings in the field study and desk research.

For M3, Analyse two (2) relevant team and group development theories to support the development of dynamic cooperation.

TEAM MEMBER PARTICIPATION AND REQUIREMENTS

This assignment is part of the final term paper. ALL members of the Discussion Forum Group **MUST** attend and participate in ALL four required group meetings, in identifying the resources to support the answers, organizing and submitting the drafts of the assignment, and compiling, editing and submitting one 3,500 - 4,000 words report. Alongside the report submit a separate document with the group meeting attendance record and a detailed summary of the processes and roles adapted to complete this assignment.

DEADLINE TO SUBMIT LO3 ASSIGNMENT: July 25

DEADLINES AND RESTRICTIONS FOR ASSIGNMENTS

EARLY DEADLINES

Students are expected to submit coursework on or before the deadline published in the assignment. All dates given are early deadlines.

LATE SUBMISSION WITH LATE FEES

There is a further extension of no later than three weeks from the published deadline for the submission of late work. Contact Student Services if you are unsure of the late deadline.

LATE FEE IS \$12.00

Late Fee of \$12.00 is applied per assignment eg. \$12 for the late term-paper; and \$12 for the late Discussion Forum.

RESTRICTIONS ON SUBMITTING WORK

No Assignment is acceptable after the late deadline under ANY Circumstances (excluding extenuating circumstances). Thereafter the student will be awarded a FAIL GRADE for the assignment.

CORRECTION OF GROUP WORK WITH REFERRED GRADE

TERM PAPER

Group work that is returned to the student with Referred Grade must be resubmitted as individual work ONLY. Work with referred grade for correction can only earn a PASS Grade.

GROUP DISCUSSION FORUM

For group forum work that is returned to the student with Referred Grade, the student will take the Replacement Paper / Re-sit Exam which is a supervised open book written exam. Alternate paper might be an oral exam. Either way, both are individual assessments. Work with referred grade for correction can only earn a PASS Grade.

FEE FOR RESIT OF ASSIGNMENTS WITH REFERRED GRADE

See the term-paper instruction pages.

TIMELINE TO SUBMIT THE CORRECTIONS ON REFERRED GRADES

At the end of the full duration of the program, students have a grace period of four months (One Semester) to make all corrections. Students only pay for the referred units submitting to be corrected. Continuing fee is not charged to the students during the four months grace period.

MARKERS' RETAINER FEE

Once the four months grace period expires and students remain with outstanding work to be assessed, the continuing fee of \$360 (Markers' Retainer Fees) is charged to the student for the school year. Students also pay for the referred units submitting to be corrected.

TENURE EXPIRATION

Students must complete and pass all units on the program within 36 Months of the college start date and receive the Diploma from Pearson. After this 36 Months period has expired, the student must retake all classes and courses in the program.

EXTENUATING CIRCUMSTANCES

Students are encouraged to submit/sit assessments at the prescribed time, yet accommodations are made in extenuating circumstances as follow:

1. **Medical Reasons.** If the students fail to submit course-work on time due to medical conditions verified by a doctor's certificate, the work is treated same as referred in terms of revised deadlines, grading restrictions and referred fees. It is important that students seeking exemption for medical reasons advise Student Services before the deadline expires.
2. **The death of an immediate family in the household.** Evidence must be provided of the relationship and death.
3. **Jury Duty.** Evidence must be provided of the request, and also the service started or completed.

RESIT PRIVILIGE

1. For students to qualify for Resit they **MUST ATTEMPT ALL** assessments in the unit and earn at least a Referred Grade.
2. A student who has taken ill during an examination or assignment submission dateline may also qualify for Resit after proper written evidence is collected and assessed by the Faculty and submitted to the Head of Faculty for approval.
3. Resit fees apply in all circumstances under which new assessments are approved or extensions granted beyond the late deadlines.

RESIT APPROVAL AND FEE

All evidences must be collected by the Faculty and produced to Student Services no later than 5 days after the examination/deadline expires. The outcome is communicated directly to the student by email. If approved, the Resit Fee of \$45.00 (per assignment) is paid by the student and receipt emailed to Student Services. The supplementary dateline will be communicated to the student by email.

REFERRED / RESIT GRADE

Students earn a Referred Grade if the submitted assignment fails to achieve the criteria for PASS.

- ❖ Hospitality Students must earn a PASS GRADE on all Assessment Criteria (AC) on the term-paper to pass the course.
- ❖ Business and Aviation Students must earn a PASS Grade on all Assessment Criteria with P e.g. P1, P2 etc. to pass the course.

FAILING THE COURSE

1. Students who did not sit an examination and did not withdraw formally will receive a Failing grade.
2. Students who differed for financial reasons or illness will earn an IC – Incomplete Grade. Incomplete Grades then are changed to Fail Grades at end of the semester.
3. Students who fail the discussion forum but pass the term-paper or vice versa. You must earn a Referred OR Pass Grade on both the Forum and Term-Paper to avoid retaking the course unit.
4. If you fail the course you must retake the class when it is offered next. The cost per course unit is listed on the Tuition Page of the website.

THESE COMMON CIRCUMSTANCES DO NOT QUALIFY AS EXTENUATING CIRCUMSTANCES

LOSS OF DATA

Please back-up your work consistently on independent media. Computer malfunctioning or errors are common but not acceptable reasons for special considerations. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

JOB RESPONSIBILITIES

Working Students are advised to take 2-3 courses per semester. Four courses as recommended to complete the program on the published deadline. However, if taking full-time coursework will hinder you from meeting your required course-work deadlines or meeting quality standards, it is best that you take three courses and extend your tenure by one semester.

Job responsibilities are not acceptable reasons for special considerations because we have only one standard for everyone in the institution. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

STUDENT SATISFACTION SURVEY

To develop and maintain a collegiate environment to sustain Higher Education, students are encouraged to participate at end of each semester in the Online Satisfaction Survey. Your input will help us to improve our programs and personnel. A degree today is like citizenship and good College education is a platform for you to: develop the required competencies for a degree, social skills, but also to enjoy learning. So, tell us what we can do to make your college experience better. Be respectful, yet be honest. The Form is accessible here:

<http://www.studyaimusa.org/student-feedback-form.html>