

# Certified Courses



# Organisational Structure & Work Ethics Behaviour

## INTRODUCTION

- Management and organisational behaviour are affected by multiple issues within an organisation, from the type of work done, to the industry, to the rules and policies of the company. All of these elements work together to establish a culture within an organization and to provide direction and guidance for employees as they go about their day-to-day work.
- In the Organisational Structure & Work Ethics Behaviour training course we provide the definition of work ethics and high-output working in a business environment, achieving higher quality and increased performance and productivity. A major part of the training course explores what a good business work ethics means, why it is important and how it is made to work in companies and other organisations.

Participants on the Organisational Structure & Work Ethics Behaviour training course will develop the following competencies:

- Skills, techniques to organise and instruct people at all levels to work at their best
- Methods for building a high-performance and high-output work ethic in all staff
- Develop a solid understanding of organisational structure theory
- How to create a good work ethic, improving motivation and achieving more
- Identify individual behaviours can build to the achievement of organisational goals.
- Investigate and prescribe which of the motivational theories.

## PROGRAMME OBJECTIVES

Attendance to the Organisational Structure & Work Ethics Behaviour training course will enable the delegates to:

- Know how to direct and influence using goal setting, the right type of supervision, inspiring leadership, continuous learning, points of power and stronger relationships
- Use Kaizen other scientific methods to drive business improvement
- Understand the right management leadership models to support high-output work team
- Learn the guidelines for encouraging and creating high-output work ethics and productivity based conduct in the workplace
- Learn and apply the concepts of Leadership and management as they relate to individual behaviours to encourage a good work-ethic
- Be able to understand and implement key theories of human behavior to improve both individual and group effectiveness, efficiency and positive behaviours.
- Improve their own personal communication skills: active listening, feedback, speaking, nonverbal behaviours

## WHO SHOULD ATTEND?

The Organisational Structure & Work Ethics Behaviour is an ideal and possibly essential course for:

- Team leaders, supervisors, professionals at all levels
- Newly promoted professionals
- Those seeking greater responsibility
- A good organisational structure and policies are required in order to define acceptable behaviour and promote higher standards. Knowing about the nuances of professional ethics is essential to establishing a harmonious, productive workplace.

## TRAINING METHODOLOGY

- Participants on the Organisational Structure & Work Ethics Behaviour training course will learn by active participation through the use of exercises, syndicate and group discussion, training videos and discussions on relevant types of accidents and “real life” issues in their organisations.

## PROGRAMME SUMMARY

- This training course aims to provide expert tuition, proven content and models, relevant examples and interactive learning experiences in the application of Organisational Structure, Work Ethics and Behaviour.

## PROGRAM OUTLINE

### Organisational Structures

- What is organisational structure? A detailed introduction to the theory and practice
- Why you should develop a planned structure for your organization, department or team
- Human Behaviour Part I: Hierarchy of Needs, Motivation Factors, Theory X/Y
- Human Behaviour Part II: ERG and Expectancy Theory
- An examination of future possible trends in organisational structures
- Application exercises and case studies

### Measuring Work-Ethics and High Output Work Team

- How to measure productivity, individual and team output and work ethic
- A comparison of business performance and work ethics in other countries,
- Varying global standards and measures of productivity
- Managing change with different organisational structures
- How to deal with mistakes and ensure they don't happen again
- Application exercises and case studies

### Understanding How to Create and Effective Organisational

- Practical guidelines for better work ethic conduct in the workplace
- How to put the right people in the right places — some employees make better role models for your organization than others
- Ways to encourage employees to follow standards,
- Effective policies and procedures that will boost productivity
- Application exercises and case studies

### The Link between Ethics and Behaviours

- A high-performance business check-list that to maximise productivity and achieve more
- Practical guidelines for good-work ethical conduct in the workplace
- Driving ownership, responsibility and empowerment
- How to ensure best practice standards and they're being followed
- How to build a high-output business team culture and structure
- Application exercises and case studies

### Organisational and Individual Behavioural Dynamics

- The influence and effect of goal setting, supervision, inspiring, learning, points of power and relationships on individual and group behaviour
- Communication: active listening, feedback, speaking, non-verbal behaviours
- Growing a high-performance team: teamwork, team leadership; Matrix teams: cross-functional teams, forming, storming, norming, performing, etc.
- Organisational Behaviour: elements, models, organization development, action learning



# Certified Courses

