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## What are the key elements of organizational behaviour

February 11, 2020 Organizational Behavior serves as the foundation for managers to learn how they can produce the best quality work out of their business/organization. Through it, business owners are able to analyze the behavior of individual employees and direct their work ethic in a productive direction. If you are a business owner or you are beginning to start one, learning this business philosophy will tremendously benefit you and your company. The Key Elements Of Organizational Behavior To learn about organizational behavior would take up probably a whole college semester. But regardless of how much material there is, there are four key elements to keep in mind when applying organizational behavior theory to the workplace. They are people, structure, technology, and environment. People People refer to the employees working in your organization. They work either in groups or individually and make up the whole working structure. Because the "people" element of organizational behavior is regarded as the most important factor in a business, you should take notice of how you treat them. There is no alternative in the quality of an employee. They help to achieve the organization's objectives. Learn to manage and treat them properly and in return, your business will thrive. It's important that you pay as much individual attention to employees as you can. Learning how each one behaves will allow you to know how to treat them in the workplace. Structure Structure relates to the roles and relationships of those in an organization. It's important that an employee's role in the structure is clearly defined to them. It will lead to more work efficiency and employees can avoid confusion. Due to engaging employees in work that fits their skills, business goals are likely to happen. Technology With the necessary technology added to your business' production, tasks can be performed more effectively. Without it, work would be very difficult to perform. Its presence makes business tasks easy not only for employees but also for you. It doesn't just supply different machines, tools, and resources, but also different methods to accomplish work. How much technology you require depends on how much work needs to be done. Technology provides an important role in work quality and reducing production costs. But be cautious of how much technology interferes in the workplace. It can place a restriction on your employees' freedom. Environment Finally, there is the business environment. With it, you must keep in mind both internal and external factors. Organizations aren't able to thrive on their own and they and the environmental factors surrounding it include government, society, family, and even other organizations. Organizational culture refers to the internal environment within your business structure. The external environment will pertain to political, social, cultural, and economic factors. Make sure to study all these factors properly for the benefit of your business and make necessary changes where you see fit. CoSuite Offers The Best Space For Your Business Organization No matter the size of your business, CoSuite is there to offer you the space you need. CoSuite can provide for you the proper environment for both you and your employees to thrive. If interested call us at 561-394-3525 or visit our contact page. In this world, every substance has certain elements. Likewise, Organizational Behavior (OB) has also four main elements:ie; people, structure, technology, and external environment. When people come and join together in an organization to achieve or accomplish certain goals or objectives, some kind of structure is required and people use different techniques to get the job done properly. So, there is an interaction between elements; people, structure and technology which is influenced by the external environment.Forces affecting organisational behaviour are PeopleStructureTechnologyExternal EnvironmentPeopleThe existence of an organization is impossible without people. People make up the internal social system of the organization. People consist of individuals and groups. Groups may be formal or informal, small or large, interrelated, and complex. People are dynamic in nature as they interact with each other and also influence each other. Groups may form, change, and dissolve. Organizations are established to serve the people.StructureIn this world, everything has a structure. For example, the human body, tree, house, and even the book you are reading now has its own type of structure. In an organization, structure defines the roles and relationships of people. It leads to a division of work;ie; Some may be executives; others may be supervisors, assistants, persons, and workers. The structure clarifies the authority responsibility relationships. All of these people are related to each other to accomplish the objectives in a coordinated manner.TechnologyIn today's world without technology work would be either difficult or even impossible. It provides economic and physical resources to make people's jobs easy. The people are given the assistance of machines, tools, methods, and resources. The nature of is contingent/dependent upon the nature of tasks and scale of operations. Technology may also put restrictions on the freedom of people.External environmentThe external environment is an important element of OB. An organization operates in a larger social system and is influenced by the external environment which includes socio-cultural, economic, political, legal, technological, and geographical forces. These forces influence people's attitudes, motives, and working conditions in an organization in many ways. Similarly, the organization also has also an influence over the environment but the degree of influence is less. The organization imports inputs from the environment and exports output to the environment. A corporation is legally required to adhere to record-keeping requirements, explains RocketLawyer. Keeping detailed and accurate corporate minutes helps you maintain your corporation's legal status and may even help limit liability in some situations.The Task of Keeping Corporate MinutesAny time your corporation has meetings between owners, managers, partners or shareholders, you should record the minutes of these conferences.Weekly meetings could involve decisions about how your corporation is operated such as hiring and firing, daily functions or marketing campaigns.Annual shareholder meetings will cover topics such as mergers, acquisitions, conversions, new appointments, resignations, profits and more.Board of director meetings include corporation management issues, company policies, employee performance and product performance.Information to IncludeCorporate minutes need not be exhaustive, but they do need to fully document all important information discussed as well as decisions made during the meeting, explains SmallBizTrends.Make sure your meeting minutes include the location, date and time of the meeting as well as who attended. List all items on the agenda with a short description to explain each item. If voting occurred, detail the vote and include how each person at the meeting voted. If anyone abstained, note this too. End the minutes with the time the meeting adjourned.Information to ExcludeDon't think of your corporate minutes as a full transcript of the meeting, cautions KSNLaw. When discussions occur, you don't need to record the conversation verbatim. Instead, you could mention the topic that was discussed.Omit any information that would be considered privileged advice of counsel unless you intend to waive this privilege in the future. Including this information could open a corporation to future liability.Corporate Minutes FormatSimplicity is the key to effective corporate minutes. Realizing that you don't have to write down every word, you may be able to make a template that you can use every time you need to record minutes. The template could include blanks that you fill in, such as basic details about the meeting, who was in attendance, agenda items, voting actions and adjournment time.Use a Sample of Corporate MinutesPeruse a few samples of corporate minutes to get an idea of the format to use for your corporate minutes. Once you become familiar with standard corporate minutes, you probably won't find this task difficult.A sample will probably show an outline with all of the basic points of the minutes listed. You can add any discussions or votes your meeting included with the results of these actions.Pattern your own corporate minutes after the sample minutes or use various features of a sample that fit your needs. MORE FROM QUESTIONSANSWERED.NET Organizational behavior is the academic study of how people interact within groups. The principles of the study of organizational behavior are applied primarily in attempts to make businesses operate more effectively. Organizational behavior is the academic study of how people interact within groups and its principles are applied primarily in attempts to make businesses operate more effectively.The study of organizational behavior includes areas of research dedicated to improving job performance, increasing job satisfaction, promoting innovation, and encouraging leadership and is a foundation of corporate human resources.The Hawthorne Effect, which describes the way test subjects' behavior may change when they know they are being observed, is the best-known study of organizational behavior. The study of organizational behavior includes areas of research dedicated to improving job performance, increasing job satisfaction, promoting innovation, and encouraging leadership. Each has its own recommended actions, such as reorganizing groups, modifying compensation structures, or changing methods of performance evaluation. The study of organizational behavior has its roots in the late 1920s, when the Western Electric Company launched a now-famous series of studies of the behavior of workers at its Hawthorne Works plant in Cicero, Ill. Researchers there set out to determine whether workers could be made to be more productive if their environment was upgraded with better lighting and other design improvements. To their surprise, the researchers found that the environment was less important than social factors. It was more important, for example, that people got along with their co-workers and felt their bosses appreciated them. Those initial findings inspired a series of wide-ranging studies between 1924 and 1933. They included the effects on productivity of work breaks, isolation, and lighting, among many other factors. The Hawthorne Effect—which describes the way test subjects' behavior may change when they know they are being observed—is the best-known study of organizational behavior. Researchers are taught to consider whether or not (and to what degree) the Hawthorne Effect may skew their findings on human behavior. Organizational behavior was not fully recognized by the American Psychological Association as a field of academic study until the 1970s. However, the Hawthorne research is credited for validating organizational behavior as a legitimate field of study, and it's the foundation of the human resources (HR) profession as we now know it. The leaders of the Hawthorne study had a couple of radical notions. They thought they could use the techniques of scientific observation to increase an employee's amount and quality of work, and they did not look at workers as interchangeable resources. Workers, they thought, were unique in terms of their psychology and potential fit within a company. Over the following years, the concept of organizational behavior widened. Beginning with World War II, researchers began focusing on logistics and management science. Studies by the Carnegie School in the 1950s and 1960s solidified these rationalist approaches to decision-making. Today, those and other studies have evolved into modern theories of business structure and decision-making. The new frontiers of organizational behavior are the cultural components of organizations, such as how race, class, and gender roles affect group building and productivity. These studies take into account how identity and background inform decision-making. Academic programs focusing on organizational behavior are found in business schools, as well as at schools of social work and psychology. These programs draw from the fields of anthropology, ethnography, and leadership studies, and use quantitative, qualitative, and computer models as methods to explore and test ideas. Depending on the program, one can study specific topics within organizational behavior or broader fields within it. Specific topics covered include cognition, decision-making, learning, motivation, negotiation, impressions, group process, stereotyping, and power and influence. The broader study areas include social systems, the dynamics of change, markets, relationships between organizations and their environments, how social movements influence markets, and the power of social networks. Findings from organizational behavior research are used by executives and human relations professionals to better understand a business's culture, how that culture helps or hinders productivity and employee retention, and how to evaluate candidates' skills and personality during the hiring process. Organizational behavior theories inform the real-world evaluation and management of groups of people. There are several components: Personality plays a large role in the way a person interacts with groups and produces work. Understanding a candidate's personality, either through tests or through conversation, helps determine whether they are a good fit for an organization.Leadership—what it looks like and where it comes from—is a rich topic of debate and study within the field of organizational behavior. Leadership can be broad, focused, centralized or de-centralized, decision-oriented, intrinsic in a person's personality, or simply a result of a position of authority.Power, authority, and politics all operate inter-dependently in a workplace. Understanding the appropriate ways these elements are exhibited and used, as agreed upon by workplace rules and ethical guidelines, are key components to running a cohesive business. Organizational behavior describes how people interact with one another inside of an organization, such as a business. These interactions subsequently influence how the organization itself behaves and how well it performs. For businesses, organizational behavior is used to streamline efficiency, improve productivity, and spark innovation to give firms a competitive edge. The four elements of organizational behavior are people, structure, technology, and the external environment. By understanding how these elements interact with one another, improvements can be made. While some factors are more easily controlled by the organization—such as its structure or people hired—it still must be able to respond to external factors and changes in the economic environment. The first is the individual level, which involves organizational psychology and understanding human behavior and incentives. The second level is groups, which involves social psychology and sociological insights into human interaction and group dynamics. The top-level is the organizational level, where organization theory and sociology come into play to undertake systems-level analyses and the study of how firms engage with one another in the marketplace. Organizational behavior can be used by managers and consultants to improve the performance of an organization and to address certain key issues that commonly arise. These may include a lack of direction or strategic vision for a company, difficulty getting employees on board with that vision, pacifying workplace conflict or creating a more amenable work environment, issues with training employees, poor communication or feedback, and so on.

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