

Organizational behavior outline

[Psychology](#), [Behaviorism](#)



CHAPTER 2: Challenges for Managers • What are the four challenges in globalization? 1. Globalizing the firm's operation to compete the global village 2. Leading a diverse workforce 3. Encouraging positive ethics, character, and personal integrity 4. Advancing and implementing technological innovation in the workplace • What are the changes in the global marketplace? 1. Social changes 2. Political changes Social and political upheavals have led organizations to change the way they conduct business and encouraged their members to think globally. • Self-Assessment: Planning for a global career

Self-assessment is the critical first step in any career planning effort. Self assessment is especially important for those whose goal is to live an work abroad, i. e. , where familiar personal and professional support systems may be non-existent. Readers interested in pursuing international employment should consider their answers to the following types of questions in assessing their readiness for international employment: 1. Why am I interested in an international social work career? 2. Am I interested in effecting change on a macro/global level? 3. Am I interested in working directly with clients from a variety of cultural backgrounds?

Both? 4. Am I interested in the personal and professional development which results from the experience of living abroad, whatever the employment situation? 5. Does my commitment to an international career include being based abroad, or would I prefer to be based in my home country? 6. What skills do I have to offer in an international setting? [These skills might include: " generic" social work abilities such as strengths in psycho-social assessment, supervision or program development; specific social work skills

related to particular issues or clients, such as pre-natal services for adolescents, AIDS prevention programming, or working with clients who are substance abusers; and technical and linguistic skills which may be particularly useful in international settings, such as computer skills, healthprofessions training, and of course language competencies]. 7. What are my general and specific practice interests? [These might include considerations of: macro vs. micro practice; administrative vs. case management positions; and work evolving from its setting, such as direct service in an agency base, research and teaching in a university setting, or advocacy work in a human rights organization]. . What international/intercultural experience do I have? [This might include personal background, work, travel or study abroad, or work with clients of diverse education]. 9. What are my issues/preferences concerning lifestyle and adjusting to new settings? Would I feel comfortable with the living conditions in a developing country or do I need a more Westernized lifestyle? Have I tested my abilities to be flexible in adjusting to unfamiliar surroundings and cultures? 10. What is my geographic preference? Is it global in scope? Developed or developing country? 11. Finally, what is my "dream job"?

In planning a career, as opposed to searching for a particular position, it is crucial to have a sense of direction. Even should your anticipated direction change in six months of starting your first job, your preparatory process will serve as the impetus for more careful exploration and experimentation. A catch phrase for the nineties has become "Think globally, act locally". With an international social work career, it is possible to have the best of both

worlds--that of acting on major international social issues, either at home or abroad, and wherever one chooses to work to be engaged in solving social problems of worldwide dimensions.

As the social context of the human services becomes increasingly more internationalized, it is crucial that social workers broaden their world view; the personal and professional rewards for doing so can be immense. • Self-Assessment Activity: How much do you know about sexual harassment? As defined by the Philippine Anti-Sexual Harassment Act of 1995, sexual harassment is “ a request for a sexual favor, accepted or not, from an employer, employee, manager, teacher, instructor, professor, coach, trainer or other persons who have authority, influence or moral ascendancy over another. It is committed by anyone who demands a sexual favor in exchange for work, promotion or other privileges. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or 2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or 3.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive workingenvironment. Sexual harassment includes many things... 1. Actual or attempted rape or sexual assault. 2. Unwanted pressure for sexual favors. 3. Unwanted deliberate touching, leaning over, cornering, or pinching. 4. Unwanted sexual looks or gestures. 5. Unwanted letters,

telephone calls, or materials of a sexual nature. 6. Unwanted pressure for dates. 7. Unwanted sexual teasing, jokes, remarks, or questions. . Referring to an adult as a girl, hunk, doll, babe, or honey. 9. Whistling at someone. 10. Cat calls. 11. Sexual comments. 12. Turning work discussions to sexual topics. 13. Sexual innuendos or stories. 14. Asking about sexual fantasies, preferences, or history. 15. Personal questions about social or sexual life. 16. Sexual comments about a person's clothing, anatomy, or looks. 17. Kissing sounds, howling, and smacking lips. 18. Telling lies or spreading rumors about a person's personal sex life. 19. Neck massage. 20. Touching an employee's clothing, hair, or body. 21.

Giving personal gifts. 22. Hanging around a person. 23. Hugging, kissing, patting, or stroking. 24. Touching or rubbing oneself sexually around another person. 25. Standing close or brushing up against a person. 26. Looking a person up and down (elevator eyes). 27. Staring at someone. 28. Sexually suggestive signals. 29. Facial expressions, winking, throwing kisses, or licking lips. 30. Making sexual gestures with hands or through body movements. Sexual harassment can be a tricky thing to prove. While it's a recognized threat in the workplace, very few are willing to come out and complain.

Find out what you can do about sexual harassment in case it happens in your office: The Sexual Harassment Act not only covers those who are directly involved but also those who cooperate “ in the commission of” the violation. Sexual harassment can take several forms. If you're the object of attention, you could be at the receiving end of malicious stares, jokes, comments,

notes, letters, graffiti or physical contact. What to do in case of sexual harassment? Sexual harassment can be difficult to prove, especially if it becomes a he said/she said event. To make sure you protect yourself, do the following: Say ' No' or ' Stop it' firmly and loud enough for someone to hear. If there are potential witnesses, reject the advances through a firm but polite refusal. Unless you've been harassed many times before, don't make the first offense a sideshow. * Express your objection to the person's behavior clearly and firmly but avoid making too much fuss about it. Saying ' Stop it! ' in a loud, shrilly voice or screaming at the top of your lungs might be viewed as proof that you're a hysterical person. In case of an investigation, you might come off as unreliable or worse, prone to exaggeration.

Remember that you might be dealing with a sneaky person who can dismiss your complaint as an exaggerated reaction. * Express your disapproval and be clear about it. If the person asks you why, tell them it makes you uncomfortable and you don't think its appropriate behavior. Don't smile and don't apologize, either. You'll come off as weak and unconvincing. *

Document the event/s. Write down the date, time, place and witnesses to the incident in detail. Use a journal or a notebook and keep it in a safe place. In case you have to file for a complaint later, this will come in handy as evidence.

If the harassment escalates, you can also show the journal or notebook to your supervisor. * Inform someone about what happened. Tell your closest confidant or friend at the office. If the incident involved touching, violence, psychological or physical threats, do the same and then go to your manager

or supervisor. In his absence, talk to the HR person immediately. Don't turn the incident into office gossip, however. If you must inform anyone, make sure they are either a person of authority or someone who could become a reliable witness for you. * File a complaint.

Chances are your company has policies regarding sexual harassment in the workplace. Check your company manual or go to HR to make sure you make the right steps. They should be able to help you resolve this problem.

CHAPTER 3: Personality, Perception, and Attribution • Research diversity statistics in the Philippines for the workplace THE " LAY DOWN OR LAY OFF POLICY" IN THE WORKPLACE Many women workers are subjected to sexual harassment or sexual violence in the workplace (Bureau of Women and Young Workers, Sexual Harassment at the Workplace, 1991.).

There is a phrase in the Philippines that sums up the sexual violence experienced by women in the workplace. We call it the " Lay Down or Lay Off Policy". Prior to the enactment of the Anti-Sexual Harassment Act of 1995 (RA 7877), women resorted to the pertinent provisions of the Revised Penal Code to seek redress for sexual harassment. SIBOL comments that, " While Republic Act No. 7877 is a step forward in addressing sexual harassment, it has several significant limitations. " • Research an MBTI Instrument and answer it. CHAPTER 4: Attitude, Values and Ethics What is Machiavellianism? How this relate to you personally? Machiavellianism is the political doctrine of Machiavelli, which denies the relevance of morality in political affairs and holds that craft and deceit are justified in pursuing and maintaining political power. I do not agree with this doctrine since the core of

my personality is morality. • Exercise: Chinese, Indian and American Values
 Chinese| Indian| American| 1. Mandate of Heaven 2. Confucian relations 3.
 Harmony 4. The Chinese value the importance of the family 5. obedience,
 moderation and self-restraint 6. They want to fulfill their own potential 7.
 With time and patience, the mulberry leaf becomes a silk gown 8. Learning is
 a treasure that will follow its owner everywhere 9. A book holds a house of
 gold 10. Courtesy demands reciprocity| 11. Cooperation 12. Group harmony
 13. Modesty 14. Value is placed on respect for an individual's dignity and
 personal autonomy 15. Placidity is valued, as is the ability to remain quiet
 and still 16. Patience 17. Generosity 18. Indifference to ownership 19.

Indifference to saving 20. Indifference to work ethic 21. Moderation in speech
 22. Careful listening 23. Careful observation 24. Permissive child rearing| 1.
 Personal control over the environment/responsibility 2. Change is seen as
 natural and positive 3. Time and its control 4. Equality/ fairness 5.
 Individualism/ independence 6. Self-help initiative 7. Competition 8. Future
 orientation 9. Action/ work orientation 10. Informality 11. Directness/
 openness/ honesty 12. Practicality/ efficiency 13. Materialism/
 acquisitiveness|