

Organizational Behavior

****Absenteeism****

: Regular or frequent absence from work. Can be caused by a variety of factors, including poor work environment, lack of motivation, or personal problems. High levels of absenteeism can lead to decreased productivity and increased costs for organizations.

****Behavioral Approach****

: A management style that focuses on observing and measuring employee behavior in order to improve organizational effectiveness. This approach emphasizes the use of data and research to inform management decisions and practices.

****Communication****

: The process of exchanging information, ideas, and emotions between two or more people. Effective communication is essential for building and maintaining positive relationships in the workplace.

****Conflict Resolution****

: The process of identifying and addressing disagreements or differences between individuals or groups in order to find a mutually acceptable solution.

****Decision Making****

: The process of selecting a course of action from among multiple alternatives. In organizational behavior, decision making often involves considering the potential impact on employees and the organization as a whole.

****Diversity****

: The presence of a wide range of individual differences, including but not limited to race, gender, age, and cultural background. Diversity in the workplace can lead to increased creativity, innovation, and problem-solving abilities.

****Emotional Intelligence****

: The ability to understand and manage one's own emotions, as well as the emotions of others. Emotional intelligence is an important factor in leadership and interpersonal relationships.

****Empowerment****

: The process of giving employees the resources, authority, and support they need to take ownership of their work and make decisions that positively impact the organization.

****Entrepreneurship****

: The process of starting and running a new business venture. Entrepreneurship requires a combination of creativity, risk-taking, and strategic thinking.

****Equity****

: The fair and impartial treatment of all individuals, regardless of their race, gender, age, or other personal characteristics.

****Ethics****

: The principles and values that guide behavior and decision making in the workplace. Ethical behavior is essential for building trust and maintaining positive relationships with employees, customers, and other stakeholders.

****Extrinsic Rewards****

: Rewards that come from outside sources, such as salary, bonuses, and promotions. Extrinsic rewards can be effective motivators for employees, but they may not be as sustainable as intrinsic rewards.

****Feedback****

: Information about past behavior that is used to improve future performance. Feedback can be given by supervisors, peers, or subordinates and can be either positive or negative.

****Flexibility****

: The ability to adapt to changing circumstances and priorities. Flexibility is an important trait for employees and organizations to have in order to be successful in today's rapidly changing business environment.

****Goal Setting****

: The process of identifying specific, measurable, and attainable objectives for individuals or teams. Goal setting can be an effective way to motivate employees and improve organizational performance.

****Group Dynamics****

: The study of how individuals behave and interact within groups. Group dynamics can have a significant impact on organizational behavior, as group members often influence each other's attitudes and behaviors.

****Harassment****

: Any unwelcome or offensive behavior that creates a hostile or abusive work environment. Harassment can take many forms, including verbal, physical, or visual.

****Inclusion****

: The practice of ensuring that all individuals feel valued and respected, regardless of their race, gender, age, or other personal characteristics.

****Innovation****

: The process of introducing new ideas, products, or methods. Innovation is essential for organizations to stay competitive in today's rapidly changing business environment.

****Intrinsic Rewards****

: Rewards that come from within an individual, such as a sense of accomplishment or personal satisfaction. Intrinsic rewards can be powerful motivators for employees.

****Job Satisfaction****

: The level of contentment or fulfillment an employee experiences in their job. Job satisfaction is an important factor in employee motivation and retention.

****Leadership****

: The ability to inspire and influence others to achieve a shared goal. Leadership is an important factor in organizational behavior, as leaders play a key role in shaping the culture and values of an organization.

****Learning Organizations****

: Organizations that actively seek out and incorporate new knowledge and skills in order to improve their performance. Learning organizations are characterized by a culture of continuous learning and improvement.

****Motivation****

: The internal drive that prompts individuals to take action and achieve their goals. Motivation can be influenced by a variety of factors, including rewards, recognition, and opportunities for growth and development.

****Organizational Culture****

: The shared values, beliefs, and practices that define an organization. Organizational culture can have a significant impact on employee behavior and organizational performance.

****Organizational Effectiveness****

: The degree to which an organization achieves its goals and objectives. Organizational effectiveness can be influenced by a variety of factors, including leadership, communication, and organizational culture.

****Performance Management****

: The process of setting expectations, monitoring progress, and providing feedback to employees in order to improve their performance.

****Power****

: The ability to influence others and control resources. Power can be derived from a variety of sources, including formal authority, expertise, and personal charisma.

****Promotion****

: The process of moving an employee to a higher level or position within an organization. Promotions are often used as a reward for good performance and can be an effective motivator for employees.

****Quality of Work Life****

: The overall level of satisfaction and well-being that employees experience in their jobs. Quality of work life is an important factor in employee motivation and retention.

****Recruitment****

: The process of identifying and attracting qualified candidates for open positions.

****Retention****

: The process of keeping valuable employees within an organization. Retention strategies may include providing competitive salaries and benefits, offering opportunities for growth and development, and creating a positive work environment.

****Reward Systems****

: The methods and systems used to recognize and reward employees for their contributions. Reward systems can include salary increases, bonuses, promotions, and other forms of recognition.

****Safety****

: The practices and procedures that are put in place to protect employees from harm. Safety is an important factor in organizational behavior, as it can impact employee well-being and productivity.

****Stress****

: The physical and emotional response to challenging or demanding situations. Stress can have a negative impact on employee health and well-being, as well as organizational performance.

****Team Building****

: The process of creating and developing effective work teams. Team building can include activities such as team-building exercises, training, and communication strategies.

****Training and Development****

: The process of providing employees with the skills and knowledge they need to perform their jobs effectively. Training and development can include formal classroom training, on-the-job training, and coaching and mentoring.

****Turnover****

: The rate at which employees leave an organization and are replaced by new employees. High turnover can have a negative impact on organizational performance, as it can lead to decreased productivity, increased costs, and decreased employee morale.

****Values****

: The principles and beliefs that guide behavior and decision making in the workplace. Values are an important factor in organizational behavior, as they can impact employee attitudes and behaviors.

****Work-Life Balance****

: The ability to balance work responsibilities with personal and family obligations. Work-life balance is an important factor in employee well-being and productivity.

****Workplace Diversity****

: The presence of a wide range of individual differences, including but not limited to race, gender, age, and cultural background, in the workplace. Workplace diversity can lead to increased creativity, innovation, and problem-solving abilities.