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organizational behaviour

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Daniel King and Scott Lawler



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Organizational Behaviour

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Scott would like to thank colleagues past and present for their ideas and inspiration over the years, and all friends and family for their support during the writing of this book.

How to use this book

Running case: too much to do and not enough time

Nina Biagini, Junction Hotel's maître d' looks at the pile of napkins as the restaurant opens at 5pm; 400 glasses also need to be cleaned and polished. 'We are never going to be ready for tonight's Royal Gala, the top of our game with all these business leaders coming', she says to herself, 'what with our busy season coming up, this place is a mess. We need help.'

Feeling anxious that the restaurant will not be ready in time, she picks up the phone. 'What?', Weaver blasts down the phone, 'we can't afford to have the restaurant closed for the night.'

Real life case: the upside-down badge

Jobsworth stories where officials have implemented rules that are so petty and where people have been punished for seemingly minor infringements of the rules often make the news.

For example, in 2011 a pensioner with a disability badge in Nottinghamshire, UK, was fined £35 for parking in a disabled parking bay with the relevant accreditation badge displayed in the windscreen, but upside down (BBC News, 2011).

On one hand, the rules state that the badge must be legible. For

Employability skills: the recruitment and selection process

This chapter relates personality to the recruitment and selection process, providing valuable insight into the processes used when you apply for employment, vacation work, for a placement, or when you graduate and begin your career.

While this chapter concentrates on personality, it is useful to think about the process of recruitment and selection ahead of applying for jobs. Understanding the ways in which they match applicants to jobs, and, importantly, the dates are all things which will give you a head start. Your university tutor on the subject and will be able to offer advice.

Running case:

The fictional running case is set in Junction Hotel, and presents organizational problems and theories in a familiar context. We see issues from multiple perspectives and discover that there is often no 'one best way' to do things. The running case is closely integrated with the theories discussed in each chapter.

Real life case boxes:

Organizational behaviour theories are played out in the real world every day. Contemporary examples from a range of sources (including businesses such as Vodafone, public sector institutions like the Metropolitan police, and not-for-profit organizations such as food cooperatives) help you make the link from theory to reality.

Study and employability skills boxes:

Each chapter contains skills tips to help boost your grades and your employability. These are linked to topics being discussed in the book, and further reinforce the relevance of organizational behaviour to real life.

Theory in context: responding to the rise of

The rising interest in organizational culture occurred at a point when the economic superpower was being challenged by the rise of Japan. The Japanese was challenged by Honda's smaller, more efficient bikes (Ouchi, 1993).

The Japanese culture was seen as key in their success. For instance, there is a story of a 'Honda worker who, on his way home each evening, notices the blades on all the Hondas he passes. He can't stand to see a flat tyre. Some US workers were seen as purposely destructive. For example, one worker would go home at night chuckling to himself about the things he had done to the cars.

Research insight: 'We recruit attitude', Callaghan et al. 2002. 'We recruit attitude': the selection and socialization of call centre labour. *Journal of Management Studies* 39(1): 1-20.

In a study of recruitment and selection in a call centre, Callaghan et al. (2002) find that while technical skills, such as numeracy and using a keyboard and mouse, are given to personality. In particular, a positive, energetic and humorous attitude during calls are seen as aspects of good customer service that may differentiate the company from others. This is discussed in the context of emotional labour in service industries in Chapter 16).



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Open and closed systems

A further distinction in the nature of a system is between open and closed systems (Jackson and Carter, 2007: 211).

Review questions

1. Describe the main features of the planned approach to change.
2. Explain how the planned approach to change addresses the 'surface'.
3. Analyse how organization development helps bring about change.

Apply

4. How might the three-step model have been used to implement change?

Further reading

Schein, E. 2010. *Organizational culture and leadership*. Jossey-Bass. Popular management writer and consultant, Schein provides a good management viewpoint. He offers ways to understand culture and practice.

Peters, T. J., and Waterman, R. H. Jr. 1982. *In search of excellence*. Harper Row, London.

An early, influential book in management circles on the role of culture, given that it has been subject to substantial criticism for both its method and conclusions.

Smircich, L. 1983. Concepts of culture and organizational analysis. *Academy of Management Review* 8: 339-358.

Theory in context boxes:

Where do theories about organizational behaviour come from? What influenced the theorists' thoughts and the resulting theories? The wider contexts of society, technology, politics, and economics are considered, and you are encouraged to critically analyse theories to deepen your understanding.

Research insight boxes:

The body of academic literature on the subject of organizational behaviour is vast. This feature highlights seminal research articles that made a significant contribution to the topic. The full reference is provided so you can follow up your textbook reading with further research.

Stop and think questions:

These short, reflective questions appear throughout the chapters and encourage you to consider the topics in light of your own experience.

Review questions:

At the end of every chapter section review questions help you assess your understanding of the central themes and your readiness to progress to the next part of the topic.

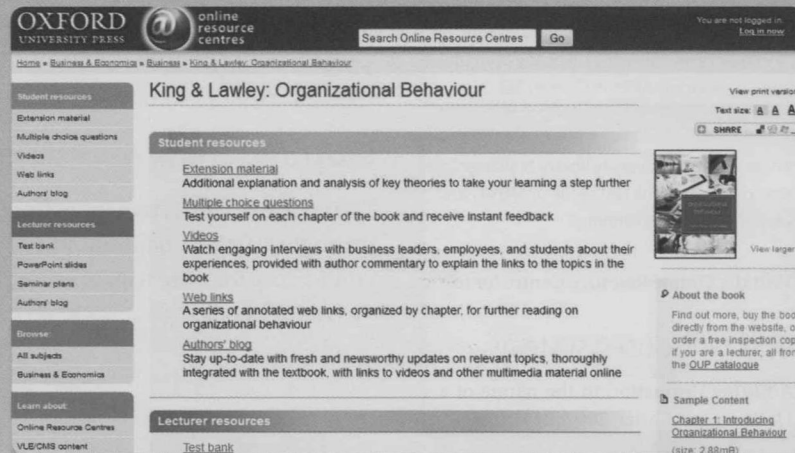
Further reading:

To take your learning further, reading lists have been provided as guides to finding out more about the issues raised within each chapter and to help you locate the useful academic literature in the field.

How to use the Online Resource Centre

www.oxfordtextbooks.co.uk/orc/king_lawley/

The Online Resource Centre that accompanies this book provides students and registered adopters of the textbook with ready-to-use teaching and learning materials. These resources are free of charge and designed to maximize the learning experience.



Author blog:

The authors will provide fresh and newsworthy updates on relevant topics, thoroughly integrated with the textbook, with links to videos and other multimedia material on the Internet.

For students



Videos:

The world of work can sometimes seem far removed from the theories being discussed in the textbook. Business leaders, employees, and students are interviewed about their experiences, and an author commentary on each video clip explains the links to topics in the book.

Chapter 2 extension material

Fayol's (1949) 14 principles of management

Henri Fayol suggested that management was a profession a trained to perform. He suggested fourteen principles for effective management, outlined in the table below.

Principle	Explanation	Evidence
Division of work	All tasks are specialised	Vertical differentiation
Authority	The right to give orders and	Level of authority

Question 1

Which of the following is not an example of bureaucratic function?

- ☐ a) Paperwork and record-keeping
- ☐ b) Hierarchical organizational structure
- ☐ c) Advertising and marketing brochures
- ☐ d) Policies, rules and procedures

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Chapter 17

Fairtrade

The following websites carry stories of products that require to achieve that status:

- <http://news.bbc.co.uk/1/hi/business/7923388.stm>
- <http://news.bbc.co.uk/1/hi/uk/8397970.stm>
- <http://news.bbc.co.uk/1/hi/business/8007370.stm>

Extension material:

Additional explanation and analysis of key theories which go beyond what is covered in the textbook are available to help you to take your learning a step further.

Multiple-choice questions:

A bank of self-marking multiple-choice questions has been provided for each chapter of the text and includes instant feedback on your answers, cross-referencing the textbook to assist with independent self-study.

Weblinks:

A series of annotated weblinks, organized by chapter, has been provided to point you in the direction of important material on organizational behaviour.

For instructors

Chapter 2 Seminar activity – Restructuring Junction Hotel

Student worksheet

This activity is based around the textbook running case.

Preparation:
Read the case study below:

Simon Chance likes order and being in charge, but after a while he had inherited after taking over at Junction Hotel, he a disorganized mess, he thinks to himself, 'no-one seems to be in charge, it's unmanageable'.

The lack of formal organization is highlighted when Chance is general manager, for an organization chart. 'Organization chart'.

Test bank

Test banks provide a ready-made electronic testing resource which meet your teaching needs. Whilst every effort has been made to ensure that the test bank is error free we suggest that you check that it meets your requirements for assessment or other purposes.

Test bank in QTI XML format
Choose this option if your institution uses assessment software that is compliant with the industry standard of QTI XML.

Test bank in Respondus format
Choose this option if you have Respondus at your institution. The test bank can be imported into Blackboard, WebCT or another Virtual Learning Environment.

Max Weber and the critique of bureaucracy

- Wrote in early 1900s, around the time of Henri Fayol
- Weber – a sociologist – not a management theorist
- Noted technical efficiency of bureaucracy

Seminar plans:

A suite of fully developed seminar plans has been prepared for use in class. Activities are based around extension material from the running case and additional real-life case studies and video clips.

Test bank:

A fully customizable resource containing interactive multiple-choice questions accompanied by answers and feedback with which to test your students.

PowerPoint slides:

Customizable PowerPoint slides have been included for use in lecture presentations. Arranged by chapter theme, the slides may also be used as hand-outs in class.

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