

**Department of Jute and Fibre Technology, Institute of Jute Technology,  
University of Calcutta**

**Syllabus for Vocational Workers' Training for Jute Sector to be Conducted by Department of Jute and Fibre Technology, Institute of Jute Technology, University of Calcutta, Under Integrated Skill Development Scheme Project (ISDS) Sponsored by Ministry of Textiles, Government of India**

**Module XVI: HRD Training on Motivation and Behavioural Aspects**

**Total Contact Hours 150 (One month Training)**

**Theoretical Syllabus**

**(Full Marks – 100)**

Meaning of organisational behaviour, basis organisational behaviour Model, Topics of study, Management Theory, X, Y, & Z, elements & Operating models, Social system, Culture & Individualization Organisation development, Structure, Function of management staff in an organisation.

Individual human behaviour, Foundation of Individual Behaviour, Fundamental characteristics of personality learning.

Meaning & Component communication, Modes of communication & its feedback, Communication for problem solving, Importance of communication in an organisation, Barriers to communication, Tips for improvement of communication.

Meaning of time management, Value, Tools, Significance of effective time management.

Concept of employee training, Importance of training, Attitude, Benefits, Types of training, Different levels of vocational training require for workers, Supervisors & Managers, Ten commandments of training.

Concept of group & group dynamics, Stages of group or team development, Leadership issue of team work, Leadership traits for success, Importance of individual sense of competence in a team work.

Meaning of team work, Difference between formal works & team, Characteristics of effective teams.

Concept of leadership, Leadership child, Factors of leadership, Traits of a good leader, Road map to leadership.

Meaning of motivation, Types & Aspects of motivation, Meaning of Success, Some basis human qualities of success, Employee motivation, Motivation cycle, Demotivating factor, Basis principle of motivation, Motivating factor, Tactics for maximizing motivation, Some Practical notes of motivation.

Concept of stress management, Symptoms of stress of negative effect, Effect of stress, Stress – related illnesses, Stress response, Sources of stress at professional work, Stress control – ABC strategy, Relaxation technic as support system for stress relaxation.