**UNIT-V**

**MANIGING PEOPLE AND ORGANIZING TEAMS**

**SESSION INPUTS**

**SESSION – 1**

**Web link –** [**www.notesengine.com**](http://www.notesengine.com)

**Content: Recap: Unit-4**

**Methodology: Quiz**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from Today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define framework.
2. Define creating framework.
3. List the steps for creating framework.
4. Advantages of creating framework.
5. What is the need for creating framework?
6. Define progress.
7. List the categories of reporting progress.
8. How to assess the progress.
9. Explain the categories of reporting.
10. Explain setting checkpoints.
11. Define checkpoints.
12. How to set check point.
13. List the advantages of setting checkpoints.
14. Define snapshot.
15. List out the advantages of taking snapshot.
16. Define change control.
17. Define managing contracts.
18. What is the use of change control?
19. How to manage the contracts?
20. Define the contracts.
21. Define acceptance.
22. What acceptance test?
23. Explain about warranty period.
24. What is internal test plan?

**Content: Introduction and understanding behavior**

**Methodology: Presentation**

* We can ask learners to list out their ideas about understanding behavior.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Example**

**Methodology: Group activity**

* We can divide the learners into three groups namely A, B and C.
* We can give today’s topic and make learners to prepare points given by the staff.
* We can give 10 minutes time.
* Finally one learner form each team will stand and explain their ideas.
* Finally the winning team will be appreciated who gave best points.
* From the learners point we can present our topic using PPT.
* The learner will be appreciated by all the learners.

**Content: Conclusion**

**Methodology: Question and Answer**

* We can divide the learners into three groups namely A, B and C.
* We can give keywords from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define behavior
2. Explain people behavior
3. Explain identify danger.
4. Explain identify relevancy.
5. Define viewpoints.
6. Types of viewpoints.
7. Define positive visit.
8. Define interpretive visit.

**SESSION - 2**

**Content: recap**

**Methodology: Rapid fire**

* We can divide the learners into three groups namely A, B and C.
* We can give keywords from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define behavior
2. Explain people behavior
3. Explain identify danger.
4. Explain identify relevancy.
5. Define viewpoints.
6. Types of viewpoints.
7. Define positive visit.
8. Define interpretive visit.

**Content: Organizational behavior**

**Methodology: Presentation**

* We can ask learners to list out their ideas about Organizational behavior.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Examples**

**Methodology: Group activities**

* We can divide the learners into three groups namely A, B and C.
* We can give today’s topic and make learners to prepare points given by the staff.
* We can give 10 minutes time.
* Finally one learner form each team will stand and explain their ideas.
* Finally the winning team will be appreciated who gave best points.
* From the learners point we can present our topic using PPT.

**Content: Conclusion**

**Methodology: Questions and answers**

* We can divide the learners into three groups namely A, B and C.
* We can give keywords from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define organizational behavior.
2. Explain three basic objectivities for Taylor.
3. Define theoryX holders.
4. Define theoryY holders.

**SESSION – 3**

**Web link - -** [**www.notesengine.com**](http://www.notesengine.com)

**Content: Selecting right person for the job and different views of points**

**Methodology: Presentation**

* We can ask learners to list out their ideas about Setting check points.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic.

**Content: Conclusion**

**Methodology: Question and answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define COCOMO model.
2. Explain Recruitment process.
3. List the general approach for Recruitment process.
4. Define CVs.

**SESSION – 4**

**Web link -** <http://www.csetube.in/2/post/2012/12/software-project-management-spm-it-73-it2403-bob-hughes-and-mike-cotterell-tata-mcgraw-hill-book-updated.html>

**Content: Instruction in the best method & Motivation**

**Methodology: Presentation**

* We can ask learners to list out their ideas about instruction in the best method and motivation.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic.

**Content: Example**

**Methodology: Group activity**

* We can divide the learners into three groups namely A, B and C.
* We can give today’s topic and make learners to prepare points given by the staff.
* We can give 10 minutes time.
* Finally one learner form each team will stand and explain their ideas.
* Finally the winning team will be appreciated who gave best points.
* From the learners point we can present our topic using PPT.

**Content: Conclusion**

**Methodology: Question and answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define motivation.
2. Explain instruction in the best method.
3. Explain Taylorist model.
4. Explain maslows hierarchy of needs.
5. Explain Herzbergs Two factor theory.
6. Explain Expectancy theory of motivation.

**SESSION – 5**

**Web link -** <http://www.csetube.in/2/post/2012/12/software-project-management-spm-it-73-it2403-bob-hughes-and-mike-cotterell-tata-mcgraw-hill-book-updated.html>

**Content: Methods for improving motivation**

**Methodology: Presentation**

* We can ask learners to list out their ideas about Methods for improving motivation.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic.

**Content: Example**

**Methodology:Demo**

* We can show demo for Methods for improving motivation.

**Content: Conclusion**

**Methodology: Question and answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. List the role of manager to improve motivation.
2. Define job enlargement.
3. Define job enrichment.
4. What are the Two measures to enhance job design?

**SESSION – 6**

**Web link –** [**www.csetube.in**](http://www.csetube.in)

**Content: Working in groups and develop a team sprit**

**Methodology: Presentation**

* We can ask learners to list out their ideas about Working in groups and develop a team sprit.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Example**

**Methodology: Demo**

* We can show demo on Working in groups & develop a team sprit.

**Content: Conclusion**

**Methodology: Questions and Answers**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic
* Time duration for answering is 5 seconds
* Finally the winning team will be appreciated.
* Sample questions are

1. Define Team.
2. Define communication genres.
3. Define communication plan.
4. List the step wise project planning frame work by team.
5. How to develop a team?
6. Define forming.
7. Define storming.
8. Define norming, performing and adjourning.
9. List the different types of people.

**SESSION – 7**

**Web link - [www.csetube.in](http://www.csetube.in)**

**Content: Recap- Motivation working in group.**

**Methodology: summary**

* We can divide the learners into three groups namely A, B and C.
* We can ask learner from each team to summarize yesterday’s topic.
* We can give one minutes time to summarize important points.
* Finally the team who gave more important points will be appreciated by other learners.

**Content: Becoming a Team**

**Methodology: Presentation**

* We can ask learners to list out their ideas about Becoming a Team.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Example**

**Methodology: Demo**

* We can show demo on becoming a team.

**Content: Conclusion**

**Methodology: Question and answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Explain becoming a team.
2. What is the step to be followed to form a team.
3. List the basic stages to develop a team.
4. List the different type of people.
5. Define group performance.
6. Define additive task.
7. Define compensatory task.
8. Define disjunctive task.
9. Define conjunctive task.

**SESSION – 8**

**Web link –** [**www.notesengine.com**](http://www.notesengine.com)

**Content: decision making and leadership**

**Methodology: Presentation**

* We can ask learners to list out their ideas about decision making and leadership.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Example**

**Methodology: Demo**

* We can show demo for decision making and leadership with the help of students.

**Content: Conclusion**

**Methodology: Question and Answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Define decision making.
2. List the categories of decision.
3. Differentiate structured and unstructured in decision making.
4. List the obstacles to good decision making.
5. Define faulty heuristic.
6. Define escalation of commitment.

**SESSION – 9**

**Content: Recap - leadership**

**Methodology: Quiz**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from yesterday’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Define decision making.
2. Define information overload.
3. List the categories of decision.
4. Differentiate structured and unstructured in decision making.
5. List the obstacles to good decision making.
6. Define faulty heuristic.
7. Define escalation of commitment.

**Content: Organizational structure**

**Web link –** [**www.notesengine.com**](http://www.notesengine.com)

**Methodology: Presentation**

* We can call learners to write points about organizational structure.
* The learner will be appreciated by all the learners.
* We can explain the topic “contract placement and requirement analysis using PPT presentation.

**Content: Example**

**Methodology: group Activity**

* We can divide the learners into three groups namely A, B and C.
* We can give today’s topic and make learners to prepare points given by the staff.
* We can give 10 minutes time.
* Finally one learner form each team will stand and explain their ideas.
* Finally the winning team will be appreciated who gave best points.
* From the learners point we can present our topic using PPT.

**Content: Conclusion**

**Methodology: Question and Answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Define department structure.
2. Define team structure.
3. Define organizational structure.
4. What is functional format?
5. Explain project format.
6. Differentiate functional format and project format.
7. Explain matrix format.

**SESSION – 10**

**Content: Recap – organizational structure**

**Methodology: Quiz**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Explain project format.
2. Differentiate functional format and project format.
3. Explain matrix format.
4. Define department structure.
5. Define team structure.
6. Define organizational structure.
7. What is functional format?

**Content: Stress health and safety**

**Web link –** [**www.notesengine.com**](http://www.notesengine.com)

**Methodology: Presentation**

* We can ask learners to list out their ideas about stress health and safety.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: decision making structure in IT company (Content beyond the syllabus)**

**Methodology: Presentation**

* We can ask learners to list out their ideas about decision making structure in IT company.
* From the learners input we can tell them which are necessary to that topic.
* We can give explanation about that topic using PPT presentation.

**Content: Example**

**Methodology: group Activity**

* We can divide the learners into three groups namely A, B and C.
* We can give today’s topic and make learners to prepare points given by the staff.
* We can give 10 minutes time.
* Finally one learner form each team will stand and explain their ideas.
* Finally the winning team will be appreciated who gave best points.
* From the learners point we can present our topic using PPT.

**Content: Conclusion**

**Methodology: Question and Answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Define stress.
2. What is role ambiguity?
3. Define role conflict.
4. Explain health and safety.
5. Define safety policy.
6. List the responsibility for safety.

**SESSION – 11**

**Content: recap – health and safety**

**Methodology: Quiz**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from yesterday’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. Explain health and safety.
2. Define safety policy.
3. Define stress.
4. What is role ambiguity?
5. Define role conflict.
6. List the responsibility for safety.

**Content: case studies**

**Methodology: role play and short seminar**

* We can divide the learners into three groups namely A, B and C.
* We can ask learners to prepare case studies about last two units.
* Learners are played a role corresponding to that topic or case studies.
* Short seminar given to the learners and they took five minutes presentation about case study.

**Content: Conclusion**

**Methodology: Question and Answer**

* We can divide the learners into three groups namely A, B and C.
* We can ask questions from today’s topic.
* Time duration for answering is 5 seconds.
* Finally the winning team will be appreciated.
* Sample questions are

1. List out different IT companies and their place.
2. Explain about wipro Software Company.
3. Explain how to get job opportunities in IT company.
4. What are requirements, the IT Company needed from the students?
5. How to safeguard your job in IT company after placed?