



Pearson LCCI Level 4 Certificate in Organisational Behaviour and Performance (ASE20103)

Reading and resource suggestions

(Extracted from the Teacher's Delivery Guide)

Chapter 6

Further reading and resource suggestions

Textbooks, etc.

The following texts cover various aspects of the topics covered in this unit. Be aware of any new editions of these books released by their publishers.

(Note that the books listed here may not exclusively use IAS terminology, so please ensure students are given the glossary available from the website at qualifications.pearson.com.)

- BPP Learning Media (2013) ***FIA FAB Accountant in Business ACCA Paper F1***
ISBN: 978-145370262
- BPP Learning Media (2013) ***FIA FAB Accountant in Business ACCA Paper F1: Passcards***
ISBN: 978-145370408
- L Mullins (2013) ***Management and Organisational Behaviour*** (7th edition)
ISBN: 978-0273688761 Financial Times/Prentice Hall

Helpful websites

1. The Internal and External Organisational Environment

- <http://tutor2u.net>
Organisational structures worksheet; Slide presentation by Jim Riley on organisational structures; 'How Businesses organise themselves' by Richard Bowett; Economics revision notes: policy conflicts; see articles on 'Organisational structures' and 'Matrix management'
- <http://www.revisionguru.co.uk>
See revision worksheet on centralisation
- <http://khanacademy.org>
Video presentation on aggregate demand and supply; difference between micro- and macro-economic theory
- <http://www.bized.co.uk>
Conflicts in Government policy objectives

- <http://www.businesslink.gov.uk>
Contains a useful section on the benefits of corporate social responsibility, including a 4-minute film clip case study
- <http://www.businessballs.com>
Section on ethical leadership, decision-making and organisations
- <http://www.toyota-global.com>
Covers the Toyota's CSR Policy, Organisation and Structure
- <http://www.oup.com/pdf/oxed/international/9780199154869.pdf>
IGCSE Revision Guide: Economics, Government Economic Policies
- <http://marketingteacher.com>
See SWOT analysis and PEST analysis in the 'Lesson Store'
- <http://mftru.com>
How to do a SWOT analysis; strategic planning made easy
- <http://www.themanager.org>
How to use Porter's model to determine business strategy
- <https://www.businesscasestudies.co.uk>
The Times 100: Series of real-life business cases studies

2. Managing People and Organisational Performance

- <https://smallbusiness.chron.com>
Five functions of management
- <https://cliffsnotes.com>
Functions of management
- <https://www.businesscasestudies.co.uk>
Series of real-life business cases studies; The Times100: Functional areas in business
- <https://www.slideshare.net>
Functional areas of business
- <https://www.gov.uk>
Service manual – key performance indicators
- <https://www.ucr.edu>
University of California, Riverside HR factsheet on recruitment and selection process
- <https://www.personneltoday.com>
Developing an HR strategy
- <https://www.cipd.co.uk>
Chartered Institute of Personnel Development – factsheet on recruitment; performance appraisal
- <http://career-advice.monster.co.uk/>
What is an Assessment Centre?

- <http://www.mindtools.com>
See section on 'Leadership skills'; Fiedler's contingency model; Kotter's 8-step change programme; the communications cycle
- <http://www.bized.co.uk>
Comprehensive set of learning aids and task sheets relating to motivation from an HR perspective; importance of motivation in the workplace
- <http://sundaytimes.co.uk>
Business section contains interviews with business leaders
- <https://www.druckerinstitute.com>
Articles and media on Drucker's work
- <https://www.boundless.com>
- <https://cliffsnotes.com>
Mintzberg's management roles
- <https://www.businessballs.com>
Action centred leadership; Tuckman's team formation model; overview of Maslow
- <https://johnadair.co.uk>
Articles and media on Adair's work
- <https://www.tutor2u.net>
Herzberg's and McGregor's theories
- <https://learnmanagement2.com>
Vroom's expectancy theory
- <https://www.change-management-coach.com>
Lewin's change management model
- <https://kfknowledgebank.kaplan.co.uk>
The Ashridge model
- <https://mbsportal/bl.uk>
Management and business studies portal of the British Library – Blake and Mouton managerial grid
- <https://www.belbin.com>
Details the work of Dr R.M. Belbin
- <https://www.coachingnetwork.org.uk>
Coaching and network organisation
- <https://www.managementhelp.org/training>
Variety of briefing sheets on the training and development function
- <https://changingminds.org>
Kolb's learning styles
- <https://peterhoney.com>
Learning styles questionnaires

- <https://gnc.civilservice.gov.uk>
Writing a communications strategy
- <https://www.thegoodpitch.com>
Reviews the latest best practice in developing a marketing communications strategy

3. Organisational Compliance and Control

- <https://www.aslib.com>
Website of the Association of Information Management
- <https://smallbusiness.chron.com>
The use of management information in small businesses
- <https://openlearningworld.com>
Series of articles covering management information
- <https://tutor2u.net>
Differences between financial and management accounting
- <https://www.businesscasestudies.co.uk>
The Times100: Series of real-life business case studies
- <https://smallbusiness.chron.com>
The use of management information in small businesses
- <https://openlearningworld.com>
Series of articles covering management information

4. Ethics, Corporate Governance and Risk Management

- <https://www.icas.uk>
Ethical dilemma case studies, Shades of Grey, published by the Institute of Chartered Accountants in Scotland
- <https://accaglobal.com>
- <https://cipfa.org>
- <https://accacima.com>
UK-based accounting bodies
- <https://cfainstitute.org>
US-based Chartered Financial Analysts Institute
- <https://ifrs.org>
- <https://ifac.org>
International accounting bodies
- <https://www.iaa.org.uk>
Website of the Chartered Institute of External Auditors

- <https://www.frc.org.uk>
Website of the UK Financial Reporting Council; includes the UK Corporate Governance Code and Guidance on Audit Committees
- <https://theirm.org>
Website of the Institute of Risk Management
- <https://hse.gov.uk>
Website of the UK Health and Safety Executive
- <https://toolkit.smallbiz.nsw.gov.au>
Australian Government website focused on risk management for small businesses