DOKUZ EYLÜL UNIVERSITY
FACULTY/SCHOOL

COURSE SYLLABUS FORM
ACADEMIC YEAR /TERM

Offered by:			Offered to:	
Name of the Department:			Course Name: PERSONAL DEVELOPMENT (Course Title)	
Course Level: Third Cycle (Ph. D Level)			Course Code:	
Form Submitting/Renewal Date:			Course Status: Compulsory/Elective	
Language of Instruction:			Instructor/s:	
Prerequisite: Type in Code			Prerequisite to: Type in Code	
Weekly Course Hours:			Course Coordinator: person responsible for the entry of the course details to DEBIS.	
Theory	Application	Laboratory	National Credit: 1	
1			ECTS Credit: 4	

Course Objective:

This course covers specific knowledge with emphasis on application and skill development in the areas of the six major personal development training objectives related to leadership, effective communication, , motivation self and others, team development and management, conflict management, time management, , decision making and critical thinking-problem solving

The course develops;

a. the knowledge of frameworks for the analysis of

-key leadership theories and models, differences between management and leadership, followership, influence, and power,

- the political and communication environment to effectively work with others to accomplish individual and organizational goals, a variety of communication challenges, strategies, and techniques,

-underlying assumptions of motivational theories and implications for satisfaction,

-performance in developing and working with teams,

-the fundamental principles of conflict resolution styles and models, negotiation, organizational politics, influencing processes,

- strategy to set priorities to overcome barriers to effective time management,

-decision-making capabilities using tools to get required data to solve problems and support decisions.

b. the professional skills of critically evaluating processes and developing options for improvement.

Course is aimed at individuals who wish to enhance their own performance, both inside and outside the group and the organization. It looks to help improve personal efficiency, communication skills and emotional intelligence so that individuals can develop both themselves and their career. With this personal development course individuals can interact more competently and positively with others in the workplace to reduce stress levels and enrich the working life

Learning Outcomes:

At the end of this course typical students should be able to:

1. evaluate the role of leadership and the factors contributing to its effectiveness and apply the information to issues of leadership,

2. organize, prepare and share emotions, ideas and knowledge to suit purposes and appropriate to the nature and context of the potential users paying attention to ethical principles,

3. Search motivation tools and to easily handle stress, to inspire others and to create a positive and productive atmosphere around them,

4. analayze the forces affecting team processes and performance,

5. implement conflict management skills by determining sources of conflict,

6. use time management strategies working through proper prioritisation, planning and preparation,

7. investigate the problems involved in decision making on individual, group and organisational level through critical thinking, structured reasoning, and creative problem solving analysis,

8. a blended learning experience allowing to continue to develop skills in the workplace,

Transferable skills: 1. Written communication; 2. Information handling; 3. Problemsolving; 4. Life-long learning

Learning and Teaching Strategies:

Mixing mini lectures with discussions; seminars; independent study; critical and reflective class and seminar discussion; case analaysis, role playing, simulations, essay clinic for essay writing, exercises

Paarticipation to all in and out class activities

Assessment Methods:
If needed, other assessment methods can be added to the table given below.

	If used, check as (X).	Grading (%)
Semester Requirements		
Mid-term exam	x	20
Quiz		
Homework Assignments/ Presentation	x	40
Projects		
Laboratory work		
Final Exam	x	30
Active participation to the lecture	x	10

Further Notes about Assessment Methods: If the instructor needs to add some explanation or further note, this column can be selected from the DEBIS menu.

Assessment Criteria
Optional, if the instructor needs to add some explanation or further note, this column can be selected from the DEBIS menu.
Participation to all activities actively
Case analaysis,
Role playing,
Seminar presentation (10-15 minutes)
Reflective written assignment (750 words)

Textbook(s)/References/Materials: to be announced later
Textbook(s):
Supplementary Book(s):
References:
Materials:

Course Policies and Rules:
Optional, if the instructor needs to add some explanation or further note, this column can be selected from the DEBIS menu.

Contact Details for the Instructor:
Office Hours:

Course Outline: Examination dates should be specified in the course content given below. The examination dates can be changed later.		
Week	Topics:	
1.	Introduction to leadership, foundations of leadership development, leadership effectiveness for professionals, international perspectives in leadership, leadership practices-power, influence, impact	3 hours
	Patterned social interaction, social networks, perspectives & definitions of interpersonal communication, models of communication, symbolic Interactionism, self presentation culture, mass media, gender, dissociation, high-low context cultures monochronic/polychronic time, exoticism motivation theories, their impact on well-being, task performance, and so forth, common tactics that people use to motivate others, motivational forces helping shape important aspects of life experience and identity.	3 hours
	Introduction to groups and teams, team composition, team types, managing team performance, working together in teams, team decision-making, team leader development	3 hours
	identify conflict, conflict process,sources of conflict, introduction to the field of conflict resolution. in business, families, and the legal system, understanding and interpreting conflict styles/modes, conflict resolution techniques, negotiation, mediation	3 hours
	time management strategies, barriers to effective time management and strategies for overcoming these barriers. Use time management tools more effectively	3 hours

		Factors which influence our natural decision-making, An Introduction to Critical Thinking, Standards of Critical Thinking, Analytical Decision-Making Techniques Cases, role playing, simulations	3 hours
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14			

Matrix of Course Learning Outcomes Versus Program Outcomes											
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
LO1	4				5							
LO2	4		5	5	5							
LO3	4				5							
LO4	4				5							
LO5	4	3			5							
LO6	4				5							
LO7	4	3			5							
LO8					5	5						

Program Outcomes

ECTS Table			
Course Activities	Number	Duration (hour)	Total Work Load (hour)
In Class Activities			
Lectures	5	2	10
Tutorials	5	1	5
Exams			
Final	1	3	3
Mid-term	1	2	2
Ouiz etc.			
Out Class activities			
Preparation before/after weekly lectures	4	6	24
Preparation for Mid-term Exam	1	3	3
Preparation for Final Exam	1	5	5
Preparation for Quiz etc.			
Preparing Individual Assignments	4	6	24
Preparing Group Assignments			
Preparing Presentations	4	6	24
Other (please indicate)			
Total Work Load (hour)			
ECTS Credits of Course= Total Work Load (hour) / 25 1 ECTS Credits = 25 hours workload			100/25 4