

COURSE / MODULE / BLOCK DETAILS

ACADEMIC YEAR / SEMESTER

Offered by: İşletme			
Course Title: MANAGERIAL SKILLS LABORATORY		Course Org. Title: MANAGERIAL SKILLS LABORATORY	
Course Level: Lisans		Course Code: MNO 4246	
Language of Instruction: İngilizce		Form Submitting/Renewal Date 22/09/2020	
Weekly Course Hours: 3		Course Coordinator: PROF.DR. ÖMÜR NECZAN ÖZMEN	
Theory	Application	Laboratory	National Credit: 3
3	0	0	ECTS Credit: 5



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Offered to:	Course Status: Compulsory/Elective
Name of the Department:	
BUSINESS ADMINISTRATION	Elective Course



DOKUZ EYLUL UNIVERSITY



FACULTY OF BUSINESS ADMINISTRATION OFFICE OF THE DEAN

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Instructor/s:

PROF.DR. ÖMÜR NECZAN

Wire: +90 (232) 453 50 60

Fax: +90 (232) 453 50 62

Access: [www.deu.edu.tr](http://www.deu.edu.tr)

Address: D.E.Ü. Kaynaklar Yerleşkesi 35160 Buca / İZMİR

E-mail: [isletme@deu.edu.tr](mailto:isletme@deu.edu.tr)



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**Course Objective:**

The course provides students with the personal, interpersonal and group skills necessary to reduce the gap between good ideas and accepted practices; guides students toward becoming a proficient manager and supervisor; improves management skills; studies roles and responsibilities of managers, the use of conceptual, technical and human skills to carry out the basic management functions.

**Learning Outcomes:**

- 1 Develop an understanding of important concepts in the social sciences and how they apply to working effectively within organizations.
- 2 Develop the skills necessary to observe, diagnose and manage their behavior and the behavior of others in an organizational context to improve performance.
- 3 Gain opportunities to practice important management skills.

**Learning and Teaching Strategies:**

1. Lectures
2. Individual Assignments
3. Teamwork & Presentations

**Assessment Methods:**

Name	Code	Calculation formula
Participation	PRT	
Self-assessment	SA	
Self-ass.Assign.	SAG	
Case Analysis	CSA	
Reports	RP	
BNS	BNS	$PRT * 020 + SA * 020 + SAG * 020 + CSA * 020 + RP * 020$

**Further Notes about Assessment Methods:**



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**Assessment Criteria:**

1. Class participation (%20): Most of your class participation grade will come from case discussions and skill practice exercises, sharing of reflections. For this reason it is important that you come to class are well prepared.

**Grading Criteria:**

? 0 points ? Absent from class.

? 1 points ? Student attends class but does not meet expectations for preparedness, responsiveness to questions, and/or interaction with others

? 2-4 points - Student prepared and participates when required. If called upon provides a relevant response, but seldom volunteers.

? 5-7 points - Student is prepared and participates regularly, offering, occasional insights and mostly providing relevant responses to questions raised. Tries to relate to theory, the student is respectful of other students? comments and encourages others? participation.

? 8- 10 points ? Student is well prepared and participates frequently, supports discussions with theory, raising relevant issues, providing ?new? insights, and helping to advance the class dialog. The student is respectful of other students? comments, building on others? contributions

2. Self-assessment (%20): For every class students are required to complete & score the self-assessments of the chapter and submit them as a hard copy at the beginning of class. No submission during or after class will be accepted.

The learner will write about what they are learning.

3. Written assignments (%60): Students are required to submit 9 written assignments.

? Self-Assessment Assignments (%20): Upon completion of Part I (Personal Skills), Part II (Interpersonal Skills), and Part III (Group Skills), you should review all your self- assessment scores from the chapters in that part and answer the question: Who Am I? These papers should demonstrate a thoughtful understanding of self, including whether you agree or disagree with the assessment and why and a discussion of your strengths and weaknesses. In your discussion, you should provide personal behavioral examples.

? Case Studies (Skill Analysis) (%20): Three case studies will be assigned (see syllabus). You must submit three cases, answering the questions at the end of the case or writing a single integrate response. You must demonstrate a clear understanding of the material.

? Reflection Papers (Skill Application) (%20): At the end of each chapter, there is a list of suggested activities. : Upon completion of Part I (Personal Skills), Part II (Interpersonal Skills), and Part III (Group Skills), you should choose from the chapters in that part and complete the assignment. It is important to highlight what you personally learned ? this requires deep thought!



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**Textbook(s)/References/Materials:**

Whetten, David A. and Cameron, Kim S. (2010) Developing Management Skills. Prentice Hall.

**Course Policies and Rules:**

1. Attending at least 70% of lectures is mandatory.
2. Plagiarism of any type will result in disciplinary action.
3. Students are engaged in activities (Reading, discussing, writing)
4. Greater emphasis placed on developing student skills.
5. Focus on active learning skill.
6. Greater emphasis placed on exploration of attitudes and values.

**Contact Details for the Instructor:**

omur.ozmen@deu.edu.tr

**Office Hours:**

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**Course Outline:**

Week	Topics:	Notes:
1	Critical Role of Management Skills	
2	Developing Self-awareness	
3	Managing Personal Stress	



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4	Solving Problems Analytically and Creatively
5	Building Relationships by communicating supportively
6	Gaining power and influence
7	Motivating others
8	Managing conflict
9	Empowering and delegating
10	Building Effective Teams & Teamwork
11	Leading Positive Change
12	Application

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ECTS Table

Course Activities	Number	Duration (hour)	Total Work Load (hour)
<b>In Class Activities</b>			
Lectures	12	1	12
Tutorials	12	2	24

Exams

Midterm	1	2	2
Final	1	2	2

Out Class activities

Preparations before/after weekly lectures	12	2	24
Preparation for midterm exam	1	10	10
Preparation for final exam	1	12	12
Preparing assignments	10	3	30
Preparing presentations	3	3	9
<b>Total Work Load (hour)</b>			<b>125</b>
<b>ECTS Credits of the Course= Total Work Load (hour) / 25</b>			<b>5</b>