

**COURSE RECORD**

Code	BA 452
Name	Interpersonal Skills in Organizations
Hour per week	3 (3 +0)
Credit	3
ECTS	5
Level/Year	Undergraduate
Semester	Spring
Type	Elective / 4
Prerequisites	-
Description	This course is concerned with interpersonal skills in organizational settings that brings career success. It focuses on how individuals can develop self-awareness, communicate and work effectively in groups. The course aims to endow students with knowledge, methods and techniques for career improvement in work life. The covered topics include self-awareness, self-management, goal setting, working in diverse environments, listening, nonverbal communication, persuasion methods, managing teams and work groups, creative problem solving, networking, mentoring and ethical leadership.
Objectives	Endow students with concepts, tools and techniques of self-awareness and team work Improve the critical thinking and assessment skills of students Enable students to apply concepts to real life scenarios
Learning Outcomes	<i>By the end of the course, the student will be able to</i> LO1. Demonstrate an understanding of the key dimensions of interpersonal skills in organizations LO2. Explain how individuals can develop self-awareness and self-esteem LO3. Describe the effective methods of working with diverse colleagues in organizational settings LO4. Illustrate the role of listening and nonverbal communication in building good work relationships LO5. Describe the tools and techniques for the smooth functioning of work teams LO6. Discuss how to develop creative solutions to workplace problems

**CONTRIBUTION TO PROGRAMME OUTCOMES\***

	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010
L01	2	2	1	1	5	5	4	2	3	1
L02	1	1	1	1	5	5	4	2	3	1
L03	3	2	3	1	5	5	5	2	3	1
L04	3	2	1	1	5	5	5	2	3	1
L05	3	1	1	1	5	5	4	2	2	1
L06	1	3	1	1	5	5	5	2	3	1

\* Contribution Level: 0: None, 1: Very Low, 2: Low, 3: Medium, 4: High, 5: Very High

**COURSE CONTENT DETAILS**

Topics	Outcomes
Self-Awareness, Self-Disclosure and Trust	L01, L02
Self-Management	L02
Understanding and Working with Diverse Others	L01, L03, L05
Building Teams and Work Groups	L01, L03, L04, L05
Facilitating Team Success	L01, L03, L04
Leading and Empowering Self and Others	L01, L02, L03

**DERS BİLGİLERİ**

Kodu	<b>BA 452</b>
İsmi	<b>Örgütlerde İnsanlar Arası Beceriler</b>
Haftalık Saati	3 (3 + 0)
Kredi	3
AKTS	5
Seviye/Yıl	Lisans / 4
Dönem	Bahar
Dersin Dili	İngilizce
Tip	Seçmeli
Ön Şart	-
İçerik	Bu ders, kurumsal ortamlarda kariyer başarısını getiren insanlararası becerilerle ilgilidir. Bu ders bireysel farkındalık geliştirme, etkili iletişim ve takım çalışması gibi konulara odaklanmaktadır. Derste öğrencilere iş hayatında kariyerlerini geliştirecek bilgi, yöntem ve teknikler kazandırılması hedeflenmektedir. Dersin kapsamında farkındalık, kendi kendini yönetme, hedef belirleme, iş hayatında çeşitlilik, dinleme ve sözsüz iletişim becerileri, ikna yöntemleri, yaratıcı sorun çözme, etik, liderlik, takım yönetimi gibi konular bulunmaktadır.