AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Personal Evolutıon						
Course Code	KGT272		Couse Level	Short Cycle (Associate's Degree)			
ECTS Credit	3	Workload	76 *(Hours)*	Theory	2	Practice	0	Laboratory	0
Objectives of the Course	Helping the person to better understand the physical, mental and spiritual traits; Knowing the self and learning the development principles; Developing professional qualifications and success in the business environment.						
Course Content	Individual Development; Physical, Mental, Mental, Self-Recognition, Professional development; Solving Effective Problems and Developing Projects, Developing Communication, Presentation and Persuasion Skills, Communication, Presentation, Persuasion Skills, Using Time Effectively, Being Resistant Against Strase, Providing Personal Motivation, Making Harmony with Business Friends, Having Self-confidence in Work						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study			
Name of Lecturer(s)	Prof. Dilek KESKİN						

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	70

Recommended or Required Reading

1	Kişisel Gelişim (MEGEP)

Week	Weekly Detailed Course Contents	
1	Theoretical	Individual Development. Physical characteristics
2	Theoretical	Mental Characteristics
3	Theoretical	Mental Characteristics
4	Theoretical	Self-Recognition
5	Theoretical	Self development
6	Theoretical	Professional development:. Solving Effective Problems and Developing Projects
7	Theoretical	Developing Communication, Presentation and Persuasion Skills.
8	Intermediate Exam	Midterm Exam
9	Theoretical	Presentation
10	Theoretical	Persuasion Skills
11	Theoretical	Efficient Use of Time
12	Theoretical	Be Resistant Against Strese. Providing Personal Motivation
13	Theoretical	Harmonize with business colleagues. Having Self-confidence in your Work
14	Theoretical	Body longuage
15	Theoretical	Repetation
16	Final Exam	Final exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	3	0	1	3
Reading	3	0	2	6
Individual Work	1	0	3	3
Midterm Examination	1	10	1	11

Final Examination	1	10	1	11
		Total Workload (Hours)		76
		[Total Workload (Hours) / 25*] = **ECTS**		3

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Knows the points to be taken into consideration when setting a target
2	Know the importance of self-knowledge
3	Knows what to do for individual development.
4	Learns problem definition and problem solving. 5 Improves to communication skills.
5	Improves to communication skills.

Programme Outcomes *(Local Authorities)*

1	Theoretical knowledge in the field of public administration and local governments to use in working life and lifelong learning to be conscious.
2	To have the ability to use the functions of local government, public administration to adapt to contemporary approaches
3	Problems encountered in professional practice to identify, analyze and propose solutions to have the ability to bring.
4	Professional legal regulations to be equipped, and keep track of changes, use the.
5	Local and collective needs, expectations, and to have knowledge about efficient service delivery.
6	urkish political life, political orientations, political power, political culture and to have competence in matters of contemporary political ideologies.
7	Understanding of contemporary urbanism, urban planning, urban land management, housing and environmental issues and policies to be competent.
8	Decentralization, local democracy and civil society to gain competence on a case.
9	Having the necessary values in the field of professional ethics; written-verbal communication and correspondence with the field of information-communication technologies and be able to use.
10	Land use plans, zoning laws and regulations to have knowledge of subjects covered.
11	The process of globalization and the country's internal dynamics, to analyze the process of democratization.
12	The Constitution, fundamental rights and freedoms, civil servants, law and public law legislation have sufficient knowledge about professional ethics.

Contribution of Learning Outcomes to Programme Outcomes *1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High*

	L1	L2	L3	L4	L5
P1	3	3	3	3	3
P2	3	3	3	3	3
P3	3	3	3	3	3
P4	3	3	3	3	3
P5	3	3	3	3	3
P6	2	2	2	2	2
P7	2	2	2	2	2
P8	2	2	2	2	2
P9	3	3	3	3	3
P10	2	2	2	2	2
P11	3	3	3	3	3
P12	3	3	3	3	3