AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title	Teamwork and Effective Use of Time						
Course Code	İK359		Couse Level	First Cycle (Bachelor's Degree)			
ECTS Credit	6	Workload	151 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course	Giving basic information required to work in a team to gain competence in problem-solving skills.						
Course Content	Teamwork, effective communication skills, problem-solving techniques.						
Work Placement	N/A						
Planned Learning Activities and Teaching Methods	Explanation (Presentation), Discussion, Individual Study						
Name of Lecturer(s)							

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Temel ÇALIK, Yönetimde Problem Çözme Teknikleri, Nobel Yayın Dağıtım.
2	Acar BALTAŞ, Değer Katan Ekip Çalışması, Remzi Kitabevi.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction to the course
2	Theoretical	Teamwork as a whole
3	Theoretical	Stages of Team Development
4	Theoretical	Reasons for failure
5	Theoretical	Collaboration Skills
6	Theoretical	Characteristics of Successful and Unsuccessful Team
7	Theoretical	Introduction to Problem Solving Techniques
8	Theoretical	Game Theory
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	Quality Circles
12	Theoretical	brain storming
13	Theoretical	Hat Thinking Techniques
14	Theoretical	Fishbone-Service Training
15	Theoretical	6 Action Shoes Technique

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	13	2	3	65
Individual Work	13	0	3	39
Midterm Examination	1	20	1	21
Final Examination	1	25	1	26
			Total Workload (Hours)	151
			[Total Workload (Hours) / 25*] = **ECTS**	6

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	Know the basics of team work.
2	Knows the importance of communication skills in team work and apply effective communication between team members.
3	Collaboration takes care of the culture.

4	Know and apply the skills to work together.
5	Know and apply problem-solving techniques.
6	The possible ways of solving a problem can be decided through the most appropriate.

Programme Outcomes *(Human Resources Management)*

1	Having adequte scientific knowledge of Human Resources Management, basic business concepts and other social sciences
2	Thinking critically and analytically
3	Having knowledge of communication and information technologies
4	In-depth understanding of the research process and application of a range of research techniques into studies, researches and projects
5	In-depth understanding of usage of Human Resources Management and other social sciences theoretical and applied knowledge together.
6	Ability to interpret basic Business concepts from Human Resource Management perspective
7	Ability to implement basic HRM responsibilities in institutions such as HR Planning and staffing, labor relations, occupational healthy and safety, training planning, performance and rewards management, career planning, employment and interview techniques and legal HR issues
8	Implementing quality process approach into HRM process by considering institutional development, internal and external customer satisfaction; in case of need, having sense of responsibility making contribution for problem solving and continuous development and process excellence ability by problem identification, goal setting, reorganisation and change management skills
9	Management of resources and assets by considering budgetary, financial and legal issues; management of projects/operations with the ability of planning, implementation, and auditing; Having skills on management of self and other people
10	Enriching result oriented working approach with continous learning approach
11	Strong oral and written communication skills and ability to present ideas and information effectively
12	Monitor and communicate with colleagues in a foreign language using at least the European Language Portfolio B1 General Level
13	Ability to work with people of various cultural and educational background by valuing team work, developing emphathy and listening skills
14	Being conscious on social, academic and professional ethical values
15	Development of critical theoretical appreciation of ´how´, ´why´ and ´where´ HRM contributes to and supports employee and societal development, and implementing these approach for applied and graduate projects and working life

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

	L1	L2	L3	L4	L5	L6
P1	1	2	2	2	3	1
P2	2	3	3	2	2	2
P3	3	2	2	3	2	4
P4	2	3	3	2	1	3
P5	1	3	4	3	3	3
P6	2	2	1	2	4	2
P7	3	1	4	3	2	1
P8	3	4	3	2	3	3
P9	4	2	2	3	2	4
P10	2	3	1	2	3	2
P11	2	2	3	1	1	3
P12	1	2	2	1	2	4
P13	3	1	3	4	3	4
P14	2	3	2	3	4	2
P15	1	2	1	2	5	3