AYDIN ADNAN MENDERES UNIVERSITY
COURSE INFORMATION FORM

Course Title		Training and Development						
Course Code		İK402		Couse Level		First Cycle (Bachelor's Degree)		
ECTS Credit	6	Workload	151 *(Hours)*	Theory	3	Practice	0	Laboratory	0
Objectives of the Course		The purpose of this course is to analyse career development within individual and organizational perspectives. In this context, it has been aimed to manage human resource effectively, to formalize employees' career plans, to determine, implement appropriate organizational instruments for career development and to make a connection between these functions and other human resources factors.						
Course Content		Career Management and its conceptual framework, career management process, instruments and applications, career problems and their solutions						
Work Placement		N/A						
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Individual Study				
Name of Lecturer(s)		Assoc. Prof. Beyza ERER						

Assessment Methods and Criteria

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

Recommended or Required Reading

1	Ş. AYTAÇ, Çalışma Yaşamında Kariyer Yönetimi Planlaması Gelişimi ve Sorunları, Ezgi Kitabevi, Bursa, 2005.
2	N. ERDOĞMUŞ, Kariyer Geliştirme Kuram ve Uygulama, Nobel Yayınları, Ankara, 2003.

Week	Weekly Detailed Course Contents	
1	Theoretical	Introduction
2	Theoretical	Career Management and Related Conceptual Framework
3	Theoretical	The Importance of Career Management in HRM and its Relation with other HRM Functions
4	Theoretical	Career Management Tools
5	Theoretical	Career Management Implementation
6	Theoretical	Career Levels within Individual and Organizational Perspectives
7	Theoretical	Career Problems and Solutions
8	Theoretical	Formalization of Career Plan for Individuals
9	Intermediate Exam	Midterms
10	Intermediate Exam	Midterms
11	Theoretical	New Career Approaches
12	Theoretical	Career in Public Sector
13	Theoretical	Successful Individual and Institutional Career Development Examples I
14	Theoretical	Successful Individual and Institutional Career Development Examples II
15	Theoretical	Course Review

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	Defining the concept of career and career development.

2	Defining and analysing career process.
3	Defining problems in career development and finding solutions for them.
4	Connecting career development to other HRM functions.
5	Providing comprehensive information on training and development.
6	Demonstrating the role of new technologies in educational planning and implementation.

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
P1	5	5	4	4
P3	2	2	2	2
P6	2	3	3	3
P7	4	5	4	4
P8	4	5	5	5
P13	3	3	3	3
P15	2	2	2	2