

| Course Description | | | | | |
|--|--|--------------------------------|-------------------------|---------------------------|------|
| Name | Code | Semester | T+A Hour | Credit | ECTS |
| TRAINING DEVELOPMENT and CAREER MANAGEMENT | İK2132990 | Fall Semester | 2+0 | 2 | 4 |
| Prerequisites Courses | | | | | |
| Recommended Elective Courses | | | | | |
| Language of Instruction | Turkish | | | | |
| Course Level | Short Cycle (Associate's Degree) | | | | |
| Course Type | Elective | | | | |
| Course Coordinator | Lect. Ceyda SARI | | | | |
| Name of Lecturer(s) | Lect.Dr. Birsen YENER AYDIN | | | | |
| Assistant(s) | | | | | |
| Aim | Teaching the basic concepts of personnel to have knowledge, skills and behaviors that are the basis of education, development and career management | | | | |
| Course Content | This course contains; Introduction to Human Resources Training and Development,Strategic Training,Determining the Need for Training,Learning: Theories and Program Design,Training Transfer,Training Evaluation,Traditional Training Methods,Use of New Technologies in Education,Personnel Development,Special Issues Encountered in Training and Personnel Development,Careers and Career Management,Special Challenges in Career Management,The Future of Education and Development,Exercises for Final Exam. | | | | |
| Course Learning Outcomes | | | Teaching Methods | Assessment Methods | |
| 1. Will be able to explain basic concepts related to education, development and career management. | | | 10, 16, 9 | A | |
| 1.1. Describes the concepts of education, development and career management. | | | | | |
| 1.2. Explains the methods of education and development. | | | | | |
| 2. Will be able to evaluate the function of education management applications at businesses. | | | 10, 16, 9 | A | |
| 2.1. Interprets the process of the education management at corporation level. | | | | | |
| 2.2. Questions the function of the education processes. | | | | | |
| 3. Will be able to use theoretical and practical knowledge in education, improvement and career managementtogether. | | | 10, 16, 9 | A | |
| 3.1. Interprets the process of the improvement and career management at corporation level. | | | | | |
| 3.2. Questions the function of the improvement and career processes. | | | | | |
| 4. Will be able to plan the methods to improve process and productivity by the contribution of education management. | | | 10, 16, 9 | A | |
| 4.1. Develops the right education management practices for the organisation. | | | | | |
| 5. Will be able to debate the strategic planning of education to reach organisational objectives and goals. | | | 10, 16, 9 | A | |
| 5.1. Manages the education,improvement and career policies in accordance with the strategic plans of the company. | | | | | |
| 5.2. Designs the career and backup plans. | | | | | |
| Teaching Methods | 10: Discussion Method, 16: Question - Answer Technique, 9: Lecture Method | | | | |
| Assessment Methods | A: Traditional Written Exam | | | | |
| Lecture Schedule | | | | | |
| Sequenc e | Topics | Preliminary Preparation | | | |
| 1 | Introduction to Human Resources Training and Development | | | | |
| 2 | Strategic Training | | | | |
| 3 | Determining the Need for Training | | | | |
| 4 | Learning: Theories and Program Design | | | | |
| 5 | Training Transfer | | | | |
| 6 | Training Evaluation | | | | |
| 7 | Traditional Training Methods | | | | |
| 8 | Use of New Technologies in Education | | | | |
| 9 | Personnel Development | | | | |
| 10 | Special Issues Encountered in Training and Personnel Development | | | | |
| 11 | Careers and Career Management | | | | |
| 12 | Special Challenges in Career Management | | | | |
| 13 | The Future of Education and Development | | | | |
| 14 | Exercises for Final Exam | | | | |
| Evaluation Methods | | Weight(%) | | | |
| Midterm Exam | | 40 | | | |
| General Exam | | 60 | | | |

| Resources |
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| İnsan Kaynaklarının Eğitimi ve Geliştirilmesi, Canan Çetin, Beta Yayınları, İstanbulLecture notes added to Mebis will be read. |