Course Syllabus

Code - Course Title	**SEK232 - Meeting Management**
Course Type	III. SEMESTER
Laboratory + Practice	2+0
ECTS	**3.0**
Language of Instruction	Türkçe
Course Type	Area Elective Courses
Course Instructor(s)	ÖĞR. GÖR. NERMİN ÇETİNÖZ

Mode of Delivery	face to face
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	SEK218- Crisis and Stress Management
Recommended Resources	Çakıcı, A. C. (2006). Toplantı Yönetimi: Kongre, Konferans, Seminer ve Fuar Organizasyonları. Ankara: Detay Yayıncılık.
Work Placement	Not Applicable

Course Syllabus

Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Pre-Meeting Planning	
Week - 2		Aims of Meetings	
Week - 3		Types of Meetings	
Week - 4		Execution of Meetings and Post-Meeting Follow-Up Process	
Week - 5		Virtual Meetings and Technology	
Week - 6		Managing the Conflict Process in Meetings	
Week - 7		Understanding Group Dynamics and Management	
Week - 8		Meeting Environment	
Week - 9		Characteristics of Effective Presentations	
Week - 10		Preparing a Report on the Meeting Process	
Week - 11		Post Meeting Process;Writing Meeting Decisions	
Week - 12		Visual Information Presentation Tools	
Week - 13		Effective communication strategies ve practical meeting simulation	

Learning Outcomes

#	Learning Outcome
1	Can explain the pre-meeting planning processes.
2	Can explain the execution of meetings and the post-meeting follow-up processes
3	Knows the types of virtual meetings and can explain the characteristics of successful virtual meetings
4	Can define the concept of conflict and explain the factors that cause conflict.
5	Can define a group and explain its different type
6	Knows the processes of preparing an effective presentation.
7	Able to identify and explain the features of visual aids used in presentations.
8	Can explain the types of visual presentation tools
9	Knows the processes of preparing and reporting meeting minutes.

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.