

**ANKARA YILDIRIM BEYAZIT UNIVERSITY – DEPARTMENT OF MANAGEMENT  
COURSE SYLLABUS**

Course Code	Course Title	Course Type	ECTS Credits	Prerequisite Information	Date of Preparation
BUS 303	LEADERSHIP AND MANAGERIAL SKILLS	Elective	5	-	10.09.2025
<b>Instructor of the Course &amp; E-Mail Address</b>	Assoc. Prof. Hande ÖZGEN & hozgen@aybu.edu.tr				
<b>Office Hours &amp; Office Room</b>	Monday, 13.00-15.00 & Room: B-236				
<b>Course Content and Objectives</b>	This course focuses on theories and applications in the field of leadership. It is designed to help business students to understand the roles and skills needed by team leaders, managers or supervisors In this course, students will learn about leadership skills, management functions, leadership theories and approaches, mentoring, power and influence tactics, effective managerial communication, time management tips, emotional intelligence and conflict management for leaders.				
<b>Textbook(s)</b>	<ul style="list-style-type: none"> <li>• Hart, L.B. &amp; Waisman, C.S. (2005). The Leadership Training Activity Book. AMACOM</li> <li>• Lecture notes shared by the instructor</li> <li>• Selected articles</li> </ul>				
<b>Teaching Methods and Techniques</b>	In this course class discussions, in-class bonus activities, course related videos, self-awareness scales, various articles will be used as teaching methods and techniques.				
<b>Course Learning Outcomes</b>	1	At the end of this course, students are expected to have knowledge of leadership theories and applications			
	2	students develop an insight of the field of leadership			
	3	be able to evaluate and discuss published research in leadership			
	4	develop oral presentation and writing skills			
<b>Program Outcomes Contributed by the Course</b>	<b>Program Outcomes (PO)</b>				
	PO1	Possesses knowledge of various theoretical leadership approaches and practical applications in the field of management.			
	PO2	Possesses the ability to report research results in accordance with scientific writing format.			
<b>Program Outcomes Contributed by the Course</b>	PO3	Possesses the ability to present research results as a teamwork project.			
<b>Contribution of the Course to Field Instruction</b>	The students will be able to have knowledge of theories and approaches and practical applications in the field of leadership.				
<b>Topics Covered in the Course</b>	1. Week	Course Introduction			
	2. Week	Applying leadership skills in the workplace-I			
	3. Week	Applying leadership skills in the workplace-II			
	4. Week	Leadership theories and approaches			
	5. Week	Workplace role models and mentoring			
	6. Week	Using power in the workplace			
	7. Week	Influence in the workplace			
	8. Week	Midterm Week			
	9. Week	Time management			
	10. Week	Emotional intelligence			
	11. Week	Effective workplace communication			

	12. Week	Conflict management skills	
	13. Week	Tips for the first time managers	
	14. Week	Teamwork Presentations	
	15. Week	Teamwork Presentations	
<b>Course Evaluation Criteria</b>	<b>In-Term Studies</b>	<b>Quantity</b>	<b>Percentage %</b>
	Mid-terms	1	30%
	Quizzes		%
	Assignments		%
	Attendance		%
	Practice		%
	Project	1	30%
	Final examination	1	40%
	<b>Total</b>		<b>100%</b>
<b>Disability Policy</b>	<p>If you have a documented disability (e.g., visual, hearing, or physical impairment, etc.) that may influence your performance in this course, it is recommended to meet with the Business School AYBU (<a href="https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html">https://aybu.edu.tr/engelsiz/content_list-327-yildirim-beyazit-universitesi-engelsiz-universite-birimi-yonergesi.html</a>) to arrange for reasonable conditions (such as accommodation, etc.) to ensure an equitable opportunity to meet all the requirements of this course. You may also contact the local authority of the Faculty of Humanities and Social Sciences. You should communicate your needs to the course instructor as soon as possible to ensure that any course needs concerning exams, lecture materials, etc. are met.</p>		