

**Sabanci MBA Program  
Fall 2021**

**MGMT 596/896/996 – Managerial Skills Development**

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**Web:** SUCourse  
**Office Hours:** by appointment

Type	Time	Days	Where
Class	19:00	M	On Line

**Course Objective:**

This modular series aims to develop and improve your managerial skills. As graduate students in a professional management program you are expected to make an immediate contribution to your organization once you graduate. Whether you will be able to make that contribution and the quality of it will to a large extent depend on the level of your skills in communication (verbal, nonverbal and written), in interpersonal relations (listening, constructive feedback and influence) and in managing your priorities and time. In fact, evidence from managerial careers research suggests that if you develop these skill sets you are more likely to get a job and get ahead, and less likely to derail your career. Therefore, in this series we will help you develop various managerial and professional skills to support you as you embark on your careers.

**NOTE THAT: ALTHOUGH THE COURSE IS CROSS LISTED, COURSE DESIGN IS MADE FOR STUDENTS WHO RECENTLY GRADUATED.**

**Learning Outcomes:**

Upon completion of these modules, you will:

- Be able to build social and professional networks on the way to facilitate your job search and enable your career advancement.
- Construct a professional resume as well as a cover letter suitable for your intended functional work and industry.
- Have developed interviewing skills targeted for your function/ intended position.
- Learn to speak in public settings and deliver presentations more effectively.
- Be able to develop personal power to manage your time more wisely.
- Develop awareness around emotional intelligence competencies like self-awareness or influencing and know how to demonstrate them at professional settings.
- Learn how to serve as a role model for others.
- Be able to assume responsibility for your own learning and skill development.

Learning is the shared responsibility of learners and coordinators.

It is your responsibility to keep track of the deadlines for the assignments and it is neither acceptable nor excused to not know about any of the items explained in this syllabus.

**Course Material:**

Course material will be provided throughout the course of the semester.

**Course Web:**

The course will utilize the SUCourse system for sharing various course materials. You are encouraged to visit the SUCourse website for this course on a regular basis.

**Instructional Design:**

Students will learn new skills or develop the skills they have through hands-on practice. This means students will take an active role in their learning by participating in discussions and small group activities, conducting short presentations, playing a part in role-plays, actively listening and providing feedback to their peers, and doing skill-development work outside of the class.

A positive learning climate is encouraged, and it depends on your being open and supportive in small group discussions, being focused on the assignments, applying concepts and practicing communication skills studied in the class.

**Grading:**

This class is made up of 6 modules, and each module group is graded independently from the rest. In addition, you will receive credit for attendance. The following is the grading structure for this course.

- Attendance	20%
- Networking Skills	10%
- Professional Writing (Resume & Cover Letter)	10%
- Interviewing Skill	10%
- Negotiation Skills	10%
- Time Management	10%
- Emotional Intelligence at Work	10%
- Term Report	20%

Facilitator will assign homework suitable in amount and content for the module he/she is facilitating and will then assign a final group score out of 100. Scores from the modules and the attendance records will be converted into a single final score out of 100, followed by the final grading, which will be completed by the course coordinator.

Term report will cover overall learning from the course.

Students are expected not to miss any lecture to get the most benefit from this class. Furthermore, many assignments will be completed only in class; hence, missing a class

will result in a loss of credit. Students must let the coordinator know of any problems (in person or by phone immediately) in case of an emergency that will result in missing a class, as soon as they themselves know about it. The student must have a legitimate excuse for missing a class to claim a make-up assignment, which, however, is only possible for homework to be done outside class. A legitimate excuse may only be due to medical reasons, which must be verified by a doctor's note or report (attending a job interview, traveling out of town, etc. are not considered legitimate reasons). Joining late to lecture and/or leaving early will count as an absence.

### **Academic Honesty:**

Learning is enhanced through cooperation and as such you are encouraged to work in groups, ask for and give help freely in all appropriate settings. At the same time, as a matter of personal integrity, you should only represent your own work as yours. Any work that is submitted to be evaluated in this class should be an original piece of writing, presenting your ideas in your own words. Everything you borrow from books, articles, or web sites (including those in the syllabus) should be properly cited. Although you are encouraged to discuss your ideas with others (including your friends in the class), it is important that you do not share your writing (slides, MS Excel files, reports, etc.) with anyone. Using ideas, text and other intellectual property developed by someone else while claiming it is your original work is *plagiarism*. Copying from others or providing answers or information, written or oral, to others is *cheating*. Unauthorized help from another person or having someone else write one's paper or assignment is *collusion*. Cheating, plagiarism and collusion are serious offenses that could result in an F grade and disciplinary action. Please pay utmost attention to avoid such accusations.

### **Classroom policies and conduct**

Sabancı MBA Program values participatory learning. Establishing the necessary social order for a participatory learning environment requires that we all:

- Come prepared to make helpful comments and ask questions that facilitate your own understanding and that of your classmates. This requires that you complete the assigned readings for each session before class starts.
- Listen to the person who has the floor.
- Come to class on time.

## Course Schedule:

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**Session 1**      **Date:** Monday (19:00+)

Module: *Networking Skills*

Networking is the key our social relationships and is still the number 1 ranked means of landing a job! Hence, we will study how you can build a professional network, keep your network active and action plan for getting started.

Requirements: Bring a list of your network (think big!) to the class (for your private use only)

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**Session 2**      **Date:** Monday (19:00+)

Module: *Professional Writing Skills: Resume & Cover Letter*

As your official interface to the job market, a resume and an accompanying cover letter may have huge implications on the decision to invite for a job interview. Therefore, in this module, we will focus on writing a successful and appropriate resume and cover letter on the way to support you on your job search.

### *Negotiations*

In business you don't get what you deserve but you get what you negotiate. Having basic understanding about negotiations and applying them may help you in that.

Requirements: Prepare a resume and a cover letter -if you do not have one already

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**Session 3**      **Date:** Monday (19:00+)  
Module: *Interviewing Skills*  
This module focuses on general assessment as well as targeted selection interviews and how you can prep for them.

Requirements:      Come prepared with a job description of your interest (should entail info on company, industry, and job function) and understand what soft skills (non-technical) the job requires.

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**Session 4**      **Date:** Monday (19:00+)  
Module: *Interviewing Skills- Mock Interview*  
Be prepared to experience a mock interview, receive and provide feedback on strengths and developmental needs.  
*Time Management Skills*  
In this module, we will discuss time management techniques, how to avoid productivity interrupters, and handle information avalanche, which will help assist us with reaching our short- and long-term goals as well as increase our productivity.

Requirements:      Come to class prepared to answer the provided questions.  
Come to class prepared to talk about any best practices and/or difficulties you may have on a daily basis while managing your time effectively.

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**Session 5**      **Date:** Monday (19:00+)  
Module: *Emotional Intelligence at Work*  
We will talk about emotional intelligence competencies, how they manifest themselves in the workplace, and why strengthening them will help you not only perform better on your job, but also improve all your social relationships!

Requirements:      Come to class prepared to talk about any best practices and/or difficulties you may have on a daily basis while managing your time effectively.

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**Session 6**      **Date:** Monday (19:00+)  
Module: *Emotional Intelligence at Work- continue*

We will talk about emotional intelligence competencies, how they manifest themselves in the workplace, and why strengthening them will help you not only perform better on your job, but also improve all your social relationships!

