

# İZMİR YÜKSEK TEKNOLOJİ ENSTİTÜSÜ

## MAN 211

### COMMUNICATION and MANAGEMENT SKILLS for ENGINEERS

#### COURSE OUTLINE

**(3+0)0 credits 3 ECTS**

**Instructor:** Dikmen Yakalı, PhD, Assoc. Prof. of Communication Studies

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#### **COURSE DESCRIPTION:**

This course is designed to equip Engineering students with essential skills for professional success. Covering topics such as intra-personal and inter-personal communication, leadership, change and conflict management, ethics, documentation, innovation, and entrepreneurship, the course offers a comprehensive exploration of key concepts. Students will engage in interactive sessions, including drama-style case studies to apply their learning in practical scenarios. Through a combination of theoretical knowledge and practical exercises, this course aims to develop students' ability to navigate complex communication and management challenges in diverse organizational settings.

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#### **METHOD:**

Lectures, In-class Discussions, Case Studies, Multimedia Resources, Interactive Workshops with Guest Lecturers, Group Presentations, Digital Tools & Visual Materials

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#### **MAIN TEXTS:**

D. Beer, and D. McMurrey, A Guide to Writing as an Engineer, 4th. Ed. John Wiley & Sons, 2014.

K. Miller, "Organizational Communication: Approaches and Processes" Wadsworth, 2015.

M.E. Guffey and Dana Loewy. Business Communication: Process and Product, Cengage, 2021.

## ADDITIONAL READING:

Reading List to be provided at the beginning of each semester.

## EVALUATION:

- Mid-term I: 50%
  - Final Exam: 50%
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## TEACHING PLAN

**WEEK 1: Introduction.** Course objectives.

**WEEK 2 : Identity Management: Writing Your Own Self**

**Introduction to “Project: Me, Myself and I”.** This session explores the concept of narrative identity and the power of storytelling in shaping and guiding career paths. This session will discuss how personal narratives can be crafted and utilized in strategic career planning to reflect individual aspirations, strengths, and values, ultimately guiding professional development and success.

**WEEK 3: Managing your Future: Strategic Career Planning.** This session focuses on identifying and aligning personal and professional goals to create a clear, actionable career path. This session will cover assessing individual needs, exploring core values, and making informed decisions to achieve long-term career success and fulfillment.

**WEEK 4: Managing Yourself in Daily Life: What is Communication?** This session introduces the fundamental concepts of communication, exploring its various forms, functions, and processes. It will provide an overview of how effective communication facilitates the exchange of information, builds relationships, and drives successful interactions in both personal and professional contexts.

**WEEK 5: Managing your Inner Self: Intra-personal Communication.** This session will explore the role of self-awareness, cognitive biases, and emotional regulation in effective self-communication, emphasizing techniques for enhancing self-understanding and personal growth. Emotional Intelligence.

**WEEK 6: Managing your Relationships: Inter-personal Communication:** This session will explore the dynamics of effective communication skills, active listening, and empathy highlighting their importance in building and maintaining healthy relationships.

**WEEK 7 : Managing Others: Psychological Safety; Leadership Theories and Styles;** This session will examine various leadership styles, essential skills such as strategic thinking, and practical techniques for inspiring and managing teams in diverse organizational settings. The session will also highlight psychological safety and the leader’s role in creating inclusive environments where team members feel safe to contribute and learn.

**WEEK 8 : Mid-term Project**

**WEEK 9: Managing Change and Transformations: Change Management;** This session will cover strategies for managing resistance, fostering adaptability, and ensuring successful

implementation of change initiatives through effective communication and stakeholder engagement. This session will feature a guest lecturer who will provide practical insights and real-world applications.

**WEEK 10: Managing Values: Ethics and Law in Engineering.**

This session will discuss the importance of ethical behavior, common ethical dilemmas, and frameworks for making ethically sound decisions in various professional contexts. The relationship between ethical responsibility and legal regulations in engineering practice will also be examined, highlighting how professional standards, laws, and regulations guide responsible decision-making. Case studies will be discussed by the students.

**WEEK 11: Managing Daily Problems: Conflict Management & Documentation in Engineering**

This combined session explores conflict resolution strategies, negotiation and mediation techniques, and the role of effective documentation in maintaining transparency and clarity in engineering contexts. Emphasizes how precise documentation supports conflict prevention and accountability.

**WEEK 12: Managing the Future: Innovation and Entrepreneurship:** This session will explore principles of innovation, creative thinking, and entrepreneurial mindset, including business planning and challenges of starting new ventures.

**WEEK 13 : Managing Recruitment Processes: Job Interview Techniques** This session will cover effective recruitment methods, interview preparation and execution, and candidate evaluation, featuring a drama-style case study with a guest lecturer to provide practical insights and real-world applications.

**WEEK 14: Revision**

**SDG Alignment:**

This course contributes to the United Nations Sustainable Development Goals (SDGs), particularly **United Nations** goals such as **Sustainable Development Goal 4: Quality Education**, **Sustainable Development Goal 8: Decent Work and Economic Growth**, and **Sustainable Development Goal 16: Peace, Justice and Strong Institutions**. Through the development of communication, leadership, ethical decision-making, and conflict management skills, the course prepares engineering students to engage responsibly in professional environments and contribute to inclusive, ethical, and sustainable organizations and societies.