

## 01-PLAN

- Receiving event petition from the student clubs
- Petition supervision
- Determination of the demand and cost
- Assurance of the conformity of the event letter

## 02-DO

- Integrating demands with the procurement process following the approval of the student club event letter
- Submission of the materials to be used in the event to students
- Starting the event

# Yaşar University Directorate of Health Culture Sports Student Clubs PDCA Cycle

## 03 -CHECK

- Execution of the event
- Tracking the attendance at the event

## 04-ACT

- Assessment of the materials used in the event
- Making necessary improvements
- Preparing the activity reports

## 01-PLAN

- Determination of sports branches and trainers
- Determining training venues and financial needs of the teams
- Maintenance and repair of the sports equipment in the sport complex and buying new ones when needed
- Health services for potential injuries in trainings and competitions

## 02-DO

- Doing trainings at the designated venues
- Participation of the athletes in the competitions and representing the university
- Using the equipment and complexes offered
- Preparing the first-aid-kit for the competitions and trainings

### Yaşar University Directorate of Health Culture Sports

#### Sports Activities PDCA Cycle

## 03 -CHECK

- Checking the realization of the training process
- Follow-up of participating partners
- Follow-up of the equipment used
- Checking medical equipment bought for competitions and trainings

## 04-ACT

- Sustainment of the communication with the cooperating individuals and organizations
- Evaluation of the medical equipment
- Preparing the annual activity report

## 01-PLAN

- Working towards increasing the number of first aiders
- Determining the number of the staff to receive first-aid training

## 02-DO

- Preparing the list of the staff to participate in the First Aid Refresher Training
- Preparing the list of the staff to receive First Aid Training for the first time

**Yaşar University Directorate of Health Culture Sports**

### **Infirmery PDCA Cycle**

## 03 -CHECK

- Setting the budget for the training
- Follow-up of the administrative and financial process
- Determining the appropriate date for the training

## 04-ACT

- Ensuring the full participation of the personnel to be trained,
- Ensuring the continuity of communication with HR and the institution to provide training
- Ensuring the follow-up of the exam conducted after the training

## 01-PLAN

- Preliminary work on the seminar on "Anxiety Management"

## 02-DO

- Announcing to the students
- Provision of the hall and technical equipment

**Yaşar University Directorate of Health Culture Sports**

**PSYCHOLOGICAL COUNSELLING UNIT PDCA Cycle**

## 03 -CHECK

- Checking the content of the presentation before the workshop
- Checking the preparations and the availability of the hall

## 04-ACT

- Ensuring the attendance of the sufficient number of students to the workshop
- Receiving feedback at the end of the workshop