Degree of higher education - <u>Bachelor</u>
Specialty <u>073 Management</u>
Educational program <u>"Management"</u>
Academic year <u>2</u> , semester <u>3</u>
Form of study <u>full-time</u> , <u>part-time</u>
Number of ECTS credits 4
Language of instruction <u>English</u>

Lecturer of the course	Artiukh T.O., Associate Professor of the Department of Production and Investment Management, Candidate of Economic Sciences, Associate Professor
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Course page in eLearn	https://elearn.nubip.edu.ua/enrol/index.php?id=3029

COURSE DESCRIPTION

Self-management is a mandatory component of the "Management" educational program, which provides the basic concepts of mastering theoretical knowledge and practical skills on the issues of self-assertion, self-improvement and self-control for managing one's own development and the development of employees, as well as acquiring leadership qualities to ensure the effective development of the organization, the formation students have skills that are necessary for managers of different levels of management, acquiring theoretical knowledge to realize their own goals while understanding and taking into account their own character.

Competencies of the educational programme:

integral competence (IC):
The ability to solve complex specialized tasks and practical problems, which are characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

general competences (CG):
ZK 11. Ability to adapt and act in a new situation.

special (professional) competences (SK):
 SK 11. Ability to create and organize effective communications in the management process;
SK 15. Ability to form and demonstrate leadership qualities and behavioral skills.

program learning outcomes (PRL):
PRN 15. Demonstrate the ability to act socially responsibly and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturality ;
PRN 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.

COURSE STRUCTURE

Topic	hours (lectures/ practical)	Learning outcomes	Task	Assessment
2nd year, 4th semester				
Module 1. Basics of self-management theory				
Topic 1. Development of self-management as a science	2/2	*Know* the basic concepts and competently use the scientific apparatus and the main categories of self-management .	*Preparation for lectures* (preliminary familiarization with the presentation and full-text lecture in eLearn).	*Execution and delivery practical works* - included .
Topic 2. Concepts of self-management . Establishing and	2/2	*To be able* to apply conceptual approaches of self- management to manage one's own behavior.		

implementing personal goals			*Implementation and submission of practical work* during the practical session in the developed methodical recommendations .	*Module* : theoretical part - 70; test part - 30;
Topic 3. Manager's work planning	2/2	*Manage* self-motivation, planning, decision-making, organization of one's own activities and self-control. *Make* a justified choice of methods of time analysis and time management; *Use time accounting and time management* tools , time management software.	*Performing independent work* (tasks in eLearn).	*Independent work* - according to the assessment log in eLearn
Topic 4. Organization of the manager's activities	2/2			
Topic 5. Control in self-management and self-motivation	2/2		*Preparation and writing of modular control work* (in the form of tests in eLearn)	
Topic 6. Resource management activity and working capacity	2/2	*Be able* to make a justified choice of methods of managing the resource of activity and work capacity. *Use* methods of reducing stress and preventing professional (emotional) burnout.		
Topic 7. Solvency resource management	2/2	*Be able* to make a justified choice of methods of managing the solvency resource. *Use* software for managing your own solvency.		
Content module No. 2. Management of own development and development of employees				
Topic 8. The role of communications in self-management	2/2	*Use* techniques and methods of effective communications and information support of the manager's activities.	*Preparation for lectures* (preliminary familiarization with the presentation and full-text lecture in eLearn).	*Execution and delivery practical works* - included .
Topic 9. Evaluation of the global experience of management and the work of a manager in the conditions of self-management	2/2	*To use* the foreign experience of the manager in the conditions of self-management.	*Implementation and submission of practical work* during the practical session in the developed methodical recommendations .	*Module* : theoretical part - 70; test part - 30;
Topic 10. Organization of the manager's practical work in self-management conditions	2/2	*Determine* your own management style and use it competently in the practical activities of the manager.		*Independent work* - according to the assessment log in eLearn
Topic 11. Formation qualities of an effective manager	2/2	*To be able* to form internal motives for self-development and self-improvement.	*Performing independent work* (tasks in eLearn).	
Topic 12. Self-motivation and self-control of the manager	2/2	*Determine* directions of own self-development and improvement of professionally important qualities.	*Preparation and writing of modular*	

Topic 13. Development of managerial potential	2/2	*Use* the acquired knowledge in planning one's own career and professional development.	*control work* (in the form of tests in eLearn)	
Topic 14. Leadership as an element of the manager's personality development process	2/2	*Know* the basic concepts and competently use the scientific apparatus and the main categories of leadership theory. *To be able* to determine the problems of leadership in modern society through the prism of leadership theories.		
Topic 15. Leadership development	2/2	*Know* the basic concepts and competently use methods of leadership diagnostics. *To use* the acquired knowledge about managing the development of one's own leadership competence .		
In just 4 semesters, educational work	$$R_{HP} = \frac{0.7 \cdot (R^{(1)}_{3M} + ... + R^{(n)}_{3M})}{n} + R_{ДР} - R_{ШТР}.$$			**70**
Exam				**30**
Total for the course				**100**

ASSESSMENT POLICY

Deadlines and Rescheduling Policy:	Practical, independent and modular works must be submitted in the scheduled time before the end of studying the current module. Violation of the submission deadlines without a good reason gives the teacher the right to lower the grade. The rescheduling of the modular control work takes place in the presence of valid reasons (for example, sick leave) and is allowed until the end of the next module.
Academic Integrity Policy:	Copying, using mobile devices and additional literature during the writing of modular test papers, the exam is strictly prohibited.
Attendance Policy:	Attending lectures and practical classes is mandatory for all students of the group. For objective reasons (for example, illness, international internship), training may take place according to an individual curriculum approved in a specified manner. Missed lectures, after they have been processed by the student of higher education, are processed in the form of an interview with the teacher. Missed practical classes are completed by students in the educational and scientific laboratory of the department, information about the practice is entered in the departmental journal of missed classes.

STUDENT ASSESSMENT SCALE

Rating of a higher education applicant, points	The assessment is national for the results of passing exams	
	exams	credits
90-100	perfectly	counted
74-89	fine	
60-73	satisfactorily	
0-59	unsatisfactorily	not counted

RECOMMENDED SOURCES OF INFORMATION

Main:

1.   Balabanova L.V. Organization of the manager's work: training manual . K.: Professional, 2007. 407 p.

2.   Kolpakov V. M. Self-management : teach _ help _ for students higher _ teach _ app . K.: SE " Publisher ". House "Personal", 2008. 528 p.

3.   Lugova V.M., Golubev V.M. Basics of self-management and leadership. Tutorial. Kharkiv: HNEU named after S. Kuznetsa , 2019. 212 p.

4.   Netepchuk V.V. Self-management : taught . manual. Rivne NUVHP, 2013. 354 p.

5.   Sakun A.A. Self-management : учеб. help _ for tanks Odessa: ONAS named after A.S. Popova, 2015.144 p.

6.   Self-management : study guide / G. Z. Leskiv, G. Ya. Levkiv, M. M. Blihar , V. V. Gobela , O. P. Podra , G. V. Koval. Lviv: Lviv State University of Internal Affairs decided cases, 2021. 280 p.

7.   Seagull G.L. Manager's self-management : training . help _ K.: Znannia, 2014. 422 p

8.   Chkan A. S. Self-management : study guide. Zaporizhzhia: ZNU, 2014. 84 p.

9.   Shilnikova Z.M. Self-management : training manual . DZ "Taras Shevchenko LNU", 2022. 224p.

10.   Yurinets Z.V. Self-management : education . manual. Lviv: LNU named after Ivan Franko, 2014. 272 p.

Additional:

11.   Hrynyova V.M. Problems of managing labor resources of the enterprise. Scientific edition. Kharkiv: Ed. Khneu, 2006. 192 p.

12.   Zhigaylo N.I. Communicative management: training . help _ Lviv: Lviv National University named after Ivan Franko. 2012. 367 p.

13.   Lukashevich N. P. Theory and practice of self-management : textbook . help K.: MAUP, 2002. 360 p.

14.   Orzhekhovska V. M. Healthy way of life: teaching -method. help _ Sumy: Sumy Publishing House named after A. S. Makarenko, 2010. 188 p.

15.   Theory and practice of leader formation: training . help _ / O. G. Romanovskyi, T. V. Gura , A. E. Knysh, V. V. Bondarenko. Kharkiv: NTU "KhPI", 2017. 100 p.

16.   Khoronzhy A.H. Self-management : text of lectures. Lviv: LNU named after Ivan Franko, 2010. 120 p.

17. Yurik N. E. Self-management : a course of lectures. Ternopil: Ivan Pulyuy TNTU, 2015. 89 p.

Internet resources:

18.   Educational and informational portal of NUBiP of Ukraine. URL: http://elearn.nubip.edu.ua/. (application date 04/01/2022).

19.   National Library of Ukraine named after V. I. Vernadsky URL: http://www.nbuv.gov.ua (access date 04/01/2022).

20.   3. Verkhovna Rada of Ukraine: official website. URL: https://rada.gov.ua/ (date of application 01.20.2023).

21.   Internet portal for managers. URL: http://www.management.com.ua/ (date of application 01.20.2023).