



**NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES
OF UKRAINE**

Department of production and investment management



“ APPROVED ”
Dean of the faculty
Ostapchuk A.D.
“ ” _____ 2022

“ ENDORSED ”
by the department`s meeting of
production and investment management
Record № 9 dated on “27” April 2022
Head of the department
 Dielini M.M.

” REWIEVED”
Guarantor of the academic program
”Management”

Lutsiak M.M.

**Work program of the academic discipline
SELFMANAGEMENT**

Specialty: 073 « Management »
Academic program: Management
Faculty of agrarian management
Developer: Orekhivskiy V.G, Ph.D.,
Associate professor, department of production and investment management

Kyiv - 2022

Field of knowledge, specialty, academic program, academic degree		
Academic degree	<i>Bachelor</i>	
Specialty	<i>073 Management</i>	
Academic program	<i>Management</i>	
Characteristics of the academic discipline		
Kind	Compulsory	
Total number of hours	120	
The number of ECTS credits	4	
The number of content modules	2	
Course project (work) (if available)		
Form of control	<i>Exam</i>	
Indicators of academic discipline for full-time and part-time forms of study		
	Full-time study	Part-time study
Year of preparation	2	
Semester	4	
Lectures	<i>30 h.</i>	<i>h.</i>
Practical classes	<i>30 h.</i>	<i>h.</i>
Laboratory classes		<i>h.</i>
Independent study	<i>30 h.</i>	<i>h.</i>
Individual classes		<i>h.</i>
The number of weekly classroom hours for full-time study	<i>4 h.</i>	

1. Purpose , tasks and competencies of the study discipline

Purpose:

Mastering theoretical knowledge and practical skills on the problems of self-affirmation, self-improvement and self-control to manage their own development and the development of employees, as well as the acquisition of leadership skills to ensure effective development of the organization; formation of students' skills that are needed by managers of different levels of government; acquisition of theoretical knowledge to achieve their own goals while understanding and taking into account their own nature.

Tasks:

Theoretical and practical training of students on: using the benefits of self-management for organizational and personal growth; coordination of personal and organizational goals; effective self-development; effective working time management; developing effective leadership skills; raising personal culture of business life; effective delegation of powers; use of time as a resource.

After completion of the course, students should:

To know:

Directions of improving emotional abilities as a tool for the development of future management skills at the individual, interpersonal and group levels; techniques and methods for determining personal and professional goals; techniques of rational planning of own working time for the purpose of effective use; methods and techniques of decision making; techniques and methods of effective communication and information support.

Be able to apply:

Effectively organize your working hours; to carry out effective interpersonal communications; apply knowledge of the rules of rational use of working time, techniques and methods of work of the head to perform management functions (goal setting, planning, decision-making, implementation and organization of personal activities, control); to use in personal professional activity effective receptions and methods of work of the head for the purpose of economy of time; to organize professional activities aimed at achieving the set goals; to exercise control over the implementation of the set goals; organize the workplace and optimal working conditions; analyze the cost of working time to identify strengths and weaknesses of personal work style.

Acquisition of competencies:

General competencies

GQ 2. Ability to preserve and increase moral, cultural, scientific values and increase the achievements of society based on understanding the history and patterns of development of the subject area, its place in the general system of

knowledge about nature and society and in the development of society, technology and technology, forms of physical activity for active recreation and healthy living;

GQ 5. Knowledge and understanding of the subject area and understanding of professional activity;

GQ 11. Ability to adapt and act in a new situation;

GQ 15. Ability to act on the basis of ethical considerations (motives)

Special (professional) competencies:

SQ 6. Ability to act socially responsibly and consciously;

SQ 8. Ability to plan the activities of the organization and manage time;

SQ 14. Understand the principles of psychology and use them in professional activities.

SQ 15. Ability to form and demonstrate leadership qualities and behavioral skills

2. Description and structure of the discipline: SELFMANAGEMENT

CONTENT MODULE 1. SELFMANAGEMENT BASICS

Topic 1. Introduction and Basics of the Course

Scientific views on the essence self-management. Definition of self-management. The purpose and objectives of self-management. Stages of development of self-management as a science. Functions of self-management: goal setting, planning, decision making, implementation and organization, control, information and communication. Criteria for effective self-management: the ability to manage themselves, adequate personal values, clear personal goals, problem-solving skills, innovation, high creative potential, ability to teach and develop professional quality subordinates.

Topic 2. Process and Conceptions of Selfmanagement

Establishment and realization of personal goals. Concepts of self-management. Conceptual approach to L. Seivert's self-management. Concept personal limitations of M. Woodcock and D. Francis. The concept of self-management Berbel and Heinz Schwalbe. The concept of Khrolenko. The concept of Andreeva. Definition of values landmarks personality. Life position of the individual: active, proactive, passive. Key principles of personal definition goals of the manager. General restrictions on the choice of goals. Self-development of the manager's personality. Professional and job growth.

Topic 3. Time Management

Manager's work planning. Methods of planning the work of the manager. Alps method, bureaugraphy method. The process of long-term and operational planning of the manager. Methods of management rationing activities. Work on priorities. Pareto principle. Prioritization through ABC analysis. Time management is the art of planning and managing one's time. The main types of distribution and cooperation of management activities. Issues of decentralization of management. Delegation of powers. Defining the functions of the deputy and the level of centralization management. The process of distribution of management functions. Subordination. Distribution of tasks. Key principles of administrative activity

Topic 4. Self-motivation, Self-Controlling, Managing Individual Performance

Control functions. Control of results, control during the day, self-control. Process control. Methods of control of activity and time: planned time (goal setting), perception of the actual course of time and activity, development of the planned state, comparison of "plan-fact" (control).

CONTENT MODULE 2. PERSONAL DEVELOPMENT IN AN ORGANIZATION

Topic 5. Communications Building Skills and their Roles

Communications. Communicative process. Obstacles to communication. Technology of meetings. Target settings of the speech. Structure and content of the speech. Choice of forms of visualization of the text of the speech. Negotiations: classification and main functions. Innovative approach to negotiations. Aggressive and passive approaches to negotiations. Stages of preparation and conduct of negotiations. Tactics of negotiations. Reconciliation of results negotiations. Registration of the results of the negotiation process. Effective communications. Preparation of presentations.

Topic 6. Development of Managerial Potential and Business Career

Business career planning of a manager. Managerial potential. The essence, types, directions of development of managerial potential. Psychophysiological potential. Intelligent personality potential. Creative potential of the individual. Types of creative personality. The process of self-realization of the individual. Barriers to the development of creative potential of the manager. Creative solution management problems.

Topic 7. Managerial Culture and Socialization

The essence and types of responsibility and ethics in management; social responsibility as a voluntary response to social problems of society by the organization; the essence and significance of social behavior of management; management culture; organizational culture; characteristics, features and types of organizational cultures. Development of psychological qualities of the manager: managerial culture; mind; erudition; culture of business communication; leadership abilities; tolerance; optimism; extrovert; intellectuality; emotional stability; sense of humor; ability to create your own image.

The Structure of the Discipline

Names of content modules and topics	Number of hours													
	Full-time							Part-time						
	we eks	total	including					total	including					
			L	P	lab	ind	s.s.		L	P	lab	ind	s.s.	
2	3	4	5	6	7	8	9	10	11	12	thir tee n	14		
Module 1. Selfmanagement Basics														
Topic 1. Introduction and basics of the course			3	3										
Topic 2. Process and conceptions of selfmanagement			4	4										
Topic 3. Time management technologies			4	4										
Topic 4. Selfmotivation and performance			4	4										
Module 1			15	15										
Module 2. Personal Development in an Organization														
Topic 5. Communication building skills			5	5										
Topic 6. Development of managerial potential and building career			5	5										
Topic 7. Managerial culture and socialization			5	5										
Module 2			15	15										
Total hours			30	30										
Course project														
Exam	7													
Total hours	67													

3. Topics of seminars

№ s / n	Name topics	Number hours
1		
2		
...		

4. Topics of practical classes

№ s / n	Name topics	Number hours
1	Self-management background and emergence	3
2	Systems of time management and their practical applications	4
3	Managing individual performance and motivation skills	4
4	Building communications inside organization	4
5	Managerial skills and work performance	5
6	Developing business career	5
7	Managerial ethics and implications on personal development	5

5. Topics of laboratory classes

№ s / n	Name topics	Number hours
1		
2		
...		

6. Test questions, sets of tests to determine the level of knowledge acquisition by students

1. Scientific views on the essence self-management.
2. Definition of self-management.
3. The purpose and objectives of self-management.
4. Stages of development of self-management as a science.
5. Functions of self-management
6. Criteria for effective self-management
7. Conceptual approach to L.Zaivert self-management .
8. Concept personal limitations of M. Woodcock and D. Francis
9. The concept of self-management Berbel and Heinz Schwalbe
- 10.The concept of self-management Khrolenko

11. The concept of self-management Andreeva
12. Definition of values landmarks personality
13. Self-development of the manager's personality.
14. Business career planning of a manager.
15. Manager's work planning.
16. Methods of planning the work of the manager.
17. Methods of management rationing activities
18. The main types of distribution and cooperation of management activities
19. Delegation of powers.
20. Time management.
21. Vertical division of labor.
22. Principles and directions of scientific organization work manager.
23. Load curve.
24. Individual biorhythms, their classification
25. Requirements for the organization of the manager 's workplace
26. Classification of jobs .
27. Methods and means of rational processing of text materials .
28. The function of control in self-management .
29. Control of results, control during the day, self-control.
30. Process control, methods of activity and time control.
31. Communications, communicative process.
32. Obstacles to communication.
33. Technology of meetings
34. Target settings of the speech.
35. Structure and content of the speech.
36. Choice of forms of visualization of the text of the speech
37. Negotiations: classification and main functions
38. problematic approach to negotiations
39. Aggressive and passive approaches to negotiations
40. Stages of preparation and conduct of negotiations. Tactics of negotiations
41. Effective communications.
42. Influence and leadership.
43. Management styles.
44. Psychological features of styles management
45. Individual management style
46. Authority of the leader: subjective and objective significance
47. Management styles and types of power.
48. Intrapersonal problems of the leader
49. Responsibility of a leader.
50. Formation of professional qualities of a manager.
51. Development of organizational qualities of the manager.
52. Development of psychological qualities of a manager.
53. Development of moral qualities of the manager
54. Conflicts in the activities of the manager: essence and types.
55. Methods of overcoming conflict situations.

- 56.Strategy and tactics of interaction in conflict situations
- 57.Conflict management.
- 58.Business career planning of a manager.
- 59.Business career planning of a manager.
- 60.Creative potential of the individual.
- 61.Responsibility and ethics in management

Test set (example)

Question 1. Self-motivation includes the following types (choose appropriate):

- 1. Social
- 2. Emotional
- 3. Business-oriented
- 4. Voluntary
- 5. Utilitarian
- 6. All-above
- 7. None of the above

Question 2. How to build self-management skills in an organization (choose correct approach):

- A Start a project, do the course at your spare time
- B Use planner; create routine; set your self-deadlines
- C Go the extra mile to do things as well as you can; own the task you are given

Question 3. Thinking about goals in your self-management process, means to think about specific objectives or targets to help overcome a challenge:

- A. True
- B. False
- C. Somewhat true or false
- D. Your own answer (provide if appropriate)

Question 4. Reading techniques in self-management: select the one most suitable for you, explain its essence and advantages

Question 5. Select primary characteristics of organizational corporate values:

- A. They can increase the motivation of employees
- B. They are solid concepts and beliefs
- C. They increase competitive position on a local market
- D. They are suitable for most situations inside a Company
- E. All of the above
- F. None of the above

Question 6. Give your own thoughts and forecasts how Covid19 pandemic would influence self-management approaches at business environment and at scientific entities (University)

Question 7. Criteria of effective self-management (choose appropriate):

- A. Ability to teach and learn
- B. Gaining influence on your colleagues in all situations
- C. Maintaining and holding solid personal values
- D. Setting your priorities in front of others
- E. Always behave like pretending to be a leader

- F. All of the above
- G. None of the above

Question 8. Select and place managerial qualifications (1-10) according to the groups (ABC):

- | | |
|--------------------------|---------------------------|
| A. Functional skills | 1. Goal-oriented |
| B. Subject skills | 2. Self-managed |
| C. Personal trait skills | 3. Reading skills |
| | 4. Team player |
| | 5. Physically fit |
| | 6. Strategically thinking |
| | 7. Positive thinking |
| | 8. Stress-resistant |
| | 9. Open-minded |
| | 10. Engineering knowledge |

Question 9. Mastering self-control - select tools were appropriate:

1. Set your own priorities above organization ones
2. Manage your feelings about will-power
3. Your personal habits would always prevail during decision making
4. Making a career means building success regardless of other people
5. Always have a backup plan
6. Appreciate 360 feedback
7. Reward yourself whenever possible
8. Evaluate other people performance as a must
9. All of the above
10. None of the above

Question 10. Explain the concept of impact entrepreneurship, and how it might affect your own self-management practices

7. Teaching methods

Combination of lectures and practical classes according to the schedule. Presentations and graphic data for better mastering of educational materials are developed. In particular, the use of materials from universities in the United States and Western Europe, obtained through teacher training programs (FEP-USDA, Erasmus+). Providing information from own practical experience, analysis of current legislation of Ukraine.

In order to intensify the learning process of students during the study of the discipline, the following educational technologies and tools are used:

- the material is clearly and clearly structured in lectures; students' attention is focused on problematic issues; specific examples of practical application of the acquired knowledge are given; appeal to foreign experience in solving certain problems; encouraging students to critically perceive new material instead of passive summarizing; visual materials, schemes, tables, models, graphs are used; use of technical teaching aids: multimedia projector, slides, etc;

- various educational technologies are introduced in practical classes: discussion of problems, discussions; solving situational exercises; problem solving; brain storm; case methods; presentations; analysis of a specific situation; work in small groups; role and business games; visual support banks; written control of knowledge; individual and group survey; cross-checking tasks with the subsequent argumentation of the assessment, etc.

Mandatory elements of intensification of students educational work are control of students attendance, encouragement of educational activity, fair differentiation of grades.

8. Forms of control

Criteria for assessing the implementation of educational tasks is one of the main ways to test the knowledge, skills and abilities of students. When evaluating tasks, the completeness and correctness of their performance should be taken as a basis. The following skills and abilities of students should be taken into account:

- differentiate, integrate and unify the acquired knowledge;
- present the material logically and consistently;
- use additional literature.

There are two intermediate forms of performance monitoring students, after completing the topics of content modules 1 and 2. Final test (exam) at the end of the semester.

9. Distribution of points received by students

Assessment of student knowledge is on a 100-point scale, to be translated into national system in accordance with Table 1 "Regulations on examinations and tests in NULES of Ukraine" (Order dd. 27.12.2019 № 1371)

Students ratio, points	National evaluation	
	Exams	offsets
90-100	Excellent	90-100
74-89	Good	74-89
60-73	Satisfactory	60-73
0-59	Non-satisfactory	0-59

To determine the rating of the student (listener) for mastering the discipline $R_{\text{ДИС}}$ (up to 100 points), the ratio obtained for attestation (up to 30 points) to be added to the rating of the student for educational work $R_{\text{НР}}$ (up to 70 points): $R_{\text{ДИС}} = R_{\text{НР}} + R_{\text{АТ}}$.

10. Methodical support

Educational and methodical complex for the study of the discipline "Self-Management " (working program of the discipline, a course of lectures in the form of

presentations, illustrative materials). Methodical instructions for the discipline "Selfmanagement".

11. Literature

Basic:

1. Балабанова Л.В., Сардак О.П. Організація праці менеджера: навч. посіб. К.: Професіонал, 2007. 407 с.
2. Болонський процес: тенденції, проблеми, перспективи. Укл. В.П. Бех, Ю.Л. Маліновський; за ред. В.П. Андрущенко. К.: НПУ ім. М.П. Драгоманова, 2004. 221 с.
3. Галицький В.М., Привалов Ю.О., Чепурко Г.І. Поведінкові стратегії на ринку праці України; за ред. Ю. Саєнко. К.: ПЦ "Фоліант", 2011. 227 с.
4. Довгань Л.Є. Праця керівника, або практичний менеджмент: навч. посіб. К.: Ексоб, 2002. 384 с.
5. Колпаков В. М. Самоменеджмент : Навч. посіб. для студ. вищ. навч. закл. К. : ДП «Видавничий дім «Персонал», 2008. 528 с.
6. Кредісов А.І., Панченко Є.Г., Кредісов В.А. Менеджмент для керівників. К.: Т-во «Знання»; КОО, 2009. 556 с.
7. Лукашевич Н.П. Самоменеджмент. Теория и практика: учеб. К.: Ника-Центр, 2007. 344 с.
8. Лукашевич М.П. Інноваційні соціальні технології професійного самовизначення особистості: навч. посіб. К. : ІПК ДСЗУ, 2005. 141 с.
9. Исаченко И.И. Основы самоменеджмента: учебник для высш. учеб. Заведений. М. : ИНФРА М, 2012. 312 с.
10. Руженський М.М. Соціальний менеджмент : навчальний посібник. К.: ІПК ДСЗУ, 2011. 255 с.
11. Сакун А.А., Аветисян К.П., Калугина Н.А. Самоменеджмент: учеб. пособ. для бак. Одесса: ОНАС им. А.С. Попова. 2009. 144 с.
12. Туленков Н.В. Введение в теорию и практику менеджмента: учебное пособие. К.: МАУП, 2008. 136 с.
13. Туленков М.В. Сучасні теорії менеджменту: навч. посібник. К. : Каравела, 2007. 303 с.
14. Чайка Г.Л. Самоменеджмент менеджера: навч. посіб. К.: Знання, 2014. 422 с.

Допоміжна:

1. Друкер П. Энциклопедия менеджмента. М.: Вильямс, 2006.
2. Туленков М.В. Рациональність управління в транзитивному суспільстві : моногр. К. : ІПК ДСЗУ, 2007. 300 с.
3. Туленков М.В. Теорія і практика організаційної взаємодії : підручник. К.: ІПК ДСЗУ, 2011. 468 с.
4. Черваньов Д. Менеджмент: Терміни, тести, вправи, завдання, навчальні конкретні ситуації (кейси), проблематика курсових, випускних, дисертаційних робіт: Підручник. ВПЦ „Київський університет”, 2001. 853 с.

12. Інформаційні ресурси (за наявності):

1. Бібліотека Київського національного економічного університету ім.В.Гетьмана:
https://feu.kneu.edu.ua/ua/study_work/permen/
2. Національна бібліотека України імені В.І. Вернадського
<http://www.nbuv.gov.ua/>
3. Self-Management Skills for the Workplace
<https://study.com/academy/lesson/self-management-skills-for-the-workplace.html>
4. Transforming education: self-management tool-kit
<https://www.transformingeducation.org/self-management-toolkit/>
5. Wikipedia: <https://en.wikipedia.org/wiki/Self-management>