



## SYLLABY OF THE COURSE SELFMANAGEMENT

**Level of Study: Bachelor**  
**Specialty: 073 Management**  
**Educational program: "SelfManagement"**  
**Year of study: 2, semesters 4**  
**Form of study: full-time**  
**Number of ECTS Credits: 2**  
**Language of instruction: English**

**Instructor**  
**Contacts (e-mail)**  
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<https://elearn.nubip.edu.ua/course/vi44>  
[Силабус Самоменеджмент Мен 2 курсев.php?id=3029](http://силабус.Самоменеджмент.Мен.2.курсев.php?id=3029)

### DESCRIPTION OF THE COURSE

(до 1000 друкованих знаків)

The educational component "Self-Management" refers to the cycle of special (professional) training. As a result of studying the educational component, applicants for higher education will master the following competencies:

**Integral:** the ability to solve complex specialized and practical tasks characterized by the complexity and uncertainty of conditions in the field of self-management or in the learning process, which involves the use of theories and methods of social and behavioral sciences

#### General competencies:

- Ability to abstract thinking, analysis, synthesis
- Ability to apply knowledge in practical situations
- Knowledge and understanding of the subject area and understanding of professional activity Ability to adapt and act in a new situation
- Ability to preserve and increase moral, cultural, scientific values, multiply the achievements of society based on an understanding of 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, machinery and technology, management lifestyle

#### Special (professional) competencies:

- Understand the principles of psychology and use them in professional activities
- Ability to choose and use modern tools of self-management
- Ability to form and demonstrate leadership qualities and behavioral skills
- Ability to work in a team and establish interpersonal interaction in solving professional problems.

### COURSE STRUCTURE

Topic	Hours (lections/lab/ seminars)	Study results	Tasks	Evaluation
<b>Module 1. Selfmanagement Basics</b>				
Topic 1. Introduction and basics of the	4/4	Learn selfmanagement functions,	Analysis of a science, quizzes, self-	PC 15 points SS 10 points

course		interrelation with other courses, practical utility of the course	study in Elearn	
Topic 2. Process and conceptions of selfmanagement	4/4	Investigate different studies of selfmanagement conceptions	Research on conceptions, quizzes, self-study in Elearn	PC 15 points SS 10 points
Topic 3. Time management technologies	4/4	Acquire major skills how to manage time and learn approaches of time management	Analysis and practical implementation of time management tools, quizzes, self-study in Elearn	PC 15 points SS 10 points
Topic 4. Selfmotivation and performance	3/3	Gain knowledge of self-controlling in different work situations, as well as types of control	Case studies of motivation, quizzes, self-study in Elearn	PC 15 points SS 10 points
<b>Module 2. Personal Development</b>				
Topic 5. Communication building skills	5/5	Learn how to establish communications with colleagues, during negotiations, making presentations	Case studies of communications skills, quizzes, self-study in Elearn	PC 15 points SS 7 points
Topic 6. Development of managerial potential and building career	5/5	Get knowledge how to utilize personal traits and building business career	Research on best practices of business career, self-study in Elearn	PC 15 points SS 10 points
Topic 7. Managerial culture and socialization	5/5	Understand how to improve code of ethics, and being socially responsible	Research on best practices of managerial ethics, self-study in Elearn	PC 15 points SS 10 points
<b>Всѐго за 1 семестр</b>				<b>70</b>
<b>Екзамен</b>				<b>30</b>
<b>Всѐго за курс</b>				<b>100</b>

### EVALUATION POLICY

<b>Policy for deadlines:</b>	Works that are submitted with violation of deadlines without good reason are evaluated after individual consultations. Rearrangement of modules takes place only with the permission of the lecturer and for good reasons
<b>Policy for academic integrity</b>	Write-offs (cheating) during tests and exams are prohibited (including the use of electronic gadgets). The course work must

	contain an independent study of the student, have correct textual references to the literature used
<b>Attendance policy</b>	Attendance is mandatory. For objective reasons (for example, individual schedule) training can take place individually (in online form in consultation with the dean of the faculty)

### **STUDENTS EVALUATION SCALE**

<b>Students ratio, points</b>	<b>National evaluation</b>	
	<b>Exams</b>	<b>Tests</b>
<b>90-100</b>	<b>Excellent</b>	<b>90-100</b>
<b>74-89</b>	<b>Good</b>	<b>74-89</b>
<b>60-73</b>	<b>Satisfactory</b>	<b>60-73</b>
<b>0-59</b>	<b>Non-satisfactory</b>	<b>0-59</b>