

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

Department of Production and Investment Management

APPROVED

Faculty of Agricultural Management

“05” June 2025

CURRICULUM OF ACADEMIC DISCIPLINE

«SELF-MANAGEMENT»

Area of knowledge	<u>07 Management and Administration</u>
Specialty	<u>073 «Management»</u>
Academic programme	<u>«Management»</u>
Faculty (Education and Research Institute)	<u>Agricultural Management</u>
Developed by:	<u>Dielini Maryna M., Doctor of Economics, Professor, Professor of the Department of Production and Investment Management; Holieva M., PhD, Assistant of the Department of Production and Investment Management</u>

Kyiv – 2025

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Department of Production and Investment Management

APPROVED

Dean of the Faculty of Agricultural Management
_____ Anatolii OSTAPCHUK
“05” June 2025

APPROVED

at the meeting of the Department of Production and
Investment Management
Minutes № 13, “28 ” May 2025
Head of the Department _____ Tetiana VLASENKO

REVIEWED

Program Coordinator _____
_____ Vira BUTENKO

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Description of the discipline Self-management

(up to 1,000 printed characters)

The Self-Management discipline is aimed at developing a person's ability to effectively organize their own activities, set goals, make decisions, and manage their own resources. The course explores modern methods of time planning, prioritization, personal effectiveness control, as well as techniques for motivation, stress management, and avoiding emotional burnout. The main focus is on developing skills of self-reflection, performance analysis and continuous personal growth. The discipline is the basis for the formation of leadership qualities in higher education students, the development of responsibility and readiness to work in conditions of uncertainty.

Area of knowledge, specialty, academic programme, academic degree		
Academic degree	bachelor's	
Specialty	073 «Management»	
Academic programme	Management	
Characteristics of the discipline		
Type	Core	
Total number of hours	120	
Number of ECTS credits	4	
Number of modules	2	
Course project (work) (if any)	-	
Form of assessment	экзамен	
Indicators of the discipline for full-time and part-time forms of university study		
	University study	
	Full-time	Full-time
Year of study	2	
Term	3	
Lectures	30 hours	
Practical classes and seminars	45 hours	
Laboratory classes	-	
Self-study	45 hours	
Number of hours per week for full-time students	5 hours	

1. Aim, competences and expected learning outcomes of the discipline

The purpose of the discipline is to form a holistic view of the principles of personal effectiveness in higher education students, develop planning, self-organization, time and priority management skills, and promote the development of key soft skills necessary to achieve professional and personal goals in the face of global challenges.

Competences acquired:

Integral competence (IC): the ability to solve complex specialized problems and practical problems characterized by complex and uncertain conditions in the field of innovation and investment management or in the learning process, which involves the use of theories and methods of social and behavioral sciences;

General competence (GC):

GC 9. Ability to learn and master modern knowledge.

GC 11. Ability to adapt and act in a new situation.

Special (professional) competence (SC):

SC 6. Ability to act in a socially responsible and conscious manner.

SC 8. Ability to plan the organization's activities and manage time.

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

SC 15. Ability to form and demonstrate leadership and behavioral skills.

Program learning outcomes (PLO):

PLO 9. Demonstrate skills of interaction, leadership, teamwork.

PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it.

PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.

PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.

2. Programme and structure of the discipline

Names of content modules and topics	Number of hours								
	full-time					part-time			
	weeks	total	including			including	total		
			1	p	ind		1	p	ind
1	2	3	4	5	6	7	8	9	10
Module 1. Fundamentals of self-management theory									
Topic 1. Development of self-management as a science	1	9	2	3					
Topic 2. Concepts of self-management. Setting and realizing personal goals	2	9	2	3					
Topic 3. Planning the work of a manager	3	9	2	3					
Topic 4. Organization of the manager's activity	4	9	2	3					
Topic 5. Control and self-motivation in management	5	8	2	3					
Topic 6. Managing the resource of activity and performance	6	8	2	3					
Topic 7. Solvency resource management	7	8	2	3					
Total for module 1	56		14	21	21				
Module 2. Manage your own and your employees' development									
Topic 8. The role of communication in self-management	8	7	2	3	3				
Topic 9. Evaluation of the world experience of management and work of the head in the conditions of self-management	9	7	2	3	3				
Topic 10. Characteristics of the components of managerial work of the head in the system of self-management	10	7	2	3	3				
Topic 11. Formation of qualities of an effective manager	11	7	2	3	3				
Topic 12. Managing the resource of education	12	7	2	3	3				
Topic 13. Development of managerial potential	13	7	2	3	3				
Topic 14. Stress as an object of research in self-	14	9	2	3	3				

management									
Topic 15. Performance management in the system of self-management	15	9	2	3	3				
Total for module 2	64		16	24	24				
Coursework			-	-	-				
Total hours	120		30	45	45				

3. Topics of lectures

No.	Topic	Hours
Module 1. Fundamentals of self-management theory		
1	Topic 1. Development of self-management as a science	2
2	Topic 2. Concepts of self-management. Setting and realizing personal goals	2
3	Topic 3. Planning the work of a manager	2
4	Topic 4. Organization of the manager's activity	2
5	Topic 5. Control and self-motivation in management	2
6	Topic 6. Managing the resource of activity and performance	2
7	Topic 7. Solvency resource management	2
Module 2. Manage your own and your employees' development		
8	Topic 8. The role of communication in self-management	2
9	Topic 9. Evaluation of the world experience of management and work of the head in the conditions of self-management	2
10	Topic 10. Characteristics of the components of managerial work of the head in the system of self-management	2
11	Topic 11. Formation of qualities of an effective manager	2
12	Topic 12. Managing the resource of education	2
13	Topic 13. Development of managerial potential	2
14	Topic 14. Stress as an object of research in self-management	2
15	Topic 15. Performance management in the system of self-management	2
Total		30

4. Topic of laboratory (practical, seminars) classes

No.	Topic	Hours
Module 1. Fundamentals of self-management theory		
1	Topic 1. Development of self-management as a science. Criteria of effective self-management: ability to manage oneself, adequate personal values, clear personal goals, problem-solving skills, innovation, high creative potential, ability to teach and develop professional qualities of subordinates.	3
2	Topic 2. Concepts of self-management. Setting and realization of personal goals. Determination of personal values. Life position of the individual. Key principles for determining personal goals of a manager. General limitations when choosing goals. Self-development of the manager's personality. Planning a manager's business career.	3
3	Topic 3. Planning the work of a manager. Time management is the art of planning and managing your own time. The main types of distribution and cooperation of management activities. Delegation of authority.	3
4	Topic 4. Organization of the manager's activity. Principles and directions of	3

	scientific organization of manager's work. The load curve. Biorhythms. Requirements for the organization of the manager's workplace. Classification of workplaces. Room planning system: office, common, desk. Rules for creating rational conditions for managerial work.	
5	Topic 5. Control and self-motivation in management. Methods of controlling activities and time: planned time, perception of the actual course of time and activities, development of the planned state, comparison of "plan-fact" (control).	3
6	Topic 6. Management of the activity and performance resource. Management of the activity and performance resource consists in assessing the existing potential of human activity and performance, developing a physical training program, developing nutrition skills, getting rid of bad habits, teaching the basics of self-regulation, preventing and combating stress and monitoring results.	3
7	Topic 7. Solvency resource management. The concept of solvency resource. Methods of solvency resource management. The cost accounting system and the related cost planning system are individual in nature and can be built by each individual at their own discretion and for the convenience of further use. You can keep records in any way you like: on paper, in an Excel spreadsheet or in a specialized program.	3
Module 2. Manage your own and your employees' development		
8	Topic 8. The role of communication in self-management Communication as a key tool for effective self-management; internal (intrapersonal) and external communication in the process of self-management; the role of conscious self-assessment, reflection and self-dialogue in the formation of personal effectiveness. Effective interpersonal communication for achieving personal and professional goals; managing emotions, conflicts and stress through communication skills; the impact of non-verbal communication, active listening and assertiveness on the quality of self-management; self-presentation and image as elements of professional success. Preparation of presentations.	3
9	Topic 9. Evaluation of the world experience of management and the work of a manager in self-management. The general qualities of a manager are concentrated in knowledge and skills, personal qualities and character traits, and communication skills. A manager is a person with a wide range of knowledge and his/her most valuable feature is the ability to use the services of specialists if necessary.	3
10	Topic 10. Characterization of the components of managerial work of the head in the system of self-management. Management by results is the main way of self-management. The essence of the concept of "result", types of key results. Features of the management process by results. The main elements of the management process.	3
11	Topic 11. Formation of qualities of an effective manager. Conflicts in the activities of the manager. Lawfulness of relationships and behavior of people in conflict situations. Methods of overcoming conflict situations. Techniques of manager's behavior in conflict situations. Strategy and tactics of interaction in conflict situations. Manager's behavior in conflict situations.	3
12	Topic 12. Management of the resource of education. The essence of the concept of "educational resource" and its role in modern knowledge management; types of educational resources: intellectual, informational, organizational and human;	3

	strategic management of the educational potential of the organization; formation and development of knowledge as a key resource. Mechanisms for managing the resource of education; innovative educational technologies; the role of the manager in stimulating training and professional development of employees; systems of continuous professional development; monitoring and evaluation of the effectiveness of the use of educational resources.	
13	Topic 13. Development of managerial potential. Responsibility and ethics in management. The essence and types of responsibility and ethics in management; social responsibility as a voluntary response to social problems of society by the organization; management culture; organizational culture; characteristics, features and types of organizational cultures.	3
14	Topic 14. Stress as an object of research in self-management. The essence, types of stress in organizations. Determination of optimal stress for the manager. Factors that cause the emergence of stressful situations. Threats and consequences of stress, professional burnout syndrome.	3
15	Topic 15. Performance management in the self-management system. Results-based management is the main way of self-management. The essence of the concept of "result", types of key results. Features of the results management process.	3
Total		45

5. Independent work

No.	Topic	Hours
Module 1. Fundamentals of self-management theory		
1	Topic 1. Development of self-management as a science	3
2	Topic 2. Concepts of self-management. Setting and realizing personal goals	3
3	Topic 3. Planning the work of a manager	3
4	Topic 4. Organization of the manager's activity	3
5	Topic 5. Control and self-motivation in management	3
6	Topic 6. Managing the resource of activity and performance	3
7	Topic 7. Solvency resource management	3
Independent work module 1		21
Module 2. Manage your own and your employees' development		
8	Topic 8. The role of communication in self-management	3
9	Topic 9. Evaluation of the world experience of management and work of the head in the conditions of self-management	3
10	Topic 10. Characteristics of the components of managerial work of the head in the system of self-management	3
11	Topic 11. Formation of qualities of an effective manager	3
12	Topic 12. Managing the resource of education	3
13	Topic 13. Development of managerial potential	3
14	Topic 14. Stress as an object of research in self-management	3
15	Topic 15. Performance management in the system of self-management	3
Independent work module 2		24
Total		45

6. Methods of assessing expected learning outcomes:

- oral or written survey;
- interview;

- test;
- defending practical, design works;
- peer-to-peer assessment, self-assessment.

7. Teaching methods (*select necessary or add*):

- problem-based method;
- practice oriented studying method;
- case method;
- project education method;
- flipped classroom, mixed education method;
- research based method;
- learning discussions and debates method;
- team work, brainstorm method.

8. Results assessment.

The student's knowledge is assessed by means of a 100-point scale converted into the national grades according to the "Exam and Credit Regulations at NULES of Ukraine" in force

8.1. Distribution of points by types of educational activities

Educational activity	Results	Assessment
Module 1. Fundamentals of self-management theory		
Lecture 1. Development of self-management as a science	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 1. Development of self-management as a science	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	6
Lecture 2. Concepts of self-management. Setting and realizing personal goals	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 2. Concepts of self-management. Setting and realizing personal goals	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	6
Lecture 3. Planning the work of a manager	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 3. Planning the work of a manager	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially	6

	responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	
Lecture 4. Organization of the manager's activity	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 4. Organization of the manager's activity	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5
Lecture 5. Control and self-motivation in management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 5. Control and self-motivation in management	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	6
Lecture 6. Managing the resource of activity and performance	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 6. Managing the resource of activity and performance	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	6
Lecture 7. Solvency resource management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 7. Solvency resource management	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5

Self-study 1		30
Module control work 1.		30
Total for module 1		100
Module 2. Manage your own and your employees' development		
Lecture 8. The role of communication in self-management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 8. The role of communication in self-management	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5
Lecture 9. Evaluation of the world experience of management and work of the head in the conditions of self-management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 9. Evaluation of the world experience of management and work of the head in the conditions of self-management	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5
Lecture 10. Characteristics of the components of managerial work of the head in the system of self-management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 10. Characteristics of the components of managerial work of the head in the system of self-management	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5
Lecture 11. Formation of qualities of an effective manager	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 11. Formation of qualities of an effective manager	PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it. PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism. PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.	5
Lecture 12. Managing the	PLO 9. Demonstrate skills of interaction, leadership,	-

resource of education	teamwork.	
Practical work 12. Managing the resource of education	<p>PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it.</p> <p>PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.</p> <p>PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.</p>	5
Lecture 13. Development of managerial potential	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 13. Development of managerial potential	<p>PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it.</p> <p>PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.</p> <p>PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.</p>	5
Lecture 14. Stress as an object of research in self-management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 14. Stress as an object of research in self-management	<p>PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it.</p> <p>PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.</p> <p>PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.</p>	5
Lecture 15. Performance management in the system of self-management	PLO 9. Demonstrate skills of interaction, leadership, teamwork.	-
Practical work 15. Performance management in the system of self-management	<p>PLO 14. Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it.</p> <p>PLO 15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.</p> <p>PLO 16. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, being critical and self-critical.</p>	5
Self-study 2.		30
Module control work 2.		30
Total for module 2		100
Class work	$(M1 + M2)/2 \cdot 0,7 \leq 70$	
Exam	30	
Total for year	$(\text{Class work} + \text{exam}) \leq 100$	

Course project/work	-	-
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8.2. Scale for assessing student's knowledge

Student's rating, points	National grading (exam/credits)
90-100	excellent
74-89	good
60-73	satisfactory
0-59	unsatisfactory

8.3. Assessment policy

Deadlines and exam retaking rules	works that are submitted late without valid reasons will be assessed with a lower grade. Module tests may be retaken with the permission of the lecturer if there are valid reasons (e.g. a sick leave).
Academic integrity rules	cheating during tests and exams is prohibited (including using mobile devices). Term papers and essays must have correct references to the literature used
Attendance rules	Attendance is compulsory. For good reasons (e.g. illness, international internship), training can take place individually (online by the faculty dean's consent)

9. Teaching and learning aids:

1. Artiukh T.O., Holieva M.S. Methodical instructions for the discipline «Self-Management»: for students of specialty 073 «Management». Kyiv: NULES of Ukraine, 2023. 200 p.

2. E-learning course "Self-management":
<https://elearn.nubip.edu.ua/course/view.php?id=3029>

10. Recommended sources of information

1. Barret Jack. Strategies and Tips for Time Management: Secrets to Organizing Yourself and Ending Procrastination (Focus, Motivation, Organization, Goal Setting, Productivity, and Success Organizing Your Home). 2019. 96 p.

2. Bliven Anna Maria. Time Management Essentials You Always Wanted To Know. Vibrant Publishers, 1st ed., 2023. 188 p.

3. Burkeman Oliver. Four Thousand Weeks: Time Management for Mortals. Farrar, Straus and Giroux, 2021. 288 p.

4. Clear James. Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones. Avery, 2022. 320 p.

5. Gerardus Daniel. Time Management: A Complete Guide – 2021 Edition. 2021. 250 p.

6. Internet portal for managers. URL: <http://www.management.com.ua/>

7. Mirosław Daniel. Time Management: The Role of Productivity And Self-discipline In Overcoming Procrastination. 2023. 184 p.

8. Oliver. Four Thousand Weeks: Time Management for Mortals. Farrar, Straus and Giroux, 2021. 288 p.

9. Robin. The 5 AM Club: Own Your Morning. Elevate Your Life (New edition 2022). HarperCollins. 336 p.

10. Robin. The 5 AM Club: Own Your Morning. Elevate Your Life. HarperCollins,

2023. 267 p.

11. Shynkaruk L., Alekseieva K., Vlasenko T. Self-management for the students of the specialties 073 «Management». Kyiv: 2023. 291 p.

12. The educational and information portal of the NUBiP of Ukraine. URL : <http://elearn.nubip.edu.ua/>.

13. Verkhovna Rada of Ukraine: official website.URL: <https://rada.gov.ua/>

14. Vernadsky National Library of Ukraine. URL : <http://www.nbuv.gov.ua>

15. Williams Risa. The Ultimate Time Management Toolkit: 25 Productivity Tools for Adults with ADHD and Chronically Busy People. Jessica Kingsley Publishers, 2022. 192 p.