

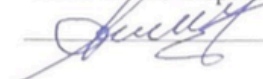
NATIONAL UNIVERSITY OF LIFE AND ENVIRONMENTAL SCIENCES
OF UKRAINE

Production and Investment Management Department



“CONFIRMED”
Dean of the Faculty of Agricultural Management
Anatolii OSTAPCHUK
“30” August 2024

“APPROVED”
at the meeting of the Production and
Investment Management Department
Minutes No. “ ” 2024
Head of the Department


Tetiana VLASENKO

“REVIEWED”
Program Coordinator

Vira BUTENKO

PROGRAM OF THE COURSE

SELF-MANAGEMENT

Field of Study	07 Management and Administration
Specialty	073 “Management”
Academic program	Management
Faculty	Agricultural Management
Lecturer:	<u>Dielini M.M.</u> , Dr. of Economics, Professor of Production and Investment Management Department; <u>Holieva M.S.</u> , PhD, Assistant of Production and Investment Management Department

Kyiv – 2024

Description of the course “Self-management”

Field of Study, Specialty, Academic program, Academic degree		
Academic degree	<i>Bachelor</i>	
Specialty	<i>073 “Management”</i>	
Academic Program	<i>Management</i>	
Characteristics of the course		
Type	Core	
Total number of hours	120	
Number of ECTS credits	4	
Number of content modules	2	
Term paper/Project paper	-	
Form of assessment	<i>Exam</i>	
Indicators of the course for full-time and part-time forms of study		
	Full-time	Part-time
Year of study	2	
Semester	3	
Lecture classes	30 hours.	
Seminars	45 hours	
Laboratory	-	
Self-study	75 hours	
Individual assignments	-	
Hours per week (full-time program)	5 hours	

1. Purpose, tasks competencies and program outcomes of the course

The purpose of studying the discipline 'Self-management': 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 acquiring leadership skills to ensure the effective development of the organisation; formation of skills necessary for managers at various levels of management; acquisition of theoretical knowledge to achieve their own goals while understanding and taking into account their own character.

The main objectives of the discipline are:

- study of theoretical and methodological foundations, categorical apparatus of operational management;
- using the benefits of self-management for organisational and personal growth; alignment of personal and organisational goals;
- effective self-development; effective time management;
- development of effective leadership skills; improvement of personal culture of business life;
- effective delegation of authority;
- use of time as a resource.

Acquisition of competences:

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

General competencies (GC):

GC 9. Ability to learn and master modern knowledge.

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

Special (professional) competencies (SC):

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

SC 8. Ability to plan the organisation'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 behavioural 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 neutralise it.

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

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

2. Program and structure of the course for full-time and part-time forms of studying

Modules and topics	Number of hours													
	Full-time form							Part-time form						
	week s	total	including					total	including					
			1	p	lab	ind	self		1	p	lab	ind	self	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Module 1. Fundamentals of self-management theory														
Topic 1. Development of self-management as a science	1	9	2	3			3							
Topic 2. Concepts of self-management. Setting and realising personal goals	2	9	2	3			3							
Topic 3. Planning a manager's work	3	9	2	3			3							
Topic 4. Organisation of the manager's activity	4	9	2	3			3							
Topic 5. Control and self-motivation in management	5	8	2	3			3							
Topic 6. Managing the resource of activity and performance	6	8	2	3			3							
Topic 7. Managing the solvency resource	7	8	2	3			3							
Total for Module 1	56		14	21			21							
Module 2. Managing 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 a	9	7	2	3			3							

manager in self-management													
Topic 10. Characteristics of the components of managerial work in the system of self-management	10	7	2	3			3						
Topic 11. Developing the qualities of an effective manager	11	7	2	3			3						
Topic 12: Manager's self-motivation and self-control	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-management	14	9	2	3			3						
Topic 15. Performance management in the system of self-management	15	9	2	3			3						
Total for Module 2	64		16	24			24						
Course work			-	-	-		-						
Total hours	120		30	45			45						

3. Topics of seminar (**practical**, laboratory) classes

No	Topic title	Number of 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.	3

	Setting and realising 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	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. Organisation of manager's activity. Principles and directions of scientific organisation of manager's work. The load curve. Biorhythms. Requirements for the organisation of the manager's workplace. Classification of workplaces. Room planning system: cabinet, common, desk. Rules for creating rational conditions for managerial work.	3
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 a planned state, comparison of 'plan-fact' (control).	3
6	Topic 6. Management of the activity and performance resource. Activity and performance resource management involves assessing the existing potential of a person's activity and performance, developing a physical training programme, 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 managing the solvency resource. 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 ease of further use. You can keep records in any way you like: on paper, in an Excel spreadsheet or in a specialised software program.	3
Module 2. Development of managers and subordinates in the organisation		
8	Topic 8. The role of communication in self-management 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	3

	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.	
10	<p>Topic 10.</p> <p>Characteristics of the components of managerial work of a manager in the system of self-management.</p> <p>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.</p>	3
11	<p>Topic 11.</p> <p>Formation of qualities of an effective manager.</p> <p>Conflicts in the activities of the manager. Lawfulness of relationships and behaviour of people in conflict situations. Methods of overcoming conflict situations. Techniques of managerial behaviour in conflict situations. Strategy and tactics of interaction in conflict situations. Manager's behaviour in conflict situations.</p>	3
12	<p>Topic 12.</p> <p>Self-motivation and self-control of the manager. Features of motivation and self-motivation in the activities of the manager. Caring for the motivation of staff to work at different stages of their career from the point of view of the organisation. Caring for individual motivation from the point of view of the individual. The role of control and self-control in the work of a manager. Self-control is a creative activity that allows you to know yourself.</p>	3
13	<p>Topic 13.</p> <p>Development of managerial potential.</p> <p>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 organisation;; management culture; organisational culture; characteristics, features and types of organisational cultures.</p>	3
14	<p>Topic 14.</p> <p>Stress as an object of research in self-management.</p> <p>The essence, types of stress in organisations. Determination of optimal stress for the manager. Factors that cause the emergence of stressful situations. Threats and consequences of stress, professional burnout syndrome.</p>	3
15	<p>Topic 15.</p> <p>Results-based management in the self-management system.</p> <p>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-based management process.</p>	3
<i>Total</i>		45

4. Self-study work topics

№	Topic title	Number of hours
1	Topic 1. Development of self-management as a science	3
2	Topic 2. Concepts of self-management. Setting and realising personal goals	3
3	Topic 3. Planning a manager's work	3
4	Topic 4. Organisation 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. Managing the solvency resource	3
8	Topic 8. The role of communication in self-management	3
9	Topic 9. Evaluation of the world experience of management and work of a manager in self-management	3
10	Topic 10. Characteristics of the components of managerial work in the system of self-management	3
11	Topic 11. Developing the qualities of an effective manager	3
12	Topic 12: Manager's self-motivation and self-control	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
<i>Total</i>		45

5. Diagnostic tools for learning outcomes

- exam;
- module tests;
- essays;
- presentation of practical works;
- other types.

6. Methods of teaching

Methods of teaching are methods of joint activity and communication between the teacher and students of higher education, which ensure the development of positive motivation for learning, mastery of the system of professional knowledge, skills and abilities, the formation of a scientific worldview, the development of cognitive powers, the culture of mental work of future specialists.

The following teaching methods are used during the educational process:

- verbal method (lecture, discussion, interview);
- practical method (practical classes);
- visual method (illustration method, demonstration method);
- work with educational and methodical literature (summarizing, summarizing, annotating, reviewing, writing an abstract);
- video method (remote, multimedia, web-oriented, etc.);
- independent work (task performance);
- individual research work of students of higher education.

7. Assessment methods

- exam;
- oral or written survey;
- module testing;
- presentations and speeches at scientific and practical events.

8. Distribution of points received by higher education applicants. The assessment of the knowledge of the higher education applicant takes place on a 100-point scale and is translated into national assessments according to the Table. 1 of the current “Regulations on examinations and tests in NULES of Ukraine”

Higher education applicant rating, points	National grade based on exam, credits results	
	exams	credits
90-100	excellent	credited
74-89	good	
60-73	satisfactorily	
0-59	unsatisfactorily	not credited

In order to determine the rating of a higher education applicant in the discipline R_{dis} (up to 100 points), the rating from the exam R_{ex} (up to 30 points) is added to the rating of a student's academic work R_{aw} (up to 70 points): $R_{dis} = R_{aw} + R_{ex}$.

9. Educational and methodological support

This work program of academic discipline, a summary of lectures, plans of seminars and practical classes, tasks for independent work, express control, tasks for final control, Elearn course by URL: <https://elearn.nubip.edu.ua/course/view.php?id=3817>.

Methodical instructions for the course: Artiukh T.O., Holeva M.S. Methodical instructions for the discipline «Self-Management»: for students of specialty 073 «Management». Kyiv: NULES of Ukraine, 2023. 20 p.

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. Shynkaruk L., Alekseieva K., Vlasenko T. Self-management for the students of the specialties 073 «Management». Kyiv: 2023. 291 p.
3. Антохов А. А., Клевчик Л. Л. Самоменеджмент Частина 1: навчальний посібник. Чернівці : Глибоцька районна друкарня, 2021. 176 с.
4. Антохов А.А., Кирчата І.М., Власенко Т.О. Самоменеджмент як ключовий навик лідерства у проектних командах. Журнал «Наукові інновації та передові технології» № 9(37) 2024. С.116-131.
5. Барбінова А. В. Наукова організація праці менеджера. Навчально-методичний посібник. Полтава: Видавництво ПП «Астрая», 2021. 29 с.
6. Буняк Н. М., Милько І. П., Черчик Л. М. Самоменеджмент: конспект лекцій. Луцьк: Волинський національний університет імені Лесі Українки, 2023. 114 с.
7. Буняк Н.М., Черчик Л.М., Милько І.П. Самоменеджмент: навчальний посібник. Луцьк: Волинський національний університет імені Лесі Українки. 2023. 221 с.
8. Друкер П. Ефективний керівник : навчальний посібник Київ : КМ-Букс, 2018. 242 с.
9. Зуб О. В. Формула продуктивності : понад 100 прийомів, методів, технік та інших фішок із тайм-менеджменту, самомотивації, а також персональної продуктивності. Дрогобич : Коло, 2020. 131 с.
10. Лугова В. М., Голубев В. М. Основи самоменеджменту та лідерства. навчальний посібник. Харків : ХНЕУ ім. С. Кузнеця, 2019. 212 с.
11. Малярчук Н. М. Тайм-менеджмент: навч. посіб. для закладів вищ. освіти. Умань : Видавець «Сочінський М. М.», 2024. 175 с.
12. Півень А. В., Голованова Г. Є., Півень М. В. Організація праці менеджера: Словник основних термінів і понять для студентів першого (бакалаврського) рівня вищої освіти денної та заочної форми навч. екон. спец. Харків : Харків. нац. техн. ун-т сіл. госп-ва ім.П. Василенка, 2021. 64 с.
13. Самоменеджмент : навчальний посібник / Г. З. Леськів, Г. Я. Левків,

М. М. Бліхар, В. В. Гобела, О. П. Подра, Г. В. Коваль. Львів : Львівський державний університет внутрішніх справ, 2021. 280 с.

14. Самоменеджмент [Електронний ресурс] : навчальний посібник / С. К. Василик, О. В. Майстренко, К. Р. Немашкало та ін. Харків : ХНЕУ ім. С. Кузнеця, 2020. 150 с.

15. Скачкова А. І., Гончар І. О., Калініна О. М. Самоменеджмент : навчальний посібник до практичних занять. Харків : ХАІ, 2018. 87 с.

16. Шевченко В. С. Конспект лекцій з навчальної дисципліни «Менеджмент і адміністрування (Самоменеджмент)» (для студентів бакалаврату всіх форм навчання спеціальності 073 Менеджмент) Харків. нац. ун-т міськ. госп-ва ім. О. М. Бекетова. Харків : ХНУМГ ім. Бекетова, 2020. 91 с.

17. Шильнікова З. М. Самоменеджмент: навч. посіб. ДЗ «ЛНУ імені Тараса Шевченка», 2022. 224с.

18. Introduction to self-management. Transforming education. URL : <https://transformingeducation.org/resources/introduction-to-self-management/> (last accessed 07.04.2024).

19. What is self-management? How to take control of your personal productivity. Planio. URL : <https://plan.io/blog/self-management/> (last accessed 09.05.2024).

20. Guide to self-management and time management. URL : https://www.hs-fulda.de/fileadmin/user_upload/Zentrale_Studienberatung/PBS/Methoden/translated_Guide_to_self-management_and_time_management.pdf (last accessed 19.04.2024).

21. Educational and information portal of NUBiP of Ukraine. URL : <http://elearn.nubip.edu.ua/> (last accessed 01.04.2024).

22. V. I. Vernadsky National Library of Ukraine. URL : <http://www.nbu.gov.ua> (last accessed 01.04.2024).

23. Verkhovna Rada of Ukraine: official website. URL: <https://rada.gov.ua/> (last accessed 20.05.2024).

24. Internet portal for managers. URL: <http://www.management.com.ua/> (last accessed 15.04.2024).