



## SYLLABUS OF THE ACADEMIC DISCIPLINE “SELF-MANAGEMENT”

Degree of higher education - Bachelor  
Specialty **073 Management**  
Academic program “Management”  
Academic year 2, semester 3  
Form of Study Full-time ( full-time, part-time)  
Number of ECTS credits 4  
Language of training English

Lecturer of the academic  
discipline

Contact information of the  
lecturer (e-mail )

EEC URL on the  
educational portal of  
NUBiP of Ukraine

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<https://elearn.nubip.edu.ua/enrol/index.php?id=3029>

### COURSE DESCRIPTION

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.

#### Competencies

**Integrated competency (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.

## STRUCTURE OF THE ACADEMIC DISCIPLINE

Topic	Hours (lectures/ practical classes, seminars)	Learning outcomes	Tasks	Assessment
<b>Module 1. Fundamentals of self-management theory</b>				
Topic 1: Development of self-management as a science	2/3	To know the basic concepts and competently use the scientific apparatus and the main categories of self-management.	Execution and delivery of practical, independent works in Elearn	Module 1: Practical work - 40; independent work - according to the assessment log on the eLearn platform - 30; final control of knowledge, module 1 - 30.
Topic 2. Concepts of self-management. Setting and implementing personal goals	2/3	To be able to apply end-to-end self-management approaches to manage own behaviour.	Execution and delivery of practical, independent works in Elearn	
Topic 3. Planning the work of a manager	2/3	Manage self-motivation, planning, decision-making, organisation of own activities and self-control. Make a reasonable choice of methods of time analysis and time management; Use tools for time accounting and time management, time management software.	Execution and delivery of practical, independent works in Elearn	
Topic 4. Organisation of the manager's activity	2/3	Know the most important components of the project, the content of the business project concept. To be able to analyze the reasons for the emergence and rejection of projects and to detail project goals using the SMART method	Execution and delivery of practical, independent works in Elearn	
Topic 5. Control in self-management and self-motivation	2/3	Know the organizational structure of the project, its main participants. Be able to recognize the features of the micro- and macro-environment of the project. Have the skills to define the functional responsibilities of project participants.	Execution and delivery of practical, independent works in Elearn	
Topic 6. Managing the resource of activity and performance	2/3	Be able to make an informed choice of methods for managing the resource of activity and performance.	Carrying out practical work (fulfillment of an individual task) in Elearn	

		Use methods to reduce stress and prevent professional (emotional) burnout.		
Topic 7. Managing the resource of solvency	2/3	Be able to make a reasonable choice of methods of solvency resource management. Use software to manage own solvency.	Carrying out practical work (fulfillment of an individual task) in Elearn.	
Module test				30
Total for module 1				100
<b>Module 2. Managing your own and your employees' development</b>				
Topic 8. The role of communication in self-management	2/3	Use techniques and methods of effective communication and information support for the activities of the manager.	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	Module 2: Practical work - 40; independent work - according to the assessment log on the eLearn platform - 30; final control of knowledge, module 1 - 30.
Topic 9. Evaluation of the world experience of management and work of a manager in self-management	2/3	Use the foreign experience of a manager in a self-governing environment.	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	
Topic 10. Characteristics of the components of managerial work in the system of self-management	2/3	Determine your own management style and use it competently in your practical activities as a manager.	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	
Topic 11. Developing the qualities of an effective manager	2/3	Be able to form internal motives for self-development and self-improvement.	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	

Topic 12: Manager's self-motivation and self-control	2/3	Identify areas for self-development and improvement of professionally important qualities.	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	
Topic 13. Development of managerial potential	2/3	Use the acquired knowledge to plan their own career and professional development	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	
Topic 14. Stress as an object of research in self-management	2/3	Know the basic concepts and competently use the main factors of stress resistance. Be able to identify factors that cause stressful situations	Preparation for lectures. Completion and submission of practical work according to the assessment journal in Elearn.	
Topic 15. Performance management in the system of self-management	2/3	Know the basic concepts and use the management system correctly. Apply the acquired knowledge of results-based management.	Know the basic concepts and use the management system correctly. Apply the acquired knowledge of results-based management.	
Module test				30
Total for module 2				100
Total for the semester	30/45			
In total for the 7th semester, $0.7 \cdot (R(1)CM + \dots + R(n)CM)$ educational work				70
Opportunity to get extra points		Additional points can be achieved for presentation and participation in a student conference, article publication, participation in the 1st round of the olympiads, etc.		up to 10
Exam				30
Total for the course $R_{course} = R_{edw} + R_{ex}$				100

## **ASSESSMENT POLICY**

<b><i>Policy regarding deadlines and resits</i></b>	Assignments submitted after the deadline without valid reasons will be graded lower. Resitting of modules will be allowed with the permission from the lecturer and in the presence of valid reasons (e.g. medical reasons).
<b><i>Academic honesty policy:</i></b>	Cheating during tests and exams is strictly prohibited (including the use of mobile devices). Coursework and research papers must contain correct citations for all sources used.
<b><i>Attendance policy</i></b>	Class attendance is mandatory. In case of objective reasons (such as illness or international internships), individual learning may be allowed (in online format by the approval of the dean of the faculty).

## **SCALE FOR ASSESSING THE KNOWLEDGE OF HIGHER EDUCATION STUDENTS**

<b>Student rating, points</b>	<b>National grade based on exam results</b>	
	<b>exams</b>	<b>credits</b>
90-100	excellent	credited
74-89	good	
60-73	satisfactory	
0-59	unsatisfactory	not credited

## **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., Alekseeva 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 проєктних 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., Голубєв 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](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.nbuv.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).