



SYLLABUS OF DISCIPLINE
«Introduction to specialty»

The Higher Education Level - Bachelor
Specialty 073 Management

Educational Program Management

Year of Studying 1, **Term** 1, 2

Form of Studying Full-time (full-time, part-time)

Quantity of Credits ECTS 5

Language of training English (українська, англійська, німецька)

Lecturer

Contacts of lecturer

(e-mail)

Page of the Discipline on eLearn

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<https://elearn.nubip.edu.ua/course/view.php?id=4702>

DESCRIPTION OF THE DISCIPLINE

1. Annotation to discipline

The purpose of teaching the discipline is the basics of the management, in particular, the study of individual psychological characteristics of the employee, his motivation and attitude to various components of the work process, managerial skills essential to become a leader, vertical and horizontal communications and interpersonal relationships, trends in organizational development and responses to changes and predict human behavior in specific situations.

The main tasks of teaching the discipline are: to acquaint future managers with the terminology, the conceptual apparatus of management; to ensure students with knowledge in the field of theoretical, methodological, informational basics of management; to teach future managers to form a system of adaptation and development of personnel in the organization; to build teams and set team interaction; learn to develop a reward system in the organization; personnel evaluation system of the organization; a system of values that support the mission of the organization and motivate employees to achieve it; to ensure students' interest in active educational and research work; to understand the basic approaches to assessing the effectiveness of companies.

2. Gaining competencies

| Competencies | | Content |
|---|--|---------|
| General competencies (GC) | | |
| GC5 | Knowledge and understanding of the subject area and understanding of professional activity | |
| Professional (special) competencies (SC) | | |
| SC13 | Understand the principles and norms of law and use them in professional activities | |

3. Program results of studying

| PRS | Content |
|-------|--|
| PRS 4 | Demonstrate skills to identify problems and justify management decisions |

4. Hours

| Type of class | lections | Practical classes | Independent study |
|------------------------|----------|-------------------|-------------------|
| Number of hours | 15 | 60 | 75 |

DISCIPLINE STRUCTURE

| Theme | Hours (lections/lab aratory classes, practical classes /independen t classes) | Study results | Tasks | Estimation |
|---|--|--|--|--|
| 1st term | | | | |
| Content module 1. MANAGER AS A LEADER | | | | 50 |
| Theme 1. Manager's role in company activity | 2/6/10 | To know: - main results of the latest management research; - principles of delegation; - principles of time management; - rules for high personal efficiency; - skill types essential for manager to become a leader and methods of their development. To be able to: - divide responsibilities and set delegation of powers; - start personal development program; - use modest techniques for time management | <i>Preparation for lectures</i> (preliminary acquaintance with the presentation and printed and electronic sources, sections of textbooks). <i>Performing tasks in practical classes</i> (in a group and individually). <i>Performing independent work</i> (independently) | <i>Performance and delivery of individual tasks.</i> <i>Modular test work.</i> <i>Independent work – work with the specified printed and electronic sources.</i> |
| Theme 2. Management skills | 2/6/10 | | | |
| Theme 3. Trust and delegation | 2/6/4 | | | |
| Theme 4. Personal efficiency and basics of time management | 2/10/10 | | | |
| 2nd term | | | | |
| Content module 2. MODERN MANAGEMENT TECHNOLOGIES | | | | 50 |
| Theme 5. Team building | 2/6/10 | To know: - management of communication processes in the group (team); - business etiquette in communicative behavior; - features of team roles in terms according different concepts; - basics of analytical work. To be able to: - conducting | <i>Preparation for lectures</i> (preliminary acquaintance with the presentation and printed and electronic sources, sections of textbooks). <i>Performing tasks in practical classes</i> (in a group and | <i>Performance and delivery of individual tasks.</i> <i>Modular test work.</i> <i>Independent work – work with the specified printed and electronic sources.</i> |
| Theme 6. Communication management | 2/10/10 | | | |
| Theme 7. Organizational development | 1/7/10 | | | |
| Theme 8. Basics of analytical work | 2/9/11 | | | |

| | | | |
|-----------------------------|--|---|------------|
| | quantitative forecasting and modeling of business process management; - conduct an interview; - assess the cohesion of the group (team); - build convincing model of communication; - use group and team communications to achieve organization's goals; - use active methods of team work. | individually). <i>Performing independent work</i> (independently) | |
| Total | | | 70 |
| Exam | | | 30 |
| Total for discipline | | | 100 |

POLICY OF EVALUATION

| | |
|---|---|
| <i>Deadline and academic depths policy</i> | Works that are submitted in violation of deadlines without good reason are evaluated at a lower score (-5 points). Relocation of modules occurs for good reasons (hospital) |
| <i>Academic Righteousness Policy</i> | Write-offs during modular tests and exams are prohibited. Articles, abstracts, abstracts must have correct textual references to the literature used |
| <i>Attendance policy</i> | Attendance is optional. Training can take place independently, individually, with consulting if necessary |

STUDENT EVALUATION SCALE

| Rating of the applicant of higher education, points | The assessment is national for the results of examinations | |
|---|--|--------------|
| | exams | credits |
| 90-100 | excellent | credited |
| 74-89 | good | |
| 60-73 | satisfactory | |
| 0-59 | unsatisfactory | not credited |

Recommended Books

1. Орбан-Лембрик Л.Е. Соціальна психологія: Підручник: У 2 кн. Кн. 1: Соціальна психологія особистості і спілкування / Л.Е. Орбан-Лембрик – К.: Либідь, 2004. – 576 с.
2. Москаленко В.В. Соціальна психологія. Підручник. Видання 2-ге, виправлене та доповнене / В.В. Москаленко / К.: Центр учбової літератури, 2008, 688 с.

3. Strube, M. J. (2005). What did Triplett really find? A contemporary analysis of the first experiment in social psychology. *American Journal of Psychology*, 118, 271-286.
4. Robert Boleslaw Zajonc (2004) *The selected works of R.B. Zajonc* Wiley, 2004, p. 408.
5. Understanding Team. What is a Team? [Електронний ресурс]. – Режим доступу: <http://www.managementstudyguide.com/understanding-team.htm>
6. Муха Р.А. Команда, її сутність та особливості розвитку / Р.А. Муха / Ефективна економіка, №8, 2015 [Електронний ресурс]. – Режим доступу: <http://www.economy.nauka.com.ua/?op=1&z=4253>
7. Максименко С. Д. Загальна психологія: Навч. Посібник / С. Д. Максименко, В.О. Соловієнко — К.: МАУП, 2000. — 256 с.
8. Daft Richard L. *Management 9th ed.* — Cengage Learning, 2009. — 704 p.
9. Оленіч А. В. Формування і розвиток проектної команди в сучасних умовах/ А. В. Оленіч, З. Я. Шацька // Актуал. пробл. економіки. - 2012. - № 10. - С. 136-142.
11. Team Models. Different types of teams [Електронний ресурс]. – Режим доступу: <http://www.managementstudyguide.com/team-models.htm>
12. R. M. Belbin, Meredith Belbin Butterworth-Heinemann, 1993 – 152p.
13. Keirse, David; Bates, Marilyn (1984). *Please Understand Me: Character & Temperament Types (Fifth ed.)*. Prometheus Nemesis Book Company. p. 182.
14. Tuckman B. *Developmental Sequence in Small Groups* / B.W. Tuckman. // *Psychological Bulletin*. – 1965. – С. pp. 384–399.
15. David Priestley. *Forming, Storming, Norming and Performing: The Stages of Team Formation* [Електронний ресурс] / David Priestley // *Venture team building*. – 2015. – Режим доступу до ресурсу: <http://www.ventureteambuilding.co.uk/forming-storming-norming-performing/>.
16. Hackman J. R., Oldham G. R. *Development of the job diagnostic survey* // *Journal of Applied psychology*. — 1975. — Т. 60. — №. 2. — С. 159.
17. Батенко Л.П. *Управління проектами: Навч. посібник* / Л.П. Батенко, О.А. Загородніх, В.В. Ліщинська / — К.: КНЕУ, 2003. — 231 с.
18. Paul Schoemaker *7 Ways to Improve Your Team's Communication* [Електронний ресурс]. – Режим доступу: <https://www.inc.com/paul-schoemaker/how-to-foster-deep-dialog-in-teams.html>
19. Міщенко А. П. *Стратегічне управління : навч. посіб.* / А. П. Міщенко. – К. : ЦУЛ, 2004. – 336 с.