



## COURSE SYLLABUS

### «Leadership, Communications and Teamwork Management (Communication management)»

**Degree of higher education - Bachelor**

**Specialty: 073 "Management"**

**Educational-professional program "Management"**

**Year of study 2, semester 4**

**Form of education: full-time, part-time**

**Number of ECTS credits: 2**

**The language of teaching: English**

**Course lecturer**

**Oksana Havrysh**, PhD in Economics, Associate Professor,  
Associate Professor of the Department of Management named after  
Professor J. S. Zavadskyi

**Lecturer contact**

**information (e-mail)**

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**Course page in eLearn**

<https://elearn.nubip.edu.ua/enrol/index.php?id=4611>

## COURSE DESCRIPTION

The purpose of educational discipline is the formation of modern managerial thinking and a system of theoretical knowledge and practical skills in leadership, communication management and team interaction in future specialists. The task of the academic discipline is theoretical and practical training of higher education students on leadership issues, building teamwork, organizing effective communication, conflict resolution, persuasion and negotiation.

### **Competence acquisition:**

*Integral competence (IC):* The ability to solve complex specialized tasks and practical problems, which are characterized by complexity and uncertainty of conditions, in the field of management or in the learning process, which involves the application of theories and methods of social and behavioral sciences.

*General competences (GC):*

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

GC 12. The ability to generate new ideas (creativity).

GC 15. Ability to act on the basis of ethical considerations (motives).

*Special (professional) competences (SC):*

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

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

### **Program learning outcomes (PLO):**

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

PLO 10. Have the skills to justify effective tools for motivating the organization's personnel.

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

PLO 25. Demonstrate the ability to form a project team, assigning executors to ensure the achievement of project goals.

## COURSE STRUCTURE

Topic	Hours (lectures / practical, seminar)	Learning outcomes	Tasks	Eva- lua- tion
4 semester				
Content module 1				
Topic 1. The essence and concept of information and communication in management	2/2	Know the essence of communication and communicative management. To be able to organize an effective communication process at the enterprise. To be able to use methods of development of communication systems.	Preparation of reports, abstracts, presentations for seminar classes. Performance of a practical task, independent work in elearn.	25
Topic 2. Conceptual foundations of communication management	2/2			25
Topic 3 Verbal and non-verbal communication	3/3			20
Module test 1				30
Total for the module 1				100
Content module 2				
Topic 4. Service communication. Business meetings.	2/2	Possess the ability to conduct business meetings, negotiations and comply with the requirements of corporate ethics in the process of implementing communicative interaction.	Preparation of reports, abstracts, presentations for seminar classes. Performance of a practical task, independent work in elearn.	15
Topic 5. Forms of business communication. Public speeches.	2/2			15
Topic 6. Communication process in the external environment of the organization.	2/2			20
Topic 7. Communication difficulties and barriers.	2/2			20
Module test 2				30
Total for the module 2				100
Total for educational work	0,7· (R <sub>3M 1</sub> + R <sub>3M 2</sub> ) R <sub>HP</sub> = ----- 2			70
Final control (credit)				30
Total for the course	R <sub>ДИС</sub> = R <sub>HP</sub> + R <sub>AT</sub>			100

## EVALUATION POLICY

<b><i>Deadline and recompilation policy:</i></b>	works that are submitted in violation of deadlines without good reason are evaluated at a lower grade. Relocation of modules is with the permission of the teachers who provide the course, if there are good reasons (for example, hospital).
<b><i>Academic integrity policy:</i></b>	Copying (copying the text) during written tests and exams is prohibited. The use of mobile devices is allowed only with the permission of the teacher during online testing and preparation of practical tasks. Independent works in the form of abstracts, reports, presentations must have correct text links to the used information sources.
<b><i>Visiting policy:</i></b>	Attendance is mandatory. For objective reasons (for example, illness, international internship) training can take place individually at a distance (online form in consultation with the dean of the faculty and the lecturer of the course).

## STUDENT EVALUATION SCALE

<b>Rating of the applicant of higher education, points</b>	<b>National assessment for the results of exams</b>
90-100	excellent
74-89	good
60-73	satisfactorily
0-59	fail

## RECOMMENDED SOURCES OF INFORMATION

1. Бурмака Т. М., Великих К. О. Комунікативний менеджмент : конспект лекцій (для студентів бакалавріату всіх форм навчання спеціальності 073 – Менеджмент). Харків : ХНУМГ ім. О. М. Бекетова, 2019. 69 с.
2. Васильченко М.І, Гришко В.В. Комунікативний менеджмент : навчальний посібник. Полтава : ПолтНТУ, 2018. 228 с.
3. Воронкова В.Г., Беліченко А.Г., Мельник В.В. Етика ділового спілкування : навчальний посібник для ВНЗ. Львів, 2017. 312 с.
4. Жигайло Н.І. Комунікативний менеджмент : навчальний посібник. Львів : Львівський національний університет імені Івана Франка, 2012. 368 с.
5. Професійні комунікації : навчальний посібник «Ділове спілкування» / О.М. Жук та ін. Луцьк : Луцький НТУ, 2016. 112 с.
6. Управління організацією : навчальний посібник / Т. І. Балановська та ін. Київ : ФОП Ямчинський О. В., 2021. 464 с.
7. Химиця Н.О., Морушко О.О. Ділова комунікація : навчальний посібник. Львів : Вид-во Львівської політехніки, 2016. 208 с.