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Career Management

Developed by P4 Simon Kuznets Kharkiv National University of Economics

Salun M.

Course description: *The course is designed to form and develop students' key skills and competences in planning their own business career. A business career is considered as the result of the conscious position and human behavior in the field of official or professional growth. Business career management is presented as a set of technologies aimed to develop employee abilities, to accumulate their professional experience and to use rationally their potential, both in the interests of employees and in the interests of the organization. The business career of the researcher involves the formation of skills in the field of generating ideas, creativity, problem solving, individual and group time management, entrepreneurship.*

Course purpose: *to develop the ability to analyze own strengths and weaknesses; to make assessment of the effectiveness of the activities in the field of career development; to define strategic directions of career development; to analyze the efficiency of the career process; to form a career advancement portfolio.*

Course objectives

- to learn the essence, types and models of a business career, its gender features;
- to master the issues of motivation and business career planning;
- to master the technology of career management;
- to use the method of assessing the effectiveness of a business career.

Course content

1. *Types, models and career strategies (0,5 ECTS)*
2. *Time-management in Business Career (1 ECTS)*
3. *Career Management Technologies (1 ECTS)*
4. *Entrepreneurship as the basis for the formation of a business career (0.5 ECTS)*

Learning outcomes and methods of their evaluation:

Learning outcomes	Valued through
Substantiate the role and necessity of business career management	Participation in class discussions
Plan the career, take into account personal characteristics in career building, choose the optimal way of career development	Participation in class discussions
Apply time management tools	Presentation
Carry out a career self-management	Presentation
Form a business image	Participation in class discussions
Evaluate the effectiveness of the career process	Essay

Class meetings

1 lesson per week. Each lesson will include elements of lectures and discussions.

Students must complete their assignments based on literacy revue and homework assignments for each class

Grades

Final mark consists of sections points (60%) and credit points (40%).

Teaching language

Ukrainian

Recommended reading:

Types, models and career strategies

1. Професійна кар'єра особистості в сучасних умовах : монографія / В. Т. Лозовецька. – Київ : 2015. – 279 с. [Електронний ресурс]. – Режим доступу: <http://lib.iitta.gov.ua/106915/1/%D0%BC%D0%BE%D0%BD%D0%BE%D0%B3%D1%80%D0%B0%D1%84%D1%96%D1%8F.pdf>.
2. Wendy Hirsh, Charles Jackson *Strategies for Career Development: Promise, Practice and Pretence* [Електронний ресурс]. – Режим доступу: <http://www.employment-studies.co.uk/system/files/resources/files/305.pdf>.

Time-management in Business Career

1. Sue W. Chapman Michael Rupured Time Management [Електронний ресурс]. – Режим доступу: https://www.fcs.uga.edu/docs/time_management.pdf
2. "Personal kanban": a life-changing time-management system that explodes the myth of multitasking [Електронний ресурс]. – Режим доступу: <https://qz.com/985821/personal-kanban-a-life-changing-time-management-system-that-explodes-the-myth-of-multitasking/>

Career Management Technologies

1. Юрик Н.Є. Самоменеджмент. – Тернопіль : ТНТУ імені Івана Пулюя, 2015. – 89 с. [Електронний ресурс]. – Режим доступу: <http://elartu.tntu.edu.ua/bitstream/123456789/17693/1/%D0%A1%D0%B0%D0%BC%D0%BE%D0%BC%D0%B5%D0%BD%D0%B5%D0%B4%D0%B6%D0%BC%D0%B5%D0%BD%D1%82%20%D0%BA%D1%83%D1%80%D1%81%20%D0%BB%D0%B5%D0%BA%D1%86%D1%96%D0%B9.pdf>.
2. Michael Brown, Paul Poissant, Carol Lockard, Ann Mallison *Developing a PCS* [Електронний ресурс]. – Режим доступу: https://mbastudents.smeal.psu.edu/career-services/documents/personal_career_strategy

Entrepreneurship as the basis for the formation of a business career

1. Diane-Gabrielle Tremblay *New types of careers in the knowledge economy* [Електронний ресурс]. – Режим доступу: <https://www.telug.quebec.ca/chaireecosavoir/pdf/NRC03-12A.pdf>.
2. Bronstein, J. and Reihlen M., (2014), "Entrepreneurial university archetypes: a meta-synthesis of case study literature", *Industry and Higher Education Issue on Entrepreneurial Universities*, August 2014, р. 3-32. [Електронний ресурс]. – Режим доступу:

http://www.leuphana.de/fileadmin/user_upload/PERSONALPAGES/Fakultaet_2/Reihlen_Markus/files/Artikel_Reihlen/Discussion_Papers/Bronstein_Reihlen_Entrepreneurial_university_archetypes_Discussion_Paper__12.pdf.

3. Employer voices, employer demands, and implications for public skills development policy connecting the labor and education sectors (2016), [Электронный ресурс]. – Режим доступа: http://www-wds.worldbank.org/servlet/WDSContentServer/WDSP/IB/2016/02/29/090224b0841bf95f/1_0/Rendered/PDF/EmployerVoiceAndEducationSectors.pdf