



Syllabus of the educational discipline «Self-management»

Specialty	073 Management
Educational program	073.040 Business Administration
Level of education	first (bachelor)
Discipline status	Base
Teaching language	English
Course / semester	2 course, 4 semester
Number of credits ECTS	5
Distribution by types of trainings and hours of study	Lectures – 30 hours. Practical studies (seminars) – 30 hours. Independent training – 90 hours.
Form of final assessment	Pass
Department	Management and Business Department Library Building, 703 room Phone: +38 (057) 702-01-46 (2-96) Site: www.kmib-hneu.com
Teacher (-s)	Dr Sergii Vasylyk, Associate Professor
Teacher's contacts	sergii.vasylyk@hneu.net
Days of the classes	According to the schedule of classes
Consultations	According to the consultation schedule
<p>The purpose of the discipline is to introduce students to the critical aspects of time based management, the concept and dynamics of managerial potential, formation of students' competencies in the system of theoretical knowledge and applied skills in personal organization of managers activity.</p>	
<p>Prerequisites for learning</p> <p>Theory of management / <i>Knowledge of managerial laws and principles</i> Sociology / <i>Knowledge of group dynamics</i> Fundamentals of psychology / <i>Knowledge of personal development sources</i> Business ethics / <i>Rules of business communications</i></p>	
<p>Content of the educational discipline</p> <p>Theme 1. Methodological approaches to self-management Theme 2. Planning the personal work of the manager Theme 3. Organizing of the manager's activities Theme 4. Manager's self-motivation and self-control Theme 5. An effective manager qualities Formation Theme 6. Managerial potential development</p>	
<p>Material and technical support (software) of the discipline</p> <p>Laptop, Power Point MS Office, Multimedia Projector</p>	
Course page on the Moodle platform (personal training system)	Course description; Working plan; Syllabus; Lectures (presentations); Practical tasks (methodical recommendations); Seminars (list of questions); Tests; Additional learning materials. https://pns.hneu.edu.ua/course/view.php?id=4692
<p>Recommended literature</p> <p>Main</p> <ol style="list-style-type: none">1. Jones G. R. <i>Contemporary Management</i> / G. R. Jones. - 3rd ed. -Boston : McGraw-Hill, 2003. - 732 p.2. Lepeyko T. <i>Introduction to the specialty</i>. – Kharkov: KhNUE, 2011. – 172 p.3. Woodcock M., Francis D. <i>The Unblocked Manager: A Practical Guide to Self-development</i>. –	



N.Y.: Gower, 1982 . – 320 p.

Taylor H. *Personal Organization* / H. Taylor. – Toronto: TMC inc, 1983. – 176 p.

Additional

1. Stalk G. Jr. *Time: The Next Source of Competitive Advantage* // *Harvard Business Review*. – 1988. – Vol. 66, July- August. – Pp. 41-51.

2. Woeltje H. Seiwert L. *Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life* / H. Woeltje, L. Seiwert. – Sebastopol: Pearson, 2011. – 272 p.

Assessment system of learning outcomes

The total score of the discipline consists of class attendance, current control, final control (the maximum amount is 100 points, the minimum amount that taking as a pass of discipline – 60 points). More detailed information on assessment is given in the technological card of the discipline.

Accumulation of rating points in the discipline

Types of training	Max points
Active work on lectures	15
Active work on practical (seminars)	7,5
Competence-oriented tasks	20
Presentations	10
Express test	7,5
Written Test	40
Max points	100

Transference of Simon Kuznets KHNUE Characteristics of Students' Progress into the System of the ECTS Scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale	
		for exam, differentiated test, course project (work), practice, training	for pass
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	not pass
35 – 59	FX		
1 – 34	F		

Discipline policies

Policy of academic integrity,

Absenteeism policy,

Policy to perform tasks later than the deadline

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (Working plan) of the educational discipline (<http://www.repository.hneu.edu.ua/handle/123456789/22964>)

Syllabus approved at the meeting of the Management and Business Protocol № 2 dated August, 27 2020.