



Syllabus of the educational discipline «Self-management»

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| Specialty | 073 Management |
| Educational program | 073.020 Management of innovation activity |
| 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.