

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS



**Self-management
syllabus of the academic discipline**

Field of knowledge *07 Management and administration*
Speciality *073 Management*
Education level *first (bachelor)*
Educational program *Business Administration*

Discipline status *compulsory*
Language of teaching, studying and assessment *english*

Head of Management and
Business Department



Tetyana LEPEYKO

APPROVED

at the meeting of the Management and Business Department
Protocol № 1 of August 27, 2021.

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**Sheet of renewal and re-approval
syllabus of the academic discipline**

Academic year	Date of the department meeting – developer of the syllabus	Protocol number	Sign of the Head of the department

Abstract of the educational discipline

Self-management – a system of knowledge and methods for shaping the development of professional, personal and business qualities of future professionals in the field of management.

In the process of learning, students receive the necessary knowledge during lectures, perform tasks on the practical application of the acquired knowledge. The study of the theoretical provisions of the discipline "Self-Management" requires their consolidation through practical training and this is a significant part of the discipline.

The purpose of the discipline: is to master the theoretical knowledge and practical skills on personal development of the manager; formation of students' individual characteristics and behavioral skills that are necessary for the future leader; development of future managers' ability to organize personal work and the work of subordinates.

Characteristics of educational discipline

Course	2
Semester	4
Number of credits ECTS	4
Form of final control	<i>Pass</i>

Structural and logical scheme of studying the discipline

Previous disciplines	Next disciplines
Management	Strategic management
Fundamentals of psychology and pedagogy	Making and implementing management decisions
Sociology	Human resource management
Business ethics	

Competences and learning outcomes of the discipline

Competences	Learning outcomes
GC 3. Ability to abstract thinking, analysis, synthesis	LO 6. Identify skills of search, collection and analysis of information, calculation of indicators to justify management decisions
GC 4. Ability to apply knowledge in practical situations	LO 11. Demonstrate skills of situation analysis and communication in various areas of the organization LO 21. Demonstrate communication, research, technological and cross-cultural skills needed to analyze business situations, prepare, justify and present management decisions
GC 5. Knowledge and understanding of the subject area and understanding of professional activity of	LO 3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership
GC 12. Ability to generate new ideas (creativity)	LO 16. Demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical
SC 7. Ability to choose and use modern management tools business and management	LO 19. Demonstrate skills of analysis and synthesis of information, adapting them to analyze and solve problems in different areas of

The program of the educational discipline

Content module 1. Planning and organization of the manager's work.

Topic 1. Methodological approaches to self-management.

Modern scientific views on the essence of self-management. Conceptual approach to self-management. Criteria for effective self-management: the ability to manage themselves, adequate personal values, clear personal goals, problem-solving skills, innovation, high creative potential, the ability to teach and develop the professional qualities of subordinates. Determining the values of the individual. Key principles for determining the personal goals of the manager. Self-development of the manager's personality.

Topic 2. Planning the personal work of the manager.

Targeted planning of the manager's work. Methods of planning the personal activities of the manager. The main stages of long-term and operational planning of personal work of the manager. Distribution and cooperation of management activities. The main types of distribution and cooperation of management activities. Rational distribution of functions between the head and employees of the management staff. Delegation of powers. Methods of standardization of management activities. Features of time as a resource. Time management. Technology of meetings and gatherings. Speech target settings. The structure and content of the speech. Presentation technique. Classification and main functions of negotiations. A problematic approach to negotiations. Principles of public speaking. Business career planning manager. Concepts and types of careers. Career stages.

Topic 3. Organizing the activities of the manager.

Content and features of managerial work. Types and classification of management activities. Forms of leadership. Laws of labor organization development. Criteria for optimizing labor processes. The essence, significance and tasks of the scientific organization of labor. Basic principles and directions of scientific organization of the manager's work. Basic requirements for the organization of the manager's workplace. Classification of jobs. Documentation in management and organization of office work at the enterprise. The essence and types of management documents. Types of information: information with open access, confidential information. Information and documentation support of the manager's work.

Topic 4. Self-motivation and self-control of the manager.

Energy, self-control and stress resistance as components of managerial qualities. Development of initiative, energy, ability to manage the situation, stress resistance. Conflicts in the activities of the manager: the essence and types. Methods of overcoming conflict situations. Techniques of manager's behavior in conflict situations. Strategy and tactics of interaction in conflict situations. Behavior of the manager in conflict situations.

Topic 5. Formation of qualities of an effective manager.

Formation of individual management style. Development of the manager as a person. Factors influencing the social environment on the formation of professionally important qualities of the manager. Psychological features of management styles. Formation of professional and business qualities of a manager. Development of socio-psychological qualities of the manager: Development of moral qualities of the manager.

Topic 6. Development of managerial capacity.

The essence, types, directions of managerial potential development. Psychophysiological potential. Intellectual potential of personality. Creative potential of personality.

Teaching and learning methods

Achieving the expected learning outcomes is facilitated by the use of the following teaching and learning methods: problem lectures (topics 1, 5), mini-lectures (topic 2,6), discussions (topics 1, 4), individual research work during research (topic 3, 4); presentations (topics 1, 3).

The procedure for evaluating learning outcomes

The system of assessment of formed competencies in students takes into account the types of classes, which according to the curriculum of the discipline include lectures, seminars, practical classes, as well as independent work. KhNEU them. S. Kuznets uses a cumulative (100-point) evaluation system.

Control measures include:

current control, which is carried out during the semester during lectures, practical, seminar classes and is estimated by the amount of points scored (maximum amount – 60 points);

modular control, which is carried out in the form of a written test at the initiative of the teacher for the relevant content module and aims at integrated assessment of student learning outcomes after studying the material from the logically completed part of the discipline – content module 1 (maximum score – 10 points);

final control, conducted in the form of a test as the total number of points in the discipline (maximum – 100 points), is defined as the sum of points for student performance in the current control, including modular written test, and in the final control in the form of final written test (maximum score – 30 points)). Scores obtained for written tests are added to the scores for current performance. The test is set based on the results of the student's work throughout the semester.

Current control includes assessment of student knowledge during lectures, practical classes and individual tasks and is carried out according to the following criteria:

lectures – understanding, the degree of mastering the essence of the issues under consideration during the discussion of topical issues, the level of activity in discussions (maximum score - up to 1 point depending on the level of student activity (15 lectures during the semester));

practical (seminar) classes – the degree of mastering the actual material of the discipline; acquaintance with the recommended literature, and also with the modern literature on the considered questions (it is estimated to 1 point for each practical employment depending on level of activity of the student (15 practical employments during a semester));

defense of practical tasks on topics – the ability to combine theory with practice when considering situations; logic, structure, style of presentation of material in the audience, the ability to justify their position (maximum score – 8 points for each task (mandatory performance of 3 practical tasks during the semester, maximum score – 24 points)),

presentation - the ability to generalize information and draw conclusions; ability to conduct critical and independent assessment of certain problematic issues; the ability to explain alternative views and the presence of their own point of view, position on a particular issue; logic, structuring and validity of conclusions on a specific problem; literacy of submission of material (maximum score – 8 points for each presentation (mandatory performance of 2 presentations, maximum score – 16 points);

performance of written modular control work - the degree of mastering the actual material of the content module; logic, structure of material presentation; the presence of their own point of view, position on a particular issue. ability to substantiate it; quality and clarity of reasoning (maximum grade that a student can receive – 10 points (one modular written test during the semester)).

Independent work includes:

1) study of theoretical material from the previous lecture before each subsequent lecture. Evaluated by the following criteria: depth and strength of knowledge; level of thinking; ability to

systematize knowledge on individual topics; ability to draw sound conclusions; possession of a categorical apparatus;

2) collection, generalization, processing of information necessary for active work in practical classes. Evaluated by the following criteria: skills and techniques of practical tasks; ability to find the necessary information; to carry out its systematization and processing; self-realization in practical and seminar classes.

Final control (performance of written final control work) of knowledge and competencies of students in the discipline is a test of students' understanding of the program material as a whole, relationships between individual sections, ability to use accumulated knowledge, ability to formulate their attitude to problems of the discipline. It covers the program of the discipline and involves determining the degree of mastery of competencies by students, diagnosing the level of their theoretical training. The maximum grade that a student can receive is 20 points (one final written test during the semester).

The test is based on the student's work during the semester as a general assessment of the discipline, as the accumulation of points, in particular, for active participation in lectures, practical assignments, homework, points for tests, as well as for independent student work. The total result in points for the semester is: "60-100 points - credited", "59 or less points - not credited" and is entered in the test "Statement of success" of the discipline.

The final grade is set according to the scale given in the table "Grade scale: national and ECTS".

Forms of assessment and distribution of points are given in the table "Rating-plan of the discipline".

Scale of assessment: national and ECTS

The amount of points for all types of educational activities	ECTS rating	Score on a national scale	
		For exam, course project (work), practice	For pass
90 – 100	A	excellent	passed
82 – 89	B	good	
74 – 81	C		
64 – 73	D		
60 – 63	E	satisfactory	not passed
35 – 59	FX	unsatisfactory	
1 – 34	F		

Rating-plan of the educational discipline

Topic	Forms and types of training		Forms of control	Max score
Topic 1. Methodological approaches to self-management	<i>Classroom work</i>			
	Lecture	Lecture on the basic concepts of the essence of self-management. Consideration of the main criteria of effective self-management: the ability to manage themselves, adequate personal values, clear personal goals, problem-solving skills, innovation, high creative potential, the ability to teach and develop professional qualities of subordinates. Lecture on determining the values of personality. Key principles for determining the personal goals of the manager. Self-development of the manager's personality.	Active work on lectures	3
	Seminar	Task. Preparation for the seminar	Active participation in tasks	3
			Homework check	8
	<i>Individual work</i>			
	Questions and tasks for self-study	Search, selection and review of literary sources on the topic "Modern scientific views on the essence of self-management. A conceptual approach to self-management."	Homework check	-
		Registration of a practical task		
Topic 2.. Planning the personal work of the manager	<i>Classroom work</i>			
	Lecture	Lecture on the issues: targeted planning of the manager's work. Methods of planning the personal activities of the manager. The main stages of long-term and operational planning of personal work of the manager. Rational distribution of functions between the head and employees of the management staff. Delegation of powers.	Active work on lectures	3
	Practice session	Task. Life values of the individual. Goal setting: setting long-term goals	Active participation in tasks	3
		Homework check	8	

	<i>Individual work</i>			
	Questions and tasks for self-study	Search, selection and review of literature sources on the topic "Distribution and cooperation of management. The main types of distribution and cooperation of management activities"	Homework check	-
Topic 3. Organizing the activities of the manager	<i>Classroom work</i>			
	Lecture	Lecture on issues: content and features of management work. Types and classification of management activities. Forms of leadership	Active work on lectures	3
			Control work	10
	Practice session	Tasks. Timing	Active participation in tasks	3
			Homework check	8
	<i>Individual work</i>			
	Questions and tasks for self-study	Search, selection and review of literature sources on "Methods and strategies of project management"		Homework check
Preparation for control work				
Topic 4. Self-motivation and self-control of the manager	<i>Classroom work</i>			
	Lecture	Lecture on issues: development of initiative, energy, ability to manage the situation, stress resistance. Conflicts in the activities of the manager: the essence and types. Methods of overcoming conflict situations. Techniques of manager's behavior in conflict situations.	Active work on lectures	2
	Practice session	Task. Preparation of a seminar with a presentation on "Document Management"	Active participation in tasks	2
			Homework check	8
	<i>Individual work</i>			
Questions and tasks for self-study	Search, selection and review of literature sources on the topic "Strategy and tactics of interaction in conflict situations. Behavior of the manager in conflict situations. "		Homework check	-

Topic 5. Formation of qualities of an effective manager	<i>Classroom work</i>			
	Lecture	Lecture on issues: the formation of individual management style. Development of the manager as a person. Factors influencing the social environment on the formation of professionally important qualities of the manager. Psychological features of management styles. Formation of professional business qualities of a manager.	Active work on lectures	2
	Practice session	Task. Photo of working hours of the manager	Active participation in tasks	2
			Homework check	8
	<i>Individual work</i>			
	Questions and tasks for self-study	Search, selection and review of literature sources on the topic "Development of socio-psychological qualities of the manager: Development of moral qualities of the manager. "	Homework check	-
Execution and design of the task				
Topic 6. Development of managerial capacity	<i>Classroom work</i>			
	Lecture	Лекція за питаннями: сутність, види, напрями розвитку менеджерського потенціалу. Психофізіологічний потенціал. Інтелектуальний потенціал особистості. Творчий потенціал особистості.	Active work on lectures	2
	Practice session		Active participation in tasks	2
			Final control work	20

Recommended books and resources

Main

1. Самоменеджмент [Електронний ресурс] : навчальний посібник / С. К. Василик, О. В. Майстренко, К. Р. Немашкало та ін. – Харків : ХНЕУ ім. С. Кузнеця, 2020. – 156 с.
2. Опорний конспект лекцій: Самоменеджмент / Василик С.К., Майстренко О.В., Перерва І.М., Баркова К.О. // Сайт ПНС ХНЕУ ім. С. Кузнеця [Електронний ресурс]. – Режим доступу: <https://pns.hneu.edu.ua/course/view.php?id=4692>.

Additional

1. Мішина С. В. Кар'єрний самоменеджмент як інструмент управління кар'єрними процесами на підприємстві / С. В. Мішина, О. Ю. Мішин // Електронне наукове фахове

- видання "Ефективна економіка". – 2021. – № 1. – Режим доступу: http://www.economy.nauka.com.ua/pdf/1_2021/79.pdf.
2. Самоменеджмент : навчальний посібник / Г. З. Леськів, Г. Я. Левків, М. М. Бліхар, В. В. Гобела, О. П. Подра, Г. В. Коваль. - Львів: Львівський державний університет внутрішніх справ, 2021. - 280 с. Режим доступу: <http://dspace.lvduvs.edu.ua/handle/1234567890/3873>.
3. Vermeer A. Self-management: How it Does Work / A. Vermeer, B. Wenting. – Bohn Stafleu en van Loghum, 2018. – 152 p.

Information resources

6. Self-Management : course hage on the PNS (Moodle platform) / S. K. Vasylyk, O. V. Maistrenko, I. M. Pererva, K. O. Barkova. – Access mode : <https://pns.hneu.edu.ua/course/view.php?id=4692>.
7. Electronic catalog of the V. I. Vernadsky National Library of Ukraine. – Access mode : www.nbuv.gov.ua.
8. Electronic catalog of V. G. Korolenko Kharkiv State Scientific Library. – Access mode : <http://korolenko.kharkov.com>.
9. Salemonsens, E., Førland, G., Hansen, B.S. et al. Understanding beneficial self-management support and the meaning of user involvement in lifestyle interventions: a qualitative study from the perspective of healthcare professionals. BMC Health Serv Res 20, 88 (2020). <https://doi.org/10.1186/s12913-020-4951-y>.