

# «SELF-MANAGEMENT»

## COURSE SYLLABUS

Code and name of specialty	073 – Management	Institute	Institute of Education and Science in Economics, Management and International Business
Program name	Management of Organizations and Administration / Business Administration	Department	Management and taxation
Type of program	Educational and Professional	Language of instruction	English / Ukrainian

### LECTURERS

**Olena Prokhorenko** [Olena.Prokhorenko@khpi.edu.ua](mailto:Olena.Prokhorenko@khpi.edu.ua)

**Olha Yatsenko**, [Olha.Yatsenko@khpi.edu.ua](mailto:Olha.Yatsenko@khpi.edu.ua)



PhD in Economic Sciences, Associate Professor, Department of Management and Taxation, NTU "KhPI". Experience is 20 years.  
 Authored and co-authored over 60 scientific and methodological publications. Senior lecturer of courses “Strategic Change Management”, “Management 4 (Self-Management)”, “Business Diagnostics”



PhD in Pedagogic Sciences, Associate Professor, Department of Management and Taxation, NTU "KhPI". Experience is 13 years.  
 Authored and co-authored over 40 scientific and methodological publications. Senior lecturer of courses “Organizational behavior”, “Management fundamentals”, “Management 4 (Self-Management)”.

### GENERAL DESCRIPTION OF THE COURSE

Summary	The course is based on mastering approaches to self-organizing (career management, time management, working conditions), and organizing of most inherent for managerial work events, such as holding meetings and conferences, business contacts.
Course objectives	Mastering theoretical knowledge and practical skills in the personal development of the manager; formation of individual characteristics and behavioral skills required of the manager; developing the ability to organize personal work.
Types of classes and control	Lectures, practical and seminars, consultations, individual task. Final control is Exam
Term	5

Student workload (credits) / Type of course	4 / Mandatory	Lectures (hours)	32	Workshops (hours)	16	Self-study (hours)	72
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<b>Program competences</b>	<p>GC03. The ability to abstract thinking, analysis, synthesis.</p> <p>GC04. The ability to apply knowledge in practical situations.</p> <p>GC05. Knowledge and understanding the subject area and understanding the professional activity.</p> <p>GC09. The ability to learn and to master the modern knowledge.</p> <p>GC11. The ability to adopt and performance in the new situation.</p> <p>SC08. The ability to plan the organization activity and to manage the time.</p> <p>SC10. The ability to work in a team and to establish the interpersonal interaction in solving the professional tasks.</p> <p>SC15. The ability to form and demonstrate leadership and behavioral skills.</p> <p>SC16. The ability to assess the performed works, to ensure their quality and to motivate the staff of organization</p>
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Learning outcomes	Teaching and learning methods	Forms of assessment (continuous assessment CAS, final assessment FAS)
LO03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership	Interactive lectures with presentations, discussions, workshops, case-based learning	Written assignment (FAS), practical assessment (CAS), online tests (CAS),
LO04. To show skills of identification of problems and justification of management decisions	Interactive lectures with presentations, discussions, workshops, teamwork, case-based learning	Practical assessment (CAS), online tests (CAS), written assignment (FAS)
LO 14. To identify the stress reasons, to adapt yourself and members of the team to a stressful situation, to find means to its neutralization.	Interactive lectures with presentations, discussions, workshops, teamwork, case-based learning, research work	Practical assessment (CAS), online tests (CAS)
LO16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical	Research work (fieldwork), workshops, project-based learning, individual and teamwork	Written assignment (FAS), data collection and reporting on fieldwork (CAS), oral presentation (CAS)
LO17. To conduct researches individually and/or in group under the leadership of the leader	Research work, workshops, project-based learning, individual and teamwork	Written assignments (FAS), reporting on fieldwork (CAS)

### ASSESSMENT AND GRADING

Ranges of points corresponding to grades	Total score (points) for all types of learning activities	ECTS grading scale	The national grading scale	Allocation of grade points
	90-100	A	excellent	<p><b>100% Final assessment</b> as a result of Exam (30%) and Continuous assessment (70%).</p> <p><b>30% Exam:</b> written individual assignment (report) and its oral presentation</p> <p><b>70% Continuous assessment:</b></p> <ul style="list-style-type: none"> <li>• 30% practical assessment (including problem sheets, reporting on fieldwork, and case-studies);</li> <li>• 40% term control (4 online tests)</li> </ul>
	82-89	B	good	
	74-81	C	satisfactory	
	64-73	D		
	60-63	E		
	35-59	FX	Unsatisfactory (with the exam retake option)	
	0-34	F	Unsatisfactory (with mandatory repetition of the course)	

**Course policy**

Students are expected to attend classes regularly, to get to class on time and stay for the duration of the class. In the case of absence, students will be required to submit all assignments to make up for the missed classes. Students are also expected to come to class having read all the required material and being ready to productively participate in the class discussions. Written assignments should be submitted before the specified deadlines.

**COURSE STRUCTURE AND CONTENT**

<b>Lecture 1-2</b>	The main provisions of managerial work	<b>Workshop 1</b>	Self-identification by Belbin-test	<b>S e l f - s t u d y</b>	Studying the principles of building the perfect group according to the roles of participants
<b>Lecture 3-4</b>	Career management	<b>Workshop 2</b>	Determination the personal life values		Determination the personal life values by filling up the template, and self-orientation the most appropriate activity (Franklin quest)
<b>Lecture 5-6</b>	Time-management fundamentals	<b>Workshop 3</b>	Developing the personal career plan		Search for information about future employment, choosing the range of relevant organizations or type of occupation
<b>Lecture 7-8</b>	Timing in managerial work	<b>Workshop 4</b>	Presentation of the attended career development event		Defining, selecting, preparing a plan and elevator pitch. Attending a career event or joining the professional community
<b>Lecture 9-10</b>	Delegating in managerial activity Working conditions	<b>Workshop 5</b>	Solving situational problems of case prioritization and delegation		Studying of the principles of building a ABC-analysis, Eisenhower-Covey matrix, matrix of responsibility, consideration the cases, drafting job descriptions
<b>Lecture 11-12</b>	Event-management (meetings carrying out)	<b>Workshop 6</b>	Certification of workplaces. ISO Regulations		Workplace design. Acquaintance with the content of the individual assignment: construction of the week schedule of the manager
<b>Lecture 13-14</b>	Business-contacts in the managerial activity	<b>Workshop 7</b>	Case-study "Avoid subordinate's resistance" Business-game "Problematic meeting"		Acquaintance with materials of case and business game and preparation of a role.
<b>Lecture 15-16</b>	Documenting managerial activity	<b>Workshop 8</b>	Business-game "Negotiation"		Acquaintance with materials of business game and preparation of a role. Developing the managerial document

## RECOMMENDED READING

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1. Career Management /Jeffrey H. Greenhaus, Gerard A. Callanan, Veronica M. Godshalk Paperback: SAGE Publications, Inc; Fourth edition (November 11, 2009), 512 p
  2. Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life / Lothar Seiwert, Holger Woeltje, Microsoft, 2011 : 248 p.
  3. Managerial skills – 3 types of skills each manager will need:  
<https://www.entrepreneurshipinbox.com/202/managerial-skills/>
  4. Mintzberg's Management Roles:  
<https://www.mindtools.com/pages/article/management-roles.htm>
  5. Negotiating Skills for Managers / Steven P., McGraw-Hill Education Cohen, 2002
  6. The Business of Event Planning: Behind-the-Scenes Secrets of Successful Special Events / Judy Allen , Wiley, 2002, 354 p.
  7. Time management tips for students from Ben Franklin  
<https://www.wti.edu/blog/time-management-tips-students-ben-franklin/>

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1. Лінькова О.Ю. Менеджмент організацій – Харків, НТУ «ХПІ», 2012
  2. Мазаракі А.А. [та ін.] Основи менеджменту. Підручник – Харків: Фоліо, 2014
  3. Краснокутська Н.С. [та ін.] Менеджмент: навчальний посібник – Харків: Друкарня «Мадрид», 2019
  4. Чайка Г.Л. Самоменеджмент менеджера: навч.посібник – Київ: Знання, 2014.
  5. Лукашевич Н. П. Л Теория и практика самоменеджмента: Учеб. пособие. — 2-е изд., испр. — К.: МАУП, 2002. — 360 с
  6. Матрица приоритетов Эйзенхауера:  
<http://constructorus.ru/usrex/matrica-prioritetov-ejzenxauera.html>

### Academic integrity

Graduate students are expected to adhere to the Code of Ethics of Academic Relations and Integrity” of NTU “KhPI”.

The content of this syllabus is consistent with the Performance Management course program.