

«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
Type of program	Educational and Professional	Language of instruction	English / Ukrainian

LECTURERS

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PhD in Economic Sciences, Head of the Department of Management, Associate Professor, Department of Management and Taxation, NTU "KhPI". Experience is 222 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, NTU "KhPI". Experience is 15 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

Program competences	GC03. The ability to abstract thinking, analysis, synthesis. GC04. The ability to apply knowledge in practical situations. GC05. Knowledge and understanding the subject area and understanding the professional activity. GC09. The ability to learn and to master the modern knowledge. GC11. The ability to adopt and performance in the new situation. SC08. The ability to plan the organization activity and to manage the time. SC9(MOA)/SC10(BA)The ability to work in a team and to establish the interpersonal interaction in solving the professional tasks. SC15. The ability to form and demonstrate leadership and behavioral skills. SC14. To understand the principles of psychology and use them in a professional activity.
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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	100% Final assessment as a result of Exam (30%) and Continuous assessment (70%). 30% Exam: written individual assignment (report) and its oral presentation 70% Continuous assessment: • 30% practical assessment (including problem sheets, reporting on fieldwork, and case-studies); • 40% term control (4 online tests)
	90-100	A	excellent		
	82-89	B	good		
	74-81	C			
	64-73	D	satisfactory		
	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

Lecture 1-2	The main provisions of managerial work	Workshop 1	Self-identification by Belbin-test	Self-study	Studying the principles of building the perfect group according to the roles of participants
Lecture 3-4	Career management	Workshop 2	Determination the personal life values		Determination the personal life values by filling up the template, and self-orientation the most appropriate activity (Franklin quest)
Lecture 5-6	Time-management fundamentals	Workshop 3	Developing the personal career plan		Search for information about future employment, choosing the range of relevant organizations or type of occupation
Lecture 7-8	Timing in managerial work	Workshop 4	Presentation of the attended career development event		Defining, selecting, preparing a plan and elevator pitch. Attending a career event or joining the professional community
Lecture 9-10	Delegating in managerial activity Working conditions	Workshop 5	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
Lecture 11-12	Event-management (meetings carrying out)	Workshop 6	Certification of workplaces. ISO Regulations		Workplace design. Acquaintance with the content of the individual assignment: construction of the week schedule of the manager
Lecture 13-14	Business-contacts in the managerial activity	Workshop 7	Case-study "Avoid subordinate's resistance" Business-game "Problematic meeting"		Acquaintance with materials of case and business game and preparation of a role.
Lecture 15-16	Documenting managerial activity	Workshop 8	Business-game "Negotiation"		Acquaintance with materials of business game and preparation of a role. Developing the managerial document

RECOMMENDED READING

Compulsory	1. Career Management / Jeffrey H. Greenhaus, Gerard A. Callanan, Veronica M. Godshalk Paperback: SAGE Publications, Inc; Fourth edition (November 11, 2009), 512 p	Additional	1. Краснокутська Н.С. [та ін.] Менеджмент: навчальний посібник – Харків: Друкарня «Мадрид», 2019
	2. Effective Time Management: Using Microsoft Outlook to Organize Your Work and Personal Life / Lothar Seiwert, Holger Woeltje, Microsoft, 2011 : 248 p.		2. Лінькова О.Ю. Менеджмент організацій – Харків, НТУ «ХПІ», 2012
	3. Managerial skills – 3 types of skills each manager will need: https://www.entrepreneurshipinbox.com/202/managerial-skills/		3. Лозовецька В. Т. Професійна кар'єра особистості в сучасних умовах : монографія / В. Т. Лозовецька. – Київ, 2015. – 279 с.
	4. Mintzberg's Management Roles: https://www.mindtools.com/pages/article/management-roles.htm		4. Мазаракі А.А. [та ін.] Основи менеджменту. Підручник – Харків: Фоліо, 2014
	5. Negotiating Skills for Managers / Steven P., McGraw-Hill Education Cohen, 2002		5. Матриця пріоритетів Ейзенхауера: http://constructor.ru/uspex/matrica-prioritetov-ejzenxauera.html
	6. The Business of Event Planning: Behind-the-Scenes Secrets of Successful Special Events / Judy Allen , Wiley, 2002, 354 p.		6. Моріс С. Як досягти успіху в делегуванні повноважень : [пер. з англ.] / С. Моріс, Г.Віллокс. – К. : Британ. Рада в Україні, 2000. – [Серія "Менеджмент за тиждень"]. – 85 с.
	7. Time management tips for students from Ben Franklin https://www.wti.edu/blog/time-management-tips-students-ben-franklin/		7. Чайка Г.Л. Самоменеджмент менеджера: навч.посібник – Київ: Знання, 2014.

Academic integrity

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 course program.