



## Syllabus Course Program



# Self-management

### Specialty

073 – Management

### Educational program

Business-administration

### Level of education

Bachelor's level

### Semester

5

### Institute

Institute of Education and Science in Economics,  
Management and International Business

### Department

Management (204)

### Course type

Special (professional), Mandatory

### Language of instruction

English

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## Lecturers and course developers



### Olena Prokhorenko

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PhD in Economic Sciences, Associate Professor, Head of Department of Management

Authored and co-authored over 60 scientific and methodological publications. Senior lecturer of courses “Strategic Change Management”, “Self-Management”, “Business Diagnostics”

More about the lecturer on the department's website

<https://web.kpi.kharkov.ua/mto/about/staff/prokhorenko-2/>

## General information

### 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 and goals

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.

### Format of classes

Lectures - 32 h., Workshops - 16 h., self-study - 72 h. Final control in the form of an exam.

### Competencies

GC03. The ability for abstract thinking, analysis, synthesis.

GC04. The ability to apply knowledge in practical situations.

GC05. Knowledge and understanding of the subject area and understanding of the professional activity.

GC09. The ability to learn and to master modern knowledge.

GC11. The ability to adapt to a new situation and take an action.

SC08. The ability to plan the organization activity and to manage time.

SC09. The ability to work in a team and to establish interpersonal interaction when solving professional tasks.

SC14. To understand the principles of psychology and to use them in the professional activity.

SC15. The ability to develop and demonstrate leadership qualities and behavioral skills.

### **Learning outcomes**

LO 03. To demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

LO 04. To demonstrate the ability to identify problems and justify managerial decisions.

LO 14. To identify the causes of stress, to adapt oneself and the team members to a stressful situation, to find means to its neutralization.

LO 16. To demonstrate skills of independent work, flexible thinking, openness to new knowledge, to be critical and self-critical.

LO 17. To conduct research individually and/or in a group under the supervision of a leader.

### **Student workload**

The total volume of the course is 120 hours (4 ECTS credits): lectures - 32 hours, Workshops - 16 hours, self-study - 72 hours.

### **Course prerequisites**

To successfully complete the course, it is necessary to have knowledge and practical skills from the following courses: "Fundamentals of management", "Organizational theory", "Human resource management".

### **Features of the course, teaching and learning methods, and technologies**

Interactive lectures with presentations, discussions, workshops, case-based learning, individual and teamwork, research work. Study materials are available to students through OneDrive, Google-classroom.

## **Program of the course**

### **Topics of the lectures**

#### **Topic 1. The main provisions of managerial work**

1.Fundamentals. 2. Managerial functions. 3. Managerial roles. 4. Managerial skills

#### **Topic 2. Career management**

1. Career development model. 2. Values identification. 3. Role identification. 4. Developing career plan. 5.Job search technology. 6. Networking

#### **Topic 3. Time-management fundamentals**

1.The concept and basic problems of time management. 2. History of time-management. 3.B. Franklin system of values. 4. Principles of prioritization

#### **Topic 4. Timing in managerial work. Delegating in managerial activity**

1.ABC-analysis, Eisenhower Covey matrix. 2.Matrix of responsibility. 3. The method "ALP" of planning an operable time. 4. Types of delegating. 5. Limits of delegating. 6.Matrix of delegation. 7. The Nine Stages of Effective Delegation.

#### **Topic 5. Working conditions**

1.Technical supply and design of workplace

#### **Topic 6. Event-management (meetings carrying out)**

1. Event as project. 2.Kinds of business meetings. 3. Meeting preparation. 4.Meeting carrying out. 5.Meeting summing up. 6.Meeting speech.

#### **Topic 7. Business-contacts in the managerial activity**

1. The main types of business contacts. 2. Contacts to the top management. 3. Contacts to subordinates. Psychological games. 4. Contacts to colleagues. 5.Negotiations. Zone of possible agreement

#### **Topic 8. Documenting managerial activity**

Organizational and regulatory documentation.

## Topics of the workshops

Topic 1. Self-identification by Belbin-test

Topic 2. Determination the personal life values

Topic 3. Developing the personal career plan

Topic 4. Presentation of the attended career development event

Topic 5. Solving situational problems of case prioritization and delegation

Topic 6. Certification of workplaces. ISO Regulations

Topic 7. Case-study "Avoid subordinate's resistance" Business-game "Problematic meeting"

Topic 8. Business-game "Negotiation"

## Topics of the laboratory classes

no laboratory classes.

## Self-study

Determination the personal life values by filling up the template, and self-orientation the most appropriate activity (Franklin quest)

Search for information about future employment, choosing the range of relevant organizations or type of occupation

Defining, selecting, preparing a plan and elevator pitch. Attending a career event or joining the professional community

Drafting job descriptions

Acquaintance with materials of case and business game and preparation of a role.

Developing the managerial documents

## Course materials and recommended reading

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. The Practice of Self-Management: A Handbook for Walking the Path from Reactivity to Presence and Connection. Christopher Forman, Bryan Ungard, Conscious Capitalism Press, 2019, 132 p.

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/> A list of sources of information and materials formatted in accordance with the standards. It's possible to split the list into sections, e.g. Compulsory materials and Additional materials, etc.

8. Краснокутська Н.С. [та ін.] Менеджмент: навчальний посібник – Харків: Друкарня «Мадрид», 2019

9. Чайка Г.Л. Самоменеджмент менеджера: навч. посібник – Київ: Знання, 2014.

10. 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 внут рішніх справ, 2021. 280 с

11. Mintzberg's Management Roles: <https://www.mindtools.com/pages/article/management-roles.htm>

## Assessment and grading

### Criteria for assessment of student performance, and the final score structure

- 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:
- 50% practical assessment (including problem sheets, reporting on individual work, and case-studies);
  - 20% term control (online quiz).

### Grading scale

Total points	National	ECTS
90-100	Excellent	A
82-89	Good	B
75-81	Good	C
64-74	Satisfactory	D
60-63	Satisfactory	E
35-59	Unsatisfactory (requires additional learning)	FX
1-34	Unsatisfactory (requires repetition of the course)	F

## Norms of academic integrity and course policy

The student must adhere to the Code of Ethics of Academic Relations and Integrity of NTU "KhPI": to demonstrate discipline, good manners, kindness, honesty, and responsibility. Conflict situations should be openly discussed in academic groups with a lecturer, and if it is impossible to resolve the conflict, they should be brought to the attention of the Institute's management.

Regulatory and legal documents related to the implementation of the principles of academic integrity at NTU "KhPI" are available on the website: <http://blogs.kpi.kharkov.ua/v2/nv/akademichna-dobrochesnist/>

## Approval

Approved by

Date, signature

**Head of the department**  
Olena PROKHORENKO

Date, signature

**Guarantor of the educational program**  
Olena PROKHORENKO