Syllabus
educational component
(by the selection of applicants for education)

SELF-MANAGEMENT

Discipline name:	**Self-management**
Level of higher education:	**first (bachelor's degree)**
Field of knowledge:	**07 «Management and administration»**
Specialty:	**073 «Management»**
Educational and professional program:	**EP «Management of organizations and logistics»**
Course page in Moodle:	https://dl2022.khadi-kh.com/course/view.php?id=717
Year of study:	**4**
Semester:	**7**
Scope of the educational component:	**4 credits (120 hours)**
Final control form:	**credit**
Consultations:	**according to the schedule**
Department name:	**Department of Management**
Language of teaching:	**English**
Head of the course:	**Fedotova Iryna Volodymyrivna, doctor of economics, associate professor**
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Summary of the educational component:
The goal is the training of specialists for professional activity in management issues at modern enterprises, in particular, using methods of self-management, self-organization, formation of motivation for personal and professional success.

Subject: methods, techniques and technologies of self-realization and self-development of the individual.

The main tasks of studying the academic discipline are:
- formation of the students' combination of knowledge, skills and ideas on the theoretical and methodical foundations of self-management;
- determination of personal values and goals of the manager;
- management of personal self-development;
- development of effective management skills;
- organization of managerial activities of different levels managers;
- application of modern principles and directions of the scientific organization of the manager's activity.

Prerequisites for studying the educational component: disciplines "Cross-cultural management", "Psychological foundations of management", "Management", "Personnel management", "Motivational management and labor economics", "Administrative management", "Development of management solutions".

Competences acquired by the student:

General competences:

1. Ability to preserve and multiply moral, cultural, scientific values and multiply the achievements of society based on an understanding of the history and patterns of development of the subject area, its place in the general system of knowledge about nature and society and in the development of society, techniques and technology, use different types and forms of physical activity for active recreation and leading a healthy lifestyle.

2. Ability to abstract thinking, analysis, synthesis.

3. Ability to apply knowledge in practical situations.

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

5. Skills in using information and communication technologies.

6. Ability to learn and obtain modern knowledge.

7. Ability to conduct research at an appropriate level.

8. Ability to adapt and act in a new situation.

9. Ability to generate new ideas (creativity).

10. Appreciation and respect for diversity and multiculturalism.

11. The ability to act on the basis of ethical considerations (motives).

Special (professional) competences:

1. Ability to define and describe the characteristics of the organization.

2. Ability to determine the prospects for the organization's development.

3. Ability to determine the functional areas of the organization and the connections between them.

4. Ability to manage the organization and its divisions through the implementation of management functions.

5. Ability to act socially responsibly and consciously.

6. Ability to choose and use modern management tools.

7. Ability to evaluate the performed work, ensure their quality and motivate the personnel of the organization.

8. Ability to create and organize effective communications in the management process.

9. Ability to analyze and structure organizational problems, form reasonable solutions.

10. Understand the principles and norms of law and use them in professional activity.

11. Understand the principles of psychology and use them in professional activities.

12. Ability to form and demonstrate leadership qualities and behavioral skills.

Program Learning Outcomes:

1. Preserve moral, cultural, scientific values and increase the achievements of society, use various types and forms of physical activity to lead a healthy lifestyle.

2. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

3. Demonstrate skills in identifying problems and justifying management decisions.

4. Demonstrate interaction, leadership and teamwork skills.

5. Have the skills to justify effective tools for motivating the organization's personnel.

6. Demonstrate the skills of situation analysis and communication in various areas of the organization.

7. Identify the causes of stress, adapt yourself and team members to a stressful situation, find means to neutralize it.

8. Demonstrate the ability to act socially responsibly and socially conscious on the basis of ethical considerations (motives), respect for diversity and interculturality.

9. Demonstrate the skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.

Thematic plan

№ topic	Name of topics (L, LW, PW, IT, IW)	Number of hours full-time
1	L. Theoretical foundations of self-management	2
	PW. Assessment of the state of one's own self-management	2
	IW. Self-management as a condition for personal and professional success	11
2	L. Formation of the self-management mechanism	2
	PW. Assessment of the state of the personality type (formation of the hypothesis of one's own personality type)	2
	IW. A model of the qualities of a modern manager	11
3	L. Self-management as the basis of personal self-development	2
	PW. Assessment of the state of the personality type (according to the Tiger method)	2
	IW. Vectors of self-development: self-improvement, expectations of others	11
4	L. The role of self-management in career formation	2
	PW. Assessment of the business qualities of the individual, which contribute to the career	2
	IW. Student project activity as the first step in a career	11
5	L. Relationship of self-management and time-management	2
	PW. Assessment of a person's personal qualities	2
	IW. Prerequisites for the emergence of time-management	11
6	L. Managing the working time of managers and specialists in the self-management system	2
	PW. Creating a personal time-management system	2
	IW. Stages of working time management in the self-management system	11
7	L. Stress management technology	2
	PW. Assessment of character's strength and conflict level	2
	IW. Types of reactions to stress. Stress resistance. Stress management strategy	11
8	L. Impression management technology	2
	PW. Assessment of the strength and level of character conflict (assessment of one's own aggressiveness and determination)	2
	IW. Mechanism of self-presentation. Self-monitoring. Assertive behavior	11
Total	L	16
	PW (LW, IT)	16
	IW	88

Individual educational and research task: not provided.

Methods of learning:
1) verbal:
1.1 traditional: lectures, explanations, stories;
1.2 interactive (non-traditional): problem lectures, discussions, etc.;

2) visual: the method of illustrations, the method of demonstrations;

3) practical:

3.1 traditional: practical classes, seminars;

3.2 interactive (non-traditional): business games, trainings, seminars-discussions, "round table", analysis of real problems, brainstorming method.

Evaluation system and requirements:

Current academic performance

1 The current success of applicants for the performance of educational types of work in training sessions and for the performance of independent work tasks is evaluated using a four-point rating scale with subsequent transfer to a 100-point scale. During the evaluation of the current academic performance, all types of work stipulated in the training program are taken into account.

1.1 Lecture classes are evaluated by determining the quality of performance of specified tasks.

1.2 Practical classes are evaluated by the quality of performance of a control or individual task, performance and design of practical work.

1.3 Seminar classes are evaluated by the quality of the performance of an individual task/abstract.

2 Evaluation of the current performance of higher education applicants is carried out at each practical session on a four-point scale ("5", "4", "3", "2") and entered in the log of academic performance:

– «excellent»: the applicant flawlessly mastered the theoretical material, demonstrates in-depth knowledge of the relevant topic or academic discipline, the main provisions;

– «good»: the applicant has mastered the theoretical material well, possesses the main aspects from primary sources and recommended literature, presents it in a reasoned manner; has practical skills, expresses his thoughts on certain problems, but certain inaccuracies and errors are assumed in the logic of the presentation of theoretical content or in the analysis of practical material;

– «satisfactory»: the applicant has mainly acquired theoretical knowledge of the educational topic or discipline, orients himself in primary sources and recommended literature, but answers unconvincingly, confuses concepts, answers additional questions uncertainly, does not have stable knowledge; when answering questions of a practical nature, reveals inaccuracy in knowledge, does not know how to evaluate facts and phenomena, connect them with the future profession;

– «unsatisfactory»: the applicant has not mastered the educational material of the topic (discipline), does not know scientific facts, definitions, hardly orients himself in primary sources and recommended literature, lacks scientific thinking, practical skills are not formed.

3 The final score for the current activity is recognized as the arithmetic mean sum of points for each lesson, for individual work, current control works according to the formula:

$$\text{К}^{current} = \frac{\text{К}1 + \text{К}2 + \dots + \text{К}n}{n},$$

where $\text{К}^{current}$ – final evaluation of success based on the results of current control;

$\text{К}1, \text{К}2, \dots, \text{К}n$ – evaluation of the success of the current control measure;

n – number of measures of current control.

Grades are converted into points according to the calculation scale (table 1).

Table 1 – Recalculation of the average grade for the current activity into a multipoint scale

4- point scale	100- point scale	4- point scale	100- point scale	4- point scale	100- point scale	4- point scale	100- point scale
5	100	4,45	89	3,90	78	3,35	67
4,95	99	4,4	88	3,85	77	3,3	66
4,9	98	4,35	87	3,80	76	3,25	65
4,85	97	4,3	86	3,75	75	3,2	64
4,8	96	4,25	85	3,7	74	3,15	63
4,75	95	4,20	84	3,65	73	3,1	62
4,7	94	4,15	83	3,60	72	3,05	61
4,65	93	4,10	82	3,55	71	3	60
4,6	92	4,05	81	3,5	70	from 1.78 to 2,99	from 35 to 59
						re-compilation	
4,55	91	4,00	80	3,45	69	from 0 to 1,77	from 0 to 34
4,5	90	3,95	79	3,4	68	repeated study	

Final evaluation

1 An applicant of higher education receives a credit in the last lesson in the discipline based on the results of the current evaluation. The average score for the current activity is converted into points on a 100-point scale, according to the conversion table (table 1).

Applicants of higher education who have an average current score in the discipline lower than "3" (60 points) can increase their current score in the last session by taking tests in the discipline.

Evaluation of knowledge of applicants by means of testing is carried out according to a scale:

– «Excellent»: not less than 90% of correct answers;
– «Very good»: from 82% to 89% of correct answers;
– «Good»: from 74% to 81% of correct answers;
– «Satisfactory»: from 67% to 73% of correct answers;
– «Satisfactory enough»: from 60% to 66% of correct answers;
– «Unsatisfactory»: less than 60% of correct answers.

2 The conditions for receiving a credit are:

– making up all missed lessons;
– average current grade in the discipline not lower than "3" (60 points).

3 For performing individual independent work and participating in scientific events, applicants are awarded additional points.

3.1 Additional points are added to the sum of points scored by the student of higher education for the current educational activity.

3.2 The number of additional points awarded for different types of individual tasks depends on their volume and importance:

– prize places in the discipline at the international / all-Ukrainian competition of scientific student works – 20 points;
– prize places in the discipline at the all-Ukrainian olympiads – 20 points;
– participation in the international / all-Ukrainian competition of scientific student works – 15 points;
– participation in international / all-Ukrainian scientific conferences of students and young scientists – 12 points;
– participation in all-Ukrainian olympiads in the discipline – 10 points;

– participation in olympiads and scientific conferences of the KhNAHU in the discipline – 5 points;

– performance of individual scientific and research (educational and research) tasks of increased complexity – 5 points.

3.3 The amount of additional points may not exceed 20 points.

4 The learning result is evaluated:

– on a two-point scale (passed/failed) according to Table 2;

– on a 100-point scale according to Table 3.

Table 2 – The scale for transferring points to the national evaluation system

100-point scale	National scale
from 60 points to 100 points	credited
less than 60 points	not credited

The final score, together with additional points, cannot exceed 100 points.

Table 3– The scale for evaluating the knowledge of students based on the results of the final control of the academic discipline

Score in points	Evaluation on a national scale	Evaluation according to the ECTS scale	
	credit	Evaluation	Criteria
90-100	Credited	A	The theoretical content of the course is fully mastered, without gaps, the necessary practical skills for working with the mastered material are formed, all educational tasks stipulated in the training program have been completed, the quality of their performance was evaluated with a number of points close to the maximum
80–89		B	The theoretical content of the course is fully mastered, without gaps, the necessary practical skills for working with the mastered material are mainly formed, all educational tasks stipulated in the training program have been completed, the quality of performance of most of them was evaluated with a number of points close to the maximum
75-79		C	The theoretical content of the course is fully mastered, without gaps, some practical skills of working with the mastered material are insufficiently formed, all educational tasks stipulated in the training program have been completed, the quality of performance of none of them has been evaluated with the minimum number of points, some types of tasks have been completed with errors

Score in points	Evaluation on a national scale	Evaluation according to the ECTS scale	
	credit	Evaluation	Criteria
67-74		**D**	The theoretical content of the course is partially mastered, but the gaps are not of a significant nature, the necessary practical skills for working with the mastered material are basically formed, most of the educational tasks stipulated in the training program have been completed, some of the completed tasks may contain errors
60–66		**E**	The theoretical content of the course is partially mastered, some practical work skills have not been formed, many educational tasks stipulated in the training program have not been completed, or the quality of some of them has been evaluated with a number of points close to the minimum
35–59	Not credited	**FX**	The theoretical content of the course is partially mastered, the necessary practical work skills have not been formed, most of the educational tasks stipulated in the training program have not been completed, or the quality of their performance has been evaluated with a number of points close to the minimum; with additional independent work on the course material, it is possible to improve the quality of the performance of educational tasks (with the possibility of re-compilation)
0–34		**F**	The theoretical content of the course has not been mastered, the necessary practical work skills have not been formed, all completed educational tasks contain gross errors, additional independent work on the course material will not lead to any significant improvement in the quality of the performance of educational tasks (with a mandatory repeat course)

Course policy:

– the course involves working in a team where the environment is friendly, creative, open to constructive criticism;

– mastering the discipline involves mandatory attendance at lectures and practical classes, as well as independent work;

– independent work involves the study of certain topics of the discipline that are made in accordance with the program for independent processing, or were considered briefly, providing answers to theoretical questions and test tasks;

– all the tasks stipulated in the training program must be completed in due time;

– if the student is absent from the classes for good reason, he or she presents the tasks completed during the independent preparation and consultation of the teacher;

– while studying the course, students must adhere to the rules of academic integrity set forth in the following documents: "Rules of academic integrity of participants in the educational process of the KhNAHU"

(https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_01_dobroch_1.p df), "Academic integrity. Checking the text of academic, scientific and qualification papers for plagiarism" (https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_85_1_01.pdf), "The moral and ethical code of participants of the educational process of the KhNAHU" (https://www.khadi.kharkov.ua/fileadmin/P_Standart/pologeniya/stvnz_67_01_MEK_1.pdf).

– in the case of detection of plagiarism, the applicant receives 0 points for the task and must re-perform the tasks provided for in the syllabus; – write-offs during control work are prohibited (including using mobile devices). Mobile devices are allowed to be used only during online testing.

Recommended literature:

1. Dixit S. Time Management. India: Manjul Publishing House, 2018. 130 p.
2. Drucker P.F. Managing Oneself: The Key to Success. Harvard Business Review Press, 2017. 128 p.
3. Grete D. Time Management Tactics.   Independently Published, 2020. 98 p.
4. Jiang J., Chen Ch., Dai B., Shi G., Ding G., Liu L., Lu Ch. Leader emergence through interpersonal neural synchronization. PNAS – Princeton: Princeton University, 2016. Vol. 112, no. 14. P. 4274-4279.
5. Knapp J., Zeratsky J. Make Time: How to Focus on What Matters Every Day. Currency, 2018. 297 p.
6. Koch R. Beyond the 80/20 Principle: The Science of Success from Game Theory to the Tipping Point. Nicholas Brealey; New edition, 2020. 335 p.
7. Larson R. Strength of Self-Management: How to Achieve Goals in Life. Independently Published, 2021. 76 p.
8. Mckeown G. Essentialism: The Disciplined Pursuit of Less. Crown, 2020. 288 p.
9. Patnaik S. Self-Management: For Individual and Organizational Success. Partridge Publishing India, 2021. 192 p.
10. Pink D.H. When: The Scientific Secrets of Perfect Timing. Riverhead Books; Reprint edition, 2019. 288 p.
11. Rothman J. Practical Ways to Manage Yourself: Modern Management Made Easy. Book 1. Practical Ink, 2020. 184 p.
12. Self-Management, Entrepreneurial Culture, and Economy 4.0. A Contemporary Approach to Organizational Theory Development / Edited by A. Rzepka, J. Prachowski, Z. Olesiński, E. Jędrych. New York: Routledge, 264 p.
13. Selk J., Bartow T., Rudy M. Organize Tomorrow Today: 8 Ways to Retrain Your Mind to Optimize Performance at Work and in Life. Da Capo Lifelong Books; Reprint edition, 2016. 240 p.
14. Williams C. Philosophy of Time Management: Get Things Done With a Stress-Free and Meaningful Approach: 1 (Increase Productivity). Independently Published, 2020. 214 p.

Additional sources:

1.   Distance course: https://dl2022.khadi-kh.com/course/view.php?id=717
2.   National Library of Ukraine named after Vernadskyi. URL: http://www.nbuv.gov.ua
3.   Osvita.ua. Management. URL: https://osvita.ua/vnz/reports/management/
4.   Center for financial and economic scientific research. Library. URL: http://www.economics.in.ua/p/blog-page_45.html

5. Educational materials online. URL: https://pidru4niki.com/menedzhment/; https://pidru4niki.com/marketing/; https://textbook.com.ua/marketing; http://eclib.net/21/index.html; http://www.management.com.ua/marketing/mark165.html

6. TRADING ECONOMICS. URL: https://tradingeconomics.com

7. Official website of the State Statistics Service of Ukraine [Electronic resource]. URL: http://ukrstat.gov.ua

8. Official website of the Department of Statistics of the United Nations [Electronic resource]. URL: http://unstats.un.org/unsd/default.htm

9. Official website of the Ministry of Economic Development and Trade of Ukraine.URL: http://me.kmu.gov.ua

10. Official website of the World Economic Forum. URL: http://www.weforum.org

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