



Syllabus of the course
«Self-management»

Specialty	073 Management
Study Programme	Business Administration
Study cycle (Bachelor, Master, PhD)	the first (Bachelor) level of higher education
Course status	elective
Language	English
Term	5 or 6 or 7 semester
ECTS credits	5
Workload	Lectures – 24 hours. Practical studies (seminars) – 24 hours. Independent training – 102 hours.
Assessment system	Exam
Department	Department of Management, Business and Administration room 210 of the main building phone: (057) 702 01 46 (add. 2-96) website: https://www.kmib.hneu.edu.ua
Teaching staff	PhD Sergii Vasylyk, Associate Professor
Contacts	sergii.vasylyk@hneu.net
Course schedule	due to timetable
Consultations	At the Department of Management, Business and Administration, offline, according to the schedule, individual, PNS chat.

Learning objectives and skills:

to introduce students to the critical aspects of time based management, the concept and dynamics of managerial potential, formation of students' competencies in the system of theoretical knowledge and applied skills in personal organization of managers activity

Structural and logical scheme of the course

Prerequisites	Postrequisites

Course content

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

Topic 1. Methodological approaches to self-management

Topic 2. Planning the personal work of the manager

Topic 3. Organizing the activities of the manager

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

Topic 5. Formation of qualities of an effective manager

Topic 6. Development of managerial capacity

Teaching environment (software)

Multimedia projector, S. Kuznets PNS, Corporate Zoom system

Learning forms and methods

Assessment of students' learning outcomes is carried out by the University according to the cumulative 100-point system.

Current control is carried out during lectures and practical (seminar) classes and aims to assess the level of students' readiness to perform particular tasks, and is assessed by the amount of scored points.



The maximum amount during the semester – 60 points; the minimum amount required is 35 points. Final control is carried out at the end of the semester in the form of an exam (the maximum amount is 40 points, the minimum amount required is 25 points).

Current control includes the following assessment methods: tasks by topics; current control works; presentations on topics and essay.

Course policies

Teaching of the academic discipline is based on the principles of academic integrity.

Violation of academic integrity includes academic plagiarism, fabrication, falsification, cheating, deception, bribery, and biased assessment.

Students may be brought to the following academic responsibility for breach of academic integrity: repeated assessment of the corresponding type of learning activity.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, self-study is given in the Course program.