



## Syllabus of the course «Self-management»

<b>Specialty</b>	073 «Management»	
<b>Study Programme</b>	Creative Industries Management	
<b>Study cycle (Bachelor, Master, PhD)</b>	the first (Bachelor) level of higher education	
<b>Course status</b>	elective	
<b>Language</b>	English	
<b>Term</b>	second year third semester or second year fourth semester or third year fifth semester or third year sixth semester or fourth year seventh semester or fourth year eighth semester	
<b>ECTS credits</b>	5	
<b>Workload</b>	Lectures – 24 hours. Practical studies – 26 hours. Laboratory studies – 0 hours. Self-study – 100 hours.	
<b>Assessment system</b>	Grading including Exam	
<b>Department</b>	Department of Management, Business and Administration room 210 of the main building phone: (057) 702 01 46 (add. 2-96) website: <a href="https://www.kmib.hneu.edu.ua">https://www.kmib.hneu.edu.ua</a>	
<b>Teaching staff</b>	PhD Sergii Vasylyk, Associate Professor	
<b>Contacts</b>	<a href="mailto:sergii.vasylyk@hneu.net">sergii.vasylyk@hneu.net</a>	
<b>Course schedule</b>	Lectures: <a href="#">according to the schedule</a> Practical studies: <a href="#">according to the schedule</a>	
<b>Consultations</b>	At the Department of Management, Business and Administration, offline, according to the schedule, individual, PNS chat.	
<b>Learning objectives and skills:</b>		
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		
<b>Structural and logical scheme of the course</b>		
<b>Prerequisites</b>	<b>Postrequisites</b>	
-	-	
-	-	
<b>Course content</b>		
Content module 1. <i>Planning and organization of the manager's work.</i>		
<b>Topic 1. Methodological approaches to self-management</b>		
<b>Topic 2. Planning the personal work of the manager</b>		
<b>Topic 3. Organizing the activities of the manager</b>		
<b>Topic 4. Self-motivation and self-control of the manager</b>		
<b>Topic 5. Formation of qualities of an effective manager</b>		
<b>Topic 6. Development of managerial capacity</b>		



**Teaching environment (software)**

*Multimedia projector, S. Kuznets PNS, Corporate Zoom system*

**Assessment system**

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: competence-oriented tasks; presentations, written tests, essay writing.

*More detailed information on assessment and grading system is given in the technological card of the course.*

**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.

Educational 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.*