

Ministry of education and science of Ukraine  
Sumy National Agrarian University

Management Department

APPROVED

Head of the Management Department

*Alexander A. M. Mykhailov*  
"09" 06. 2020 year

WORKING TRAINING PROGRAM OF ACADEMIC DISCIPLINE

## Self-management

073 "Management "

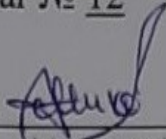
EL «Bachelor»

Faculty: Economics and management

The work program was approved at a meeting of the Department of Management.

Protocol from "09" 06.2020 year № 12

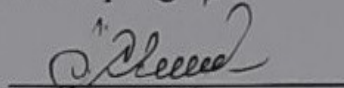
Head of the Department

  
(signature)

(Mykhailov A.N.)  
(surname and initials)

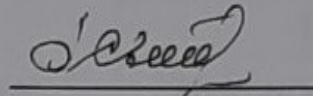
**Confirmed:**

Guarantor of educational and professional program

  
(signature)

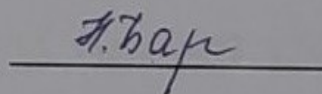
(Strochenko N.I.)  
(surname and initials)

Dean of the Faculty of Economics  
and Management



(Strochenko N.I.)

Methodist of the Department  
of education quality,  
licensing and accreditation



(N. Baranik)

Registered in the electronic data base: 21.07 20 20 year  
date

### 1. Description of the course

Name of indicators	Branch of knowledge, direction of preparation, education and qualification level	Characteristic of discipline
		full-time education
The number of credits – 3	The branch of knowledge: “ <b>Management and administration</b> ”	<i>Regulatory</i>
	073 “ <b>Management</b> ”	
Modules – 2		<b>Year of preparation:</b>
Semantic modules: 2		2020-2021
		<b>Course</b>
		<b>4</b>
		<b>Semester</b>
The total number of hours - <b>90</b>		<b>8</b>
		<b>Lectures</b>
		30 h.
		<b>Practical, seminar</b>
		16 h.
		<b>Independent work</b>
		44 h
		<b>Kind of control:</b>
		Examination – answer the examinational questions
Weekly hours for full-time students: classroom -1,5 independent work of the student -6	Educational level: bachelor	

**Note.**

Ratio of the number of classroom hours with independent and individual work is: for the day form of education - 30,0/60,0 (30/60)

## 2. Objectives of the course

**Objective:** theoretical knowledge and practical skills for personal development manager, the formation of students' individual characteristics and behavioral skills necessary future leaders, the development of future management skills to organize personal work.

**The task of teaching:** theoretical and practical training for students of issues: the definition of personal values and goals of the manager, the management of self-identity, the development of effective leadership skills, organization of management of managers at different levels, the application of modern scientific principles and directions of the manager, the use of time as a resource.

The study of the discipline "SelfManagement" involves the formation of students' competencies:

	Program competence	Code
<b>General</b>		
1	Ability to think abstractly, analyze, synthesize, and establish relationships between socioeconomic phenomena and processes.	3K 1
2	Ability to apply conceptual and basic knowledge, understanding the subject area and the profession of manager.	3K 2.
3	Ability to work in a team and establish interpersonal interaction in solving professional problems.	3K 5.
4	Ability to learn and acquire modern knowledge.	3K 6.
<b>Professional (special)</b>		
1	Ability to choose and use modern management tools	ΦK 5
2	Ability to plan and manage time	ΦK 6
3	Ability to form and demonstrate leadership qualities and behavioral skills	ΦK 10

### 2.3 Program learning outcomes

As a result of studying the discipline "Selfmanagement" the student must be able to demonstrate the following learning outcomes:

№	Program learning outcomes	Code
1	Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership	ППH 3
2	Demonstrate skills of interaction, leadership, teamwork	ППH 9
3	Identify the causes of stress, adapt yourself and team members to a stressful situation, find ways to neutralize it	ППH 14
4	Demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical	ППH 16

## 3. The program of the course

(discussed and approved at the meetings of the presidium of the EMC on management and administration on April 22, 2009, minutes №22 with additions and changes dated May 18, 2010, minutes №24 and 9.11.2011, minutes № 26)

### Module 1. General principles of self-management Content module 1. General principles of self-management

**Topic 1. Methodological approaches to self-management.** Modern scientific views on the nature of self-management. Conceptual approach to self-management L. Zayverta. The concept of personal restrictions M. Woodcock and D. Francis. The functions of self-management.

Criteria for effective self-management: the ability to govern themselves, adequate personal values clear personal goals, problem solving skills, innovation, high creativity, ability to teach and develop the professional skills of subordinates. Determination of values of the individual. The vital position of the individual: active, proactive, passive. Key principles for determining personal goals manager. General restrictions when choosing targets. Self identity manager. Professional growth and officials . Planning a business career manager.

**Topic 2. Planning personal work manager.** Planning Methods personal business manager. The main stages of operational planning perspective and personal work. The main types of distribution and cooperation of management. Defining functions deputy and the level of centralization of management. The principles and stages of distribution management functions. Delegation of powers.

Traditional and computer facilities planning personal work manager. Rational distribution of functions between the manager and staff management. Compliance subordination. Design of structural units. The main obstacles delegation. Targeted planning manager. The distribution of tasks. Technology transfer instructions and forms. Key principles of management activities. Methods of standardization of management. Technology Consultation and fees. Target installation performance. Technology presentation. Critical moments during the performance. Classification and basic functions negotiations. Planning a business career manager.

**Topic 3. Organization of the manager's activity.** Objective basis for the emergence and development of managerial work. The content and features of managerial work.

Task Manager in the management of the company. Forms of leadership. Laws of the ILO. Criteria for optimization of work processes. The essence of the values, objectives and principles of scientific organization of labor today. Factors of production environment, rules for creating conditions for sustainable management of labor. Methods and means of efficient processing of text material. Improving methods of reading. The use of input, intensifying, reference signal.

#### **Module 2. Methods to improve the performance of the manager**

##### **Content module 2. Methods to improve the performance of the manager**

**Topic 4. Self - motivation and self-control manager.** Development initiative, energy, ability to master the situation, stress. Developing the ability to stimulate and punish, criticize people. Conflicts in the manager: the nature and types.

Patterns of relationships and behavior in conflict situations. Methods of conflict resolution. Methods of manager behavior in conflict situations. Strategy and tactics interactions in conflict situations. Behavior of managers in conflict situations.

**Topic 5. Forming an effective manager.** The development manager as a person. Factors influencing the social environment on the formation of professionally important qualities of a manager. Psychological characteristics of management styles. Individual style of management.

Authority chief: subjective and objective significance. Charismatic authority head. Charismatic personality development skills. Interpersonal problems of leadership. The responsibility of a leader. Formation of professional and business qualities Manager: professionalism, ability to generate useful ideas, innovative ability to make management decisions and be responsible for them, striving for professional growth, enterprise , authority, capacity for innovation and prudent risk. The development of administrative and organizational skills manager: efficiency, management flexibility, the ability to stimulate initiative, the ability to bring the case to conclusion, Internal, the ability to form a team and organize the work of subordinates, the ability to delegate authority, the ability to organize time. The development of social and psychological qualities Manager: management culture, intelligence, erudition, culture, business communication, leadership, collegiality, tolerance, optimism, intelligence, emotional stability, a sense of humor, the ability to create their own image. Development Manager moral qualities: honesty, kindness, honesty, respect for the dignity of people, willingness to help, citizenship, intelligence, national consciousness .

## Structure of the course

Titles the semantic modules and topics	Volume of hours					
	full-time education					
	Total	including				
L		P	Lab	Ind	I.W.	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<b>Module 1. General principles of self-management</b>						
<b>Content module 1. General principles of self-management</b>						
<b>Topic 1.</b> Methodological approaches to self-management.	15	6	2			7
<b>Topic 2.</b> Planning personal work manager.	20	6	4			10
<b>Total for semantic module 1</b>	<b>35</b>	<b>12</b>	<b>6</b>			<b>17</b>
<b>Module 2. Methods for improving the efficiency of the manager</b>						
<b>Content module 2. Methods to improve the efficiency of the manager</b>						
<b>Topic 3.</b> Organization of the manager's activity.	<b>20</b>	6	4			10
<b>Topic 4.</b> Self - motivation and self-control manager	<b>20</b>	6	4			10
<b>Topic 5.</b> Forming an effective manager.	<b>15</b>	6	2			7
<b>Total for semantic module 2</b>	<b>55</b>	<b>18</b>	<b>10</b>			<b>27</b>
<b>IW</b>						
<b>Total hours for course</b>	<b>90</b>	<b>30</b>	<b>16</b>			<b>44</b>

## 5. Topics and plan lectures

No	Topic name	Volume of hours
1.	<b>TOPIC 1. Methodological approaches to self-management (part 1)</b> 1. The essence of the concept of "Self-management". 2. Concept of self-management. 3. The main purpose and benefits of self-management. 4. The functions of self-management	3
2	<b>TOPIC 2. Methodological Approaches to Selfmanagement (part 2)</b> 1. Essence and features of administrative labour. 2. Structural ingredients and basic stages of organization of labour are in a management. 3. Development of the personal management	3
3.	<b>Topic 2. Planning of Manager's Personal Work (PART 1).</b> 1. Value of raising of aims. 2. Being of aims. 3. Situational analysis. 4. Forming of aims.	3
4	<b>Topic 2. Planning of Manager's Personal Work (PART 2).</b> 1. The fundamentals of working time planning. 2. The principles and rules of work time scheduling. 3. The system of time planning. 4. The methods of planning working hours.	3
5	<b>Topic 3. Organization of the Manager's Activity (PART 1).</b> 1. Organizational principles of daily routine. 2. Schedule of labour ability. 3. Biological regularities. Biorhythm .	3

	4. Individual work style of a manager.	
6	<b>Topic 3. Organization of the manager's activity (PART 2).</b> 1. Essence of division of labor and his kinds. 2. A value of cooperation of labour is on an enterprise. 3. Setting of norms of administrative labour.	3
7	<b>Topic 4. Self - motivation and self-control manager (PART 1).</b> 1. Essence of delegation and his value is in manager's activity. 2. Features of realization of delegation. 3. Duties of managers and inferiors are at delegation.	3
8	<b>Topic 4. Self - motivation and self-control manager (PART 2).</b> 1. Essence of organization of workplace of manager. 2. Requirements are to organization of workplaces. 3. Planning of workplace of manager.	3
9.	<b>Topic 5. Forming an Effective Manager (PART 1).</b> 1. Documents, their functions and varieties. 2. Organizationally-prescriptive documents. 3. Documents are from economic activity.	3
10	<b>Topic 5. Forming an Effective Manager (PART 2).</b> 1. Documents, their functions and varieties. 2. Organizationally-prescriptive documents. 3. Documents are from economic activity.	3
	<b>Total</b>	30

### 6. Topics of practical Lessons

№	Topic name	Volume of hours
1.	Methodological approaches to self-management	2
2.	Planning of manager's personal work	4
3.	Organization of the manager's activity.	4
4.	Self - motivation and self-control manager.	4
5.	The organization of administrative work	2
6.	<b>Total</b>	<b>16</b>

### 7. Independent work

№	Topic name	Volume of hours
1.	<b>Topic 1.</b> Methodological approaches to self-management.	7
1.	<b>Topic 2.</b> Planning personal work manager.	10
2.	<b>Topic 3.</b> Organization of the manager's activity.	10
3.	<b>Topic 4.</b> Self - motivation and self-control manager	10
4.	<b>Topic 5.</b> Forming an effective manager.	7
5.	<b>Total</b>	<b>44</b>

### 9. Teaching Methods

#### 1. Teaching Methods for Knowledge:

1.1. Verbal: narrative, explanation, discussion (heuristic and reproductive), lecture, instruct, work with the book (read, transfer, discharge, scheduling, reviewing, summarizing, making tables, charts, reference compendia etc.).

1.2. Visual: demonstration, illustration.

1.3. Practical: Practical work, exercise, production practices.

#### 2. Methods for studying the nature of the logic of knowledge.

2.1. Analytical

## 2.2. Synthesis

## 3. Methods for studying the nature and level of independent mental activity of students.

3.1. Problem (problem-information)

3.2. Partly-search (heuristic)

3.3. Exploratory

3.4. Reproductive

3.5. Explanatory demonstration

4. Active learning methods - use of technical training, brainstorming, debates, roundtables, business and role-playing games, training, use of problem situations, self-knowledge, the use of educational tests and controlling the use of basic lectures)

5. Interactive learning technology - the use of multimedia technology.

**10. Methods of control**

1. Rating control of a 100-point scale assessment ECTS

2. An intermediate control during the semester (interim certification)

3. Criteria assess of the current work of students:

- The level of knowledge demonstrated in practical classes;
- Active in the discussion of issues brought to the class;
- Quick control during classes;
- Self study topics in general or specific issues;
- Perform analytical calculation tasks;
- Writing essays;
- Test results;
- Production situations, cases and more.

**11. Distribution points that get students**

Current testing and independent work					Total for module & I.W.	TESTS	Attestation	Total
SM1 p	0-20	SM	0-20p	IW				
T1	T2	T3	T4	T5	55 (40+15)	30	15	100
10	10	5	5	10				

## Grading scale: national and ECTS

Total points for all the educational activities	Mark ECTS	Ukrainian mark	
		For the exam, course project (work) practices	For the test
90 – 100	<b>A</b>	Excellent	Passed
82-89	<b>B</b>	Good	
75-81	<b>C</b>	Satisfactory	
69-74	<b>D</b>		
60-68	<b>E</b>	Bad	No passed
35-59	<b>FX</b>		
1-34	<b>F</b>		Repeated study of the course



## 12. Methodical Support

1. Self-management: lecture notes for students 3, 4-year field of study 073 "Management" full-time, part-time and learning - Sumy: SNAU 2019.- 82 p. Protocol № 3 from "28" in January 2019.
2. Workbook " SELFMANAGEMENT" for students 4-year field of study 073 "Management", 074"Public administration" full-time and distance learning in agrarian higher educational institutions - Sumy: SNAU, 2019.- 49 p. Протокол №5 від 21.05.2019
3. Харченко Т.М. "Selfmanagement". Методичні настанови для самостійної роботи для студентів 4 курсів денної форми навчання, галузі знань 0306 «Менеджмент і адміністрування», напряму підготовки 6.030601 «Менеджмент», ОКР «бакалавр», - Суми, 2014 – 35 с. (протокол № 5 науково-методичної ради ФЕiМ від 21.05. 2014 р.)
4. Moodle -<https://cdn.snau.edu.ua/moodle/course/view.php?id=3477>

## 13. Suggested Reading

### Basic

1. Douglas, H. E., Bore, M., & Munro, D. (2016). [Coping with university education: The relationships of time management behaviour and work engagement with the five factor model aspects.](#) *Learning and Individual Differences*, 45, 268–274.
2. Jeffrey J. Time Management For Dummies (1999). 2nd Edition Paperback
3. Häfner, A., Oberst, V., & Stock, A. (2014). [Avoiding procrastination through time management: An experimental intervention study.](#) *Educational Studies*, 40, 352-360. doi: 10.1080/03055698.2014.899487
4. Hussain, I., & Sultan, S. (2010). [Analysis of procrastination among university students.](#) *Procedia - Social and Behavioral Sciences*, 5, 1897-1904. doi:10.1016/j.sbspro.2010.07.385
5. Prenda, K. M., & Lachman, M. E. (2001). [Planning for the future: A life management strategy for increasing control and life satisfaction in adulthood.](#) *Psychology and Aging*, 16, 206-216. doi: 10.1037//0882-7974.16.2.206
6. Stone, T. E., & Treloar, A. E. (2015). ["How did it get so late so soon?" Tips and tricks for managing time.](#) *Nursing & Health Sciences*, 17, 409-411. doi:10.1111/nhs.12208
7. Орликовський, М. О. Самоменеджмент. Практикум: терміни, тести,
8. практичні завдання та ситуації : навч. посіб. / М. О. Орликовський, Г. В. Осовська, В. І. Ткачук. □ К. : Кондор, 2012. □ 410 с.
9. Кінан, К. Самоменеджмент/К. Кінан: пров. з англ. Л.В. Квасницький; під ред. Н.В. Шульпин. - М.: Ексмо, 2006. - 80 с.
10. Лукашевич, Н.П. Теорія і практика самоменеджменту: навч. посібник/Н.П. Лукашевич. - 2-ге вид., Испр. - К.: МАУП, 2006. - 360 с.: Іл.
11. Хроленко, А.Т. Самоменеджмент/А.Т. Хроленко. - М.: ЕКОНОМІКА, 2005. – 250 с.
12. Бад Смит: Артур Бибек: Самоменеджмент. Практическое руководство 2012, 272 с.
13. Балабанова Л.В., Сардак О.В. Організація праці менеджера. Навчальний посібник. Київ: ВД „Професіонал”, 2004. – 304 с.
14. Гірняк О.М., Лазановський П.П. Менеджмент. Теоретичні основи і практикум.: Навчальний посібник для студентів вищих закладів освіти. –К.: „Магнолія плюс”, Львів: „Новий світ – 2000”, 2003.