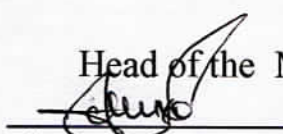


MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY

CHAIR OF MANAGEMENT

“CONFIRMED”

Head of the Management Chair


A.M. Mykhailov

"09" *septem* 2020 year

CURRICULUM (SYLLABUS)

Self-management for Lawyers

Specialty: 293 “International Law”

Educational program: “International Law”

Faculty of Law

2020-2021 academic year

Curriculum of **Self-management for Lawyers** worked out for students of specialty: 293 "International Law"

Author:

Phd in economics,

Associate professor of Management


signature

T.M. Kharchenko

Curriculum has been approved on the Management Chair Meeting.

Minutes of "09" June 2020, # 12

Head of the

Management Chair


signature

(Doctor of sciences, professor Mykhailov A.M.)

Coordinated by:

Guarantor of educational
and professional program
(project team leader)


(signature)

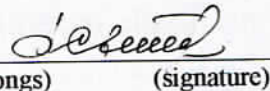
(Doctor of sciences, professor Zapara S. I.)
(surname and initials)

Dean of the Faculty
(on which the discipline is taught)


(signature)

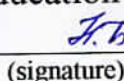
(Doctor of sciences, professor Zapara S. I.)
(surname and initials)

Dean of the Faculty
(to which the department belongs)


(signature)

(Phd in economics, professor N.I. Strochenko)
(surname and initials)

Methodist of the Department of Education Quality,
licensing and accreditation


(signature)

(N. Baranik)
(surname and initials)

Registered in the electronic database: 21.07 2020.

© SNAU,

© Kharchenko T. N., 2020

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 – 5	The branch of knowledge: 29 “International Relations”	<i>Selective</i>
	Training direction 293 “International Law”	
Modules – 2		Year of preparation:
Semantic modules: 2		2020-2021
		Course
		3
		Semester
The total number of hours - 150		5
		Lectures
Weekly hours for full- time students: classroom -4,2 independent work of the student -9.1	Educational degree: bachelor	16 h.
		Practical, seminar
		30 h.
		Independent work
		104 h
		Kind of control: Credit

Note.

Ratio of the number of classroom hours with independent and individual work is:
for the day form of education - 30,7 % /69,3% (46/104)

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 for 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.

As a result of study of educational discipline a student should:

know: methodological approaches to self-management, basics of planning personal work, rules of organization of activities, motivation is a factor of success, leadership and leadership, personality in the team, information and communication, cultural values of the individual.

be able to:

ability to identify, pose and solve problems., generate new ideas (creativity), to work both independently and in a team, the ability to act socially responsibly and consciously, to communicate effectively in a multicultural environment

3. The program of the course

Program of selective discipline is being tested. Minutes of the meeting of the Chair of Management № 12 "9" June 2020 y.

Module 1. General principles of self-management

Content module 1. General principles of self-management

Topic 1. Methodological approaches to self-management. The essence of the concept of "Self-management". Concept of self-management. The main purpose and functions of self-management.

Specialist (lawyer) manager in the organization. Formation of abilities of the effective manager.

Goal setting as a function of self-management.

The main trends in self-management in Asia and Europe.

Topic 2. Planning personal work. The concept of planning in self-management. Selection of priority cases. Distribution and cooperation of labor.

Time management in self-management.

Time management in web applications.

Standardization of managerial work, accounting and analysis of working time.

Topic 3. Organization of activities. The concept of organization in self-management. Workplace organization. Biological regulators. Biorhythms.

Making management decisions.

Final lesson. Module 1.

The essence, principles and directions of scientific organization of labor.

Topic 4. Motivation as a factor of success. The place and importance of motivation in the system of self-management. Delegation in professional activity. Methods of self-motivation.

Self-education. Lifelong learning.

Control in self-management. Emotion management as a tool of control.

Foreign experience of motivational management.

Module 2. Methods to improve the performance manager

Content module 2. Methods to improve the performance manager

Topic 5. Leadership and leadership. Definition and general characteristics of management. Fundamentals of management: influence, leadership, power. Theories of leadership. Typology of leaders.

Forming an effective leader.

Forming an effective manager.

The authority of a lawyer in international practice.

Topic 6. Personality in the team. The role and importance of the team. Types and classification of groups. Socio-psychological climate of the team and interpersonal relationships.

Forming a team in professional activities.

Presentation of own projects.

The essence and classification of personnel management methods.

Topic 7. Information and communication. The value and role of information. The essence and features of communication. Communication process, elements and stages of the process.

Networking in personal and professional life.

Corporate culture for self-management specialist.

The impact of information and communication on personal and professional life.

Topic 8. Cultural values of the individual. The concept and essence of cross-cultural values. Personal values. Development of cross-cultural values of the individual in self-management.

Final lesson. Module 2.

Development of cross-cultural management in the modern world.

1. 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>
Module 1. General principles of self-management						
Content module 1. General principles of self-management						
Topic 1. Methodological approaches to self-management.	19	2	4			13
Topic 2. Planning personal work.	19	2	4			13
Topic 3. Organization of activities.	19	2	4			13
Topic 4. Motivation is a factor of success.	19	2	4			13
Total for semantic module 1	76	8	16			52
Module 2. Methods to improve the performance manager						
Content module 2. Methods to improve the performance manager						
Topic 5. Leadership and leadership.	19	2	4			13
Topic 6. Personality in the team.	19	2	4			13
Topic 7. Information and communication.	19	2	4			13
Topic 8. Cultural values of the individual.	19	2	2			13
Total for semantic module 2	76	8	14			52
IW	104					104
Total hours for course	150	16	30			104

5. Topics and plan lectures

№	Topic name	Volume of hours
1.	Topic 1. Methodological approaches to self-management. 1. The essence of the concept of "Self-management". 2. Concept of self-management. 3. The main purpose and functions of self-management.	2
2	Topic 2. Planning personal work. 1. The concept of planning in self-management. 2. Selection of priority cases. 3. Distribution and cooperation of labor.	2
3	Topic 3. Organization of activities. 1. The concept of organization in self-management. 2. Workplace organization. 3. Biological regulators. Biorhythms.	2

4.	Topic 4. Motivation as a factor of success. 1. The place and importance of motivation in the system of self-management. 2. Delegation in professional activity. 3. Methods of self-motivation.	2
5	Topic 5. Leadership and leadership. Definition and general characteristics of management. Fundamentals of management: influence, leadership, power. Theories of leadership. Typology of leaders.	2
6	Topic 6. Personality in the team. 1. The role and importance of the team. 2. Types and classification of groups. 3. Socio-psychological climate of the team and interpersonal relationships.	2
7.	Topic 7. Information and communication. 1. The value and role of information. 2. The essence and features of communication. 3. Communication process, elements and stages of the process.	2
8	Topic 8. Cultural values of the individual. 1. The concept and essence of cross-cultural values. 2. Personal values. 3. Development of cross-cultural values of the individual in self-management.	2
7.	Total	16

6. Topics of practical Lessons

№	Topic name	Volume of hours
1.	Specialist (lawyer) manager in the organization. Formation of abilities of the effective manager.	2
2.	Goal setting as a function of self-management.	2
3.	Time management in self-management.	2
4.	Time management in web applications.	2
5.	Decisions Making.	2
6.	Final lesson. Module 1.	2
7.	Self-education. Lifelong learning.	2
8.	Control in self-management. Emotion management as a tool of control.	2
9.	Forming an effective manager.	2
10.	Forming an effective leader	2
11.	Forming a team in professional activities.	2
12.	Presentation of own projects.	2

13.	Networking in personal and professional life.	2
14.	Corporate culture for self-management specialist.	2
15.	Final lesson. Module 2.	2
16.	Total	30

7. Independent work

№	Topic name	Volume of hours
1.	Topic 1. Methodological approaches to self-management. The main trends in self-management in Asia and Europe.	13
2.	Topic 2. Planning personal work. Standardization of managerial work, accounting and analysis of working time.	13
3.	Topic 3. Organization of activities. The essence, principles and directions of scientific organization of labor.	13
4.	Topic 4. Motivation is a factor of success. Foreign experience of motivational management.	13
5.	Topic 5. Leadership and leadership. The authority of a lawyer in international practice.	13
6.	Topic 6. Personality in the team. The essence and classification of personnel management methods.	13
7.	Topic 7. Information and communication. The impact of information and communication on personal and professional life.	13
8.	Topic 8. Cultural values of the individual. Development of cross-cultural management in the modern world.	13
9.	Total	104

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

2.3. Inductive method

2.4. Deductive method

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, Kahoot, interactive Google tools, MIND mapping, platform MOODLE, Zoom.

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;

- Writing assignments during the tests;

- Production situations, cases and more.

10. Distribution points that get students

11.

Current testing and independent work								IW	Total for module & I.W.	ATTESTATION	Total
M -1 0-35 p.				M 2 0-35 p.							
SM 1				SM 2							
T 1	T 2	T 3	T 4	T 5	T 6	T 7	T 8	15	70+15	15	100
8	9	9	9	8	9	9	9				

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	A	Excellent	Passed
82-89	B	Good	
75-81	C	Satisfactory	
69-74	D		
60-68	E	Bad	No passed
35-59	FX		
1-34	F		Repeated study of the course

12. Methodical Support

1. Kharchenko T. M. “Self-management for Lawyers. Lecture notes” Lecture notes for studying the discipline for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020. 40 p.
2. Kharchenko T. M. “Self-management for Lawyers. Workbook ”. Workbook for practical classes for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020.50 p.
3. Kharchenko T. M. “Self-management for Lawyers. Guidelines for individual work”. Methodical instructions for independent study for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020. 20 p.
4. Educational - methodical materials of the course “Self-management for Lawyers” in the distance learning system MOODLE: <https://cdn.snau.edu.ua/moodle/course/view.php?id=4170>

11. Suggested Reading

Basic

1. Gemmy Allen, Warren Plunkett. Management (Meeting and Exceeding Customer Expectations), Wessex Inc., 11th Edition, 2016. 702 p.
2. [James Sagner](#). Management and Organizational Behavior: The Fast Track Series Paperback , 2018. 294 p.
3. Saponaro, Margaret Zarnosky, Evans, G. Edward. Collection Management Basics, 7th Edition (Library and Information Science Text) 7th Ed., 2019. 250 p.

4. by Margaret Zarnosky Saponaro (Author), G. Edward Evans (Author)
5. [Keith Ord](#), [Robert Fildes](#), [Nikos Kourentzes](#). Principles of Business Forecasting-- 2nd ed., Wessex, inc., 2017. 588 p.
6. Gemmy Allen and Warren Plunkett. Management (Meeting and Exceeding Customer Expectations), Wessex Inc., 11th Edition, 2016, 702 p.
7. [James Sagner](#). Management and Organizational Behavior: The Fast Track Series Paperback, 2018. 294 p.
8. [Keith Ord](#), [Robert Fildes](#), [Nikos Kourentzes](#). Principles of Business Forecasting-- 2nd ed., Wessex, inc., 2017. 588 p.
9. [David S. Bright](#), [Anastasia H. Cortes](#). Principles of Management. Openstax, 2019. 673 p. <https://openstax.org/details/books/principles-management?Book%20details>
10. Susan Quinn. Management Basics. 2010. 75 p.
<https://vulms.vu.edu.pk/Courses/MGMT622/Downloads/management-basics.pdf>
11. Mathias Weske: Business Process Management: Concepts, Languages, Architectures 2nd ed., Springer-Verlag Berlin Heidelberg, 2012. 403 p.
12. Орликовський, М. О. Самоменеджмент. Практикум: терміни, тести, практичні завдання та ситуації : навч. посібк. : Кондор, 2018. 410 с.
13. Кінан. К. Самоменеджмент / з англ. Л.В. Квасницький; під ред. Н.В. Шульпин. М.: Ексмо, 2019. 80 с.
14. Ю.Палеха, Г. Мошек, І. Миколайчук. Основи менеджменту. Теорія і практика: навч. посіб. Київ: Ліра-К, 2018. 528 с.
15. Свидрук І. І. Концептуально-методологічні основи розвитку креативного менеджменту національного господарства України: монографія. Львів : Растр-7, 2018. 450 с.
16. Назарчук Т. В., Косінок О. М. Менеджмент організацій: навч. посіб. Київ: Центр учбової літератури, 2018. 560 с.
17. Пріб К.А., Патица Н.І., Лендел Г.Д. Практикум з діагностики в системі управління [текст]: навч. посіб. Київ: ІПК ДСЗУ, 2016. 202 с.
18. Менеджмент у ХХІ сторіччі: методологія і практика. Колективна монографія. Полтава: Сімон, 2015. 347 с.
19. Староверова К.О. Менеджмент. Эффективность управления: учебное пособие для академического бакалавриата. Москва: Юрайт; ІД Юрайт, 2016. 209 с.
20. Хижняк А., Светлов И. Основы эффективного менеджмента: уч. пособ. Москва: Инфра-М, 2015. 320 с.
21. Всеобщая Система Управления. Total Management System. Созидание прибыли в духе кайдзен. Издательский дом Университета "Синергия" 2019, 208 с.
22. Лі Цзиці. Лідерські якості менеджерів: вектори успіху: монографія. Київ: Центр учбової літератури, 2018. 184 с.
23. Майкл Альберт, Мескон Майкл, Франклин Хедоури. Основы менеджмента: учебное пособие. 3-е изд.. Москва: Williams, 2010. 672 с.

Supporting

24. Астахової Н. І., Москвітіна Р. В. Менеджмент: підручник для прикладного бакалаврату / під заг. ред. Н. І. Астахової, Р. В. Москвітіна. Москва: Юрайт; ІД Юрайт, 2014. 422 с.
25. Коротков Е. М. Менеджмент: підручник для бакалаврів. 3-є вид., перероб, і дод. Москва: Юрайт; ІД Юрайт, 2014. 684 с.
26. Афанасьєва В. Я. Теорія менеджменту : підручник для бакалаврів / за ред. В. Я. Афанасьєва. 2-е вид., Москва: Юрайт; ІД Юрайт, 2013. 665 с.
27. Друкер П.Ф. Задачи менеджмента в XXI веке: уч. пос. / пер. с англ. В.В. Боброва. Москва : Вильямс, 2009. 272 с.
28. Тебекин А. В. Методи прийняття управлінських рішень: підручник для бакалаврів, Москва: Юрайт; ІД Юрайт, 2013. 572 с.
29. Трофімова Л. А., Трофімов В. О. Методи прийняття управлінських рішень: підручник і практикум для академічного бакалаврату. Москва: Юрайт; ІД Юрайт, 2015. 335 с.
30. Назарчук Т. В. Косіюк О. М. Менеджмент організацій [Текст]: навч. посіб. Київ: Центр учбової літератури, 2018. 560 с.
31. Литвинюк А. А., Гончарова С. Ж., Данілочкіна В. О. Мотивація і стимулювання трудової діяльності. Теорія і практика: підручник для бакалаврів. Москва: Юрайт; ІД Юрайт, 2014. 398 с.
32. Мошек Г.Є., Гомба Л.А. Сучасний менеджмент у питаннях та відповідях: навч. посіб.: в 3ч. / за ред. Г.Є. Мошика. Ч.3. Київ: КНТЕУ, 2005. 186 с.
33. Грибов В. Д., Кисляков Р. В. Основи управлінської діяльності: підручник і практикум для СПО. Москва: Юрайт; ІД Юрайт, 2016. 335 с.
34. Сальнікова Л. С. Репутаційний менеджмент: сучасні підходи та технології: підручник для бакалаврів. Москва: Юрайт; ІД Юрайт, 2013. 303 с.
35. Шохам Адизес, Али Н. Совещание по Адизезу. Москва: “Манн, Иванов и Фербер”, 2017. 140 с.
36. Брайан Трейси. Менеджмент. Москва: “Манн, Иванов Фербер”, 2017. 145 с.
37. Свидрук І. І. Креативний менеджмент: навч. посіб. Київ: Центр учбової літератури, 2012. 224 с.
38. Бех В. П. та ін. Управління сталим розвитком: підруч. для магістрів з управління та адміністрування / за заг. ред. В. П. Бека, М. В. Туленкова. Київ: Каравела, 2018. 538 с.
39. Основи менеджменту: підручник для студентів вищих навчальних закладів / за ред. А.А. Мазаракі. Харків: Фоліо, 2014. 846
40. Орликовський, М. О. Самоменеджмент. Практикум: терміни, тести,
41. практичні завдання та ситуації : навч. посіб. / М. О. Орликовський, Г. В. Осовська, В. І. Ткачук. К. : Кондор, 2012. 410 с.

13. Information Resources

1. State Commission on Securities and Stock Market [Electronic resource]. –The mode of access: <http://www.ssmc.gov.ua>.
2. State Committee of Statistics [Electronic resource]. –The mode of access: <http://www.ukrstat.gov.ua>.

3. The Cabinet of Ministers of Ukraine [Electronic resource]. –The mode of access: <http://www.kmu.gov.ua>.
4. The Ministry of Economy [Electronic resource]. –The mode of access: <http://www.me.gov.ua>.
5. The Ministry of Finance [Electronic resource]. –The mode of access: <http://www.minfin.gov.ua>.
6. <http://www.management.com.ua>
7. <http://www.twirpx.com>
8. <http://www.nbu.gov.ua>
11. Кабінет Міністрів України - [Електронний ресурс]. – Режим доступу: <http://www.kmu.gov.ua>.
12. Міністерство економіки - [Електронний ресурс]. – Режим доступу: <http://www.me.gov.ua>.
13. Національна бібліотека України ім. В.І. Вернадського - [Електронний ресурс]. – Режим доступу: <http://www.nbu.gov.ua>