

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRICULTURAL UNIVERSITY

Production practice
Program and guidelines
for passing

SUMY – 2021

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

SUMY NATIONAL AGRICULTURAL UNIVERSITY

Faculty of Economics and Management

Management Department named after Professor L.I. Mykhailova

Production practice

**Program and guidelines
for passing**

**for the 4th year students
field of study 073 «Management»
full-time and part-time study**

Bachelor's degree

SUMY –2021

Contributors: Mykhailov A.M, Doctor of Economics, Professor, Head of the Department of Management;

Mykhailova L.I, Doctor of Economics, Professor, Professor of the Department of Management;

Dubovik S.G, Candidate of Economic Sciences, Associate Professor, Associate Professor of the Department of Management;

Tkachenko V.V, Candidate of Economic Sciences, Associate Professor, Associate Professor of Management.

**Mykhailov A.M, Mykhailova L.I, Dubovik S.G,
Tkachenko V.V**

M 54 Production practice. Program and guidelines for passing. for the 4th year students field of study 073 «Management» full-time and part-time, Bachelor's degree / Mikhailov A.M, Mikhailova L.I , Dubovik S.G, Tkachenko V.V- Sumy, 2021. - 31p.

The general provisions, the purpose, tasks and the program of passing of industrial practice are stated; main responsibilities of practice participants; requirements and methodological recommendations for the preparation of a report on practice; criteria for evaluating results. The Appendices contain model forms of reporting and tables for the preparation of a report on industrial practice. For students of OS "Bachelor" specialty 073 "Management" full-time and part-time education.

Reviewers: Lyshenko M.O, Doctor of Economics, Professor, Head of the Department of Marketing and Logistics;

Tereshchenko S.I, Doctor of Economics, Associate Professor, Head of the Department of Economics and Entrepreneurship

Responsible for the issue: Head of Management Department named after Professor L.I. Mykhailova, Doctor of Economics, Professor Mykhailov A.M.

Recommended for publication by the Educational and Methodological Council of the Faculty of Economics and Management of SNAU. Protocol № ____ of _____ 2021

CONTENT

INTRODUCTION.....	4
1 PURPOSE AND OBJECTIVES OF PRACTICE.....	4
2 STUDENT PRACTICE ORGANIZATION AND MANAGEMENT.....	6
2.1 Requirements to the object of practice.....	6
2.2 Practice management and main responsibilities of managers and trainee students.....	7
2.2.1 Practice guidance from SNAU.....	7
2.2.2 Management of practice from the enterprise - the object of practice.....	8
2.2.3 Responsibilities of trainee students.....	9
3 CONTENTS OF PRODUCTION PRACTICE.....	10
4 REQUIREMENTS FOR THE REPORT.....	15
4.1 Registration of the student's intern's diary.....	15
4.2 Appendices to the report on integrated production practice.....	15
4.2.1 Requirements for the content of the report on industrial practice.....	15
4.2.2 Appendices to the internship report.....	17
5 PROCEDURE FOR REPORT PROTECTION AND EVALUATION CRITERIA.....	17
6 PARTICIPATION IN SCIENTIFIC-PRACTICAL CONFERENCE.....	19
REFERENCES	19
APPENDIX A Internship Report	21
APPENDIX B Examples of figures and tables to the internship report...	22

INTRODUCTION

In the current conditions of development of openness of the national economy and globalization challenges, the requirements for the level of training of specialists in higher education institutions to the requirements of employers, as well as to ensure their competitiveness in the labor market are increasing. One of the ways to solve this problem is to introduce into the educational process a system of phased practical training of future managers with the consistent development of professional knowledge and practical skills, their acquisition of general and professional competencies.

Internship in management is a mandatory educational component of the bachelor's degree in specialty 073 "Management" at Sumy National Agrarian University in accordance with OPP "Management" for the first (bachelor's level) and provides for the formation of students in the following competencies:

№	Type of program competencies	Program competence	Code
General			
1		Ability to think abstractly, analyze, synthesize and establish relationships between socio-economic phenomena and processes.	LC 1
2		Ability to carry out oral and written professional communication in state and foreign languages.	LC 3
3		Skills in the use of information and communication technologies to search, process, analyze and use information from various sources.	LC 4
Professional (special)			
1		Ability to analyze the results of the organization, compare them with the factors of external and internal environment, to determine the prospects for the development of the organization.	FC2
2		Ability to choose and use modern management tools.	FC5
3		Ability to plan and manage time.	FC6
4		Ability to analyze and structure the problems of the organization, to form sound decisions.	FC9

As a result of internship, the student must demonstrate the following learning outcomes:

№	Program learning outcomes	Code
1	Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.	PRN 3
2	Demonstrate skills to identify problems and justify management decisions.	PRN 4

3	Demonstrate skills of search, collection and analysis of information, calculation of indicators to justify management decisions.	PRN 6
4	Communicate orally and in writing in state and foreign languages.	PRN 13
5	Demonstrate skills of independent work, flexible thinking, openness to new knowledge, be critical and self-critical.	PRN 16
6	Be able to use modern information technologies, blockchain technologies in resource management and databases to justify management decisions on the choice of innovative technologies in agricultural enterprises.	PRN 19

The curriculum for the specialty 073 "Management" OPP "Management" of the educational degree "Bachelor" for internships provides for 9 credits (6 weeks) in the eighth semester.

1. PURPOSE AND OBJECTIVES OF PRACTICE

Internships are an important part of the educational process and are aimed at mastering the system of professional skills, as well as mastering the initial experience of professional activities and should promote student self-development.

The purpose of production practice is the formation of students' professional skills and abilities for independent management decisions during professional activities in real business conditions; deepening and consolidation of theoretical knowledge; mastering by students of modern techniques, methods, technologies and tools in the field of management and administration; educating students the need to constantly develop their knowledge and creatively apply it in practice.

Based on the requirements of the standard of higher education in the specialty "Management" for the first (bachelor's) level of higher education (<https://mon.gov.ua/storage/app/media/vishcha-osvita/zatverdzeni%20standarty/12/21/073-menedzhment-bakalavr.pdf>) and the variable component of OPP, bachelor's training should be focused on obtaining students a basic qualification level in the specialty, which provides professional activities at the lower administrative level in various line and functional units of the enterprise. Given the latter, the practical training of a bachelor in a professional field is focused on the formation of skills and familiarity with the functions of leadership in certain professional positions in the lower levels of government.

During the internship, the foundations of professional activity, skills and abilities, professional qualities of a specialist are laid.

Tasks of industrial practice. During the internship, the student must master the system of skills and acquire skills to solve typical problems in accordance with the positions that can hold a graduate of higher education - Bachelor of Management, whose main activity is management activities in organizations.

During the internship, students must take an active part in the activities of the enterprise, find reserves for improvement in each functional area and prepare a rationale for proposals to improve the efficiency of enterprise management.

The cooperation of the educational institution, student and enterprise, which is the basis of practice, allows to formulate the topic of real thesis, which should be useful for the enterprise and performed at his request in accordance with the requirements of state certification of graduates for Bachelor.

The results of industrial practice are the acquisition by students of heuristic competencies in the work of the manager and management of structural units of the enterprise at the primary level, management of operating systems and processes in organizations.

2. STUDENT PRACTICE ORGANIZATION AND MANAGEMENT

2.1 Requirements for the object of practice

Objects of industrial practice are state institutions and organizations, enterprises of various forms of ownership and organizational and legal forms, which are legal entities and carry out one or more types of economic activity according to the State Classification of Economic Activities DK 009 - 96. These should be enterprises apply advanced forms and methods of management and administration. Enterprises must meet modern requirements, ie must use advanced forms and methods of management and organization of production, planning and economic work, logistics and marketing activities, accounting, implement advanced technologies of production, labor organization and management. The high level of professionalism of specialists of basic enterprises should provide an opportunity to assist students in acquiring professional

skills and abilities. SNAU concludes relevant agreements with such enterprises and they are included in the list of basic farms. In addition, students can choose the appropriate place of practice for themselves, but the conditions set by the educational institution to the enterprises that are the bases of practice must be met.

The enterprise, where the student undergoes internship, becomes the object of independent applied research of the student and his course, research and graduation works on the actual data of a real organization operating in market conditions.

The distribution of students by objects of practice and appointment of leaders is carried out by the department, agreed with the dean's office and the educational department and issued by order of the rector.

2.2 Leadership practice and the main responsibilities of managers and trainee students

2.2.1 SNAU Practice Guide

Experienced teachers of the graduate department of management are involved in the management of students' practice.

The responsibilities of the head of practice from SNAU are:

- providing an assessment of the state and compliance of the bases of practice with the basic requirements of free economic zones to them, and determining the level of their readiness for admission of students;
- holding, together with the dean's office, mentoring meetings for students (instruction), which take place before sending to practice;
- ensuring a set of organizational measures before sending students to practice, providing students with the necessary documents:
 - a) practice diary and practice program;
 - b) scheduling the implementation of the internship program;
 - c) providing tasks for students-interns to collect materials for research;
- conducting regular (according to the drawn up and approved schedule) consultations;

- monitoring compliance with deadlines for practice tasks, adjusting them, if necessary, and compiling reports;
- verification of practice reports and their admission to defense;
- taking part in the work of commissions created at the department for the defense of practice reports and their evaluation.

2.2.2 Practice management from the enterprise - the object of practice

Responsibility for the organization of internships in the organization (institution) is the head of the organization (institution) that entered into an agreement with SNAU, or sent a formal request for the possibility of internship in the allotted time of a specific number of students - interns. He also appoints by order the head of the practice from the organization (institution) from the management of the most highly qualified employees.

The management of students-interns in the workplace is carried out by managers and leading specialists of the organization who have a complete higher education. At the beginning of the internship the head of the internship at the company is obliged to hold an organizational meeting with students, and then a tour of the company to acquaint students with the main activities of the company, line and functional units and recommend interns to heads of these units; to conduct classes-instruction on studying the rules of internal order and behavior at the enterprise, safety rules, fire rules.

The main responsibilities of practice managers from the company:

- workplace organization and creation of necessary conditions for internship;
- providing students with the necessary information about the activities of the enterprise;
- involvement of trainee students in active participation in the current work of the organization and its structural units;
- providing students with the necessary technical means for processing primary information, preparing a report and individual tasks;
- control over the implementation of both individual tasks and the entire practice program as a whole;
- checking the student's final report and registration of the response.

2.2.3 Responsibilities of trainee students

After signing the order on the division of industrial practice, students are issued the relevant directions (agreements). They are the basis for the stay of students in the relevant organization during the internship and are presented to the head of the basic organization.

During the internship, the student performs work in accordance with the program in the workplace under the guidance of a staff member of the organization (institution) and in this case he can be considered as an intern, backup, intern, assistant, assistant. It is allowed to enroll students in the period of internship temporarily in full-time positions, if the work in this position does not contradict the program of relevant practice and does not interfere with the tasks of industrial practice.

The use of students in workplaces not provided for in the internship program is not allowed.

The working hours of the student - trainee are set in accordance with the internal organization and mode of work in the organization (institution). The duration of the working day of the student-trainee should not exceed 8 hours for a five-day working week, and 7 hours for a six-day working week.

To collect materials, write and prepare a report, it is envisaged to use 20% of the student's working time during the internship.

Responsibilities of trainee students during the internship:

- before the beginning of the internship to receive in the educational institution all the necessary organizational and methodological materials and advice on their design;
- arrive at the place of practice in time and document the beginning of the practice;
- adhere to labor discipline, work rules, safety and other norms;
- to carry out work on a place of practice according to the received tasks in a mode of work of corresponding divisions of the enterprise;
- regularly visit the head of practice from SNAU on the days of his consultations at the department;

- to perform the set tasks in full in accordance with the program of practice and recommendations provided by the heads of practice from SNAU and from the enterprise;
- be responsible for the quality of work performed:
- timely and at the appropriate level to report on the practice;
- to defend the report on practice in due time.

3. CONTENT OF PRODUCTION PRACTICE

Industrial practice in the specialty of OS "Bachelor" specialty 073 "Management" is one of the important stages of end-to-end practical training of students of higher education. Qualification at the level of basic education can be provided only with proper practical training of a bachelor's degree, the key to this is industrial practice in management.

Industrial practice in management is conducted after the end of theoretical training in the last semester of the 4th year with a total duration of six weeks. During this time, students are engaged in solving problems related to the organization of production, planning and economic and financial and accounting activities, perform tasks related to the management of production, operations, sales, commercial marketing and other activities of the enterprise.

Students must acquire skills related to the implementation of general management functions through the implementation of mainly administrative and operational and partly heuristic procedures of managerial work, making operational decisions within their competence; functional and informational preparation of draft decisions; operational management of primary units linear (main activity) or functional (preparatory and ancillary activities); or independent organizations, which mostly do not have a management staff; management of subordinates whose competence is not higher than technical staff or junior specialists.

The main areas of professional activity in which the practical training of bachelors - information-analytical, organizational-administrative and administrative-economic, related-economic, marketing, accounting and control.

Industrial practice involves getting acquainted with the state of organization of the enterprise - the object of practice, analysis of the main indicators of its economic and financial activities over the past year and the development of sound proposals to improve certain aspects of its activities in the future.

At the first stage of internship the student must get acquainted with the specifics of economic and financial activities of the enterprise - the object of practice, its organizational structure, the state of the management system of the enterprise as a whole. The result of such work should be the reflection in the report on the internship of the following issues:

- characteristics of the status of the enterprise (term of creation, form of ownership, organizational and legal form of management, degree of independence, mission of the enterprise, rights and responsibilities of the enterprise, sphere of activity, compliance with state registration and activity, main types of business operations, other activities etc);

- the nature of regulation and control over the activities of the enterprise by the state (executive bodies, ministries, departments), the state of compliance with state requirements;

- the nature of the management of the enterprise by the owners (rights of owners, management and control bodies: the highest governing body of the enterprise, the body of supervision and control over the activities of the enterprise, the frequency of their meetings, the nature of issues under consideration);

- the nature of the organization of enterprise management, organizational structure of enterprise management, characteristics of individual structural units, their functional purpose, rights, responsibilities, powers, the nature of regulation of individual employees (contracts, job descriptions, etc.);

- characteristics of instructional, regulatory and methodological materials used in the enterprise, their quality and completeness.

Stage II- assessment of the quality of management and achieved results in some functional areas of the enterprise - the object of practice.

The results of such work in the report on the internship of bachelors are summarized as follows:

- Organization of planning and economic activities at the enterprise. Analysis of the main functions assigned to the planning and economic service, its relationship with other structural units in the process of performing functional tasks.

- Analysis of methodological support of analytical and planned work. Methods used in the process of analysis of economic indicators and justification of their target values. The level of software to perform these works.

- The system of analysis and planning of indicators of economic activity used in the enterprise, the characteristics of the effectiveness of their operation. Analysis of the degree of use of computer technology, specialized software, modern information technology.

- Analysis of the results of economic activity of the enterprise on the basis of forms of annual financial and statistical reporting. Estimation of volumes and dynamics of the most important indicators: volumes and structure of production (goods, works, services); the volume and composition of fixed assets, the volume and speed of turnover of inventories, the amount of revenue from gross profit, sources of their formation, the volume and composition of operating costs, financial result from ordinary activities before tax and its components, net profit and its use .

Stage III- organization of work with the personnel of the enterprise:

- Quantitative and qualitative composition of the personnel service. Analysis of normative documents regulating the work of the personnel service (regulations on the personnel service and job descriptions of personnel service employees).

- Analysis of the staffing of employees and staff structure (by category, level of education, gender, age).

- Assessment of personnel policy pursued at the enterprise, training of employees, implementation of measures to strengthen the cohesion of the workforce and the formation of a favorable socio-psychological climate, drawing up plans for business career development.

- Analysis of staff movement (acceptance, transfer, dismissal) and identification of the main factors influencing staff turnover.

- Analysis of the degree of use of computer equipment, specialized software in the activities of personnel officers.

Stage IV - analysis of management of marketing and logistics activities at the enterprise:

- Functions and tasks performed by specialists of relevant services. Analysis of normative documents that regulate their activities (regulations on relevant services, job descriptions of specialists), quantitative and qualitative composition of specialists.

- Analysis of sources of information and software products used by certain specialists for procurement, marketing activities, market monitoring.

- The main suppliers of resources and consumers of products (works, goods, services) of the enterprise. The process of finding, evaluating and selecting them. Procedure and conditions for concluding agreements. Assessment of the quality of work on the formation of material (commodity) resources (frequency of purchase, the size of a single purchase, survey of the availability of goods in the trading floor).

- Factors influencing the change in demand for material (commodity) resources in certain periods (month, week, day), the organization of their monitoring and response.

- Communication marketing activities (advertising, sales promotion, use of price discounts), public relations. Marketing budget analysis.

- Analysis of the validity of marketing management to ensure the achievement of enterprise goals. Periodicity of development and coordination of plans of purchase, sale, marketing.

Stage V- assessment of the state of innovation management of the enterprise. The student must describe the unit (position) responsible for managing innovation. Investigate the innovative activity of the enterprise, assess the degree of its innovative activity. To do this, it is necessary to determine whether new technologies, new products, organizational changes have been recently introduced into the company's activities, and whether they correspond to market trends and changes in the environment. Analyze the

process of generating innovation and innovation proposals by individual employees; the state of development of technical tasks of the consultant.

- Analyze the structural elements of innovations in the enterprise for the reporting period according to the existing classification.

- Describe the final result of the enterprise (production or provision of services) for compliance with "innovative products" or "innovative product" in accordance with the Law of Ukraine "On Innovation".

- Evaluate the effectiveness of management of innovative projects implemented at the enterprise.

- Assess the feasibility and feasibility of developing an innovative strategy of the enterprise.

- Analyze the need for financial investment.

- Evaluate the effectiveness of investment projects carried out at the enterprise.

- Develop proposals for the prospects of innovation and investment activities of the enterprise.

Stage VI- development of specific and reasonable proposals for improving a particular area (areas) of the enterprise or the introduction of innovations (innovations).

Proposals can be aimed both at improving the existing functional areas of the enterprise (planning and economic, personnel management, production and marketing, marketing and commercial, foreign economic, innovative, investment, logistics, financial and accounting activities, etc.) and provide for fundamental innovations (implementation new products, diversification, change of specialization, real or financial investment, access to foreign markets, etc.)

The development of proposals should be based on the identified shortcomings in the organization and management of the enterprise, the available reserves for its improvement, the study of best practices of domestic and foreign experience of enterprises of similar and related activities.

The report develops proposals for the following structure:

- general characteristics of the essence of the proposal (innovation that is proposed to be implemented);

- substantiation of expediency of application of the offer (innovation) and expected results from its realization, including calculation of economic effect (if possible);
- the state of readiness of the enterprise to implement the proposal (innovation);
- a plan of organizational and economic measures necessary for the implementation of this proposal.

4. REPORTING REQUIREMENTS

4.1 Registration of the student's intern's diary

During the internship, the student processes materials in accordance with the program and keeps a diary, which reflects all his current work and which should include:

- the calendar plan of performance by the student of the program of the corresponding practice with an estimation of its performance;
- work plan, which is drawn up together with the heads of practice from the department and the company;
- conclusions and proposals of the student on the results of the relevant practice;
- final preliminary evaluation of the student's work for the period of practice by the head of the enterprise.

Upon arrival at the organization, an appropriate note is made in the diary about the arrival of the trainee, an individual schedule of his work is made, it notes all the work done for each day of practice.

The diary is regularly checked and signed by the head of practice from the company. Upon completion of the internship, the diary is signed by the student and certified by the signature of the head of the internship and the seal of the enterprise. At the end of the internship, students prepare a report, sign it at the company and submit it to the department no later than 10 days after returning from the internship.

4.2 Preparation of a report on production practice

4.2.1 Requirements for the content of the report on industrial practice

The written report on the internship is the main final document, which provides an opportunity to analyze and evaluate the student's activities during the internship.

At the end of the internship, students report in writing on the implementation of the internship program and submit the report on production practice, which reflects the results of the program.

The report on the internship must be compiled during the internship, verified and approved on the basis of the internship by the head of the internship and the head of the internship from the department.

The internship report should include an introduction, 14 sections, conclusions and suggestions, list of references and appendices:

Introduction (1-2 sec.)

Section 1. Characteristics of the status of the enterprise

Section 2. Characteristics of economic activity of the enterprise

Section 3. Analysis of regulation and control over the activities of the enterprise by the state

Section 4. Characteristics of the management of the enterprise by the owners

Section 5. Analysis of the organization of enterprise management

Section 6. Characteristics of instructional, regulatory and methodological materials used in enterprise management

Section 7. Planning and economic activities of the enterprise

Section 8. Personnel management of the enterprise

Section 9. Management of marketing and logistics activities of the enterprise

Section 10. Management of foreign economic activity of the enterprise

Section 11. Management of accounting and financial activities of the enterprise

Section 12. Strategic management of the enterprise

Section 13. Management of innovation activities of the enterprise

Section 14. Development of proposals for improving enterprise management

Conclusions and suggestions (2-4 p.)

References

Additions

4.2.2 Appendices to the report on production practice

The following must be attached to the internship report:

- practice diary, duly designed and certified by the seal of the organization;
- recall of the head of the internship from the company with a detailed description of the student's activities in the organization, information on the level of the report with the mandatory indication of the assessment of the internship by the student-intern;
- completed documents, copies and their samples adopted in the activities of the organization (tables, forms of contracts, etc.);

In addition to the above documents to the report on industrial practice must be attached in the annexes:

1. A copy of the company's charter.
2. A copy of the staff list.
3. A copy of the collective agreement.
4. Job descriptions (head of the functional service at the place of internship or a specialist to whose position the intern is enrolled).
5. Schemes of organizational structure and management structure of the enterprise.
6. Labor report (form 1-PV) for the last reporting period.
7. Report on the use of working time (form 3-PV) for the last reporting period.
8. Report on the number of employees, their quality and professional training (Form 6-PV) for the last reporting period.
9. Statement of financial results for the last reporting period.

5. PROCEDURE FOR REPORT PROTECTION AND EVALUATION

CRITERIA

At the end of the internship in management, students report to the department on the implementation of the internship program. The report is checked by the head of practice from the company and signed on the title page.

The written report together with the diary is submitted in due time to the head of practice from the higher educational institution for verification, reviewing and admission to defense. The written review of the head of the internship from the department is recorded in the intern's diary.

Based on the results of the audit of the report, the supervisor decides on his admission to the defense or returns the student for revision in accordance with these comments.

Students who have fully completed the internship program, submitted a report in accordance with the established form and received a positive description of the head of the company - the base of practice are allowed to defend.

The reports are defended at the graduating department before a commission appointed by the rector's order. The commission consists of at least three teachers.

When evaluating the practice report, the commission takes into account the criteria presented below (Table 5.1):

Table 5.1 - Assessment scale: national and ECTS

The sum of points for all types of educational activities	ECTS assessment	Score on a national scale
90 - 100	A	Excellent
82-89	B	Good
75-81	C	
69-74	D	
60-68	E	Satisfactory
35-59	FX	unsatisfactory with the possibility of re-compiling the report
1-34	F	unsatisfactory with compulsory re-practice

Students who did not submit and defend the internship report on time are not allowed to take the Unified State Qualification Exam. A student who fails to complete the internship program without good reason is expelled from the university. In some cases, he may be granted the right to practice again during the holidays. A student who has repeatedly received a negative grade in practice in the commission is expelled from the higher education institution.

Information about the course of practice and its results are discussed at meetings of the department, and its general results are summed up at a meeting of the academic council of the faculty.

6. PARTICIPATION IN SCIENTIFIC-PRACTICAL CONFERENCE

Industrial practice in management is a prerequisite for conducting in-depth empirical research of students. Scientific and practical conference is the final stage of studying some theoretical and practical issues of management, obtained during the internship. Based on the results of the internship, the student under the guidance of the lecturer of the department prepares materials for participation in the annual student scientific-practical conferences of SNAU or other institutions, which cover problematic issues of management in enterprises - bases of practice. Based on the results of reporting on the results of the internship, the commission may recommend the best research for participation in the student scientific-practical conference of the faculty.

References:

1. Agrarian management: workshop: textbook. / G.M. Zapsha and others. Odessa: Interprint, 2017. 272 p.
2. Belovodskaya O.A. Marketing management: textbook. way. Kyiv: Knowledge, 2015. 332 p.
3. Lepeyko T.I., Mironova O.M. Management: textbook. way. Kharkiv: KhNEU Publishing House, 2010. 204 p.
4. Management of foreign economic activity: textbook. way. / L.I. Mykhailova and others. Kyiv: Center for Educational Literature, 2019. 246 p.
5. Mykhailova L.I., Gutorov O.I., Turchina S.G., Sharko I.O. Innovation management: textbook. way. 2nd ed., Revised. and additional Kyiv: Center for Educational Literature, 2015. 234 p.
6. Mykhailova L.I., Danko Y.I., Mykhailov A.M., Mogilna L.M. International Management: textbook. way. 2nd ed., Ext. Sumy: Publisher: PE Vinnichenko M.D., FOP Dyomenko V.V., 2017. 217 p.

7. Mykhailova L.I., Mykhailov A.M. Personnel management: textbook. way. 3rd ed., Revised. and additional Amounts: Private individual Litovchenko EB 2020. 284 p.
8. Educational and professional program "Management for the first (bachelor's) level. URL: (<https://eim.snau.edu.ua/kafedri/menedzhmentu/osvitno-profesijni-programi/epp-management-ed-bachelor/>). (application date: 01.02.2021).
9. Standard of higher education in the specialty "Management" for the first (bachelor's) level of higher education. URL: (<https://mon.gov.ua/storage/app/media/vishcha-osvita/zatverdzeni%20standarty/12/21/073-menedzhment-bakalavr.pdf>). (application date: 24.01.2021).
10. Chaika O.S. GL Self-management manager: textbook. way. Kyiv: Knowledge, 2014. 422 p.

Ministry of Education and Science of Ukraine
Sumy National Agricultural University

Management Department

REPORT

about passing of Production practice

in _____

_____ district

_____ area

for the period from _____ to _____

Completed:

student _____ course _____ group

Speciality 073 "Management"

(surname and initials)

Head: _____

National scale _____

Number of points _____ ECTS _____

Sumy -202_

APPENDIX B

Table B.1 - Indicators of the organization of the management structure, _____
year

Indexes	Actually
Number of degrees	
Number of connections:	
• linear	
• functional	
Controllability rate:	
• foreman, head of the farm	
• chief specialist	
• head of the farm	
The ratio of managers and specialists	
Degree of centralization of management functions:	
• administrative	
• technological	
• accounting	

Table B.2 - Nomenclature of the main products of the enterprise

Type of product	_____ year			_____ year			_____ years compared to _____ years in%	
	pcs	Sold without VAT, thousand UAH	Specific weight in structure, %	pcs	Sold without VAT, thousand UAH	Specific weight in structure, %	By quantity	At cost

Table B.3 - Dynamics of the company's fixed assets and the efficiency of their use

Categories of fixed assets	Years				Deviation	
	thousand UAH	thousand UAH	thousand UAH	thousand UAH	+/-	%
According to the classification accepted in accounting						

Table B.4 - Dynamics and structure of marketable products

Types of marketable products	Years									
	thous and UAH	%								

Table B.5 - Profitability of production of certain products in 20_

Type of product	Actually produced pcs.	Wholesale price without VAT, UAH	Reporting cost, UAH	The volume of marketable products		The level of profitability, %
				at wholesale prices	at cost	

Table B.6 - The main production and financial performance of the enterprise

Indicator	years					20_p. up to 20_r. in%
Produced products, thousand UAH						
- per 1 average annual employee						
- per 1 thousand UAH value of fixed assets						
Received gross profit (+), loss (-), thousand UAH						
- per 1 average annual employee						
- for 1 UAH. value of fixed assets						
Received net profit (+), loss (-), thousand UAH						
- per 1 average annual employee						
- for 1 UAH. value of fixed assets						
Profitability level, %						

Table B.7 - Personnel planning at the enterprise

Strategy	
Principles	
Methods	

Table B.8 - Quantitative and qualitative composition of the management staff of the enterprise

Indexes	Years					20__ to 20__ (+;-)
Total managers and specialists						
Groups:						
-by age <ul style="list-style-type: none"> ▪ up to 30 years ▪ 50 and older 						
-for the article <ul style="list-style-type: none"> ▪ men ▪ women 						
-by education <ul style="list-style-type: none"> ▪ higher ▪ secondary special 						

Table B.9 - Dynamics of personnel movement of the organization

Indexes	Years					200__r to 200__r (+;-)
Employees are accepted, people.						
There were workers, people.						
of them at their own request, dismissed for absenteeism, etc. violation of labor discipline						
Average number of employees, pers.						
Turnover ratio						
Turnover ratio						
Staff turnover rate						

Table B.10 - Personnel development of the enterprise

Indicator	Base year	Reporting year
I. Training		
Trained in new professions (initial training, retraining), including		
-directly in production; -educational institutions of various types under contracts Trained in new professions of managers, professionals, specialists Studied abroad		
II. Certification training		
Improved skills of all, people, including:		
- directly in production;		
- in educational institutions of different types under contracts		
Studied abroad		
III. Reserve for nomination		
Leaders		
Goal. specialists		
Junior service staff		

Table B.11 - The level of social protection of employees of the enterprise

Indexes	Years					200__r to 200__r (+ ; -)
The amount of the minimum wage: -minimum tariff rate (salary) in the collective agreement;						
the minimum tariff rate (salary) in the branch agreement						
Wage arrears						
Number of employees covered by the collective agreement						
Labor costs:						
- social welfare						
- cultural and household security						
- housing						
- professional education						
- Other expenses						

Table B.12 - The impact of environmental factors on the activities of the enterprise, 20__

Factors	Their content in relation to the base of practice	Average impact assessment, points	The importance of the factor	Balanced level of influence, points
Consumers			0.20	
Suppliers			0.20	
Competitors			0.20	
Public authorities			0.15	
Legislation			0.15	
Contact audiences			0.05	
Neighboring organizations			0.05	
Only 100				

Table B.13 - The impact of internal environmental factors on the activities of the enterprise, 20__

Factors	Their content in relation to the base of practice	Average impact assessment, points	The importance of the factor	Balanced level of influence, points
Objectives			0.15	
Structure			0.20	
Task			0.15	
Technology			0.20	
Employees			0.30	
Total				

* NOTE: assessment of the impact of factors (table 8.9) is carried out on a 5-point scale (from "0" -development, underdevelopment or catastrophic state of the factor to "5" -high level of development and severity of the factor)

	Existing product	New product
Existing market		
New market		

Figure B.1 - Grid of development of goods and markets, 20__

Table B.14 - Dynamics of prices for major products

Type of product	Base year		Reporting year	
	Average price, UAH	Sales costs, UAH	Average price, UAH	Sales costs, UAH

Table B.15 - Dynamics and commodity structure of exports (imports), 20__

Product	Amount, USD Specific weight in total, %				Deviation (% +, -)
Engineering					
Chemical Industry					
Livestock					
Plant growing					
TOTAL					

Table B.16 - Dynamics of the geographical structure of exports (imports) of services

Major partner countries	Years				Deviation
Italy					
USA					
Latvia					
etc.					

Table B.17 - Dynamics of liquidity and solvency of the enterprise

Indexes	Years					200__r to 200__r (+ ; -)
The amount of working capital						
Absolute liquidity ratio						
Total coverage ratio						
Maneuverability of own working capital						
Mobility factor						
Monetary solvency ratio						
Estimated solvency ratio						

Table B.18 - Dynamics of financial stability and independence of the enterprise

Indexes	Years					200__r to 200__r (+ ; -)
Coefficient of autonomy						
Coefficient of financial dependence						
Coefficient of maneuverability of own funds						
Coefficient of own working capital						
The ratio of non-current and own funds						

Table B.19 - Indicators of profitability of economic activity

Indexes	Years					200__r to 200__r (+;-)
Return on equity						
Profitability of turnover						
Profitability of production assets: basic						
revolving						
average annual						

Table B.20 - Indicators of business activity of the enterprise

Indexes	Years					200__r to 200__r (+;-)
Return on all assets						
Return on fixed assets						
Return on equity						
Turnover of working capital						
Turnover of inventories						
Accounts receivable turnover debt						

Mykhailov Andrii Mykolaiovych

Mykhailova Liubov Ivanivna

Dubovyk Svitlana Hryhorivna

Tkachenko Victoriia Viktorivna

Production practice

**Program and guidelines
for passing**

Sumy, RVV, Sumy National Agrarian University, 160 G. Kondratieva Street

Signed for printing: January, 2021. A5 format: Times New Roman headset

Circulation: 100 copies Order _____ Um. printing. arch.
