

# SYLLABUS

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**INTERNATIONAL EUROPEAN  
UNIVERSITY**



**EUROPEAN SCHOOL  
OF BUSINESS**



# SYLLABUS



Course Name 

 Professional development management

Lecturer (s) 

 Yuliia Remyha, PhD in Economics, associate professor, professor at the Department of Management, Finance and Business Administration

Lecturer's profile 

 <https://business.ieu.edu.ua/pro-yemsh/struktura-kafedry-vykladachi/kafedry/kafedra-menedzhmentu#zzz-001>

Consultations

online consulting  –

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Discipline page 

 <https://business.ieu.edu.ua/pro-yemsh/struktura-kafedry-vykladachi/kafedry/kafedra-menedzhmentu>

Form of final control

test

def. test

exam





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## 1 Brief discipline annotation

Professional development management is a crucial component of managerial, economic, engineering, technical and other areas. It is necessary not only for future managers directly engaged in people management but also more or less for all modern specialists, as it ensures their social competence. Regarding the training of managerial specialists, the knowledge of professional development management is the most important component of their professional competence.

## 2 Background for studying discipline

The Professional development management discipline develops not only social but also largely methodical and temporary competence of employees at all levels, and primarily managers. In modern production, the value of these qualities is steadily increasing for efficient activities.

## 3 Goal and objectives of the discipline

The goal of the academic discipline is to form an integral system of scientific knowledge and practical skills for efficient professional activities, in particular, to study theoretical foundations, methodological principles, human resource management functions, forms of personnel development at organizations, ensuring the acquisition of practical skills in the rational selection of personnel at organizations, planning of staff work, personnel reserve, personnel training organization.

Key objectives of the Professional development management discipline:

- to gain knowledge of the general theory of human resource management, as well as the use of methods and methodology to ensure the needs of the organization in qualified human resources, methods of personnel management and forms and methods of stimulation of human resources activities;
- to master tools for conditions and criteria of effective public communication;
- to master the technology of creating communicative effects in public communication;
- to acquire skills in developing forecasts of the organization's needs for qualified human resources, providing specific recommendations to improve the human resource management plan and their development;
- to obtain knowledge of designing the content and structure of the plan, planning changes in the personnel composition for the corresponding period, drawing up professional and qualification characteristics;
- to properly organize the process of professional selection for vacant positions, develop a motivation system and plan the professional development of human resources;
- to implement linguistic norms of communicative efficiency for different types of communication.

## 4 Learning outcomes

PLO 3. To show knowledge of theories, methods and functions of management, contemporary leadership concepts.

PLO 8. To apply management methods for ensuring efficient organization operations.

PLO 9. To show interaction, leadership and teamwork skills.

PLO 10. To have skills in grounding efficient tools for motivating organization personnel.

PLO 16. To show skills in individual work, flexible thinking, openness to new knowledge; to be critical and self-critical.



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5 ECTS credits

3 ECTS credits / 90 academic hours

6 Discipline structure

Content sections and topics	Amount of hours											
	full-time mode of study						part-time mode of study					
	total	including					total	including				
		l	p	lab.	ind.	i. w.		l	p	lab.	ind.	i. w.
1	2	3	4	5	6	7	8	9	10	11	12	13
<b>Content section 1. THEORETICAL AND METHODOLOGICAL PRINCIPLES OF PROFESSIONAL DEVELOPMENT MANAGEMENT</b>												
Topic 1. Basic concepts and terminology phrases	12	2	2	-	-	8	14	2	-	-	-	12
Topic 2. Management of professional advancement and career growth of employees in the personnel management system	14	2	4	-	-	8	12	-	-	-	-	12
Topic 3. Mission, vision, goal setting, planning of professional and career development of personnel	12	2	2	-	-	8	12	-	-	-	-	12
<b>Total per content section 1</b>	<b>38</b>	<b>6</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>24</b>	<b>38</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36</b>
<b>Content section 2. SYSTEMATIC ORGANIZATION OF ACTIVITIES OF HUMAN RESOURCES SERVICES FOR PROFESSIONAL ADVANCEMENT AND CAREER DEVELOPMENT OF PERSONNEL</b>												
Topic 4. Staff recruitment and performance	12	2	2	-	-	8	12	-	-	-	-	12
Topic 5. Ways to improve the professional skills of employees	12	2	2	-	-	8	16	2	2	-	-	12
Topic 6. Professional motivation, staff retention	12	2	2	-	-	8	12	-	-	-	-	12
Topic 7. Monitoring and evaluation of professional advancement and career development of personnel	12	2	2	-	-	8	12	-	-	-	-	12
Test work	4	2	-	-	-	2	-	-	-	-	-	-
<b>Total per content section 2</b>	<b>52</b>	<b>10</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>34</b>	<b>52</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>48</b>
<b>Total hours</b>	<b>90</b>	<b>16</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>58</b>	<b>90</b>	<b>4</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>84</b>



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## List of obligatory tasks

1. Basic concepts and terminology phrases
2. Management of professional advancement and career growth of employees in the personnel management system
3. Mission, vision, goal setting, planning of professional and career development of personnel
4. Staff recruitment and performance
5. Ways to improve the professional skills of employees
6. Professional motivation, staff retention
7. Monitoring and evaluation of professional advancement and career development of personnel

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## List of selective tasks

1. Personnel development management as a component of the human resource management system.
2. Professional development of employees (on the example of a particular organization).
3. Organization of the work of human resources services for professional advancement and career growth of employees.
4. Personnel attracting methods.
5. Particularities of personnel selection in current conditions.
6. Types of professional motivation.
7. The impact of motivation on the professional advancement of personnel.
8. Professional motivation and staff retention at the organization.
9. World experience of human resources services for professional advancement and career growth of personnel at the organization.
10. Ways to improve the organization of human resources services to manage staff development.
11. Key activity areas of human resources services in the professional development of staff.
12. Ways of objectivization of the personnel assessment process.
13. Personnel assessment as a component of the career development system of personnel.
14. Planning of career development as a component of the system of personnel professional improvement.
15. Criteria for assessing professional competence.
16. Assessment of professional competence as a basis for career development of personnel.
17. The role of personnel reserve in professional advancement and career growth of personnel.
18. Motivation as a condition and factor of professional and career development of personnel.
19. Problems of fair assessment of personnel competence.
20. Experience in organizing activities of human resources services for professional and career development of personnel.
21. Material motivation of labor behavior of employees.
22. Motivation and objective assessment of personnel as the basis for the professional development of personnel.
23. Management of career and development of employees at the enterprise.
24. Professional advancement, professional development, career growth as components of professional development.

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## Discipline features

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/ professional training/elective
1 semester	3rd semester	available	4nd year	Elective discipline



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## 13 Policy of absence and late task performance

Students who miss the current control for valid reasons confirmed by documents have the right to take current control within two weeks after returning to studying.

Students who have missed classes without valid reasons, have not participated in current control activities, have not liquidated academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' in the exam record.

Repeated taking of the exam in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

QR Code: <https://ieu.edu.ua/docs/050.pdf>

## 14 Academic integrity policy

Participants in the educational process rely on the academic integrity principles QR Code: <https://ieu.edu.ua/docs/011.pdf>

## 15 Recommended sources of information

### Primary (basic) literature:

1. Diakiv O.P., Ostroverkhov V.M. Personnel management: study guide (second edition, revised and supplemented). – Ternopil: TNEU, 2018. – 288 p.
2. Havrysh O.A., Dovhan L.Y., Kreidych I.M. Personnel management technology: study guide. Kyiv, 2017. 528 p.
3. Moroz O.S. Human resource management [Text]: study guide for universities / O.S. Moroz; ZSEA. Zaporizhzhia: ZSEA, 2015. – 324 p.
4. Krushelnytska O.V. Personnel management: study guide / O.V. Krushelnytska, D.P. Melnychuk. K., Condor, 2015. – 296 p.
5. Posylkina O.V., Bratishko Y.S., Kubasova H.V. Personnel management: study guide for students of economic specialties of higher medical and pharmaceutical education institutions. Kh.: NUPh Publishing House, 2015. – 517 p.

### Допоміжна:

1. Malimon V.I. Communication policy in civil servant's activities / Malimon V.I. Study guide. 2nd ed. supplemented and expanded. Ivano-Frankivsk: Misto. – NV, 2008. – 344 p.
2. Novikova M.M., Mazhnyk L.O. Personnel management technology: theoretical and methodical aspects: monograph; Kharkiv National Academy of Municipal Economy. Kh.: KhNAME, 2012. – 215 p.
3. Sosnin O.V. Communicative paradigm of social development: study guide / O.V. Sosnin, A.M. Mikhnenko, L.V. Lytvynova; National Academy of Public Administration under the President of Ukraine. K.: NAPA, 2011. – 220 p.
4. Savelieva V.S. Personnel management: study guide / V.S. Savelieva, O.L. Yeskov. K.: Professional Publishing House, 2005. – 336 p.
5. Personnel management: study guide / V.A. Ruliev, S.O. Hutkevych, T.L. Mostenska. K.: CONDOR, 2012. – 324 p.
6. Mykhailova L.I. Personnel management: study guide / L.I. Mykhailova. K.: Center for educational literature, 2007. – 248 p.
7. Mykhailov S.I. Management: study guide. K.: Center for educational literature, 2012. – 536 p.
8. Yelnykova H.V. Managerial competence / H.V. Yelnykova. K.: editorial general pedagogical board, 2010. – 128 p.



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## 10 Assessment system and requirements. General system of discipline assessment

As part of discipline teaching, one carries out current and final control of students' knowledge. The final credit grade in the form of an exam is given according to the total rating of students.

QR Code: <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>

According to the results of current control during a semester, students can obtain 100 points maximally, the minimum sum of points allowing students to pass the discipline is 60 points.

Correlation between national and ECTS grades and student rating: QR Code: <https://ie.u.edu.ua/docs/pol-mark-esb.pdf>

## 11 Admission to final control

The minimum amount of points that should be obtained by students for current educational activities during a semester to be admitted to the final control is 36 points. The grade for the discipline is defined as a sum of the final points for current activities and the points for the final control and is expressed due to the multipoint scale.

The grade for the discipline completing with the test is determined as the sum of points for current learning activities (at least 36), points for individual independent work of students (no more than 6) and points for the test (at least 24).

The overall points of the discipline are 100. The total grade for the discipline is given according to the national and European scale.

The final control in the form of a test is carried out after learning all the topics of the discipline, during the examination session.

QR Code: <https://ie.u.edu.ua/docs/050.pdf>

## 12 Discipline policy

To ensure fruitful learning and cognitive activities of students while studying the discipline, one holds relevant lectures and seminars in the form of presentations, case studies, group work and discussion seminars.

During classes and at the University, students should respect lecturers, staff and other students, attend classes according to the schedule, come on time and not leave classes without lecturer's permission. All academic assignments should be performed by the deadlines.

The teaching staff should constantly advance their professional level, teaching skills, general culture, as well as provide students with appropriate conditions for learning educational programs according to the requirements for the content, level and capacity of education, and encourage their comprehensive professional development. Lecturers should follow the curriculum, not be late for classes, not allow any manifestations of corruption, discrimination, bullying, harassment and infringement of the students' rights.



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## Рекомендовані джерела інформації

9. Balabanova L.V. Personnel management. Textbook / L.V. Balabanova, O.V. Sardak. K.: Center for educational literature, 2011. – 468 p.
10. Vynohradskyi M.D. Personnel management: study guide / M.D. Vynohradskyi, A.M. Vynohradska, O.M. Shkapova. 2nd edition. K.: Center for educational literature, 2009. – 502 p.
3. Brych V.Y. Personnel management: study guide / V. Brych, O. Diakiv, N. Slivinska. – Ternopil: TNEU, 2012. – 552 p.
11. Nykyforenko V.H. Personnel management: Study guide. 2nd edition, revised and supplemented. – Odesa: Atlant, 2013. – 275 p.
12. Krupiak L.B. Management of labor resources of the organization: study guide / L.B. Krupiak. K.: Condor – Publishing House, 2013. – 278 p.
3. Nykyforenko V.H. Personnel management: study guide; 2nd edition, revised and supplemented. – Odesa: Atlant, 2013. – 275 p.
13. Oliinyk S.U. Theory and practice of personnel management: textbook. Kh.: NUA, 2013. – 376 p.
14. Ruliev V.A. Personnel management: study guide for university students / V.A. Ruliev, S.O. Hutkevych, T.L. Mostenska. Kyiv: Condor, 2013. – 309 p.
15. Personnel management: study guide / A.O. Azarova, O.O. Moroz, O.Y. Lesko, I.V. Romanets; VNTU. Vinnytsia: VNTU, 2014. – 283 p.
16. Personnel management: textbook / [V.M. Daniuk, A.M. Kolot, H.S. Sukov et al.]; edited by PhD in Economics, Professor V.M. Daniuk – K.: KNEU; Kramatorsk: NKMZ, 2013. – 666 p.

### Information resources:

1. The Labor Code of Ukraine // Electronic resource. – Available at: <https://zakon.rada.gov.ua/laws/show/322-08>.
2. Official website of CHITALKA student electronic library // Electronic resource. – Available at: <http://chitalka.info>.
3. Official website of the online library of educational and scientific literature // Electronic resource. – Available at: <https://eduknigi.com>.
4. Website of the textbook electronic library // Electronic resource. – Available at: <http://studentam.kiev.ua>.

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## Рекомендовані джерела інформації

**If you want to succeed in this discipline, you should be:**

- persistent, attentive and curious;
- creative, cheerful, and open to communication and discussions;
- ready to acquire information and knowledge about the subject not only during lectures but also during extracurricular activities.

**See you at classes!**