

SYLLABUS

INTERNATIONAL EUROPEAN
UNIVERSITY



EUROPEAN SCHOOL
OF BUSINESS



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Course Name 

 Self-management

Lecturer (s) 

 Olena Vlasenko

Lecturer's profile 

 <https://business.ieu.edu.ua/pro-yemsh/struktura-kafedry-vykladachi/kafedry/kafedra-menedzhmentu#zzz-014>

Consultations

online consulting



offline consulting



First Thursday of the month 9 a.m. – 10 a.m.
Wednesday 12 p.m. – 1 p.m.

Contact number 

 +380 68 301 89 04

E-mail 

 vlasenkoolena@ieu.edu.ua

Discipline page 

 <https://business.ieu.edu.ua/navchannia/orhanizatsiia-osvitnoho-protseu/robochi-prohramy/bakalavrat>

Form of final control

test

def. test

exam





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1 Brief discipline annotation

This academic discipline is designed to teach students a set of rational methods and organizational levers in order to manage the manager's own work. The system of self-management is based on the implementation of scientific approaches in the planning of activities; interaction and integration of own work in the system of external environment; training and self-development; scientific organization of work; monitoring the content of own work and its results; control of compliance of personal work with the requirements of external and internal environment; stimulation of own activity.

2 Background for studying discipline

The background for studying the academic discipline is the theoretical basis of the set of knowledge and skills forming the modern economic thinking of a management specialist, as well as the typology of communications, common theoretical features of various communication processes, including knowledge of the creation, processing and transmission of information, the basic knowledge of mass communication.

3 Goal and objectives of the discipline

The goal of the discipline is to provide students with the theoretical knowledge and practical skills of problems of self-affirmation, self-improvement and self-control to manage their own development and development of employees, as well as with leadership skills to ensure the efficient development of the organization; to provide students with skills necessary for managers of different levels of management and theoretical knowledge to reach their goals while understanding and taking into account their own character. Key objectives of the discipline are the theoretical and practical training of students in the following issues:

- taking advantage of self-management for organizational and personal growth;
- aligning personal and organizational goals;
- efficient self-development;
- efficient time management;
- developing efficient leadership skills;
- increasing personal business culture;
- efficient delegation of powers;
- using time as a resource.

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.

5 ECTS credits

3 ECTS credits / 90 academic hours

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Discipline structure

Content sections and topics	Кількість годин											
	full-time mode of study						part-time mode of study					
	totalsl	including					totalsl	including				
		1	p	lab.	ind.	i.w.		1	p	lab.	ind.	i.w.
1	2	3	4	5	6	7	8	9	10	11	12	13
Content section 1. THEORETICAL AND METHODOLOGICAL PRINCIPLES OF SELF-MANAGEMENT.												
Topic 1. Methodological approaches to self-management.	18	4	4	-	-	10	14	-	-	-	-	14
Topic 2. Planning of the manager's personal work.	14	2	2	-	-	10	16	-	2	-	-	14
Topic 3. Organization of manager's activities.	12	2	2	-	-	8	16	2	-	-	-	14
Total per content section 1	44	8	8	-	-	28	46	2	2	-	-	42
Content section 2. SELF-MANAGEMENT STRATEGIES AND TECHNOLOGIES.												
Topic 4. Self-motivation and self-control of a manager.	18	4	4	-	-	10	14	-	-	-	-	14
Topic 5. Development of efficient manager's qualities.	14	2	2	-	-	10	16	-	2	-	-	14
Topic 6. Development of managerial potential.	12	2	2	-	-	8	16	2	-	-	-	14
Total per content section 2	44	8	8	-	-	28	46	2	2	-	-	42
Total hours	90	16	16	-	-	58	90	4	2	-	-	84



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List of obligatory tasks

1. Methodological approaches to self-management.
2. Planning of the manager's personal work.
3. Organization of manager's activities.
4. Self-motivation and self-control of a manager.
5. Development of efficient manager's qualities.
6. Development of managerial potential.

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List of selective tasks

1. Subject, objectives and functions of the academic discipline.
2. The main categories of the self-management theory.
3. Essence and content of human self-management.
4. Essence and content of the concept of rational life.
5. Essence and content of the concept of limitations.
6. Essence and content of the concept of rational organization of time.
7. Essence and content of the rational psychological concept.
8. Essence and contents of the acmeological and technological concept.
9. Essence and content of the Eastern concept of human self-management.
10. Essence and content of the concept of human self-management.

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Discipline features

Period of teaching	Semester	International disciplinary integration	Year of study	Courses: general training/ professional training/elective
1st semester	3rd semester	available	2nd year	Elective discipline

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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 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>



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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://ieu.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.

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>



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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. Balabanova L.V. Organization of manager's work: study guide. – Kyiv: Professional, 2016. 407 p.
2. Skibitska L.I., Shchelkunov V.I., Sivashchenko T.V., Chychkan-Khlipovka Y.M. Office management: study guide. Kyiv: Center for educational literature, 2019. 616 p.
3. Dovhan L.Y. The work of the head or practical management: study guide. – Kyiv: Exob, 2014. 384 p.
4. Chkan A.S., Markova S.V., Kovalenko N.M. Self-management: study guide. – Zaporizhzhia: ZNU, 2014. 84 p.
5. Pletsan K.V. Time management. Self-management in tourism: study guide. Kyiv: Lira-K. 2018. 140 p.
6. Sakhno Y.Y., Dorosh M.S., Rebenok A.V. Service management: theory and practice: study guide. Kyiv: Center for educational literature, 2019. 328 p.

Additional literature:

1. Ostrianska N.V. Communicative processes in education. Kh.: O.M. Beketov NUUEKh, 2009. 24 p.
2. Matsko L.A., Pryshchak M.D., Hodlevska V.H. Fundamentals of psychology and pedagogy: study guide for part-time students. Vinnytsia: VNTU, 2009. 163 p.
3. Orban-Lembryk L.E. Social psychology: study guide. K.: Akademydav, 2005. 448 p.
4. Doronina M.S., Doronin A.V. Culture of business communication and partnership: study guide. Kh.: KhNUE Publishing House, 2008. 204 p.
5. Podolska Y.A., Podolska T.V. Sociology: 100 questions – 100 answers. K.: INKOS, 2009. 352 p.
6. Pryshchak M.D., Lesko O.Y. Ethics and psychology of business relations: study guide. Vinnytsia: VNTU, 2016. 151 p.
7. Teliezhkina O.O., Lysenko N.O., Kushnir O.O., Lytvynenko O.O., Pidubna N.V. Business communication: oral and written forms: study guide. Kharkiv: Striped printing house, 2015. 383 p.
8. Shevchuk S.V. Business speech for civil servants: study guide. K.: Alerta, 2012. 428 p.
9. Vynohradska A.M. Organization of labor: study guide. – Kharkiv: O.M. Beketov NUUEKh, 2012. 190 p.
10. Ivaniuta S.M., Ivaniuta V.F. Entrepreneurship and business culture: study guide. – Kyiv: Center for educational literature, 2007. 288 p.
11. Krushelnytska O. V., Melnychuk D. P. Personnel management: study guide. Edition 2, revised and supplemented. – Kyiv, 2005. 308 p.
12. Stephen R. Covey. The 7 Habits of Highly Effective People. – Kharkiv: 21 Family Leisure Club, 2012. 384 p.
13. Aliushyna N.O. Time management: temporal organization of civil servant's activity: study guide. – Kyiv: Publishing House of the National Association of Road Builders of Ukraine, 2012. 192 p.
14. Skibitska L. I. Time management: Study guide for students of economic universities. – K.: Condor, 2009. – 528 p.
15. Khmil F.I. Business communication: study guide. – Kyiv: Akademydav, 2004. 280 p.
16. Dykan N.V., Borysenko I.I. Management: Study guide for students, postgraduates, university teachers. K., 2008. 389 p.



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Recommended sources of information

Information resources:

1. Varenko V.M. Information and analytical activities: Study guide // Electronic resource. – Available at: http://megalib.com.ua/content/1948_63_Tipologiya_komynikacii.html
2. Communication at organizations: process, types, relations, barriers // Electronic resource. – Available at: <http://ru.osvita.ua/vnz/reports/management/15040/>
3. Brief course of lectures in the discipline: Theory of organization and organizational behavior // Electronic resource. – Available at: https://studme.org/39710/menedzhment/teoriya_organizatsii_i_organizatsionnoe_pov_edenie
4. Public speaking as an important means of persuasive communication // Electronic resource. – Available at: <https://studfiles.net/preview/5643730/page:15/>
5. Vernadsky National Library of Ukraine // Electronic resource. – Available at: <http://nbuv.gov.ua>.
6. Ukrainian-language e-library // Electronic resource. – Available at: <http://www.twirpx.com/library>
7. Entrepreneurship online courses // Electronic resource. – Available at: <https://prometheus.org.ua/cub>
8. Online course platform // Electronic resource. – Available at: <https://vumonline.ua>
9. Online course platform // Electronic resource. – Available at: <https://eduhub.in.ua>
10. English online course platform // Electronic resource. – Available at: <https://www.coursera.org>

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Tips on successful study during the course

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!