Self-management

Master's Degree
Field of Knowledge – 07 "Management and administration"
Specialty – 073 "Management"
Educational and scientific program "International Management"
Year of study: I, Semester: III
Selective discipline

Number of credits: 5 Teaching language: English

Course Instructor

Ph D, Associate Professor Batryn Natalia

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Course Description

Effective self-management is fundamental to success. This course is a practical "how to" that will guide you through the maze of conflicting priorities, self-doubts, disorganization, over-commitments, and limitations that in the past have kept you from successfully managing your life. It offers a step-by-step format for achieving balance between personal and professional lives. As this course shows, managing time isn't just about making lists. It's about everything that encompasses your daily routine. Discover how beliefs and values factor into success. Find out what part sleep and nutrition play. Learn how including yourself in your "to do's" helps create time for "special" projects you've put on the back burner. See how to stop wasting time on annoying situations. Learn to carve out more time for friends and family.

 If life is in the details, then manage them well. This course encompasses a variety of tools that, if used, will help you achieve what we all want – more time for things that matter and a better ability to manage it all. Making the time for this course could just be the key to creating enough time for you.

Course Structure

Theme	Outcomes	Tasks
Theme 1. Self-management as a science. The purpose, subject and tasks of the discipline.	Know the essence of the basic concepts and categories of organizational behavior; techniques for using basic behavioral management tools; characteristics of the influence of various factors on the behavior of people	Tests, situational tasks, case studies, presentations.
Theme 2. Methods of self-	Know and apply basic tools of self-management for managing behavior at the individual, group and	Tests, situational tasks, case studies, group presentations.

management.	organizational levels.	
Theme 3. Self-organization and self-discipline .	Use modern tools in managing self-discipline; coordinate interaction between management bodies, organizational units (executors)	Tests, situational tasks, case studies, presentations.
Theme 4. Self-motivation.	Be able to develop a motivational mechanism of self-motivation important in managerial activity in the organization	Tests, situational tasks, case studies, presentations.
Theme 5. Time management (time management).	Plan personal development and career; learn effectively apply time management skills	Tests, situational tasks, case studies, group presentations.
Topic 6. Managing the emotional state of the individual (stress management).	Learn to manage stress and emotional stability	Tests, situational tasks, case studies, group presentations.

Learning Recourses

1. BatrynN. Self-Management. [Electronic Resource]. – Ternopil: TNEU, 2020.
2. Freeth, P. Ther Value of Positive Thinking. Retrieved from https://bookboon.com/en/keep-moving-the-value-of-positive-thinking-ebook
3. Lissansky, A. Expert Talk, Career Planning. Retrieved from https://bookboon.com/en/expert-talk-career-planning-ebook
4. Personal Development Skills. MDT Training. Retrieved from https://bookboon.com/en/personal-development-skills-ebook.
5. Self-management skills. Retrieved from https://ncert.nic.in/vocational/pdf/iees102.pdf

Assessment Policy

Deadline and retake policy: Modules are retaken with the permission of the dean's office if there are good reasons (for example, sick leave).

Academic Integrity Policy: write-offs during control work are prohibited (including using mobile devices).

Visiting policy: Attending classes is a mandatory component of the assessment. For objective reasons (for example, illness, international internship, and other reasons), training can take place online with the permission of the university administration.

Assessment

Course requirements include the following major independent measures of learners' competency.

Credit module 1	Credit module 2	Credit module 3
30%	40%	30%
1. Participation in classes: 3 topics of 10 points each. 2. Written paper - max. 70 points.	3. Participation in classes: 3 topics of 10 points each. Written paper – max. 70 points.	1. Preparation of CPIT – max. 40 points. 2. CPIT defense – max. 20 points. 3. Participation in trainings - max. 40 points.

Final course grade:

A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactory
E	60-64	satisfactory
FX	35-59	failed (with an opportunity to retest)
F	1-34	failed (with no opportunity to retest)