



SYLLABUS OF THE DISCIPLINE "TIME MANAGEMENT"

	Educational Programme	Level of higher education	Field of study; specialty	Discipline status																																																																				
	«Management»	second (master's degree)	07 "Management and administration" 073 "Management"	Selective component (variable)																																																																				
Information about the teacher		Year of study and term	Scope of the discipline, final control	Language of instruction																																																																				
PhD in Economics, associate professor R. V. Yakovenko, yakovenko572@gmail.com		1 st year, 2 nd term	4 credits (120 hours), Lectures: full-time – 34 hours (part-time – 6 hours), Practical classes: full-time – 17 hours (part-time – 4 hours), Independent work: full-time – 69 hours (part-time – 110 hours), credit	Ukrainian																																																																				
Purpose and objectives of the discipline			Content of the discipline																																																																					
<p>The purpose of the discipline: to form a set of theoretical knowledge of methodology and practical mastery of methods for forecasting economic and management processes and modeling complex systems using a range of methods and models.</p> <p>The main objectives of the discipline: to provide higher education students with a clear and precise understanding of the theoretical and methodological foundations of modern time management; to develop skills of self-organization, motivation, goal setting, prioritization, delegation of authority, monitoring and evaluation of personal performance; to master the methods of organizing working time and rational use of resources; to develop skills of independent, creative work; the ability to organize their work, develop the ability to generate new ideas, find new approaches to their implementation.</p>			<p>Topic 1: The essence and role of time management in the management process</p> <p>Topic 2. Analysis of the manager's working time expenses</p> <p>Topic 3. Setting priorities in the development of management decisions</p> <p>Topic 4. Planning of manager's working time</p> <p>Topic 5. Goal setting in the time management system</p> <p>Topic 6. Self-control and self-motivation</p> <p>Topic 7. Measures against irrational use of manager's time</p> <p>Topic 8: Computerization and automation of time management</p>																																																																					
Integral and general competencies	Special (professional) competencies		Programme learning outcomes																																																																					
GC 6 Ability to generate new ideas (creativity); GC 7 Ability to abstract thinking, analysis and synthesis	SC 3 Ability for self-development, lifelong learning, and effective self-management; SC 6 The ability to form leadership qualities and demonstrate them in the process of managing people; SC 8 Ability to use psychological technologies of work with staff SC 9 Ability to analyze and structure organizational problems, make effective management decisions and ensure their implementation;		PLO 6 Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of current legislation, ethical considerations and social responsibility; PLO 10 Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional tasks; PLO 11 To ensure personal professional development and planning of own time;																																																																					
Evaluation of learning outcomes			Learning methods																																																																					
<p>Assessment of the knowledge of students of all forms of education is assessed in the range of 100 points exclusively on the basis of the results of ongoing and intermediate (module) control. The results of the credit are evaluated and translated into the national two-level grading system ("passed" or "failed") and the corresponding ECTS grades</p> <p style="text-align: center;">For students of full-time education</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="10">Ongoing assessment and independent work</th> <th rowspan="3">Credit in total</th> </tr> <tr> <th colspan="5">Content module 1</th> <th colspan="5">Content module 2</th> </tr> <tr> <th>T</th><th>T</th><th>T</th><th>T</th><th>MT</th> <th>T</th><th>T</th><th>T</th><th>T</th><th>MT</th> </tr> </thead> <tbody> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>W1</td> <td>5</td><td>6</td><td>7</td><td>8</td><td>W2</td> <td rowspan="3">100</td> </tr> <tr> <td>5</td><td>5</td><td>5</td><td>5</td><td>30</td> <td>5</td><td>5</td><td>5</td><td>5</td><td>30</td> </tr> <tr> <td colspan="4">20</td> <td>30</td> <td colspan="4">20</td> <td>30</td> </tr> </tbody> </table> <p>T1, T2... T8 – Content module topics. MTW- intermediate module test work</p> <p style="text-align: center;">For students of part-time education</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Research paper</td> <td>Testing on all course topics</td> <td>Credit in total</td> </tr> <tr> <td>60</td> <td>40</td> <td>100</td> </tr> </table>			Ongoing assessment and independent work										Credit in total	Content module 1					Content module 2					T	T	T	T	MT	T	T	T	T	MT	1	2	3	4	W1	5	6	7	8	W2	100	5	5	5	5	30	5	5	5	5	30	20				30	20				30	Research paper	Testing on all course topics	Credit in total	60	40	100	<p>Lectures, presentations, seminars (practical classes), tests, interactive teaching methods, business games and other forms of group work, participation in discussions and debates, presentations of the results of completed tasks and research, independent work, work with notes, scientific and educational literature, information and Internet resources</p>	
Ongoing assessment and independent work										Credit in total																																																														
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			Scale of evaluation of the final (term) control: national and ECTS																																																																					
			Total points for all types of learning activities	ECTS grades	Evaluation according to the national scale																																																																			
			90-100	A	credited																																																																			
			82-89	B																																																																				
			74-81	C																																																																				
			64-73	D																																																																				
			60-63	E																																																																				
			35-59	FX	not credited with the possibility of retaking																																																																			
			1-34	F	not credited with mandatory re-study of the discipline																																																																			
Suggested reading list (basic)																																																																								
1. Лугова В. М., Голубев С. М. Основи самоменеджменту та лідерства [Електронний ресурс] : навч. посіб. Харків : ХНЕУ ім. С. Кузнеця, 2019. 212 с. ISBN 978-966-676-730-4.																																																																								
2. Самоменеджмент : навч. посіб. / Г. З. Леськів, Г. Я. Левків, М. М. Бліхар, В. В. Гобела, О. П. Подра, Г. В. Коваль. Львів : Львівський державний університет внут рішніх справ, 2021. 280 с. ISBN 978-617-511-339-4.																																																																								
3. Ратушняк О. Г., Лялюк О. Г. Самоменеджмент : навч. посіб. Вінниця : ВНТУ, 2021. 170 с. ISBN 978-966-641-838-1.																																																																								