



Syllabus

Personal development

Higher education degree - bachelor
Field of knowledge - 29 International relations
Specialty - 293 International Law
Educational and Professional Program –«International Law»

Study year – 2 Semestr – 4
Number of credits: 5, Language of study: english

Head of the course:

PhD (economics), Assoc. prof. O. OVSYANYUK-BERDADINA

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Description of the discipline

The discipline "Personal Development" is aimed at forming a set of non-specialized, supra-professional skills that are responsible for successful participation in the work process, high productivity and, unlike specialized skills, are not related to a specific field, and include the ability to think creatively and manage time, self-management skills, verbal and non-verbal communication, networking, project management, team building, etc..

Course structure

№	Topic	Learning outcomes	Control measures
1	Managing your own life, self-management skills.	Be able to create and maintain your own motivation. Taking responsibility. Setting goals. Short-term, medium-term and long-term methods of achieving goals. Time management (time-management). Prioritization of activities. Awareness of time wastage and ways to avoid it. Creating a personal brand (I-brand).	Tests, questions
2	Development of critical thinking.	Compare critical and non-critical thinking. Recommendations for critical reading and evaluation of information. Recommendations for effective report writing. The main elements of critical thinking. Techniques of verbal and written persuasion. Logical errors. critical thinking. Techniques of verbal and written persuasion. Logical fallacies	Cases

3	Presentation and self-presentation skills	Be able to prepare a presentation, determine the time of the presentation defense. Realization of the presentation (full script). Forms of speech, environmental factors. Visual, verbal and non-verbal means. Interacting with the audience and managing questions.	Cases
4	Conducting academic debates. Group discussion.	Know the basics of academic debate. The main formats of debate. Listening and responding to criticism. Taking into account comments. Understand the nature of discussion. The difference between discussion and debate. Ways to formulate and present arguments, ways to defend a research paper.	Tasks, cases
5	Team building	Know the nature of the team, understand the personal and professional goals of the group members, and work effectively in a team through relationship building and interpersonal communication. The benefits of group work. What are the challenges of group work and how to cope with them. Formation of groups.	Tasks
6	Leadership	Identify the essence of leadership, leadership theories (trait, interaction, situational, synthetic). Transformational leadership and leadership as an exchange with followers. Leadership and management styles by K. Levine, Blake and Mouton, Likert, Fiedler, Reddin. Leaders' mistakes and their consequences. Ways to recover from mistakes. Destructive leadership. Gender, culture, ethics and leadership.	Tests, questions
7	The art of negotiation	Understand what negotiation is, how to negotiate and succeed in the process, and the power of language and non-verbal communication.	Cases
8	Organization of meetings	Know how to convene a meeting, organize a meeting, draw up an agenda, and prepare meeting minutes.	Tests, questions
9	Stress management	Know the types of stress, be able to identify the correct cause of stress, cope with pressure and work effectively in stressful situations, and methods of dealing with stressful situations in the workplace.	Tests, questions
10	Creativity	Understand the importance of creativity, its elements, the impact of flexibility, factors that affect creativity, ways to increase creativity, methods of creativity. Brainstorming, a list of its attributes, etc. General ideas in solving creative problems, creative exercises and games.	Cases
11	Communication skills	Understand the importance of communication. The process of communication, forms of communication, listening skills, active and attentive listening, the benefits of listening. Body language. Correct posture, its importance, effects of correct body language.	Tests, questions
12	Emotional intelligence	Understand the essence of emotional intelligence. Elements of the audience. Exercises and analysis. Conflict management. Interpersonal relationships: The importance of interpersonal relationships in personal life.	Tests, questions

Literary sources

1. Astashenkova D. Ka. International Visits and Negotiations: Organization and Protocol Support: a textbook. Kyiv; Kamianets-Podilskyi: Ruta, 2020. 88 c.
2. Baranova A. M. Theoretical and methodological approaches to leadership problems in psychological science. Problems of modern psychology. 2019. № 2. C. 7-14.
3. Basinskaya I. Situational and interactionist theories of leadership. Scientific Journal of the National Pedagogical Dragomanov University. Series 12: Psychological sciences. 2020. Issue 11. C. 5-23. URL: http://nbuv.gov.ua/UJRN/Nchnpu_012_2020_11_3.
4. Griffiths Chris. A guide to creative thinking / translated from English by U. Kurganova. Kharkiv: Publishing house "Ranok, 2020. 288 c.
5. Strategic flexibility is the basis of the paradigm of human capital management and leadership. Scientific Notes of the National University of Ostroh Academy. Series: Economics. 2021. № 20. C. 67-75.
6. Leadership development trends in Western European countries: experience for Ukraine. State building. 2020. № 2. URL: http://nbuv.gov.ua/UJRN/DeBu_2020_2_11/.
7. Dźwigoł H. Leadership in the Research: Determinants of Quality, Standards and Best Practices. Business ethics and leadership. 2021. Vol. 5, Iss. 1. C. 45-56.
8. Gupta R. The Concept of Leadership is Always Engaging for an Elite Occupational Preeminence. Business ethics and leadership. 2021. Vol. 5, Iss. 2. C. 139-146.
9. Sivaruban S. A Critical Perspective of Leadership Theories. Business ethics and leadership. 2021. Vol. 5, Iss. 1. C. 57-65.

Evaluation policy

- **Policy on deadlines and retakes:** Rescheduling of modules takes place with the permission of the dean's office in case of valid reasons (e.g., sick leave).
- **Policy on academic integrity:** Cheating during quizzes and exams is prohibited (including using mobile devices). Mobile devices are allowed to be used only during online testing.
- **Attendance policy:** Class attendance is a mandatory component of the assessment for which points are awarded. For objective reasons (e.g., illness, international internship), training can take place online with the consent of the course instructor.

Evaluation

Types of assessment	% from the final assessment
Module 1 1.Oral questioning during the class (6 topics of 5 points each = 30 points) 2.Module test = 70 points	30
Module 2 1.Oral questioning during the class (6 topics of 5 points each = 30 points) 2. Module control work = 70 points	40
Module 3 - CPIT 1. Writing a CPIT = 40 points 2. Defense of the CPIT = 40 points 3. Solving tasks during the training = 20 points	30

Student evaluation scale:

ECTS	Marks	Content
A	90-100	excellent
B	85-89	good
C	75-84	good
D	65-74	satisfactorily
E	60-64	enough
FX	35-59	unsatisfactory with the possibility of reassembly
F	1-34	unsatisfactory with a mandatory repeat course