

Syllabus
Psychology of Management

Academic level: Master
Field of study: 07 Management and administration
Speciality: 073 Management
Educational and Professional Program «Management of Education Institution»
Number of ECTS credits – 4
Year of study, semester – 1st year, 2nd semester
Component of educational programme: compulsory
Days of classes: according to the timetable, room 68
Consultations: personal consultations, Tuesday: 12.30-15.00, room 74.
Online instructions: in Viber group, daily from 16-00 to 17-00.
Language of instruction: English.



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Lecturer's web-page	http://tnpu.edu.ua/faculty/psychped/andr-ychuk-vanna-petrivna.php?clear_cache=Y
Course page in Moodle	https://elr.tnpu.edu.ua/course/view.php?id=1079

Course abstract

The aim of the „Psychology of Management” course” is the development of competences of Master’s degree students that will allow them to manage the educational process, ensure its efficiency and master the method of managerial influence in pedagogic practice. During the study of the course and educational activities of educational institutions and students study theoretical and applied aspects of use of mechanisms for educational activities management, in particular, the conceptual apparatus and modern scientific approaches to management of educational activities; analysis of the bases of statutory activity of educational institution is provided and problems of rise of efficiency of educational activity of educational institution through the involvement of working and advisory bodies of management, parents, and the public are studied; the course specifies organizational forms of educational and training process and mechanisms of their management and provides the analysis of content aspects and technologies of management of educational, training and methodical activity.

The content of the „Psychology of Management” course” has been developed on the basis of the relevant provisions on training of specialists in specialty 073 Management, regulations and best practices of higher university education, as well as the profile of educational and professional program.

Educational content

Hours (lectur./ practic.)	Topic	Learning outcomes	PLO of EPP	Task
Content module 1.				
Management psychology as an independent discipline				
2/1	Topic 1. Management psychology as a science, its content, problems and tasks.	To make critical evaluation, to select and apply necessary scientific, methodological and analytical tools for effective and efficient management of the educational process in accordance with specificity of the educational institution. To know the main categories, concepts and scientific theories and provisions on the problems of the educational systems of educational activity.	PLO 1.	Discussion, essay, presentation
2/1	Topic 2. Psychological analysis of management activities.	Understand the connections between the elements of the organization's management system in unpredictable conditions, identify and comprehend the problems in the organization, justify the methods of their solution	PLO 2.	Presentation, analysis of documents
2/2	Topic 3. Personality psychology in management.	Analyze personality theories and their use in management practice. Know the individual psychological, psychophysiological properties of the individual and take them into account in the control system. Have the skills to make, substantiate and ensure the implementation of constructive management decisions in unpredictable conditions based on universal values, logical arguments and proven facts, taking into account the requirements of current legislation, ethical considerations and social responsibility, coordinate their decisions with the labor collective of the institution and local authorities	PLO 6.	Situation analysis, decision modeling, cases
2/2	Topic 4. The psychological phenomenon of	Demonstrate leadership skills and the ability to work in a team, interact with people, be socially	PLO 10.	Lectures in the form of a dialogue,

	leadership. leadership success.	active, responsible for the results of the functioning of an educational institution, a tolerant attitude towards different opinions and views in a multicultural environment.		questions, tests, conducting psychodiagnostic techniques.
Content module 2.				
Psychological features of managerial and business communication				
2/2	Topic 5. The concept, types and techniques of managerial communication.	Delegate authority and leadership of the organization (unit), coordinate the work of collegial management bodies, involve in management and stimulate the most active teachers.	PLO 12.	Question, business games, group discussions.
2/2	Topic 6. Psychology of business communication.	Organize and carry out effective communications within the team and outside the organization with representatives of various professional groups and in an international context, observe the moral and ethical aspects of professional activity, academic virtue.	PLO 7	Presentation, training discussion.
2/4	Topic 7. Formation of a favorable psychological climate in the team.	Analyze the "tree" of the conflict as a process: initiation, development, culmination and denouement. Justify the nature, causes and ways of resolving conflict situations in production teams, the reasons for business and interpersonal conflicts. Analyze professional health as an integral characteristic of the employee's personality, the features of the influence of pedagogical activity on his professional health; to highlight the factors of professional burnout and apply methods of its prevention; introduce modern health-preserving technologies into one's own life and professional activity; the ability to create a safe educational environment and a favorable microclimate	PLO 22	Cases, carrying out psychodiagnostic techniques, essay.
Content module 3.				
Psychology of managing the advertising activities of the organization and its employees				
2/2	Topic 8. The psychological image of the organization. Corporate identity as	Provide personal professional development and planning of your time, using self-management technologies, take responsibility for	PLO 11	Problem lecture, simulation of situations.

	the leading idea of the organization.	your job responsibilities, be an example in owning a managerial culture, demonstrate persistence in implementing the mission and achieving the goals of the organization.		
2/2	Topic 9. The role of the social and psychological service in the process of improving the management system.	Apply psychological technologies, goal-oriented and effective techniques, methods, techniques of influencing the staff of the institution and social groups to solve professional problems in accordance with the legal framework and educational policy.	PLO 20	Solving problem situations, essays
2/2	Topic 10. Advertising of an organization as a psychological problem.	To be able to form a system of labor relations, plan and implement information, methodological and personnel support of the organization (department).	PLO 13	Presentation cases.

Program competences development

Index in the matrix	Program competences
	General competences
GC2	Ability for self-development, constant learning.
GC 4	Ability to motivate people and move towards a common goal, formation of a stable world outlook and persistence in goal achievement.
GC 5	Ability to act being grounded on ethical considerations (motives);
GC 6	Ability to generate new ideas (creativity);
GC 7	Abstract thinking, ability to analysis and synthesis..
GC 8	Ability to criticize and self-criticize, to give constructive response to critical comments.
	Professional competences
PC1	Ability to choose and use concepts, methods and tools for various types of management, including in accordance with international standards;
PC 3	Ability for self-development, constant learning and effective self-management.
PC 5	Ability to create and organize effective communication in offline and online management, maintain electronic document keeping and be able to speak Ukrainian and foreign languages;
PC 6	Ability to form leadership skill and demonstrate ability to be a part of a team in process of personnel management and motivation;
PC 8	Ability to use psychological technologies that contribute to the formation of the value-motivational sphere of personnel, to show creativity and creativity in their full-fledged professional and personal development;
PC 9	Ability to create conditions that allow the individual to give adequately response to problems, analyze and structure the problems of the organization, to adopt decisions and ensure their implementation;
PC 10	Ability to manage the organization, its changes, to act in a professional manner performing all management functions in accordance with educational policy, applicable law and official duties;

PC 12	Ability to understand and apply the foundations of pedagogy and psychology in educational activities in educational institutions for the development of the procedural component of the educational process and the effective use of traditional and innovative forms, methods, means of organizing educational activities with pupils, students, teaching staff;
PC 16	Ability to maintain the professional health of staff and create a safe educational environment.

References

Main resources

1. Andriichuk I.P. Typolohichni osoblyvosti styliv upravlinskoï diialnosti derzhavnykh sluzhbovtziv. Naukovyi visnyk Khersonskoho derzhavnoho universytetu. Seriiia «Psykhologichni nauky». Kherson, 2016. Vyp. 2. P. 136-141.
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7. Hura O. I. Psykhologhiia upravlinnia sotsialnoi orhanizatsiieiu: navchalnyi posibnyk. 2-he vyd. dop. Kherson: OLDI-PLIuS, 2015. 212 p.
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16. Savchyn M. Zdorovia liudyny: dukhovnyi, osobystisnyi i tilesnyi vymiry: monohrafiia. Drohobych, 2019. 232 p.
17. Tekhnolohii roboty orhanizatsiinykh psykhologiv / za red. L.M. Karamushky. K.: INKOS, 2005. 366 p.
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20. Relationship between job satisfaction and organisational performance. Danica Bakotić. Pages 118-130. Accepted 11 Mar 2015. <https://doi.org/10.1080/1331677X.2016.1163946>

Assessment policy

Deadlines and retaking policy: Papers submitted in violation of deadlines without the good reason are assessed at a lower grade (75% of possible maximum number of points for definite activity). Repeated examination on modules is acceptable upon the deans office permission subject to presence of the good reason of failure to pass timely (for example, illness).

Academic integrity policy: Copying out during tests and exams are prohibited (including through mobile devices). Mobile devices are allowed to use only for preparation of practical tasks in the classroom. It is prohibited to present to public (partially or completely) scientific (creative) results obtained by other persons as the results of own research (creative work) and/or reproduction of published texts of other authors without name of authors. For violation of good academic standing the student may become subject of the following administrative academic measures: re-assessment; repeated passing of the relevant educational component of the educational program; expulsion from an educational institution, deprivation of an academic scholarship; deprivation of tuition payment benefits provided by the educational institution, etc.

Attendance policy: As a rule the attendance of lectures is an obligatory component of training. If necessary (remoteness of the graduate student's place of residence or work) or for objective reasons (participation in an academic mobility program or conference, international internship, illness, etc.) the attendance can be optional as agreed with the head of the course. Training of master's degree students is also provided on Moodle platform online. Under the condition of dual education, the student has the opportunity to get a positive assessment through the execution of planned tasks and INDZ. In any case, students are required to comply with the deadlines specified for all types of work provided by the course. Missed classes can be completed at a specified time according to the schedule.

Assessment policy. Current, module (60 points) and final assessment (for example, exam no more than 40 points for examination) are taken into account. It is also taken into account the attendance and student activity during classes; missing and late coming for classes; use of a mobile phone, tablet or other mobile device during classes for non-learning purposes; copying and plagiarism; performance of tasks. with delay Students who has executed and passed all current academic tasks are allowed to pass examination.

Assessment

Final grade for the course is calculated as follows:

Types of assessment	% of the final assessment
Module 1 (topics 1-4): answers at classes, tests, tasks, discussions of situations)	25
Module 2 – (topics 5-7) – oral and written answers, tests, problem lectures, models, presentations	25
Module – (topics 8-10) – oral and written answers, tests, problem lectures, models, presentations	25
Individual task	10
Examination - tests, tasks	20
Total	100

Distribution of points received by students

Content module No1				Content module № 2				Content module № 3				Indivi dual task	Final control (examina tion)	Total
Topic 1-2	Topic 3	Topic 4	CM 1	Topic 5	Topic 6	Topic 7	CM 2	Topic 8	Topic 9	Topic 10	CM 3			
4	4	4	8	5	5	5	10	5	5	5	10	10	20	100
20				25				25						

Assessment scale: national and ECTS

Total of points obtained for all kinds of educational activity	Grade ECTS	Grade according to the national assessment scale	
		examination, term project (paper), practical work	test
90 – 100	A	excellent	passed
85-89	B	good	
75-84	C		
65-74	D	satisfactory	
60-64	E		
35-59	FX	Fail with a retake possibility	Fail with a retake possibility
0-34	F	Fail with compulsory course re-studying	Fail with compulsory course re-studying

Prerequisites

The effectiveness of course mastering will be significantly increased if Master’s degree student has previously studied the “Psychology of Management” course.

Course format

Blended – the course is available through Moodle system, has a structure, content, tasks and assessment system. Blended Learning - teaching the course includes combination of traditional forms of classroom learning with elements of e-learning, which uses special information technology, interactive elements, online instructions etc.

Education and methodological materials prepared for a syllabus:

- educational content (lectures in writing, presentations, videos, etc.);
- content of practical classes, tasks for independent work, topics of individual task;
- tasks for final control;
- e-learning in the Moodle system.