

WORK PROGRAMME OF THE DISCIPLINE:

COURSE TITLE	LEADERSHIP AND TIME MANAGEMENT
LEVEL OF HIGHER EDUCATION (DEGREE)	FIRST (BACHELOR)
FIELD OF STUDY	07 MANAGEMENT AND ADMINISTRATION
MAJOR	073 MANAGEMENT
PROGRAM SUBJECT AREA	MANAGEMENT (ENGLISH)
STATUS OF THE DISCIPLINE	Compulsory
MODE OF STUDIES	FULL-TIME, PART-TIME, E-LEARNING
TOTAL NUMBER OF HOURS/ ECTS CREDITS	150 HOURS /5 ECTS CREDITS
LANGUAGE OF INSTRUCTION	ENGLISH
LECTURER	BIELOVA OLENA IHORIVNA Assoc. Prof., Ph.D.
LECTURER'S PROFILE	https://www.krok.edu.ua/ua/pro-krok/spivrobitniki/belova-olena-igorivna
TEL. NUMBER	+38 063-655-38-38 (Viber)
E-MAIL	bielovaoi@krok.edu.ua
CONSULTATIONS	<i>consultations on campus: -</i> <i>Online consultations: consultations in MS Teams (Fridays 13:30- 14:30)</i> https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTZhNzgwZTktdNDQ4ZC00MGM5LTkzOWItYTU2NzkzN2U0NWQy%40thread.v2/0?context=%7b%22Tid%22%3a%22cf94ad9d-2983-43f5-9909-722602ea2165%22%2c%22Oid%22%3a%220a60f68c-9f8a-4238-b108-23a5cbbf3c72%22%7d

1. Brief summary of the course

The course provides students with a comprehensive understanding of effective leadership principles and time management techniques necessary for achieving organizational and personal success. It focuses on developing essential leadership skills, strategic decision-making abilities, and tools for optimizing time utilization to enhance productivity and performance. The course begins with an exploration of leadership theories, styles, and approaches, examining the traits and behaviors of successful leaders. Students will learn to identify their leadership potential, adapt their leadership styles to diverse situations, and inspire others to achieve collective goals. Particular emphasis is placed on ethical leadership, emotional intelligence, and transformational leadership practices. Time management is introduced as a critical component of effective leadership. Students will master methods for setting priorities, delegating tasks, managing schedules, and avoiding time-wasters. Techniques such as the Eisenhower Matrix, Pareto Principle, and time-blocking strategies will be

explored. The course also emphasizes stress management and the role of mindfulness in improving focus and decision-making.

Through case studies, practical exercises, and interactive discussions, students will develop personalized strategies to enhance self-discipline, productivity, and accountability. They will also learn to balance short-term tasks with long-term goals, ensuring sustainable personal and professional growth. By the end of the course, students will have gained practical tools to lead effectively, manage time efficiently, and foster high-performance teams in dynamic organizational environments. This course is ideal for aspiring leaders, managers, and entrepreneurs seeking to improve their organizational impact and achieve strategic objectives.

2. Learning outcomes

General Competencies (GS):

- GS 9.** Ability to learn and master modern knowledge.
- GS 11.** Ability to adapt and act in a new situation.
- GS 12.** Ability to generate new ideas (creativity).

Professional Competencies (PC):

- PC 5.** Ability to manage the organization and its departments through the implementation of management functions.
- PC 8.** Ability to plan the activity of organization and manage time.
- PC 9.** Ability to work in a team and establish interpersonal interaction in solving professional problems
- PC 11.** Ability to create and organize effective communications in the management process
- PC 15.** Ability to form and demonstrate leadership qualities and behavioral skills.

Program learning outcomes (PLO):

- PLO 3.** Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.
- PLO 4.** Demonstrate skills to identify problems and justify managerial decisions.
- PLO 9.** Demonstrate skills of interaction, leadership, teamwork.
- PLO 11.** Demonstrate skills of situation analysis and communication in various fields of the organization activity.
- PLO 14.** Identify the causes of stress, adapt yourself and team members to a stressful situation, find the ways to neutralize it.

IC. Ability to solve comprehensive specialized problems and practical problems characterized by complex and uncertain conditions, in the field of management or in the learning process, which involves the use of theories and methods of social and behavioral sciences.

3. Course scope

Type of class	Total number of hours/ ECTS credits - 150 HOURS /5 ECTS CREDITS		
Total number of hours / mode of studies	full-time	part-time	e-learning
lectures	28	14	14
seminars / practical / laboratory classes	22	7	7
Individual work	70	99	99
Exam	30	30	30

4. Prerequisites

Introduction to Management, Human Resources Management.

5. Hardware and software

PC / laptop, Internet access, camera, microphone

6. Course policies – students must adhere to a code of academic integrity:

<https://int.krok.edu.ua/images/download/code-of-academic-integrity-2025.pdf>

Academic integrity is the presentation of one's own work and the proper recognition of the contribution of others.

Any violation of this principle constitutes academic dishonesty and may result in poor evaluation and disciplinary action.

Forms of academic dishonesty include:

- Plagiarism - presenting all or part of someone else's work as one's own in an academic exercise, such as an exam, a computer program, or a written assignment.
- Fraud - Using or attempting to use unauthorized materials during an exam or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) a copy of an examination or exam answers.
- Promoting academic dishonesty - helping others commit an act of dishonesty, such as replacing an exam or completing a task for someone else.
- Fabrication - modification or transfer, without permission, academic information, or records.

7. Programme of the course

Topic 1: Definition of Leadership and Time Management

This topic introduces the fundamental concepts of leadership and time management, providing a theoretical framework for understanding their significance in personal and organizational success. It explores the evolution of leadership theories, differentiating between leadership and management roles. Students examine the importance of time management as a critical skill for achieving goals, maintaining productivity, and balancing priorities. Practical tools such as goal-setting techniques, prioritization frameworks, and time-blocking strategies are analyzed. The topic emphasizes the integration of leadership and time management to enhance decision-making, efficiency, and adaptability in dynamic environments.

Topic 2: Key Qualities of a Leader

This topic focuses on identifying and developing essential leadership qualities required for success in diverse organizational contexts. It examines traits such as emotional intelligence, adaptability, integrity, and resilience. Students analyze the relationship between personal values, ethical behavior, and leadership effectiveness. Emphasis is placed on self-awareness and continuous improvement as foundations for personal growth. The topic also highlights the role of vision, confidence, and creativity in inspiring and guiding teams. Real-world examples and case studies illustrate how key leadership qualities drive performance, build trust, and influence organizational culture.

Topic 3: Effective Communications in Leadership

This topic addresses the importance of communication as a core component of effective leadership. It explores different communication styles, emphasizing clarity, active listening, and emotional intelligence. Students learn techniques for delivering persuasive messages, providing constructive feedback, and resolving misunderstandings. The topic also examines the role of verbal and non-verbal communication in building relationships and motivating teams. Practical exercises focus on improving public speaking, writing, and digital communication skills. Case studies highlight

successful communication strategies used by influential leaders to foster collaboration, alignment, and trust within teams.

Topic 4: Effective Motivating in Leadership

This topic explores strategies for motivating teams and individuals to achieve organizational goals. It examines motivational theories such as Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, and Self-Determination Theory. Students analyze the role of intrinsic and extrinsic motivation in improving performance and job satisfaction. Special attention is given to recognizing achievements, offering incentives, and fostering a positive work environment. Practical methods for setting goals, celebrating successes, and addressing demotivation are discussed. Real-life examples demonstrate how effective leaders create a culture of empowerment and commitment, driving long-term success.

Topic 5: Coaching and Team-Building in Leadership

This topic highlights the role of coaching and team-building in leadership development. It explores coaching techniques to enhance individual performance, facilitate growth, and build trust. Students learn methods for conducting one-on-one coaching sessions, setting clear goals, and providing constructive feedback. The topic also examines team dynamics, emphasizing the importance of collaboration, diversity, and shared accountability. Tools such as team charters, personality assessments, and team-building activities are presented. Case studies illustrate how effective coaching and team-building foster innovation, resilience, and high-performance teams in complex organizational environments.

Topic 6: Conflict Management in Leadership

This topic addresses conflict as an inevitable aspect of leadership and provides strategies for managing disputes constructively. It explores conflict resolution techniques such as negotiation, mediation, and collaboration. Students learn to identify sources of conflict, assess situations objectively, and develop solutions that align with organizational goals. The topic also examines emotional intelligence and empathy as key skills for de-escalating tensions and building consensus. Practical exercises focus on managing conflicts within teams, handling difficult conversations, and turning challenges into opportunities for growth. Real-world case studies demonstrate how leaders can resolve conflicts while maintaining trust and productivity.

Topic 7: Leadership Styles

This topic provides an in-depth analysis of various leadership styles and their impact on organizational culture and performance. It covers transformational, transactional, democratic, autocratic, and servant leadership models, highlighting their advantages and limitations. Students assess their own leadership styles and learn how to adapt their approaches to different situations and team dynamics. The topic also explores situational leadership, emphasizing flexibility in responding to challenges and opportunities. Practical examples illustrate how leaders effectively apply different styles to inspire innovation, drive change, and achieve strategic goals. Case studies provide insights into how influential leaders leverage their styles to create lasting impacts in organizations.

8. Course scheme

Topic	Number of hours			Control form
	Full-time	Part-time	E -learning	

	Lectures	Seminars /practical	Individual work	Lectures	Seminars /practical	Individual work	Lectures	Seminars /practical	Individual work	
Topic 1: Definition of Leadership and Time Management	4	2	10	2	1	14	2	1	14	S, T, CS, P
Topic 2: Key Qualities of a Leader	4	4	10	2	1	14	2	1	14	S, T, CS, P
Topic 3: Effective Communications in Leadership	4	2	10	2	1	14	2	1	14	IA, S, T, CS, P
Topic 4: Effective Motivating in Leadership	4	4	10	2	1	14	2	1	14	S, T, CS, P
Topic 5: Coaching and Team-Building in Leadership	4	2	10	2	1	14	2	1	14	S, T, CS, CA, P
Topic 6: Conflict Management in Leadership	4	4	10	2	1	14	2	1	14	S, T, CS, P
Topic 7: Leadership Styles	4	4	10	2	1	15	2	1	15	IA, S, T, CS, P
Total hours	28	22	70	14	7	99	14	7	99	-
FINAL CONTROL/ Exam	30			30			30			-
TOTAL	150			150			150			-

Control form

IA – individual assignments

S – survey

T – test, mid-term tests

CA – calculation assignments

CS – solving case-studies

P – oral presentation

E - exam

9. Individual tasks

Individual tasks are an integral part of the educational process, as they contribute to the development of analytical skills, creative thinking and independence of students.

Content of an individual educational and research task (educational project)
<p>The individual task consists of three types of questions, task options posted on the moodle platform:</p> <ol style="list-style-type: none"> 1. Open question: <ul style="list-style-type: none"> o Requires a detailed, detailed answer based on theoretical knowledge and analysis of additional information. o Tests your understanding of the topic, ability to formulate your own opinions and argue your position. 2. Calculation task: <ul style="list-style-type: none"> o Involves performing certain calculations using formulas or economic models. o Tests knowledge of economic methods and the ability to apply them in practice. 3. Situational task: <ul style="list-style-type: none"> o Presents a real economic problem or case that needs to be analyzed and a solution proposed. o Tests your ability to apply theoretical knowledge to solve practical problems and make informed decisions. <p>Requirements for completing the task:</p> <ul style="list-style-type: none"> • Clear structure: Answers should be logically structured, contain an introduction, main body and conclusions. • Argumentation: Each statement must be supported by arguments and references to sources.

- Accuracy of calculations: When performing calculations, it is necessary to observe accuracy and use appropriate units of measurement.
- Originality: Answers must be your own and contain no plagiarism.
- Design: The work must be designed in accordance with the requirements specified on the moodle platform.

10. Teaching methods

In the process of studying the discipline "**Leadership and Time-Management**", various types of educational activities, teaching methods and technologies are used.

Types of educational activities:

1. Lectures: classes where the teacher presents theoretical and practical guidance material, analyzing the main concepts and tools of the discipline.
2. Seminars: interactive sessions in which students discuss topics, analyze case studies, and participate in group discussions that contribute to a deeper understanding of the material.
3. Practical classes: focus on the application of particular tools.

Teaching methods and technologies:

1. Presentations and multimedia materials: the use of slides, videos and graphs, which facilitate the perception of information and make the educational process more visual.
2. Active learning methods: include group projects, discussions, role-playing games, and brainstorming sessions that promote active student involvement in the process.
3. Case method: analysis of real business situations, which allows students to practically apply theoretical knowledge, develop critical thinking and decision-making skills.

Use of information technologies: interactive platforms for learning

11. Control methods

Control measures are used to determine the success of training. Control measures include final control.

The final control is carried out to evaluate the learning results after the end of the study of the discipline according to the working curriculum.

When studying this course, the following form of final control is used: credit.

12. Distribution of points received by students

Evaluation of student learning results is carried out according to the University scale (0-100) and the national scale.

General course evaluation system: Participation in the work during the semester / exam – 80%/20%

All tasks must be written independently, plagiarism is prohibited, no references or citations are required. The quality and originality of arguments are evaluated. The assignments should be presented in Moodle.

13.1. Scoring scheme for the course

Type of educational activity	Max score	Max total score
Solving case-studies (2 x 15 points)	30	
Calculation assignments (2 x 15 points)	30	
Surveys / Individual work (2 x 10 points)	20	
Total for practical tasks	80	
Final test		20
Total for the course		100

The minimum score for admission to the exam is 21 points.

13.2. Conditions for awarding points

1. Solving Case-Studies (Maximum Score – 30 Points)

Assessment Criteria:

Completeness of the Solution (12 Points):

Clear explanation of all steps in the problem-solving process with correct justification of formulas, tools, and methods applied.

Accuracy of Answers (12 Points):

All numerical calculations and results must be precise and supported by evidence or logical reasoning.

Clarity of Presentation (6 Points):

Logical organization of solutions, proper structure, and use of correct terminology and formatting standards.

Breakdown:

2 Case-Studies \times 15 Points Each = 30 Points Total

2. Calculation Assignments (Maximum Score – 30 Points)

Assessment Criteria:

Completeness of the Solution (12 Points):

Detailed demonstration of calculations, use of correct formulas, and logical flow in presenting solutions.

Accuracy of Answers (12 Points):

Correct numerical results, including intermediate steps and final outputs.

Clarity of Presentation (6 Points):

Proper organization, legible formatting, and consistent use of symbols and units.

Breakdown:

2 Assignments \times 15 Points Each = 30 Points Total

3. Surveys / Individual Work (Maximum Score – 20 Points)

Assessment Criteria:

Depth of Analysis (6 Points):

Thorough research, critical evaluation of data, and integration of sources to support arguments.

Structure and Formatting (4 Points):

Logical organization, adherence to formatting guidelines, and proper citation of sources.

Originality and Creativity (4 Points):

Innovative approaches, personal conclusions, and practical recommendations.

Responses to Questions (6 Points):

Active participation in discussions, ability to defend ideas, and engagement in presenting results.

Breakdown:

2 Activities \times 10 Points Each = 20 Points Total

4. Final Test (Maximum Score – 20 Points)

Assessment Criteria:

Number of Correct Answers (20 Points):

The test includes 20 questions, with 2 points awarded for each correct answer.

Emphasis is placed on evaluating theoretical knowledge, practical application, and understanding of core concepts in controlling.

Breakdown:

Final Test = 20 Points Total

5. Total Evaluation for the Course

Practical Tasks (Case-Studies, Assignments, and Individual Work): 80 Points

Final Test: 20 Points

Grand Total: 100 Points

13.3. Final assessment criteria

University scale	Ukrainian Grade
90 and higher	excellent
70–89	good
50–69	satisfactory
1–49	unsatisfactory

14. Methodological provision

Attention students: all educational and methodological materials (lecture plans and videos, presentations/seminar assignments/case-studies, etc.) are submitted in Moodle Course: Лідерство та тайм-менеджмент (Leadership and time-management)_Белова О.І.: <https://dist.krok.edu.ua/course/view.php?id=1444>

15. Recommended literature

Basic

1. Northouse, P. G. (2021). *Leadership: Theory and Practice* (9th ed.). Sage Publications.

Additional

1. Goleman, D., Boyatzis, R., & McKee, A. (2013). *Primal Leadership: Unleashing the Power of Emotional Intelligence*. Harvard Business Review Press.
2. Blanchard, K. H., & Johnson, S. (2015). *The New One Minute Manager*. HarperCollins.
3. Tracy, B. (2014). *Time Management: The Brian Tracy Success Library*. AMACOM.
4. Maxwell, J. C. (2013). *The 5 Levels of Leadership: Proven Steps to Maximize Your Potential*. HarperCollins Leadership.
5. Drucker, P. F. (2007). *The Effective Executive: The Definitive Guide to Getting the Right Things Done*. Harper Business.

16. Additional information on the discipline (educational component)

Certificates of completion for distance or online courses on the relevant topics may be credited provided that the requirements outlined in the corresponding regulation are met.

Work programme of the discipline:

Compiled by: Associate Professor of Department of Marketing and Behavioral Economics, PhD in Economics - Olena Bielova.

Approved: at the meeting of the Department of International Business (Protocol No. 2 dated September 17, 2024).