

syllabus course

**TECHNIQUE OF  
ADMINISTRATIVE ACTIVITY**



**VOLODYMYR DAHL  
EAST UKRAINIAN  
NATIONAL UNIVERSITY**

*Degree of higher education:* master

*Specialty:*

*Year of preparation:*

*Teaching semester:*

*Number of credits EKTC:*

*language of instruction:*

*Type of semester control*

master

1

spring

5

English

Test

**Course author and lecturer:**

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## Abstract of the training course

### ***Objectives of the course:***

To form higher and master's level of scientific and professional knowledge in the field of organization of management processes in state institutions, increase the efficiency of management processes by organizational structures through the correct use of principles, methods and tools of administration, creation of a holistic system of public administration in the public sphere

The solution of practically important problems "Technique of administrative activity" is to provide a sufficient level of theoretical knowledge necessary to understand the principles, methods and tools of administrative management, organization of staff, principles and forms of delegation, control, coordination and regulation of administrative activities of the state institution. and organizational activities and formulation of tasks, plans and activities, development of search and management skills.

The course can be useful for masters in 281 "Public Administration", 073 "Management" as well as future economists, managers and translators who plan to work for companies and firms whose activities are related to management.

### ***learning outcomes:***

Know the management processes, principles and approaches to the organization of the state institution, taking into account the adopted political course of the country; organizational relations, relationships, procedures and standards of the administration of the state institution, which are aimed at achieving the goal and effectiveness

Be able to analyze the state of the organization and its directions of development, identify the most effective techniques and methods of management, organize the processes of activity in the organization, calculate quantitative and qualitative performance indicators.

### ***Prerequisites for the start of the study:***

Basic knowledge and understanding of the economics of governance, including issues of innovation planning, law, strategic management, and public policy.

### **Course purpose (acquired competencies)**

As a result of studying this training course, the applicant will acquire the following competencies:

1. Ability to improve and develop professional, intellectual and cultural levels
2. To form philosophical and ideological principles, directions and patterns of development of domestic public administration in the context of globalization and internationalization
3. To organize information and analytical support of management processes with the use of modern information resources and technologies, in particular to develop measures for the introduction of e-government in various areas of public administration.
4. Carry out scientific and research activities in the field of public administration.
5. Make sound management decisions taking into account issues of European and Euro-Atlantic integration

### Course structure

№	Topic	Hours (Lectures / Practical) by forms of education	Concise content	Tools and tasks
1.	<b>The concept and structure of skills of a modern manager and leader.</b>	full-time education 4/2 external form of education 1/1	The essence and importance of management in the public sphere. Differences between the categories of "management" and "administration". Categories of management system in the public sphere. Management methods and styles. Leadership, leadership and power.	Participate in the discussion Tests Individual tasks
2.	<b>Mission and goals of the organization, leader and employees in the public sphere.</b>	full-time education 4/2 external form of education 1/1	Typology of personal goals. Hierarchy of goals. Technology of formation of the general organizational purposes and the purposes of the person. Mechanism and methods of goal setting in organizations and requirements for their formulation. Goal setting strategies.	Participate in the discussion Tests Individual tasks
3.	<b>Technologies for managing information and communication relations in the organization.</b>	full-time education 4/2 external form of education 1/0	Theoretical aspects of the communication process. Types and models of communications. Communication management technologies within the organization. External communications of the organization / Features of electronic communications. The essence of the concept of "image". Types of image and formative information (direct and indirect). Forming the image of the organization. The concept of "reputation" and "attributes".	Case Tests Individual tasks
4.	<b>Public relations technologies</b>	full-time education 4/2 external form of education 1/0	Methods of public relations Social significance and purpose of the organization's public relations activities. Formation of public relations as a sphere of activity of organizations. Areas of public relations of modern organizations: external relations, internal relations and relations with lobbying governmental and non-governmental organizations.	Participate in the discussion Tests Individual tasks
5.	<b>Types and problems of leadership styles in management in the public sphere</b>	full-time education 4/2	Characteristics of leadership styles. Advantages and disadvantages of leadership methods and styles	Participate in the discussion Tests Individual tasks
6.	<b>Professional ethics of a leader in the public sphere</b>	full-time education 4/2	Organization of ethical relations in labor collectives The concept of professional ethics, origin, purpose, function in society. Norms of professional business relations. Corporate code of ethics.	Participate in the discussion Tests Individual tasks

№	Topic	Hours (Lectures / Practical) by forms of education	Concise content	Tools and tasks
7.	<b>Team building.</b>	full-time education 4/2	Differences between team, team and group. Professional, personal and psychological qualities of team members. Roles in the team and methods of overcoming conflicts in the team.	Participate in the discussion Tests Individual tasks

## Recommended Books

1. Byshof A. Samomenedzhment. Эффе́ктывно y ratsyonalno. / A. Byshof, K. Byshof. [per. s nem. D. A. Perhament]. - 2-e yzd., yspr. - M.: Omeha-L, 2006. - 127 s
2. Vasylyk M.A. Osnovy teoryy kommunykatsyy / M.A. Vasylyk - M.: Hardaryka, 2003. - 203s.
3. Vasylychenko Yu. L. Samouchytel po taim-menedzhmentu / Yu.L. Vasylychenko, Z.V. Taranchenko, M.N. Chernysh. - SPb.: Pyter, 2007. - 256 s.
4. Vasylychenko Yu.L. Mekhanyzmy vremeny. Taim-menedzhment: teoryia, praktykum. / Yu.L. Vasylychenko. - K.: Nasha kultura y nauka, 2001. - 220 s.
5. Vatslavyk P. Psykholohyia mezhlychnostnykh kommunykatsyi / Vatslavyk P., Byvyn Dzh., Dzhekson D.- SPb.: Pyter, 2000. - 300 s.
6. Veretennykov V.I. Upravlinnia proektamy. Navchalnyi posibnyk / V.I. Veretennykov, L.M. Taresenko, H.I. Hevlych. - K.: Tsentr navchalnoi literatury, 2006. - 280s.
7. Hlosarii Prohramy rozvytku OON. - Rezhym dostupu: <http://www.unpan.org/Directories/>
8. Horelov Y.N. Neverbalnye komponenty kommunykatsyy / Y.N. Horelov - M.: Nauka, 1980. - 238 s.
9. Dal V. Y. Tolkovnyi slovar zhyvoho velykorusskoho yazyka : v 4 t. / V. Y. Dal. - M. : Rus. yaz., 1999. - T. 3: P. - 1999. - S. 535.
10. Derzhavne upravlinnia: navch. posib. / A. F. Melnyk, O. Yu. Obolenskyi, A. Yu. Vasina, Derzhavne upravlinnia: slovnyk-dovidnyk / uklad.: V. D. Bakumenko (ker. tvorchoho kol.), D. O. Beznosenko, I. M. Varzar ta in.; za zah. red. V. M. Kniazieva, V. D. Bakumenka. - K.: Vyd-vo UADU, 2002. - 228 s.
11. Derzhavne upravlinnia ta derzhavna sluzhba: slovnyk-dovidnyk / uklad. O. Yu. Obolenskyi. - K. : KNEU, 2005. - 480 s.
17. Derzhak N.O. Normatyvno-pravova osnova rehuliuвання publicnogo administruvannya / N.O. Derzhak // Konstytutsiino-pravovi zasady administratyvnoi reformy v Ukraini: materialy Mizhnarodnoi naukovo-praktychnoi konferentsii vykladachiv, spivrobotnykiv ZVO i naukovykh orhanizatsii, orhaniv derzhavnoi vlady i mistsevoho samovriaduvannya. (25-26 zhovtnia 2018r.) - Sievierodonetsk: vyd-vo SNU im. V. Dalia, 2018 - S. 39-42
18. Derzhak N.O. Tekhnika administratyvnoi diialnosti: navchalnyi posibnyk. Sievierodonetsk: vyd-vo SNU im. V. Dalia, 2019 - 144s
19. Babets Ye.K. Osnovy menedzhmentu : navchalnyi posibnyk / Ye. K. Babets. - Kyiv : «VD «Profesional», 2007. - 496 s.
20. Baieva O.V. Osnovy menedzhmentu : praktykum : navch. posibnyk / O.V. Baieva [ta in.]. - Kyiv : Tsentr uchbovoi literatury, 2007 - 524 s.
21. Vynohradskyi M.D. Menedzhment v orhanizatsii : navch. posib. dlia stud. ekon. spets. vuziv / M.D. Vynohradskyi, A.M. Vynohradska, O.M. Shkanova. - K. : KONDOR, 2007. - 598 s.
22. Hirniak O.M. Menedzhment : pidruchnyk dlia stud. vyshch. zakl. osvity / O.M. Hirniak, P.P. Lazanovskyi. - Lviv: „Mahnoliia 2006”, 2008. - 352 s.
23. Didenko V.M. Menedzhment : pidruchnyk / V.M. Didenko. - Kyiv : Kondor, 2008. - 584 s.
24. Dykan N.V. Menedzhment : navch. posib. / N.V. Dykan, I.I. Borysenko. - Kyiv : Znannia, 2008. - 389 s. - (Vyshcha osvita XXI stolittia).
25. Druker P.F. Энтыклопедыя менеджмента : [per. s anhl.] / Pyter F. Druker. - M.: Yzdatelskyi dom «Viliams», 2004. - 432 s.
26. Zbirnyk sytuatsiinykh vprav z dystsyplin upravlynskoho spriamuvannya : navch. posib. / za zah. red. A.V. Vakulenko. - K.:KNEU, 2006. - 200 s.
27. Kabushkyn N.Y. Osnovy menedzhmenta : uchebnoe posobyе / N.Y. Kabushkyn. - 5-e yzd., stereotyp. - Mn.: Novoe znanye, 2002. - 336 s.

### Course evaluation

For fully completed tasks the student can get a certain number of points:

Tools and tasks	Number of points
Participation in the discussions	10
Attendance at classes	10
Individual tasks	10
Certificate(s) of external courses	10
Exam in the form of tests	60
<b>Total</b>	<b>100</b>

### Student assessment scale

The sum of points for all types of educational activities	ECTS assessment	Score on a national scale
		for of test, course project (work), practice
90 – 100	A	excellent
82-89	B	good
74-81	C	
64-73	D	satisfactory
60-63	E	
35-59	FX	unsatisfactory with the possibility of re-taking
0-34	F	unsatisfactory with mandatory re-study of the discipline



## Course policy

<i>Plagiarism and academic integrity:</i>	<p>In performing the tasks, the applicant must adhere to the policy of academic integrity. Borrowings must be made with appropriate references. Plagiarism is prohibited. Verification of works (tests, courses, diplomas, other scientific) for plagiarism is carried out through the university website Unicheck and other available third-party programs on the Internet.</p>
<i>Tasks and classes:</i>	<p>All tasks provided by the course program must be completed in a timely manner and assessed in the manner described above. Classes should be attended regularly. Missed classes (for any reason) must be completed with an appropriate grade no later than the last week of the current semester. In the case of a valid reason (illness, academic mobility, etc.), the deadlines may be extended with the written permission of the director of the educational and scientific institute.</p> <p>The applicant can take certain online courses related to the topics of the discipline on online platforms. When submitting a document about the end of the related to discipline course to the applicant may be re-credited certain topics of the discipline and accrued points for the task.</p>
<i>Behavior in the audience:</i>	<p>Students come to the classroom on time according to the current schedule and must comply with safety requirements.</p> <p>During the classes, students: are not eat or chew gum; are not leave the classroom without the permission of the teacher; are not interfere with the teacher to conduct classes.</p> <p>During the control of knowledge students: are prepared in accordance with the requirements of this course; rely only on their own knowledge (are not seek other sources of information or "help" from others); are not disturb others; meet all the requirements of teachers for knowledge control.</p>