

Discipline		Optional discipline № 3 « Business career management»
Degree of higher education	Master	
Name of specialty / study programme	International Economic Relations	
Mode of study	Full-time	
Year of studies, semester, duration	2 nd year, 3 rd semester, one-semester	
Semester control	Pass/fail test	
Number of hours (lectures and seminars), credits	40 (lectures - 22, practical classes - 18)	
Language	Ukrainian or English	
Department in charge	International Economic Relations and Project Management	
Author of the discipline	Viktoria Kukharyk	
Short description		
Prerequisites	Required knowledge: business etiquette, psychology, sociology, foreign language level not lower than A2 (English)	
What will be studied?	Theoretical and practical aspects of career management; career motives and value orientations; types, models and career strategies; how to find and get a job; features of adaptation and its role in career development; how to make career decisions; features of time factor management in a business career; career crises and how to overcome them; the art of persuasion and the rules of business communication.	
Why is it interesting and should be learnt?	The discipline learning will activate the processes of self-knowledge, self-assessment and actualization of the self-improvement, students will realize their individual uniqueness, responsibility and confidence in achieving future professional success; students will get acquainted with the methods and techniques of making informed decisions in building a career, gain practical experience in finding the necessary information to develop or improve a strategy for professional growth in the future.	
What can be learnt? (study results)	The subject learning will form students' ability to plan the business career of staff; choose the best approaches to business career management; determine the professional orientation of the individual; assess their own compatibility with corporate culture; carry out long-term and short-term career planning; compose career charts, professiograms; take gender into account in business career management; evaluate the interaction of personality and career types; analyze and choose ways to find work; apply job search rules; master the technique of negotiating when hiring; make plans for staff adaptation; organize the efficient use of their own working time; identify ways to overcome career crises; diagnose career competence; prepare and conduct business conversations; form and maintain business image.	
How can the acquired knowledge and skills (competences) be used?	Ability to make decisions about choosing the best approaches to business career management; analyze the system of human values; apply knowledge, scientific and technical achievements, information technology for the selection and implementation of career strategy; evaluate the system of interpersonal communications in the process of business career management; compose career charts, professiograms.	
Suggested readings	1. Зайченко О. І., Кузнецова В. І. Управління людськими ресурсами: навч. пос. /за наук. ред. О. І. Зайченко. – Івано-	

	<p>Франківськ, «Лілея НВ», – 2015. – 232 с. – URL: http://umo.edu.ua/images/content/depozitar/navichki_pracevlasht/uprav_1_resurs.pdf</p> <p>2. A Career Services Guide to Business Success. URL: https://business.fiu.edu/careers/students/pdf/A-Career-Services-Guide-to-Business-Success.pdf</p> <p>3. Управління діловою кар'єрою : навчальний посібник для студентів напряму підготовки "Управління персоналом та економіка праці" усіх форм навчання / Г. В. Назарова, І. П. Отенко, С. В. Мішина та ін. – Х. : Вид. ХНЕУ, 2016. – 295 с. 4</p> <p>4. Професійна кар'єра особистості в сучасних умовах: монографія /В. Т. Лозовецька. – Київ, 2015. – 279 с. - URL: https://core.ac.uk/download/pdf/32310612.pdf</p>
Web-link to the description of the discipline	