

METHODOLOGICAL INSTRUCTIONS FOR SELF-TESTING OF STUDENTS ABOUT "Leadership and management of team interaction"

The subject is a theoretical and practical basis of aggregate knowledge and skills that form the profile of a specialist in the field of foreign economic activity management.

The purpose Teaching the discipline is the formation of students' professional competencies related to the effective construction of teamwork and communications, mastering the basics of effective leadership, conflict resolution, persuasion and negotiation.

Tasks the study of the discipline is:

- formation of students' theoretical training in relation to different types of leadership, teams in the organization, new ways to use teams;
- formation of skills to resolve conflicts that arise in teams;
- study the advantages and disadvantages of teamwork;
- acquaintance with the main stages and styles of negotiations;
- mastering the methods of conflict resolution.

1.2. Learning outcomes that make it possible to achieve academic discipline.

- As a result of studying the discipline the student must achieve the following learning outcomes:

- demonstrate skills in identifying problems and justifying management decisions;
- demonstrate skills of interaction, leadership, teamwork;
- demonstrate skills of situation analysis and communication in various areas of the organization;
- identify the causes of stress, adapt themselves and team members to a stressful situation, find ways to neutralize it.

As a result of studying the subject the student must:

Learning outcomes:

- to conduct a qualified analysis of the international marketing environment and apply modern methods of segmentation of international markets in the context of European integration;
- analyze the stages of the life cycle and determine the competitiveness of products in international markets;
- to form an effective international product strategy, modern international pricing strategies;
- to create a rational system of international marketing communications, effective use of international distribution channels;
- analyze and develop the optimal organizational structure of the firm in the foreign market.

The subject of the discipline is structured on a modular basis and consists of one training module Module № 1 "Leadership and management of teamwork"

The teaching material of the discipline is structured on a modular basis and consists of one training module, namely: training module № 1 "Leadership and management of teamwork", which is logically complete, relatively independent, integral part of the discipline, mastering which involves modular tests and analysis of the results of its implementation.

The discipline "Leadership and Management of Team Interaction" is based on knowledge of such disciplines as: "Fundamentals of Management", "Information Systems and Technologies", "Academic Skills" and is the basis for studying such disciplines as: "Personnel Management", "Communicative Management", "Business Ethics and Corporate Social Responsibility", "Crisis Management" and "Management Decision Making".

Currently, the importance of independent, extracurricular work of students is growing rapidly. This is due to the fact that working independently students get acquainted with systematized information, learn to plan and organize their own activities.

Adaptation of the Ukrainian economy to the conditions on the world markets, connected with the processes of internationalization and globalization, determines the positioning of international management and marketing as the most important aspect of today.

Students who will be experts in the field of foreign economic activity in the future need knowledge of leadership and management of teamwork. The acquisition of this knowledge significantly depends on the independent work of students. Such types of independent work of students as preparation for classroom classes (study of references, analysis of specific situations), develop skills and abilities to obtain specific results, develop the ability to analyze.

Independent training of students in the study of subjects "Leadership and management of teamwork", provided by the working curriculum, will allow students to develop modern economic thinking and a system of specialized knowledge in the field of leadership and management of teamwork.

M.THEORETICAL AND METHODOLOGICAL FUNDAMENTALS OF INTERNATIONAL MANAGEMENT AND MARKETING

Module № 1 "Leadership"

Integrated requirements of the module № 1: have an idea of the leadership; know different types of teams in organizations, theories of leadership, leadership and team, dynamics of group and team development.

Topic 1. The concept of "leadership" and the role of leaders in modern society.

Questions (tasks) for self-study

- 1. Portrait of a modern leader.
- 2. Leadership and decision making.
- 3. Organizational leadership.
- 4. Psychotype of the leader. Personality types and leadership.

Metodic instructions

- 1. Study the links and answer the questions in the form of abstracts.
- 2. On the basis of the studied links to prepare answers to questions for self-examination.
- 3. Study literary sources and answer questions on the topic.

Task.

Analyze what traits should be inherent in a modern leader (indicate at least 10 traits in the column of the table "leader traits"). Now determine who is the embodiment of a true leader for you and in the second step, evaluate on a ten-point scale how developed these traits are in this person. In the third column, evaluate the development of these traits in you personally.

Traits inherent in the modern leader	Example of a leader and evaluation of his qualities	Assessment of own qualities

In summary, answer the following questions: 1. What do you think a modern leader should be like? 2. Why do people become leaders? 3. What personality traits and traits do you need to develop personally in order to become a leader? 4. What does a person need to become a successful leader?

Topics of abstracts.

1. The concept of "corporate culture". Differences in organizational and corporate culture.
2. Criteria for classifying corporate culture (typology J. Sonnenfeld, T. Dale and A. Kennedy, frame construction R. Quinn).
3. Factors influencing corporate culture.
4. "Team for tasks or tasks for teams? Pros and cons different types of commands "
5. Evaluation of the effectiveness of corporate culture.
6. Leadership and translation of values in the organization.
7. Activities of the manager of socio-cultural sphere in the field of motivation staff.
8. The team as a collective entity. Approaches to formation commands.
9. The culture of the organization at the stages of its life cycle.
10. Dynamics of cultural change. Mechanisms of culture change. Management and conditions for successful change.
11. Mechanisms of formation and dissemination of corporate culture.
12. The role of a public relations specialist in the formation corporate culture.
13. Compatibility and efficiency of the team.
14. Dominant culture and subcultures.
15. Working capacity and fatigue. Emotional burnout.
16. The role of the leader in the formation of corporate culture.
17. Features of the leader's personality.
18. The relationship between the concepts of leadership and leadership.
19. Culture of meetings.
20. Organization and holding of corporate events.
21. Management team as a form of self-organization of professionals.
22. Team as a collective entity.
23. Psychological foundations of professional leadership in the team.
24. Leader as a strategic team leader. Strategic thinking the head.
25. Self-organization of the management team.

Questions for self-examination

1. Portrait of a modern leader.
2. Leadership and decision making.
3. Organizational leadership.
4. Psychotype of the leader. Personality types and leadership.

Literature.

1. Adizes I. Team leadership. How to communicate with any manager. K. : Our format, 2019, 304 p.
2. Kennedy G. Always negotiate. How to achieve the maximum in any negotiations / Gavin Kennedy; lane from English Tatiana Mikityuk. - Kharkiv: Book Club "Family Leisure Club", 2016 - 336 p.
3. Craig N. Leadership begins with appointment. K. : Fabula, 2019, 19 240 p.
4. Morozov VV, Cherednichenko AM, Shpylyova TI Formation, management and development of the project team (behavioral competencies): textbook. way. K.: Tukson, 2009. 464 s.
5. Girnyk AM Fundamentals of conflictology: textbook. way. / AM Miner. - Kyiv: Kyiv-MohylaYan Academy, 2010. - 222 p.
6. Chaldini R. Persuasion: a revolutionary method of influencing people / Robert Chaldini; lane from English Tatiana Mikityuk. - Kharkiv: Book Club "Family Leisure Club", 2017 - 351 p.
7. Balabanova LV Conflictology: a textbook / L.V. Балабанова, К.В. Savelyeva. - Donetsk. : ДонНУЕТ, 2009. - 468 с.
8. Blinov OA Psychological support of the negotiation process: textbook. way. K.: HAY, 2013. 248 с.
9. Plotnichenko SR Organization of business negotiations in business / SR Plotnichenko. Plotnichenko // Collection of scientific works of TSATU (economic sciences) / Ed. L.V. Sinyayeva - Melitopol: Melitopol Printing House "Lux", 2016. - №1 (30) .- 163 p. Pp. 56-58.

Topic 1.2. Leadership theories.

Questions (tasks) for self-study

1. Leadership as a way of life ..
2. Modern theories of leadership.
3. Theories of the origin of leadership.

Task.

Components of the analysis	Leader of the twentieth century	Leader of the XXI century
Features of the problems encountered		
Personality traits that helped to overcome obstacles		
Features of interaction with followers		
Features of interaction with society		
The greatest successes		

Consider Goleman's Six Leadership Styles and indicate which style do you find most productive? Explain your point of view and draw a conclusion.

Task 4. We suggest you choose a few from the list below

leaders of the twentieth and twenty-first centuries and explore their biographies.

Topics of abstracts

1. THE CONCEPT OF LEADERSHIP BY WESTERN AND DOMESTIC AUTHORS.
2. MODEL OF EFFECTIVE LEADERSHIP: ITS FEATURES AND MANIFESTATIONS.
3. INNOVATIVE LEADERSHIP ORGANIZATION AND ITS CHARACTERISTICS ON MODERN ENTERPRISE.
4. CHARACTERISTICS OF BASIC TYPES OF POWER.
5. TRADITIONAL LEADERSHIP IN THE HISTORY OF SOCIETY.
6. LEADERSHIP THEORY AS A FUNCTION OF THE GROUP.
7. CHARACTERISTICS OF THE LEADER-LEADER AT THE PRESENT STAGE OF DEVELOPMENT.
8. CONCEPTS OF CHARISMATIC LEADERSHIP.
9. CHALLENGES FACING THE LEADER IN MODERN CONDITIONS MANAGEMENT.
10. PERSONAL AND BUSINESS QUALITIES OF LEADERS.
11. THE MAIN SOURCES OF POWER AS THE BASIS OF LEADERSHIP.
12. FEATURES OF REFORMIST LEADERSHIP IN LARGE GROUPS.
13. THE NATURE AND DEFINITION OF LEADERSHIP IN MODERN MANAGEMENT.
14. PROBLEMS OF LEADERSHIP MANAGEMENT IN THE ORGANIZATION.
15. THE ROLE OF THE LEADER IN THE MANAGEMENT OF EXTERNAL RELATIONS AND CONDUCT NEGOTIATIONS.
16. FOREIGN STUDIES OF LEADERSHIP PSYCHOLOGY.
17. THE NATURE AND ESSENCE OF GENDER LEADERSHIP IN UKRAINE.
18. DOMESTIC STUDIES OF LEADERSHIP PSYCHOLOGY.
19. SCIENTIFIC APPROACHES TO THE STUDY OF THE PHENOMENON OF LEADERSHIP.
20. TYPES OF SUBORDINATES AND FEATURES OF THEIR MANAGEMENT IN ENTERPRISES IN THE CONTEXT OF GLOBALIZATION.
21. DYNAMICS OF LEADERSHIP: FORMAL AND INFORMAL STATUS.
22. WAYS OF INFLUENCING SUBORDINATES IN A MODERN ENTERPRISE.
23. LEVELS OF LEADERSHIP HIERARCHY IN A MODERN ORGANIZATION.
24. APPLICATION OF PSYCHOLOGICAL THEORIES OF LEADERSHIP IN SMALL GROUPS.
25. EVOLUTIONARY DEVELOPMENT AND THE HISTORY OF LEADERSHIP AS A SOCIAL PHENOMENA.
26. SIGNS OF A LEADER IN CREATING A LEADERSHIP SYSTEM FOR DEMING.
27. LEADERSHIP DEVELOPMENT IN THE CONTEXT OF ORGANIZATIONAL DEVELOPMENT.
28. LEADERSHIP IN THE CONTEXT OF MANAGED CHANGE.
29. CONDITIONS FOR BUILDING LEADERSHIP POTENTIAL.
30. CREATION OF LEADERSHIP COMPANIES.

Methodic instructions

1. Study the links and answer the questions in the form of abstracts.
2. On the basis of the studied links to prepare answers to questions for self-examination.
3. Study literary sources and answer questions on the topic.

Questions for self-examination

1. Theoretical approaches to the emergence of leadership.
2. Western European theories of leadership.
3. Modern theories of leadership.

1.3. Leadership and team.

Questions (tasks) for self-study

1. The essence of the team - people united by a common goal.

2. Advantages of teamwork.
3. Highly efficient teams.
4. Qualities needed to create an effective and coherent team.
5. Management of the synergetic team.
6. Conditions for decision-making: certainty, uncertainty, risk and conflict.
7. Decision tree.
8. Methods of group decision development.

Task.

On the example of one of the organizations of the socio-cultural sphere (at the student's choice) to analyze the artifacts of corporate culture: values, basic beliefs, rituals, ceremonies, appearance of staff, structure.

Topics of abstracts

1. Stage of successful team development
2. Features of individual development of team members
3. Problems updating the team
4. Separation of members from the team: problems and opportunities
5. The growth of motivational demands of the team
6. Decrease in authority, lack of advanced personal growth of the team leader

7. Appearance of an alternative informal leader in the team
8. Team monitoring
9. Indicators of team performance
10. Monitoring the effectiveness of the team as a whole
11. The natural way of team building
12. Purposeful way of team building
13. Scheme of analysis of observational data during the selection of candidates for the team
14. Research of interpersonal preferences in the team
15. Synergy in the team
16. Building trust in the group and the energy of unity in the team
17. Defining (or clarifying) the team's mission
18. Research of the situation of social images in the team
19. Requirements for team image
20. Tasks for team members
21. Individual and general in team relations

Methodical instructions

1. Study the links and answer the questions in the form of abstracts.

2. On the basis of the studied links to prepare answers to questions for self-examination.
3. Study literary sources and answer questions on the topic.

Questions for self-examination

1. The essence of the team - people united by a common goal.
2. Advantages of teamwork.
3. Highly efficient teams.
4. Qualities needed to create an effective and coherent team.
5. Management of the synergetic team.
6. Conditions for decision-making: certainty, uncertainty, risk and conflict.
7. Decision tree.
8. Methods of group decision development.

Topic 1.4. Dynamics of team and group development.

Questions (tasks) for self-study

1. Group dynamics, the concept of "team", factors and stages of transformation of the group into a team.

2. Stages of team development.

Task.

1. Based on the elaboration of the recommended literature, determine the criteria of a cohesive team and report on the rules of teamwork.
2. "Brainstorming": What are the fundamental differences between teamwork and similar activities?

Topics of abstracts.

1. TEAM MANAGEMENT.
2. TEAM, ITS MISSION AND TEAM RELATIONS.
3. FACTORS AFFECTING TEAM EDUCATION.
4. FORMS OF SUBCULTURE OF MANAGEMENT GROUPS.
5. MANAGEMENT TEAMS OF LEADERS.
6. METHODS AND STAGES OF TEAM FORMATION.
7. ORGANIZATION OF TEAMWORK WORK WITH THE PROJECT.
8. BASIC MODELS OF PROJECT TEAM MANAGEMENT.
9. LEADERSHIP IN SMALL GROUPS.
10. TEAM CREATION TECHNOLOGY.

11. TEAM STRUCTURE.

12. FEATURES OF TEAM FORMATION.

13. TEAM AS A KIND OF A SMALL GROUP.

14. DELEGATION OF POWERS FOR THE PURPOSE OF COMMAND FORMATION.

15. PROFESSIONAL SELECTION AND TEAM FORMATION.

M.methodical instructions

1. Study the links and answer the questions in the form of abstracts.
2. On the basis of the studied links to prepare answers to questions for self-examination.
3. Study literary sources and answer questions on the topic.

Questions for self-examination

1. .Group dynamics, the concept of "team", factors and stages of transformation of the group into a team.
2. Stages of team development.

Module No. 2 "Team Interaction Management":

Integrated requirements of the module № 2: have an idea of the conceptual foundations of organizational behavior; know different types of teams in organizations, technique of public speaking, leadership and team, dynamics of group and team development.

Topic 1.1. Organization and holding of meetings and workshops.

Questions (tasks) for self-study.

1. Technology of preparation for meetings and gatherings.
2. The concept of meetings, conferences and gatherings.
3. Characteristics of business advice.
4. Features of meetings of different types.
5. Stages of a business meeting.

Task.

1. Using dictionaries and encyclopedias, define the main terms of the topic: creative team, conforming team, social relaxation, social laziness.
2. Selection of arguments for participation in the debate on the topic "Team for tasks or tasks for the team? Pros and cons of different types of teams.

Methodical instructions

1. Study the links and answer the questions in the form of abstracts.
2. On the basis of the studied links to prepare answers to questions for self-examination.
3. Study literary sources and answer questions on the topic.

Questions for self-examination.

1. Technology of preparation for meetings and gatherings.
2. The concept of meetings, conferences and gatherings.
3. Characteristics of business advice.
4. Features of meetings of different types.
5. Stages of a business meeting.

Topic 1.2. Technique of public speaking.

Questions (tasks for self-study).

1. Technique of effective public speaking.

2. Schemes of performances.
3. Time and rules of audience concentration.
4. Effective methods of influencing mass psychology.
5. Language strategies in public speeches.
6. Suggestive techniques.

Methodical instructions

Task.

1. "Writing" a portrait of an effective team member.
 2. On what principles, in your opinion, should effective teamwork be based and what methods can be used to improve it if there are signs of group thinking. Justify your opinion and draw a conclusion.

2. Study the links and answer the questions in the form of abstracts.

2. On the basis of the studied links to prepare answers to questions for self-examination.

3. Study literary sources and answer questions on the topic.

Questions for self-examination.

1. Technique of effective public speaking.
2. Schemes of performances.
3. Time and rules of audience concentration.

4. Effective methods of influencing mass psychology.
5. Language strategies in public speeches.
6. Suggestive techniques.

Topic 1.3. Business negotiations.

Questions (tasks for self-study).

1. Concepts and types of business negotiations.
2. Negotiations in business communication.
3. Negotiation process.
4. Varieties of business negotiations.
5. Stages of business negotiations.
6. The optimal model of the negotiation process.
7. Negotiation strategies. Negotiation styles.

Methodical instructions

Task

1. .Consideration of student presentations on the topic "Professionally important qualities of a team leader in the socio-cultural sphere."

2. Study the links and answer the questions in the form of abstracts.

1. Management team as a form of self-organization of professionals.

2. Stages of team formation.

3. The team as a collective entity.

4. Psychological foundations of professional leadership in the team.

5. Leader as a strategic team leader. Strategic thinking of the leader.

6. Self-organization of the management team.

7. Forming a style of teamwork.

8. Personality development in the team.

9. Signs of an effective team. Features of team performance evaluation.

10. Formation and development of "team spirit" in the organization.

11. Psychological methods of team building in the organization.

12. Team building training: distinctive features, types, specifics of construction.

13. Formal and informal groups in the organization.

14. Teambuilding and teamwork.

15. Rivalry and cooperation in team building. Conflict Management

team building process.

2. On the basis of the studied links to prepare answers to questions for self-examination.
3. Study literary sources and answer questions on the topic.

Questions for self-examination.

1. Concepts and types of business negotiations.
2. Negotiations in business communication.
3. Negotiation process.
4. Varieties of business negotiations.
5. Stages of business negotiations.
6. The optimal model of the negotiation process.
7. Negotiation strategies. Negotiation styles.

Topic 1.4. Conflicts: concepts, causes and strategies for resolving them in professional communications.

Methodical instructions.

Questions for self-examination.

1. The essence and characteristics of the conflict.
2. Types of conflicts.
3. Conditions of conflict.
4. Interpersonal and business conflicts.
5. Conflict situation.
6. Subjects of conflict situation.
7. Stages of conflict development.
8. Conflict management in business.

Topics of abstracts.

1. Basics of teamwork. Teambuilding techniques.

2. Psychological training and coaching in team building practice.
3. Corporate culture as a means and result of team building.
4. Conditions for transforming a team into a team. Advantages of teamwork.
5. Principles on which teamwork is built.
6. Conditions and factors of effective teamwork.