
SYLLABUS
PROGRAM OF PUBLIC MANAGEMENT AND POLICY IN ENGLISH
(E-PMP)

LEVEL OF EDUCATION: UNDERGRADUATE

TYPE OF EDUCATION: FULL-TIME

1. GENERAL INFORMATION

- *Course title (Vietnamese):* *Kỹ năng quản lý bản thân*
- *Course title (English):* *Self-management skills*
- *Course code:* *EPMP_BT7*
- *Knowledge group:* *Supporting Training*
- *Credit:* *2*
- *Prerequisite courses:* *No*

2. THE DEPARTMENT IN CHARGE: Economics management

3. DESCRIPTION

The course provides students with knowledge about behavioral psychology, habits, awareness, cognitive functions, and decision-making. From there, it helps students have the skills to understand themselves better, manage themselves better, and study more effectively.

REFERENCES

Required textbooks

- Brian Tracy, "Conquer the target," Statistical Publishing House, 2015
- Ivan Misner, Jeff Morris " Giver Gain," Kogan Page Limited., UK, 2012

5. COURSE OBJECTIVES :

Goal (Gx)	Description	PLO	Level
[1]	[2]	[3]	[4]
G2 (Skill)	MBTI analysis skills - Character characteristics and suitability of each person's career path; practice demagnetization habits to improve confidence and attract crowds; have the skills to use the types of logic diagrams in learning flexibly	KN4	4

G3 (Level of autonomy and responsibility)	<p>It recognizes the importance and the need for self-understanding to work more effectively in globalized environments and the technology era.</p> <p>There is a spirit of practice to change yourself towards success</p> <p>Have a sense of responsibility and actively cooperate at work</p>	NLTC2	4
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6. COURSE LEARNING OUTCOME:

Goal	CLO (CLOx.x)	Description	Level
[1]	[2]	[3]	[4]
G2 (Skill)	CLO2.1	Have MBTI analysis skills - Personality characteristics and suitability of each person's career path.	4
	CLO2.2	Practice demagnetization to improve your confidence and engage the crowd.	4
	CLO 2.3	Have learning skills to use map-type logic flexibly	3
G3 (Level of autonomy and responsibility)	CLO3.1	Recognize the importance and knowledge needs of yourself to work more effectively in globalized environments and the technology age.	4
	CLO3.2	There is a spirit of practice to change yourself towards success	4
	CLO3.3	Have a sense of responsibility and actively cooperate at work	4

7. COURSE ASSESSMENT

Form of evaluation	Content	Time	CLO	Evaluation criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]

Evaluate the learning process		Week 1-8	CLO2.1 CLO3.1 CLO3.2, CLO3.3	-Full class participation level. -The degree of interaction with the situations given by the trainer -The level of lesson preparation from home (fully, thoroughly) -The level of participation in group work and presentations	50%
End-of-term evaluation		Week 8	CLO2.1, CLO2.2, CLO2.3, CLO3.1 CLO3.2 CLO3.3	Levels of completing multiple choice exercises & personal essay (on time, quality of content and presentation, answer to questions of lecturers and classes associated with the level of knowledge, skills, and the ability to take autonomy and accountability of the learning outcomes of the module).	50%

8. TEACHING PLAN

Week/ Session	Contents	CLO	Activities	Assessment
[1]	[2]	[3]	[4]	[5]

1	<p>Topic 1: Strong brain, cognitive, and function</p> <p>Practice: Group games. Choose a color</p>	CLO2.3	<p>Study at home: Pre-research the topic of document 1 Teaching and learning on grade</p> <p>-Introduction about the modules and how to evaluate the course</p> <p>-Presentation: 1 period - Class discussion: 3 periods</p>
2	<p>Theme 2: Habit forms personality. The way of people to public</p> <p>Exercise: Gold of desert kings</p>	<p>CLO2.2 CLO3.1 CLO3.2</p>	<p>Study at home: Pre-research the topic of document 2 Teaching and learning on grade</p> <p>-Presentation: 1 period -Class discussion: 3 periods</p>
3	<p>Topic 3: Behavioral psychology, exploit hidden capabilities in effective work</p> <p>Exercise: Construction</p>	<p>CLO2.2 CLO3.1 CLO3.3</p>	<p>Study at home: Pre-research the topic of document 3 Teaching and learning on grade</p> <p>-Presentation: 1 period - Class 3 discussion</p>
4	<p>Theme 4: Building 16 MBTI portraits</p> <p>Mid-term test: Quizzes and essay questions</p>	<p>CLO2.1 CLO3.2 CLO3.3</p>	<p>Study at home: Pre-research the topic of document 4 Teaching and learning on grade</p> <p>-Presentation: 1 period - Class discussion: 3 periods</p>

5	<p>Topic 5: Personal capacity building skills: Problem-solving, Empowerment, Creative thinking, Authorization assignment, Influence level, Communication, Planning</p> <p>Discussion: Roster Plan - Do it right?</p>	<p>CLO2.1 CLO3.2 CLO3.3</p>	<p>Study at home: Pre-research the topic of document 5</p> <p>Teaching and learning on grade -Presentation: 1 period -Class discussion: 3 periods</p>	
6	<p>Topic 6: The spirit of regime and maintenance in physical training changes</p> <p>Exercise: Building public roadmap - Roadmap Career</p>	<p>CLO2.2, CLO3.2</p>	<p>Study at home: Pre-research the topic of document 6</p> <p>Teaching and learning on grade - Presentation: 1 period - Class discussion: 3 periods</p>	
7	<p>Topic 6: Mode spirit and maintenance in self-change practice (continued)</p>		<p>Study at home: Pre-research the topic of document 6</p> <p>Teaching and learning on grade - Presentation: 1 period - Class discussion: 3 periods</p>	
8	<p>Exam finish the course</p>	<p>CLO2.1, CLO2.2, CLO2.3, CLO3.1 CLO3.2 CLO3.3</p>	<p>Essay test and individual test: 60 minutes</p>	<p>Final Test: 50%</p>

9. COURSE REQUIREMENT

9.1. Rules of class participation

- Students/students are responsible for attending all classes. There must be sufficient and reasonable proofs in case of absence from school due to force majeure reasons.

Students are responsible for actively researching documents, proactively preparing lessons before going to class according to lecturers' instructions and requests.

- Students who miss more than 20% of the subject's lessons will be considered as not complete the course and have to enroll again.

Students who submit individual and group assignments late compared with the instructors' prescribed time will receive a score of 0 for that assignment.

Students will be asked to answer random questions and answers during 12 sessions

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions (groups and individuals), give teachers direct feedback about the module's content, teaching and learning methods, teaching materials, and read. Lecturers also encourage students to give feedback on the form, methods, and contents of the tests and evaluate students' learning results. Students can communicate with lecturers in class, during office hours, or via email. The valuable student feedback contributes to improving the teaching and learning quality of the module

9.2. Rules of classroom behavior

- The course is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Not make noise affects others in the learning process.

- Not eat, drink, chew gum, use devices such as phones, music players during class.

Laptops and tablets are only used to record lectures, calculate for lectures, exercises, absolutely not used for other purposes.

Hanoi, Date Month Year 20

DEAN OF FACULTY

PRINCIPAL

(Signed)

(Signed)