## **Summary to the work program of the discipline**

"PHARMACEUTICAL MANAGEMENT"

the main educational program of training in the specialty 33.05.01 PHARMACY

**1. Goals and objectives**mastering the discipline "Pharmaceutical management"
(hereinafter referred to as the discipline).

* 1. **The purpose of mastering the discipline**: - participation in the formation
* universal competencies UС-2, UС-3, UС-4 (4.1)
* professional competencies PC-2 (2.3-2.4)

**1.2. Discipline tasks:**

1. Formation of students' competencies in the field of modern technologies of personnel management, effective performance of professional tasks when interacting with colleagues at work.
2. Mastering the methods of managing pharmaceutical personnel and their motivation, taking into account the current situation in the pharmaceutical labor market, taking into account its peculiarities.
3. Forming an understanding of the features of the selection and adaptation of pharmaceutical personnel, building a career trajectory in a pharmaceutical organization, developing a mentoring system for young employees in a pharmaceutical organization.
4. Identify, prevent conflicts in the team, manage them.
5. Formation of skills to build a team and manage it.
6. Formation of the concept of the organization's quality management system.
7. Formation of knowledge on the organization and conduct of office work in a pharmaceutical organization.

**1.3. Requirements for the results of mastering the discipline**

As a result of mastering the discipline, the student must:

**Know:**

* essence, goals and objectives of the organization of project management;
* features, main methodological and methodological approaches to project management;
* regulatory framework and project management standards;
* differences between functional and project management;
* project management methodology
* project resources and how to plan them;
* functional areas of project management and key points of application of managerial influence at various stages of the project
* project planning tools
* what is cooperation in business communication
* team building and management methods
* characteristics of team members
* conflict resolution methods in business communication
* ways of effective interpersonal interaction and information exchange
* modern communication technologies
* types of organizational and administrative documents
* maintenance and storage of organizational and administrative documents
* basic details of organizational and administrative documents

**Be able to:**

* to formulate, on the basis of the problem posed, the project task and the way to solve it through the implementation of project management
* develop the concept of the project within the framework of the identified problem: formulates the goal, objectives, justifies the relevance, significance, expected results and possible areas of their application
* plan the necessary resources, including taking into account their replaceability
* develop a project implementation plan using planning tools
* monitor the progress of the project, correct deviations, make additional changes to the project implementation plan, clarify the areas of responsibility of the project participants
* develop a cooperation strategy and, on its basis, organize the selection of team members to achieve the goal, distributing roles in the team
* plan and adjust the work of the team, taking into account the interests, characteristics of behavior and opinions of its members; distributes tasks and delegates authority to team members
* resolve conflicts and contradictions in business communication based on the interests of all parties
* organize discussions on a given topic and discuss the results of the work
* establish and develop professional contacts in accordance with the needs of joint activities, including the exchange of information and the development of a unified interaction strategy
* carry out office work on the maintenance of organizational and administrative documents for retail sales

**Own:**

* design terminology
* ways of setting a project task and ways to solve it through project management
* project goal setting
* project resource planning
* planning tools
* monitoring the progress of the project, to make changes in case of deviation from the goal
* cooperation strategy in business communication based on it
* organize the selection of team members to achieve the goal set for the team
* function of distribution of roles in the team
* planning and correcting the work of the team
* understand and take into account the interests, characteristics of behavior and opinions of team members;
* delegation of authority to team members
* conflict resolution methods
* organizing discussions on a given topic and discussing the results of the work
* apply modern communication technologies
* create organizational and administrative documents
* create a system of registration, accounting and storage of organizational and administrative documents
1. **Volume of discipline and types of educational work**

|  |  |  |
| --- | --- | --- |
| Type of study work | Labor intensity | Labor input by semesters (ACh) |
| volume in credit units (CU) | volume in academic hours (AH) |
| 9 |
| classroom work, including | 1.83 | 66 | 66 |
| Lectures (L) | 0.39 | 14 | 14 |
| Laboratory workshops (LP) | not provided |
| Practical exercises (PZ) | 1.44 | 52 | 52 |
| Seminars (C) | not provided |
| Independent work of the student (SRO) | 1.17 | 42 | 42 |
| Intermediate certification: credit |  |  |  |
| TOTAL LABOR CAPACITY | 3 | 108 | 108 |

1. **The content of the discipline**

|  |  |  |
| --- | --- | --- |
| *No.* | *Section name* | *Section content* |
| 1. | Theoretical foundations of management. Organization as a system. | Theoretical foundations of management. Organization as a system.* Management and management. Basic control functions. Planning function. Function of the organization: delegation of authority, organizational management structures. function of motivation. Control function.

Organization as a system. Definition and general characteristics of organizations. Types of organizational structures. |
| 2. | Head (manager) in the management system. Management styles. | Head (manager) in the management system. Management styles.* Functions of modern leaders.
* Requirements for the qualities of a leader and their relationship with the organizational level.

Classification of managerial roles. Leadership. |
| 3. | Management decisions in the organization. | Management decisions in the organization. |
| 4. | Delegation in the organization. | Delegation in the organization. |
| 5. | Personnel management as part of the organization's management. | Personnel management as part of the organization's management.* The concept of personnel. Features of pharmaceutical staff

Personnel policy. Personnel management subsystems. Communication of subsystems. Subsystem of selection and assessment of personnel. Personnel adaptation subsystem. Personnel training and development subsystem. Personnel motivation subsystem. Personnel promotion and transfer subsystem |
| 6. | Staff motivation. | Staff motivation.* Motivation as a subsystem of personnel management and one of the management processes in the organization. Models and theories of motivation

Peculiarities of motivation of pharmaceutical personnel |
| 7. | Communication process. Linking processes in organizations. | Communication process. Linking processes in organizations. |
| 8. | Change management in organizations. | Change management in organizations. |
| 9. | Managing conflicts in work teams. | Managing conflicts in work teams. The dynamics of the conflict and ways of influencing it. |
| 10. | Building effective teams. | Building effective teams.group dynamics. Team and teams. Team building. Distribution of roles in the team |
| 11. | Operational management. | Operational management. Office work in organizations. |