

Project Skills Workshop (PUB POL 778)  
Gerald R. Ford School of Public Policy  
University of Michigan

Fall Semester 2016  
Professor Elisabeth R. Gerber  
Friday 1:00 pm – 2:30 pm  
1110 Weill Hall

The Project Skills Workshop provides instruction and experience in several “professional skills” areas that have been identified by students, alums and employers as critical to success as a policy professional. This is a one-credit/pass-fail course. The course is required of all students enrolled in the Applied Policy Seminar (PP578); it is open as an elective to MPP and other Master’s students as well.

**Topics:** Topics will rotate by semester. Fall 2016 topics will include:

- 1) **Strengths Finder:** conduct personal skills assessment, work with teammates to evaluate group’s strengths and weaknesses, develop strategies for leveraging skills/strengths. Two sessions. Instructor: Amy Johnson, Assistant Director, FSPP Graduate Career Services.
- 2) **Project Management:** discuss concepts/challenges related to managing large scale projects in complex organizations; learn about project management software/tools. Instructor: Julie Monteiro de Castro, Program Manager, Education Policy Initiative.
- 3) **Library Research and Resources:** learn about online research and available resources. This session will be held in Shapiro Library, room 4059. Instructors: Catherine Morse and Justin Joque, UM Librarians.
- 4) **Professional Reports:** discuss strategies and skills for writing effective professional reports. Instructors: Alex Ralph, David Morse and Beth Chimera, FSPP Writing Instructors.
- 5) **Consulting:** Instructor: develop strategies for improving consultant-client relationships. Pete Fritz, Deloitte.
- 6) **Professional Presentations/Posters:** discuss strategies and skills for creating effective professional posters. Instructor: Nick Pfof, Ford School Communications.

**Assignments:** Students will complete two short out-of-class assignments. You may also be asked to periodically post comments to the course Canvas site.

**Grading:** Students will be evaluated based on attendance, class participation and completion of the two assignments. Students are expected to attend all class sessions. Please obtain prior permission from Professor Gerber if you need to miss a class.

**Schedule (subject to revision):**

Sept 9: Strengths Finder I, Amy Johnson

Sept 16: Project Management, Julie Monteiro de Castro

Sept 23: Strengths Finder II, Amy Johnson

Sept 30: Library Resources, Justin Joque, Catherine Morse

Oct 7: Professional Reports, Alex Ralph, David Morse, Beth Chimera

Oct 14: Consulting, Pete Fritz

Oct 21: Presentations, Nick Pfof

**Accommodations:** If you believe you need an accommodation for a disability, please let me know at your earliest convenience. Some aspects of this course may be modified to facilitate your participation and progress. As soon as you make me aware of your needs, we can work with the Office of Services for Students with Disabilities to help us determine appropriate accommodations. I will treat any information you provide as private and confidential.

**Academic Expectations:** please refer to the Ford School Academic Expectations statement: <http://fordschool.umich.edu/academics/expectations>.