

Project Skills Workshop (PUB POL 778)

Gerald R. Ford School of Public Policy
University of Michigan

Fall Semester 2019 (first half)
Professor Elisabeth R. Gerber
Wednesday 1:00 pm – 2:20 am
1230 Weill Hall

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 Strategic Public Policy Consulting (PP578); it is open as an elective to MPP and other Master’s students as well.

Topics: Topics will rotate by semester. Fall 2019 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: Claire Davidson, 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: Josh Rivera, Project Manager, Poverty Solutions.
- 3) **Library Research and Resources:** learn about online research and available resources. This session will be held in Shapiro Library, room 4059. Instructor: Catherine Morse, UM Librarian.
- 4) **Professional Reports:** discuss strategies and skills for writing effective professional reports. Instructors: Beth Chimera and David Morse, 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 4: Strengths Finder I, Claire Davidson

Sept 11: Strengths Finder II, Claire Davidson

Sept 18: Project Management, Josh Rivera

Sept 25: Library Resources, Catherine Morse

Oct 2: Professional Reports, Beth Chimera and David Morse

Oct 9: Consulting, Pete Fritz

Oct 16: Effective Presentations, Nick Pfof

Ford School of Public Policy Inclusivity Statement:

Members of the Ford School community represent a rich variety of backgrounds and perspectives. We are committed to providing an atmosphere for learning that respects diversity. While working together to build this community we ask all members to:

- share their unique experiences, values and beliefs
- be open to the views of others
- honor the uniqueness of their colleagues
- appreciate the opportunity that we have to learn from each other in this community
- value one another's opinions and communicate in a respectful manner
- keep confidential discussions that the community has of a personal (or professional) nature
- use this opportunity together to discuss ways in which we can create an inclusive environment in Ford classes and across the UM community

Accommodations for Students with Disabilities: If you believe you need an accommodation for a disability, please let your instructor know at your earliest convenience. Some aspects of courses may be modified to facilitate your participation and progress. As soon as you make your instructor aware of your needs, they can work with the Services for Students with Disabilities (SSD) office to help determine appropriate academic accommodations. Any information you provide will be treated as private and confidential.

Student Mental Health and Well-Being Resources: The University of Michigan is committed to advancing the mental health and wellbeing of its students. We acknowledge that a variety of issues, such as strained relationships, increased anxiety, alcohol/drug problems, and depression, directly impacts students' academic performance. If you or

someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available.

For help, contact [Counseling and Psychological Services](#) (CAPS) and/or [University Health Service](#) (UHS). For a listing of other mental health resources available on and off campus, visit: <http://umich.edu/~mhealth/>

Please review additional information and policies regarding academic expectations and resources at the Ford School of Public Policy at this link:

<http://fordschool.umich.edu/academics/expectations>