

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

Fall Semester 2014
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 2014 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. Instructor: Amy Johnson, Assistant Director, FSPP Graduate Career Services.
- 2) **Project Management:** discuss concepts/challenges related to managing large scale projects in complex organizations; examine and evaluate several real-world project plans; design a project management strategy for a real project. Instructor: Emma White.
- 3) **Geographic Information Systems (GIS):** learn basic GIS concepts, complete a simple mapping and analysis exercise in ArcGIS. Instructor: Bing Zhou, Ford School Research Area Specialist.
- 4) **Library Research and Resources:** learn about online research and available resources. This session will be held in Shapiro Library, room 4059. Instructor: Catherine Morse, Public Policy, Government Information, Law and International Documents Librarian, UM.
- 5) **Professional Reports:** discuss strategies and skills for writing effective professional reports. Instructors: Alex Ralph and Beth Chimera, FSPP Writing Instructors.
- 6) **Leadership:** engage leadership theories, undertake exercises for understanding and developing leadership skills. Instructor: Bob Guenzel, former Washtenaw County Administrator.

Assignments: Students will complete two short out-of-class assignments. You may also be asked to periodically post comments to the course CTools 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 5: Strengths Finder I, Amy Johnson

Sept 12: Project Management, Emma White

Sept 19: Strengths Finder II, Amy Johnson

Sept 26: Library Research and Resources, Catherine Morse

Oct 3: GIS, Bing Zhou

Oct 10: no class

Oct 17: Professional Reports, Alex Ralph and David Morse

Oct 24: Leadership, Bob Guenzel