

Skill Labs

Spring 2015

MANAGING AND LEADING PEOPLE & TEAMS

S81-5140.01

This course will focus on skill sets important to the effective management of people. They will include building a culture, selecting and orienting job applicants, motivating and supporting employees, measuring work performance, and leading teams. Students will use course readings to create contexts for skill development, and will practice applying these skill sets to situations and scenarios likely to be encountered by social work managers. This course fulfills one credit in Leadership/Management.

Bob Mai *1 credit*

PERFORMANCE MANAGEMENT & CONTINUOUS QUALITY IMPROVEMENT

S81-5141.01

This course will provide skills in selecting and applying widely used tools and best practices to yield effective and efficient organizational performance and continuous learning and quality improvement. These skills are applicable to diverse functions and settings areas such as intake and case management, clinic operations and volunteer management. This course fulfills one credit in Leadership/Management.

Joe Steensma *1 credit*

PROGRAM & PROJECT MANAGEMENT

S81-5142.01

This course focuses on key program and project management competencies and principles that are critical to executing successful projects. Students will learn about planning, scheduling, organizing, and controlling projects and will apply these concepts using case studies and small group projects. This course fulfills one credit in Leadership/Management.

Zundra Bryant *1 credit*

VOLUNTEER MANAGEMENT

S81-5143.01

This course will provide skills in recruiting and retaining volunteers for a wide variety of organizational roles. It will provide training on the basic tasks of the Volunteer Manager, and volunteer supervision within a cycle of management from job design to evaluation. This course fulfills one credit in Leadership/Management.

Barry Rosenberg *1 credit*

FUNDRAISING DESIGN & MANAGEMENT

S81-5144.01

This course will provide skills in developing and implementing a strategic fundraising program, including setting goals, choosing fundraising techniques, interfacing with staff and volunteers, data management and evaluating results. This course fulfills one credit in Leadership/Management.

Gary Dollar *1 credit*

BUDGET MANAGEMENT

S81-5145.01

This course will provide skills in budgeting, budget management and reporting, using commonly available software. It will include both line item and program budgeting models, and the basics of grant reporting. This course fulfills one credit in Leadership/Management.

Latriece Kimbrough 1 credit

STATISTICAL ANALYSIS: SAS*

S55-5960.01

This course will provide an introduction to the SAS statistical package in a Windows environment. Students will learn the basics of data management and manipulation through hands-on tutorials. Topic will include importing/exporting data, merging datasets, recoding variables, simple statistical analyses and troubleshooting. At the end of the course, students will have the skills necessary to use SAS for advanced biostatistics and epidemiology courses. Prerequisites for the course are the completion of S55-5003 Foundations of Public Health: Biostatistics and S55-5000 Research Methods. This course is strongly recommended for students taking S55-5011 Epidemiology Methods.

Alexis Duncan 1 credit

* Pre-requisites: S55-5000; S55-5003; Co-requisite: S55-5011

STATISTICAL ANALYSIS: STATA

S55-5961.01

This skill lab will introduce students to the STATA statistical software package. Students will learn data concepts such as opening/importing/exporting data, applying formats, using syntax, creating variables, graphs and more. Statistical analysis techniques will be covered for both continuous and categorical outcome variables, including chi-square, t-tests, regression and survey weights. Students will demonstrate acquired skills during a final project working with data and running a statistical analysis and interpretation.

Ben Cooper 1 credit

STATISTICAL ANALYSIS: R

S55-5962.01

This course will introduce students the fundamentals of the R language and RStudio environment. The first session will cover how to obtain and install R and RStudio, import data, create descriptive statistics, and plot simple graphics. The second session will delve into data structures and classes, data manipulation and management, and common data analyses (t-tests, ANOVAs, correlations, regressions, etc.). Students will explore R's graphics capabilities and some of the publishing tools built into RStudio during the third session. Students are expected to have taken at least one introductory statistics course, but need no prior computer programming experience.

Eric Westhus 1 credit

DATA MANAGEMENT

S55-5963.01

This skill lab will introduce students to the basic aspects of data management, starting with planning your database, moving to collecting, entering and cleaning data. Other topics will include data types, formats and value labels, data dictionaries, missing data, repeated measures data and finding duplicate observations. Students will learn to use descriptive statistics to quickly assess data quality. Hands on exercises using both Excel and SPSS will be discussed. This workshop is ideal for students with little or no experience working with data.

Ben Cooper *1 credit*

MANUSCRIPT DEVELOPMENT

S55-5964.01

This course will help students learn to write scholarly manuscripts for publication in peer-reviewed scientific journals. Students will learn and apply a prescriptive formula for writing each section of a manuscript and responding to reviewer critiques. The course is designed for those who are new to writing for publication as a lead author, and emphasizes reporting findings from empirical studies. Students must enter the course with a manuscript project to work on. They will develop the manuscript through the course and submit it for peer review as the final course requirement.

Matthew Kreuter *1 credit*

QUALITATIVE DATA ANALYSIS

S55-5965.01

This intensive course focuses on analysis of ethnographic and other qualitative data in public health research. It will begin by introducing theoretical approaches to analysis including grounded theory and framework approach. We will then introduce a free Macintosh-based software for coding textual and visual data called TAMS Analyzer. We will use sample data for demonstration purposes initially, but students are welcome to bring their own data subsequently. Finally, we will discuss writing up results and publication strategies.

Amar Dhand *1 credit*