

Managing Project Personnel

QUALITY EDUCATION FOR MINORITIES (QEM) NETWORK
HBCU-UP LEADERSHIP DEVELOPMENT INSTITUTE (LDI)

SESSION THREE

August 2-6, 2010

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Personnel Selection

- Education/Experience
 - Set requirements consistent with duties
 - Avoid over- or under-qualification
- Temperament
 - May be more important than experience
 - Problems can be costly to project in time, lost efficiency
- Use full probationary period to evaluate fit; cut losses early

Teamwork Skills

- Coordinating own work with that of others
 - Clear written and verbal communication skills
 - Delivers on time, as expected/required
 - Understands role in project
- Problem-Solving Skills/Creativity
 - Ability/willingness to take initiative
 - Anticipating and resolving potential barriers to project success
 - Timely reporting of progress and/or problems

Orientation to the Project

- Project aims and significance
 - Specific goals
 - Implications of success or failure
- Individual role in project
 - Critical individual success factors
 - Impact on overall project
- Growth potential, if applicable

Supervisory Basics

- General performance expectations
 - Make clear; don't assume
- Periodic goals (weekly, monthly, yearly)
- Periodic assessment and performance feedback (informal and formal)
- Recognition of contributions
- Conflict resolution
 - Acknowledge difficulties
 - Strive for fairness
 - Keep project first and foremost