

The Graduate School of Political Management
How To Manage
PMGT 265.16

Syllabus, Spring 2006
Syllabus 2, February 8, 2007

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Office Hours: By appointment
Course: Thursday, 7.10 – 9.40 PM
Phillips Hall
801 22nd Street, Room 110

Overview:

This class will help you learn how to manage a candidate, campaign, team, yourself and other stakeholders. It will provide you with a philosophy and a framework applicable to your career aspirations.

Rules:

Please come each week prepared to contribute and ready to formulate those lessons into your professional world.

Outlook:

“Experience is the name we give our mistakes,” so said Oscar Wilde. Thus, I have plenty of experience to share with you. But, since we can only learn how to become better managers by making mistakes, this class then serves as management training for you. Here, we will encounter some of the most likely challenges you will face in your professional life and some, hopefully, you can avoid.

I want each of you to have an understanding of how to handle these challenges and that is why we will focus much of our attention on the in-class exercises and look for ways to bring the readings to life.

Required Reading:

The 7 Habits of Highly Effective People by Stephen R. Covey
How to Win Friends and Influence People by Dale Carnegie
Leadership A to Z: A Guide for the Appropriately Ambitious by James O’Toole
Sacred Hoops – Spiritual Lessons of a Hardwood Warrior by Phil Jackson and Hugh Delehanty
The class blog

Grading:

Your final grade is based on these factors.

In-class participation:	5%
In-class quizzes/exercises:	40%
Homework/Blog writing:	30%
Final exam:	25%

Schedule/Reading Assignments:

January 18, Class 1:

February 8, Class 2:

Getting Started – Rules of the Road
Jackson, Chs.1-4; Carnegie, Part 1

February 15, Class 3:

Get it together/Managing the Money
Jackson, Chs. 5-8; Carnegie, Part 2; O'Toole Intro, A-C

February 22, Class 4:

Managing the Money/Wait, who are all these people – consultants, staff & volunteers
Jackson, Chs. 9-Finish; Carnegie, Part 3; O'Toole, D-G

March 1, Class 5:

Wait, who are all these people – consultants, staff & volunteers, part 2
Carnegie, Part 4 to close; O'Toole, H-L

March 8, Class 6:

Covey, Foreward – Habit 1; O'Toole, M-Q

March 15, No Class – Spring Break

March 22, Class 7:

Covey, Habit 2; O'Toole, R-Close

March 29, Class 8:

Covey, Habit 3

April 5, Class 9:

Covey, Paradigms of Independence, Habit 4

April 12, Class 10:

Covey, Habit 5

April 19, Class 11:
Covey, Habit 6

April 26, Class 12:
Covey, Habit 7

May 2, Class 13 (Make-up Class):
Covey, Inside Out Again-Close

Class 14 – Make-up class

Final