



DEVELOPMENT

Fostering the Next Generation of Project Managers

Mentor Info Session

8 February 2023

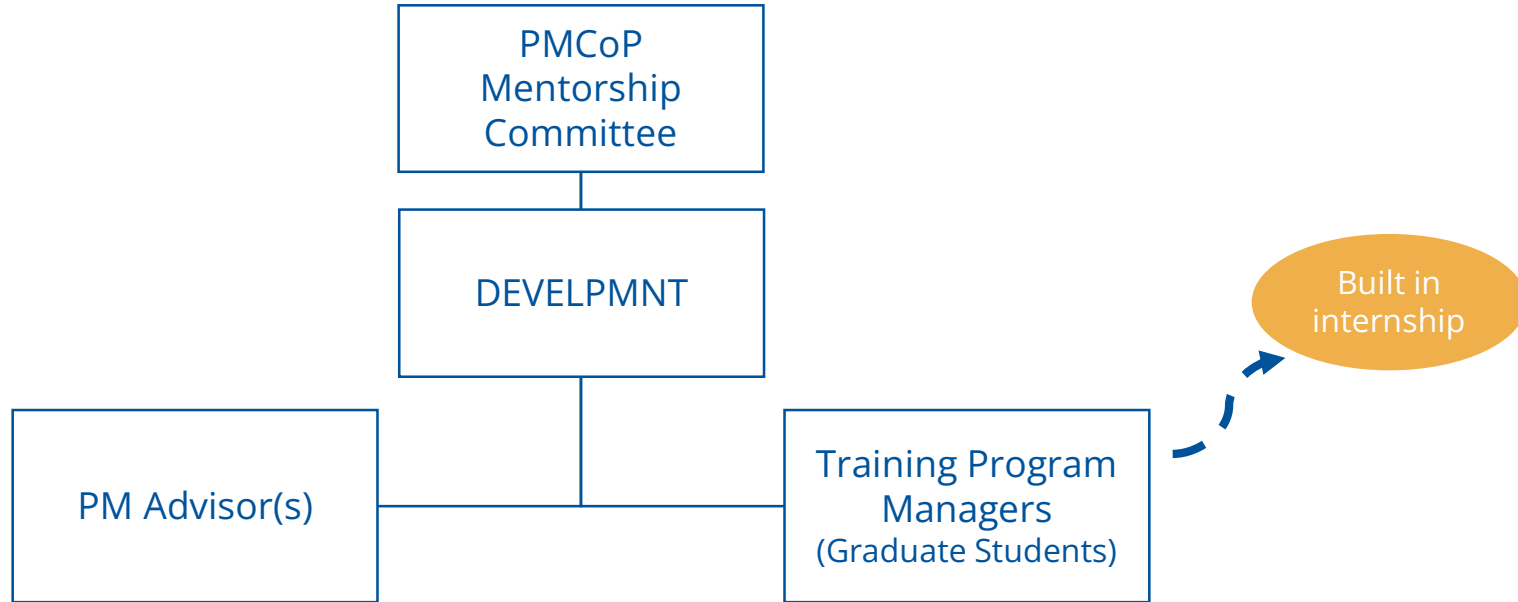




**DEVELPMNT =
Developing Project MaNagement Trainees**



Leadership Structure



Current DEVELOPMNT Leadership



Delisa Clay, PhD

PM Mentor
Medical Affairs Operations Project Manager
Horizon Therapeutics



Bonnie Chen

Training Program Manager
PhD Candidate
Pharmacology and Cancer Biology



Becca Moreci, PhD

PM Mentor
Team Science Project Leader
Duke CTSI, Accelerator Core



Madeline Hemmingsen

Training Program Manager
PhD Candidate
Genetics and Genomics

DEVELPMNT offers participants training in project management

- Purpose:
 - Introduce trainees to project management as a career and transferable skill set
- Target group:
 - Graduate students, postdocs, early career professionals

Goals for a project management training group

- Formal, multi-session workshops to learn about PM basics
- Info on PM as a career, job preparation, etc.
- Access to the PMCoP network and other networking opportunities
- Internship opportunities upon completion of program

DEVELPMNT Program Outline

- 6-Session Workshop Series
 - Sessions 1-3: Project Management for Beginners
 - Review of PMI e-Learning course with Q&A session
 - Case studies in small groups
 - Session 4: Career Development
 - Joint session with Duke Career Services
 - Session 5: Diversity, Equity, and Inclusion in the Realm of Project Management
 - Joint session with Better Questions Consulting
 - Topics include power dynamics, conflict resolution
 - Session 6: Career Panel
 - Current project managers discuss career experience, trajectories, skills sets (networking opportunity)



DEVELPMNT Program Outline

- Dates

Session 1 February 9, 2023

Session 2 February 23, 2023

Session 3 March 9, 2023

Session 4 March 23, 2023

Session 5 April 6, 2023

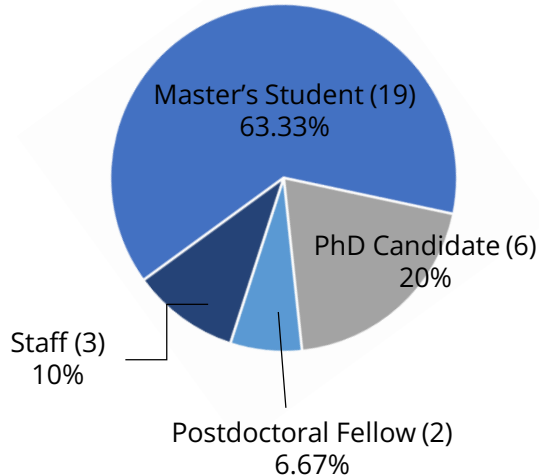
Session 6 April 20, 2023

- Internship/Shadowing Pool

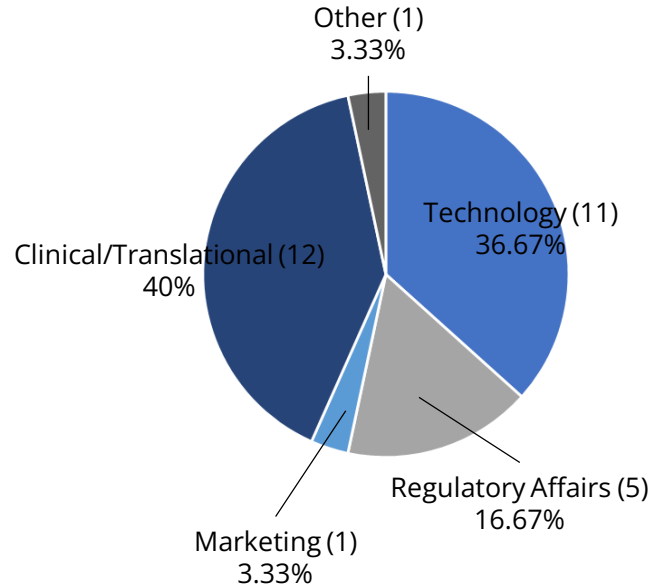
- Upon completion of the program (April 2023), participants have the option to enter into internship pool

2023 Cohort Demographics

Job Status



Fields of Interest



Departments/Programs

- Pratt School of Engineering
- Biomedical Engineering
- Biostatistics and Bioinformatics
- Fuqua School of Business
- Engineering Management
- Science and Society
- Economics
- Civil and Environmental Engineering
- Nicolas School for the Environment
- Global Health Institute
- Biology
- Neurobiology
- Pharmacology and Cancer Biology
- Molecular Genetics and Microbiology
- Neurosurgery
- Clinical Labs
- Duke Cancer Institute
- Economics

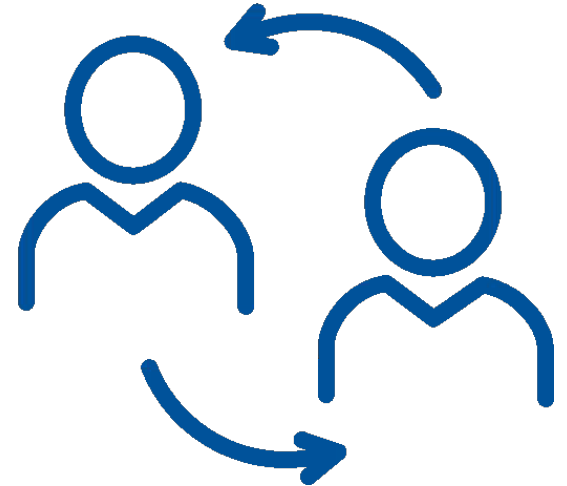
Mentoring Opportunities

- Serve as a project management contact for participants. Aid in informational interviews, resume reviews, etc.
- Host a mentee for a formal, unpaid internship position
- Both!

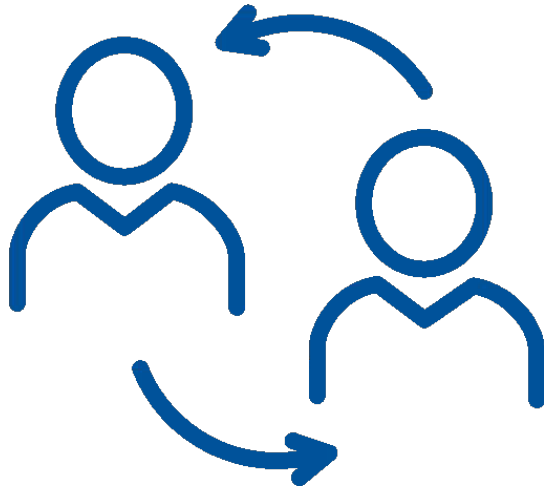


How do mentees benefit?

- Hands-on experience with project management
- Exposure to PM jargon and project management skills
- Hone soft skills
- Understanding of PM as a career (responsibilities, trajectories, etc.)
- Project to speak to during job interviews → competitive applicants
- Broaden their professional network
- All internship duties can be performed virtually



How do mentors benefit?



- Mentorship = personal and professional growth
- Broaden your professional network
- Earn PDU credits
- Additional help with project(s) from enthusiastic trainees, providing a fresh set of skills and perspective to your work environment
- Mentees will have a baseline knowledge in PM
- Potential to find future new and talented employees
- All mentoring and internship duties can be performed virtually
- Flexibility in assigning a project and timeline based on your needs with the potential to extend the internship to include multiple projects

Examples of Intern Activities

- Mini projects: build a project website, develop community engagement materials (pamphlets, etc.)
- Develop/manage project charter and timeline
- Take meeting minutes, organize stakeholder communications
- Any activity that provides hands-on experience for PM work (software, PM tools, jargon, soft skills)

Internship Outline

- DEVEPLMNT Leadership will be collecting mentor volunteers from February 2023-April 2023
- Suggested internship timeframe: May/June 2023-August 2023
- Internship/shadowing info will be distributed to eligible trainees at the end of the program
- Trainee bios will also be circulated to mentor volunteers
- Trainees will be responsible for contacting prospective mentors to arrange an interview



Mentor/Mentee Expectations and Goals

- Formally discuss and write a Mentoring Compact agreement at the start of the internship tenure.
- Agree upon timeframe, both total internship length and weekly time commitment of both mentor and mentee. Suggested timeframe is May-September.
- Determine an appropriate internship project that can be completed within an agreed-upon timeframe
- Establish a regular interval to meet and track project progress until completion.
- Maintain a respectful and professional learning environment free of harassment and discrimination.
- Mentors and mentees should be actively engaged with one another and be committed to completion of the internship project

How do I sign up?

- Qualtrics Survey (link in chat)
 - Basic contact information: Full name, current title, etc.
 - Optional: Relevant project management certifications/service
 - Brief professional bio (~200 words)
 - Description of intern position and potential projects (If available)
 - Required time commitment and general availability (If applicable)
 - Time commitments can range from 1-2 hours per month to 10 hours/week, etc.
 - If the intern duties require attendance at any recurring meetings, please include that information as well.
 - Preferred method of contact (phone, email, hours, etc.)

Important Considerations

- Unpaid internship positions
- Confidential or sensitive information
 - CDA template
- Mentors are NOT required to have a PMP or have a formal title of PM to host an intern

Why support DEVELOPMENT?



- Limited opportunities available for formal project management (PM) training at Duke for postdocs, graduate students, early career professionals, etc.
- Hands-on experience is crucial for career development and transitions
- PM is a widely applicable skill set to current and future positions



Questions? Interested in mentoring?

Email us at develpmnt@duke.edu!

