

**Due: End of Week 1**

## Professional development plan

### Personal assignment

GlobalHealth Lab is a unique—and intense—learning experience. You'll learn about new markets, technologies, industries, techniques, challenges, and opportunities. While you gain new *knowledge*, how will you ensure that you are also increasing the effectiveness of your *action*?

If you aim to have a greater impact on the world, you'll want to keep building your own personal awareness and insights along with your own toolkit of approaches and skills that help you to work effectively with and through others. This assignment asks you to select a specific skill, practice, or habit that you want to develop and learn in the course of this class—something that our course design will enable you to tackle, and something that will enable you to lead and manage better, not only now but in the rest of your life.

Three areas offer excellent opportunities for your own professional development: giving and getting feedback; building shared commitment; and getting results at every step. Here are some ideas for you to select from:

**giving and getting feedback:** seeking “bad” news; offering a peer your feedback; separating the descriptive from the evaluative.

**building shared commitment:** motivating a peer to take action; setting shared goals; addressing setbacks and complexity; shoring up relationships and trust with stakeholders.

**getting results at every step:** following up after every interaction; using agendas and other meeting planning techniques; making every phonecall and interaction effective; figuring out how best to test your ideas early and often, so that you eliminate poor options and focus on the best choices for your team and your host.

### The assignment

Develop a professional development plan for yourself to serve as an agreement between you and me about what you want to work on in this class. Choose just one thing to focus on, a specific skill, practice, or habit in one of the above areas. Cover the following points in your brief memo (maximum two pages):

**Set up/motivation:** Why this? Mention an example from your past experience that illustrates how this issue arose in your professional or academic life. What evidence do you have that this area is something you should address? For instance, were there negative consequences for you?

**Benefits:** If you tackle this issue, what will that enable for you as a manager and leader, going forward?

**Observable change:** What would someone else see you doing, as a result, once you make this skill, habit, or practice your own?

**Plan:** In what situations in your project do you foresee having a chance to work on this new focus area? Identify some specific opportunities in the course of this class and your project. How will you enable your own new practices—do you need support? How will you figure out how well you are doing?

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15.S07 GlobalHealth Lab  
Spring 2013

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