

UEP Policy and Planning Competency Grid

Course Name/Number: UEP 294-06 Qualitative Skills

Instructor: Justin Hollander

Semester: Spring '09

a) Knowledge Competencies	Specific sub-competencies or examples as developed in this course
1. History, structure, function of urban and metropolitan settlements	
2. Economic influences on policy and planning (e.g. 'market' and 'polis' relationships)	
3. Environmental, social and cultural influences on policy and planning	
4. Understanding different roles in policy and planning	
i) Levels of government	
ii) Governance structures	
iii) Citizens and residents	
iv) NGOs	
5. History, theory and processes of policymaking	
6. History, theory and process of planning	
7. Implementation of policy and planning	

8. Evaluation of policy and planning	
9. Administrative and legal aspects of policy	
10. Administrative and legal aspects of planning	
11. Politics of policy and planning	

b) Skills Competencies	Specific sub-competencies or examples as developed in this course
1. Critical thinking	Major focus on defining a problem, for the purposes of designing an investigation to study the problem.
i) Defining problem	
ii) Documenting the extent of a problem	
iii) Documenting the political and social context	
iv) Documenting the environmental and spatial context	
v) Identifying possible analysis strategies and their implications	
vi) Identifying criteria for proposing solutions	
vii) Identifying criteria for selecting solutions	
viii) Evaluating the development and results of policies and plans	

2. Research skills	Major focus on understanding research design, with particular focus on issues of research design related to using qualitative methods.
i) Understanding research design	
ii) Collecting relevant literature	
iii) Analyzing relevant literature	
iv) Identifying and assessing data sources and limitations	
v) Developing data collection instruments and tools	Major focus on developing qualitative data collection tools like interview instruments, direct observation protocols, survey instruments, and focus group guide.
3. Data Analysis skills	Major focus on various interpretation and synthesis strategies appropriate for different qualitative data.
i) Interpreting and synthesizing data	
ii) Drawing inferences from specific observations to make more generalizable findings	Major focus on issues of internal and external validity and reliability
iii) Comparative analysis	Some focus on comparative analysis skills
iv) Longitudinal analysis	
v) Recognizing and accounting for limitations to findings	Major focus on examining the limitations of one's own and others analysis and data collection.
4. Qualitative Analysis skills	Major focus on the theory and skills of direct observation.
i) Direct observation	
ii) Analysis of primary qualitative data	Major focus on analyzing primary qualitative data like field notes from direct observation, interview notes and transcripts, focus group notes and transcripts, and survey data.
iii) Analysis of secondary qualitative data	Major focus on content analysis and meta analysis techniques for analyzing secondary qualitative data.
5. Quantitative Analysis skills	
i) Descriptive statistics	

ii) Inferential statistics	
iii) Basic forecasting	
iv) Use of spreadsheets and statistical software	
6. Spatial Analysis skills	
i) Understand how to identify spatial problems and frame spatial questions for analysis and research	
ii) Use Geographic Information System for basic spatial analysis and mapping	
7. Communication skills	
i) Writing skills	
ii) Speaking skills	Major emphasis on practicing to speak about qualitative skills, one's own work and others' work.
iii) Graphic presentation skills	
iv) Presentation strategies and methods	Some emphasis on presentation strategies for communicating qualitative research methods and findings.

c) Policy and Planning in Practice Competencies	Specific sub-competencies or examples as developed in this course
1. Collaboration skills i) Negotiation	
ii) Group project management	
iii) Group problem solving	
iv) Perspective-taking	
v) Adaptability, flexibility	
vi) Networking	
2. Organizational management skills i) Decision making	
ii) Strategic problem solving and adapting to change	
iii) Human resource development	
iv) Financial management and resource development	
3. Political and economic power mapping skills i) Understanding political and economic power structures and dynamics	
ii) Modes of influencing their use	
4. Ethical and professional behavior skills i) Understanding and upholding the role of ethics and accountability in professional policy and planning processes, practices, and behavior	Some focus on ethical data collection and analysis practices.

