

**Behavioral & Social Sciences Department
Policy & Public Administration Unit**

**Personnel Resources – Final-Exam Presentation Guideline
PPA 123/815A (Fall 2014)**

Instructions: Please prepare a comprehensive PowerPoint presentation on your “dream” organization in the workforce sector of your choice. Be as creative and illustrative as possible (include graphics and data). Your presentation must include the talking points outlined below. **Your first draft of your PowerPoint presentation is due Monday, December 2014 no later than pm via e-mail to mguice@hostos.cuny.edu.**

Required PowerPoint Final-Exam Presentation

- I. Official name of your proposed organization
- II. Workforce sector type
- III. Description of your organization (services, products and/or combination)
- IV. Target customer/client population
- V. Organization vision statement
- VI. Organization mission statement
- VII. Leadership/management/supervision structure (must include titles and description of roles/responsibilities)
- VIII. Organization structure (all proposed departments/units and direct service staff – line and staff organization structure)
- IX. What you learned from creating your ideal organization