

PROFESSIONAL DEVELOPMENT WEEK - AUG. 21 - 25, 2017



The Faculty of Graduate Studies and Research is hosting a series of Professional Development sessions for graduate students, postdoctoral fellows, and the campus community at large.

Please [RSVP](#) for each session you plan to attend. All sessions are free.

Note: Some sessions may be used towards the Ethics Credit and some sessions may be used towards the Professional Development (PD) Requirement. At the sessions eligible for Ethics and PD credit, you will be able to sign in online or have an FGSR representative sign your record of PD activities. All ethics and professional development sessions or activities must be approved by your department.

Learn more about the [Professional Development Requirement](#)



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Monday, August 21, 2017

Session 1: Pursuing a Postdoctoral Fellowship (PD Credit)

Date: Monday, August 21, 2017

Time: 12 p.m. - 1:30 p.m.

Room: CCIS L2 200

Pursuing a postdoctoral fellowship is a common path to an academic position and it offers an excellent opportunity to build a strong academic network before starting a tenure track position at a university. The panelists will share their experiences in finding a postdoctoral position, expectations of a postdoctoral fellow, how to apply for postdoctoral positions, what factors played a role in selecting where postdocs went and comments on how the postdoctoral experience has added to their career. Why attend? If you are considering a postdoctoral position, this panel offers an opportunity to ask questions and to take home some tips about the postdoctoral experience.

Presenters: Diane Rogers, Coordinator, Postdoctoral Fellows Office; Bethan Kingsley, Postdoctoral Fellow, Faculty of Extension; Leonardo Galindo González, Postdoctoral Fellow, Department of Agricultural, Food & Nutritional Science; Lionel Leston, Postdoctoral Fellow, Department of Biological Sciences; Nazlee Sharmin; Postdoctoral Fellow, Faculty of Medicine.

Session 2: International Students and Immigration Issues

Date: Monday, August 21, 2017

Time: 1:40 p.m. - 2:40 p.m.

Room: CCIS L2 200

This session will address issues affecting international students such as study and work permits, invitation of family members, spousal sponsorship, etc. Come to this session and listen to important advice and have your questions answered.

Presenter: Nora Lambrecht, International Student Specialist, Regulated Canadian Immigration Consultant (RCIC), University of Alberta International.

Session 3: Non-Verbal Communication: It's Not What You Say But How You Say It That Counts! (PD Credit)

Date: Monday, August 21, 2017

Time: 2:50 p.m. - 3:50 p.m.

Room: CCIS L2 200

"The most important thing in communication is hearing what isn't said." – Peter Drucker

The art of effective communication is increasingly more difficult to achieve, especially in today's electronic world where texting, email, and social media are quickly becoming the norm. And yet, greater than ninety percent of the "message" comes not from actual words, but from how they are said and the manner in which they are delivered. This engaging session will explore some of the science behind effective communication, help provide tools for better overall communication, and empower attendees with nonverbal strategies to help present a more positive and successful self. *All electronic communication devices are welcome!*

Presenter: Joël Rivero, Communications & Professionalism Educator, NorQuest College

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Tuesday, August 22, 2017

Session 4: Individual Development Plan (IDP) Part 1

Date: Thursday, August 22, 2017

Time: 9 a.m. - 10 a.m.

Room: ***NEW ROOM CCIS L2 200

The Individual Development Plan (IDP) is widely used in the workplace to assist employees in mapping out and achieving their career goals. The University of Alberta recognizes the IDP as a powerful tool for graduate students and has made it part of the Professional Development Requirement. Using the IDP, you will identify activities and actions that align with your career goals and will develop a plan to address skills gaps you would like to strengthen. This session will introduce you to the IDP developed by the Faculty of Graduate Studies and Research for graduate students and will field questions about the Professional Development Requirement.

Presenter: Deanna Davis, PhD, Professional Development Instructional Designer, Faculty of Graduate Studies and Research and Instructor, Graduate Teaching and Learning Practicum Course.

Session 5: Individual Development Plan (IDP) Part 2 (PD Credit)

Date: Tuesday, August 22, 2017

Time: 10:30 a.m. - 12 p.m.

Room: ***NEW ROOM CCIS L2 200

In this session, you will gauge your skills by completing a self-assessment. This activity is intended to help you monitor competencies you already possess, and identify areas that need further development. What skills do you possess and how can you best articulate them? What skills are emphasized in your careers of interest? Note the activities and actions you can build into your timeline to develop your skills. Skill areas which are reviewed during self-assessment: creativity, communication, confidence, scholarship, ethical responsibility, critical thinking, collaboration.

Presenter: Deanna Davis, PhD, Professional Development Instructional Designer, Faculty of Graduate Studies and Research and Instructor, Graduate Teaching and Learning Practicum Course.

Session 6: Building Working Relationships (PD Credit)

Date: Tuesday, August 22, 2017

Time: 12:10 p.m. - 1:40 p.m.

Room: CCIS L2 200

Every time people interact, there is an opportunity to build or damage a relationship. Improving the quality of relationships in the workplace can enhance productivity and reduce conflict. This session will review three key tools that can build relationships, will provide coaching on how to use these tools effectively, and will assist participants in developing strategies to address relationship challenges. During this one hour wellness session participants will:

- Develop increased appreciation of the value of strong relationships in the workplace
- Gain a deeper understanding of what strengthens and what weakens relationships
- Develop increased self-awareness regarding what they contribute to relationships around them
- Identify strategies for building stronger working relationships

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Presenter: Cecile Schultz, EFAP (Homewood Health), Chartered Mediator who presents on numerous topics from conflict resolution to teambuilding for many stakeholders in Alberta.

Session 7: Mitigating Conflict in Graduate Student-Supervisor Relationships Workshop (Ethics/PD Credit)

Date: Tuesday, August 22, 2017

Time: 1:50 p.m. - 3:20 p.m.

Room: CCIS L2 200

Conflicts are pervasive and virtually inevitable in the workplace, but they do not have to be harmful or disruptive. In long-term professional relationships, such as those between graduate students and their faculty supervisors, occasional disagreements are par for the course. The most important thing about any conflict is how we choose to respond to it. This presentation offers communication strategies for mitigating interpersonal conflicts. Focusing on the types of disputes that frequently arise in graduate supervision, it suggests strategies for resolution and summarizes support resources for the cases that graduate students cannot resolve themselves.

Presenters: Brent Epperson, Graduate Ombudsperson, PhD candidate, Department of Political Science; Marc Johnson, Undergraduate Ombudsperson.

Session 8: Reference Letters

Date: Tuesday, August 22, 2017

Time: 3:30 p.m. - 4:30 p.m.

Room: CCIS L2 200

Are you needing a reference letter for a scholarship? Come listen to a few tips that can help you get a better letter of reference. This approach will also help with other forms of reference letters, too.

Presenter: Renee Polziehn, PhD, Director, Professional Development and Outreach, Faculty of Graduate Studies and Research.

Wednesday, August 23, 2017

Session 9: How to Talk to Supervisors: Be Your Authentic Self (PD Credit)

Date: Wednesday, August 23, 2017

Time: 11:15 a.m. - 12:15 p.m.

Room: CCIS 1 440

Being your authentic self when there is a power differential is not easy for most people whether it is in a work environment or in a graduate program. Graduate students, like employees, are expected to show initiative and challenge the status quo, but tension can occur when communication and leadership styles do not mesh. How do cultural expectations influence our interactions when there is a power imbalance? Come learn how you can use your graduate experiences to elevate your communication, negotiation, and leadership skills.

Presenter: Lionel Laroche, PhD. Over the past 18 years, Lionel has provided cross-cultural competency training and coaching services to over 60,000 people in 17 countries. In particular, Lionel has presented to

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students, staff and faculty members at many universities in Canada, the US, and overseas. His presentations are described as informative, thought-provoking and practical; they are built on his own experience as a foreign student who obtained a PhD in Chemical Engineering at the California Institute of Technology, and an unprepared worker in industry, and the experiences of many of the people he has coached or trained over the years. Lionel is the author of over 100 publications examining the impact of cultural differences on organizations.

Session 10: Looking for Work in Canada – Understanding the Multicultural Environment (PD Credit)

Date: Wednesday, August 23, 2017

Time: 1:30 p.m. – 4:30 p.m.

Room: CCIS L2 200

This afternoon session explores Canada's work culture and shares how to find and keep a job that makes use of your education in Canada. The workshop will examine the importance of soft skills. What do good soft skills look like? How do soft skills differ in other countries and how important is it to demonstrate these skills in Canada? Laroche will provide strategies on how to network, how to succeed in the Canadian workplace, and how to navigate the hidden job market. Using insightful diagrams, powerful anecdotes, experiential exercises and real-life case studies, this workshop will help you understand the Canadian job market, and provide concrete suggestions on how you can succeed in Canada.

Presenter: Lionel Laroche, PhD. Over the past 18 years, Lionel has provided cross-cultural competency training and coaching services to over 60,000 people in 17 countries. In particular, Lionel has presented to students, staff and faculty members at many universities in Canada, the US, and overseas. His presentations are described as informative, thought-provoking and practical; they are built on his own experience as a foreign student who obtained a PhD in Chemical Engineering at the California Institute of Technology, and an unprepared worker in industry, and the experiences of many of the people he has coached or trained over the years. Lionel is the author of over 100 publications examining the impact of cultural differences on organizations.

Thursday, August 24, 2017

Session 11: Who Owns The Invention? (Ethics/PD Credit)

Date: Thursday, August 24, 2017

Time: 10:30 a.m. – 12 p.m.

Room: CCIS L2 200

The Intellectual Property (IP) Case Studies are teaching tools that demonstrate the strategic value of IP to college and university students. Since the launch of the IP Case Studies project in September 2009, CIPO has successfully delivered sessions at more than 70 post-secondary institutions across Canada. This session presents intellectual property concepts (patent protection, inventor/patent owner distinction, confidentiality agreements, trade secrets, etc.) to students in a fun and entertaining way (a production of the Canadian Intellectual Property Office, an agency of Industry Canada, Government of Canada).

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Presenter: Darrell Petras, PAg, Associate Director, Technology Management, Entrepreneur-In-Residence Natural Sciences and Engineering, TEC Edmonton.

Session 12: Don't Cite Your References Manually: Introduction to Citation Management Tools

Date: Thursday, August 24, 2017

Time: 12:10 p.m. – 1:10 p.m.

Room: CCIS L2 200

With constantly growing folders of PDF files and lists of web links, it can be extremely difficult for researchers to keep track of all their references. And publishers have their own citation styles in which manuscripts must be submitted. Citation management tools can help organize your references and automate many of your citation needs. This session will give researchers a brief overview of commonly used citation management tools (e.g. RefWorks, EndNote, Mendeley, and Zotero), how to import references into these tools, and identify their pros and cons.

Presenter: Christina Hwang, Public Services Librarian, University of Alberta.

Session 13: Knowledge Translation for Beginners: Communicating Complex Research (PD Credit)

Date: Thursday, August 24, 2017

Time: 1:20 p.m. – 2:20 p.m.

Room: CCIS L2 200

Bridging the research-practice gap is a complex undertaking. In this session, you will learn about knowledge translation theory and practice. Activities will focus on effectively communicating your research to non-academic audiences.

Presenter: Lauren Albrecht, PhD Student, Department of Pediatrics & Co-Boss, Nerd Nite Edmonton.

Session 14: Preparing for Your Defense

Date: Thursday, August 24, 2017

Time: 2:30 p.m. – 4 p.m.

Room: CCIS L2 200

Most graduate students worry about their graduate oral exams - particularly, how to best prepare, how to manage nervousness, what they will be asked, how to frame answers appropriately, and basically what their committee considers satisfactory. Unfortunately, the available advice thus far has consisted of highly variable guidance from professors, scary internet tales, and graduated students' horror stories. In this informal discussion, we will change all of that with insights and compiled advice from many faculty members across a dozen disciplines and universities. This casual and interactive discussion will give you the tools to understand committee selection and dynamics; recognize the types of questions you can expect; give specific advice on framing oral answers; describe techniques for handling baffling questions; explain nerve-management strategies; describe preparation time frames and techniques; and provide a description of "the bar" over which successful students must pass. During the last part of the session, recent graduates will share their experience and answer your questions.

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Presenters: Lee Foote, PhD, Faculty of Agricultural, Life and Environmental Sciences, Department of Renewable Resources, Director, University of Alberta Botanic Garden; Neda Asadi, PhD, Faculty of Education, Department of Policy Studies; Denise Pasioka, MN, Faculty of Nursing; Rasoul Aliakbari, PhD, Comparative Literature, Faculty of Arts, Department of Modern Languages and Cultural Studies.

Friday, August 25, 2017

Session 15: Individual Development Plan (IDP) Part 3 (PD Credit)

Date: Friday, August 25, 2017

Time: 10 a.m. – 11 a.m.

Room: CAB 281

A workshop style session, in Part 3, students will share their experiences around researching their three career paths and completing the skills gap analysis and timeline. Students will gain insight answering the following questions: What was straightforward? What was difficult? How did they pursue their research? Did they speak to anyone or contact people about potential career paths? Was the skills gap analysis challenging? Did the timeline provide insight into how they need to manage their time and program? Did it reveal things that they didn't know about themselves—e.g. skills and competencies they bring to the workplace or areas for development that they didn't realize were needed. They will then determine next steps based on their skills gap analysis and career interests: do they need to take a course/workshop, pursue a mentorship program, get on a committee or set up an appointment to speak with their supervisor? Finally, students will review their timeline and consider whether adjustments need to be made. Students are required to bring their completed IDP for peer feedback.

Presenter: Deanna Davis, PhD, Professional Development Instructional Designer, Faculty of Graduate Studies and Research and Instructor, Graduate Teaching and Learning Practicum Course.

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