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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Please RSVP for each session you plan to attend. All sessions are free.
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

Please RSVP for each session you plan to attend. All sessions are free.
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

Please RSVP for each session you plan to attend. All sessions are free.
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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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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