

Communicating with your supervisor

Communication

Communicating efficiently with your supervisor is important. Remember this is a professional relationship, so try to actively listen and also claim your agency!

Meeting tips:

- Prepare an agenda
- Take notes and send follow-up emails after discussions
- Be clear about your level of understanding



Building communication skills is a life long process that requires practice. This includes learning how to give and receive feedback.

Feedback

How you give and receive feedback is an important aspect of communication with your supervisor. Think about the feedback you want to receive.



Reflect on questions like: What type of feedback will help you most? How often would you prefer feedback? How long do you expect to wait for feedback after submitting work?

Think about your answers to these questions when giving feedback as well. When giving and receiving feedback, be aware of resistance strategies (like defensiveness).



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