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).



PGSS Committee for Member Support are student volunteers who can listen and advise

Office of the
Ombudsperson can
listen and help you
advocate for yourself

Office for Mediation
and Reporting can
listen and address
issues of harassment,
discrimination, and
sexual violence

<u>Dean of Students</u> can listen and direct you to resources

Support

In Your Department

Supervisor

GPD - Graduate
Program Director

Department Chair

Outside Your Department

Faculty Associate Dean

GPS Associate Dean

GPS Dean



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