

PROFESSIONALS IN SUPERVISION

University of Zurich, February 3-4, 2020

Before the course begins, we kindly ask you to do a small preparatory assignment to be handed in by January 22, 2020. See the description after the program on page 3 (takes approx. 1 hour).

Selected cases from participants will be integrated in the program.

Program first seminar day (3 February 2020, 9.00-16.00)

- 08.45 **Coffee and tea**
- 09.00 **Welcome**
Short introduction and presentation.
- 09.15 **Roles and relations in PhD supervision**
Focus is on the research environment, supervisory roles, responsibilities and dilemmas, and the balancing act between supervisor direction and PhD candidate independence.
- 10.15 **Break**
- 10.30 **Warning signs, critical moments, and listening skills in supervision**
After an introduction to critical moments and warning signs in supervision the active listening tool is introduced and practiced in group work with a starting point in participants own experiences and challenges.
- 12.15 **Lunch break**
- 13.00 **Aligning expectations**
Often expectations are not explicit and this causes uncertainty and can lead to conflicts. The process of making expectations explicit and aligning expectations is discussed and tools to align expectations are presented.

A participant case will be included.
- 14.00 **Coffee/tea break**
- 14.15 **Rules, regulations and how to interpret them**
UZH-specific rules and regulations will be presented by a UZH representative.
- 15.15 **Short break**

15.25 **Theme inspired by participant cases**

16.00 **End of course day one**

Second seminar day (4. February 2020, 9.00-16.00):

09.00 **The Doctoral journey – process supervision and planning**

High self-efficacy is closely related to PhD candidates' productivity, well-being and completion. But how can you, the supervisor, help them obtain this? How can you support work efficiency and help PhD candidates create small success stories continuously? And is it your responsibility? We address the following topics:

- How can you create a trustful relationship with your PhD candidate?
- How can you help the PhD candidate set the right level of expectation?
- How to help the PhD candidate prioritize tasks and make realistic plans?
- How to support DEEP WORK

Cases will be included.

12.00 **Lunch**

12.45 **Open theme based on case stories**

Based on the case stories a relevant theme will be addressed.

13.30 **Diversity and intercultural supervision**

The research landscape becomes still more diverse and intercultural. How can you as a supervisor be aware of the differences and adapt your supervision style without compromising quality?

14.15 **Break**

14.30 **Questioning skills and application of the dialogue model**

Presentation of a dialogue model of supervision. The model illustrates how to ask specific questions that encourage candidates' independent thinking and decision-making. This is followed by a plenary casework. One of the participants presents an authentic case. The remaining participants help to solve the case by using the dialogue model. The aim is partly to train the dialogue model and partly to work with a real supervision dilemma in a collegial forum.

15.50 **Short evaluation**

16.00 **Closing of the workshop**

HOME ASSIGNMENT – PROFESSIONALS IN SUPERVISION

Describe a problem/challenge in your current supervision (1/2-1 A4-page)

Describe an issue or problem, which you are currently facing in relation to one of your PhD candidates. The problem should be *specific, current* and *unresolved*. It could be about one of your candidate's lack of skills, motivation or ownership. Or it could be about your work relationship with the candidate, your ability to help the candidate, the cooperation among the group of supervisors, cultural issues or something else that comes to your mind. You should also describe what kind of advice/help you wish to receive to move on with the issue.

The description should be approximately ½-1 A4 page. *The written material will not be distributed to the other course participants.* You will only be asked to share it orally either in group work or in plenary.

If you cannot think of any specific and unresolved problems related to your current PhD supervision practice or if you do not supervise PhD candidates yet, you can describe a situation or issue which you have previously struggled with in your own PhD study or one related to supervision of master candidates.

Please label the file with your name, but remember to remove sensitive personal data from the case such as the names of candidates and co-supervisors. The case will be treated confidentially, will only be shared orally with the other participants, and will be deleted after the course.

Please hand in the assignment by sending it as an attached file to Mirjam: mirjam@hum.aau.dk no later than **Wednesday, January 22, 2020**. *Please remember to label the file with your name.* We suggest that you allot 1 hour to do the assignment.