

Quick Tips for DIFFICULT CONVERSATIONS

for Supervisors and Graduate Students



Start With

“Thank you for making time to talk with me”

OR

“I appreciate your willingness to make time for this conversation”

OR

“Thank you for making the time to connect”

Don't start with “how are you?” as small talk is not necessary. If needed, take a deep breath instead.



Then Say

“I need your help with this”

OR

“I need your help with what just happened”

OR

“I need your help knowing how to move forward with this”

This helps you be collaborators.



End With

“I feel more settled about this”

OR

“I feel like we are headed in a better direction”

OR

“I feel like we are on a better path now”



Follow Up With

“And how about you?”

OR

“What are your thoughts?”

You have made space for a reply even though you may not get one.

For more information, contact the Graduate Supervision Support Hub (GSSHub) Manager, Tracy Bhoola at tbhoola@yorku.ca