

## 01-18 Non-Academic Career Paths for PhDs

Understanding your motivations and interests, finding opportunities and taking your next professional steps

Organizer: [Graduate School Graubünden](#)

TRAINER	Verity Elston, PhD, Portfolio Formation Sàrl
DATES	Friday, April 20, 2018 and Monday, April 23, 2018
LOCATION	<a href="#">WSL - Institut für Schnee- und Lawinenforschung SLF, Room C157, Flüelastrasse 11, Davos</a>
TIME	Ca. 08:45 am - 04:30 pm including breaks
LANGUAGE	English. Written material presented to the trainer for feedback may be completed in English, French or Italian.
COST	The course fee is CHF 150 total for both days. The amount is payable ten days prior to the course. You will receive an invoice and our bank details with the confirmation of registration.
ABOUT THE COURSE	This two-day workshop is focused on the tools to help doctoral candidates and postdocs develop clarification on their own capabilities, interests and motivations, better comprehend the job market and employment context, and be able investigate and increase the opportunities for a career path in the environment and role that best suits them.
COURSE OBJECTIVE	Participants who complete this workshop will have: <ul style="list-style-type: none"> <li>• Better appreciated the perspectives of employers of doctorate holders, and how that interacts with the typical profile of a doctoral graduate (job profiles, employers' assumptions, experiences, needs and expectations).</li> <li>• Built the first version of an adaptable application dossier: the full inventory of their scientific, technical and transferable skills, their individual professional interests, an outline for a non-academic CV and cover letter.</li> <li>• Developed their tools for researching their individual options: making contact and building relationships outside the academic sphere, finding out more about the paths their career could take, and being better known and thus "in the right place, at the right time" for when opportunities come along.</li> <li>• Developed their approach to interacting outside the academic sphere, including self-presentation and interview questions.</li> </ul>
COURSE OUTLINE	<b>Day 1</b> <ul style="list-style-type: none"> <li>• Reviewing the employment environment and career development paths for PhDs: presentation and discussion.</li> <li>• Skills, interests and motivations, individual and small group work: <ul style="list-style-type: none"> <li>○ Building an inventory of the transferable, technical and scientific skills developed over the course of the participant's individual experience, and the vocabulary with which to express them.</li> <li>○ The interests and motivations that drive personal choices, better understanding the types of employment environments to which each person is suited.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Giving quantitative and qualitative scale to professional experience, measuring individual achievements and contribution beyond the academic scale of number and quality of publications.</li> <li>● Reading job ads, plenary and small group work:             <ul style="list-style-type: none"> <li>○ Reviewing relevant job ads in the public and private sectors, recognizing key words and understanding an employer’s needs in relation to individual experience.</li> </ul> </li> <li>● CVs and Cover Letters, presentation and discussion:             <ul style="list-style-type: none"> <li>○ The steps to building adapted and relevant application dossiers</li> <li>○ General advice, tips and cautions, deciding and organizing the content.</li> </ul> </li> </ul> <p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>● Feedback session on CVs and cover letters plenary and in small groups to provide feedback and constructive suggestions for improvement.</li> <li>● References and employment certificates: presentation and discussion.</li> <li>● Interviews: presentation and discussion, small group work             <ul style="list-style-type: none"> <li>○ Essential elements of preparation, interview formats, different interviewers and their typical questions.</li> <li>○ Responding to self-presentation and behavior questions.</li> <li>○ Responding to salary and “children” questions.</li> </ul> </li> <li>● Building connections, finding information, being “in the right place, at the right time”: presentation, discussion, plenary and small group work             <ul style="list-style-type: none"> <li>○ Networking as a constructive, positive activity, making connections and building relationships within and outside academia.</li> <li>○ Developing a professional network through existing contacts and finding new areas of potential.</li> <li>○ Questions to ask for informational interviews, managing meetings with second-degree contacts.</li> <li>○ Creating a mutual support group with interested workshop participants (self-driven, post-workshop).</li> </ul> </li> <li>● Online and additional resources: presentation and discussion             <ul style="list-style-type: none"> <li>○ Online presence and professional network profiles.</li> <li>○ Not just informational interviewing: additional resources to enable “big picture” understanding.</li> </ul> </li> <li>● Presenting oneself as <i>more than</i> a PhD: presentation, individual and small group work</li> <li>● Research skills for career development: presentation and discussion, individual work             <ul style="list-style-type: none"> <li>○ Structuring and scheduling individual career development, defining objectives.</li> <li>○ Individual identification of next steps.</li> <li>○ Sign-up for mutual support group (large group and/or pairs).</li> </ul> </li> <li>● Conclusion and evaluation.</li> </ul>
COURSE PREPARATION	<p>One week prior to the workshop, participants will be asked to provide the trainer with their responses to a profile questionnaire, and to reflect on personal achievements. Between the first and the second meeting, participants will be required to create an adapted CV and cover letter based on a job ad that they have already identified or that has been provided as a sample during the first day. Participants should note that they will need to commit several hours on the Saturday/Sunday to completing the transfer work, and that they will be asked to bring printed copies of their application material.</p>

TARGET AUDIENCE	The workshop is open to postdocs and doctoral candidates in the final stages of their thesis. Early stage doctoral candidates may be accepted if there are sufficient places available.
MAX. PEOPLE	12
CONTACT	Course coordinator: Daniela Heinen, <a href="mailto:daniela.heinen@graduateschool.ch">daniela.heinen@graduateschool.ch</a> , phone 081 410 60 80
CREDIT POINTS	The workload including preparation and homework will be approximately 24–26 hours. Please consult your supervisor at your university, if the course counts towards ECTS.
CERTIFICATE	You will receive a certificate of attendance, if you attend the entire course and complete your assignments.
REGISTRATION	<a href="#">Sign up here</a> . Registration deadline: April 4, 2018.
CANCELLATION POLICY	We expect you to be present for the full duration of the course. Please see our <a href="#">Terms of Participation</a> for details. ( <a href="#">Terms in German</a> )

### About the Trainer

In addition to her role as director of Portfolio Formation Sàrl, Verity Elston is currently developing the new careers advice service for PhDs and postdocs at the University of Lausanne Graduate Campus. She also serves on the board of the Pride Network of university professionals in doctoral education. Her previous experience includes leading the CUSO Transversal Program in transferable skills and as deputy to the dean of the EPFL Doctoral School. Her broader professional background in the private and public sectors in several countries includes middle- and high-level recruitment.

Verity holds a doctorate in Anthropology from the University of Chicago, the FSEA/SVEB Certificate in Adult Learning and the ACC Certificate in Integral Coaching. She conducts ongoing qualitative and quantitative research and analysis on careers for doctorate holders in Switzerland and in Europe more generally.