

## Making the Most of Coffee Chats

**Date:**

Please answer the following *before* your coffee chat.

Question	Your Response														
Name of the person?															
Why did you choose this person?															
What would make today's coffee chat a "success" for you?															
Share how you prepared for this coffee chat, such as developing goals, confidence-building, questions prepared, etc.															
<p>Indicate your level of agreement with the phrases below using the following rating scale and provide your reasoning:</p> <table border="1" style="margin: auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">1</td> <td style="width: 12.5%;">2</td> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">4</td> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;">7</td> </tr> <tr> <td>Strongly Disagree</td> <td>Disagree</td> <td>Somewhat Disagree</td> <td>Neither Agree nor Disagree</td> <td>Somewhat Agree</td> <td>Agree</td> <td>Strongly Agree</td> </tr> </table>		1	2	3	4	5	6	7	Strongly Disagree	Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Agree	Strongly Agree
1	2	3	4	5	6	7									
Strongly Disagree	Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Agree	Strongly Agree									
I am confident in my ability to conduct a professional coffee chat.	(1-7 and why)														
I prepared enough for today's coffee chat.	(1-7 and why)														
I know how today's coffee chat could assist me in my career journey.	(1-7 and why)														

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Please answer the following *after* your coffee chat.

Question	Your Response														
What was successful about your coffee chat (even if it was unexpected)?															
What did this conversation confirm or challenge for you related to your self-assessment and/or Networking list?															
What will you do with the information you learned today?															
How and when will you follow up with this person?															
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Strongly Disagree	Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Agree	Strongly Agree									
I confidently conducted a professional coffee chat.	(1-7 and why)														
I was prepared enough for today's coffee chat.	(1-7 and why)														
I know how today's coffee chat assists me in my career journey.	(1-7 and why)														