

Making the Most of Coffee Chats

Your name: **Kate Barnes**

Please answer the following *before* your coffee chat.

Question	Your Response														
Name of the person?	Julian Birkinshaw (Dean of Ivey)														
Why did you choose this person?	He's a leader in his field, we work at the same company but in very different capacities, and I'm curious to know more about his experiences a) during his time as an Ivey student, and b) how he uses his strengths as a Dean.														
What would make today's coffee chat a "success" for you?	I'm very nervous, so doing this looking outwardly confident would be a win. I'm also trying to make this feel less like a one-way interview and more like a conversation where we both share things about ourselves; if he learns something about me, that's success!														
Share how you prepared for this coffee chat, such as developing goals, confidence-building, questions prepared, etc.	I spoke with several coaches, including doing a formal 30 min coaching session on my preparation and goals, and I anchored myself to the ultimate goal of doing this for the podcast. It made me feel good to do a podcast I think will be helpful and relevant to students!														
<p>Indicate your level of agreement with the phrases below using the following rating scale and provide your reasoning:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 14.28%;">1</th> <th style="width: 14.28%;">2</th> <th style="width: 14.28%;">3</th> <th style="width: 14.28%;">4</th> <th style="width: 14.28%;">5</th> <th style="width: 14.28%;">6</th> <th style="width: 14.28%;">7</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Strongly Disagree</td> <td style="text-align: center;">Disagree</td> <td style="text-align: center;">Somewhat Disagree</td> <td style="text-align: center;">Neither Agree nor Disagree</td> <td style="text-align: center;">Somewhat Agree</td> <td style="text-align: center;">Agree</td> <td style="text-align: center;">Strongly Agree</td> </tr> </tbody> </table>		1	2	3	4	5	6	7	Strongly Disagree	Disagree	Somewhat Disagree	Neither Agree nor Disagree	Somewhat Agree	Agree	Strongly Agree
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I am confident in my ability to conduct a professional coffee chat.	6														
I prepared enough for today's coffee chat.	Practically I'm a 7, but emotionally I'm a 5 (IT'S THE DEAN!)														
I know how today's coffee chat could assist me in my career journey.	6														

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Please answer the following *after* your coffee chat.

Question	Your Response														
<p>What was successful about your coffee chat (even if it was unexpected)?</p>	<p>I felt reassured by him being forthcoming about his lived experiences and he did learn something about me! It was nice that he got to see me in a more polished, professional light than just passing each other in the hallway. I also appreciated that he gave me genuine feedback.</p>														
<p>What did this conversation confirm or challenge for you related to your self-assessment and/or Networking list?</p>	<p>The discussion about taking feedback made me curious about asking more explicitly in other coffee chats how people/teams give and receive feedback. I'd especially build this in on coffee chats for people/roles/industries I'm less comfortable in, as I might need more support/feedback there.</p>														
<p>What will you do with the information you learned today?</p>	<p>I feel more confident talking to Julian because I know more about what we have in common, and I feel like I trust his leadership more having spent more 1:1 time with him. Overall, I'm excited to share the podcast episode with the CM Podcast!</p>														
<p>How and when will you follow up with this person?</p>	<p>I followed up immediately after we met via email to thank him, but I also sent a thank you card with a "Bias to Action" sticker from CMEs because his recent "Dean's Update" email mentioned he has a bias to action.</p>														
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<p>I confidently conducted a professional coffee chat.</p>	7														
<p>I was prepared enough for today's coffee chat.</p>	7														
<p>I know how today's coffee chat assists me in my career journey.</p>	7														