

Executives in Residence Program
Tips for One-On-One Coaching Meetings

1. First and foremost, relax and enjoy the meeting. The session is entirely for your benefit. Our Executives participate because they have fun interacting and coaching students.
2. Do some simple preparation in advance of the meeting.
 - a. Read the Executive's bio
 - b. Send an up-to-date resume to Julie Adams at least 2 days before the meeting
 - c. Clarify in your mind what your goal is for the session and why you picked the particular exec for the meeting
3. Introduce yourself, briefly, at the beginning of the meeting so the exec knows who you are.
 - a. What term are you in
 - b. What GSB program are you in
 - c. What your major is
 - d. What you are hoping to get out of the coaching meeting
4. Think in advance about questions you might ask which are linked to your objectives for the meeting.
5. And lastly, please send a thank you note to the Executive, shortly after your meeting. A quick email is perfect and will be greatly appreciated by our Executives all of whom generously volunteer their time.

Meetings are scheduled with Julie Adams
Uris Hall Room 211A
ja2403@gsb.columbia.edu
(212) 854-6100