

# Leading a Chazen Study Tour



[How organizing a Chazen Study Tour makes you a better leader](#)

# Chazen Leadership Fellows Program

## Leading a Global Study Tour

<https://docs.google.com/spreadsheets/d/1qa6Ev-VGmXus-Vs-xPWSQHZvCf5zArT7Xk-xBXPtsCg/edit?gid=1677580081#gid=1677580081>



*"I'm extremely proud and happy for having been part of the organizing team to Mexico. Not only did I get to spend an awesome time with an incredible group of people and learn extensively about my home country's real estate market, but also I got the invaluable opportunity to showcase my country and its abundance of opportunities as an emerging market to a group of 26 people from all over the world. This was an incredibly rewarding experience that I highly recommend to all CBS students." – Jimmy Arakanji*

*"Leading a group of students to Israel was like a dream come true, only I never knew I had this dream. It turned out to be an extremely fulfilling experience that I'll cherish for many years. Planning the visit over the span of almost a year really helped me better understand Israel, and seeing my home country through the students' eyes and hearing their wonderful insights was both inspiring and rewarding. If you're looking for a way to make a positive impact on the CBS community, while tremendously improving your leadership skills and greatly expanding your network - this is the opportunity for you." - Gilad Rabina, '23*





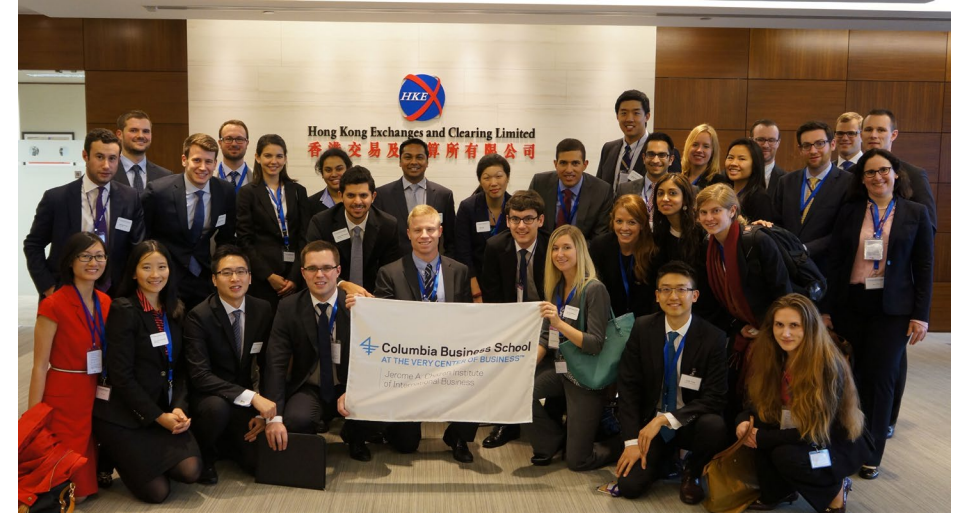
# Chazen Leadership Fellows Program

- Chazen Leadership Fellows serve as global ambassadors for their peers by either:
  - Leading a Chazen Study Tour
  - Being the TA for a Chazen Global Immersion Program
- Fellows develop these critical skills:
  - Project management
  - Handling and influencing team dynamics
  - Communication and cross-cultural competency
  - Conflict resolution
  - Risk management



# Chazen Study Tours

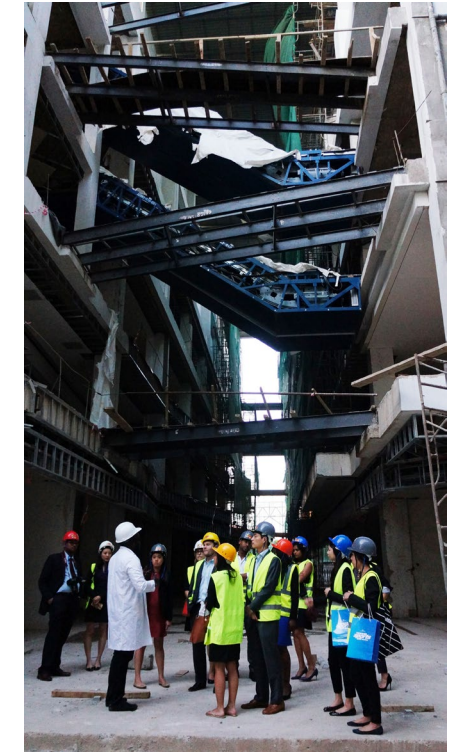
- Student-led by 2-3 organizers
- **Intense** learning experience; balance of business and culture
- Average of 2 business visits per day
- Take places over school breaks (7-12 days)
- 20-30 participants
- Accompanied by faculty and sometimes staff member
- Participants must attend the entire study tour
- All business visits are mandatory
- Open only to Business School students
- No spouses/significant others
- No shadowing



Chazen Study Tours are designed to enhance students' international experience outside the classroom.

# Chazen's Role

- Past tour experience
- Liaise with the School (Alumni Office, External Relations, Admissions, etc.)
- Tour sign up / payment
- Brainstorming, keeping on track
- Covers faculty member expenses
- Covers administrator expenses (if applicable)





# Benefits

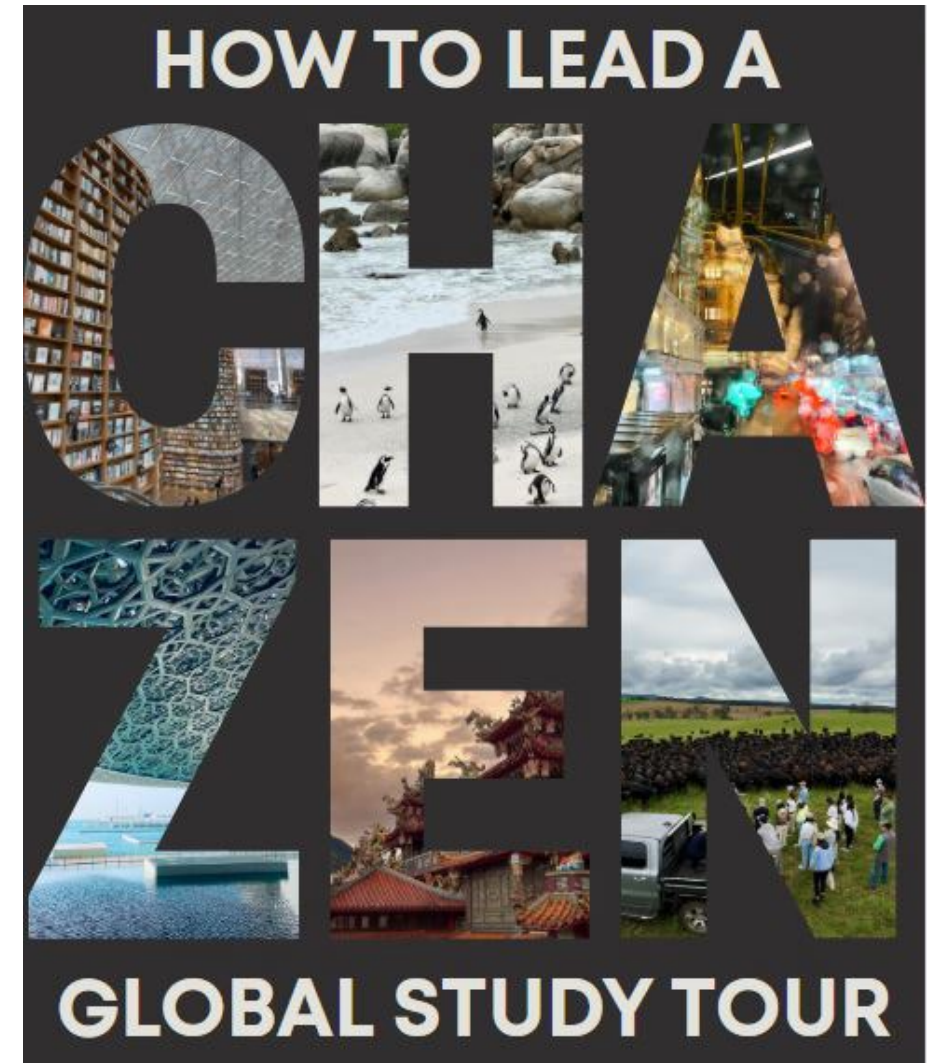
- Induction into the **Chazen Leadership Fellows Program**
  - Each leader is able to prioritize 1 additional student
  - Leadership training
  - Project management skills
  - Networking opportunities + first access to a number of events on campus
  - Upon successful completion of the trip:
    - **Reimbursement** of tour package costs for three organizers (excludes international flight)
    - **Priority on future Chazen Study Tours**
  - And this fabulous **jacket**!



# Chazen Study Tour Application

<https://business.columbia.edu/sites/default/files-efs/imce-uploads/Chazen/study-tours/AY25-26/StudyTourApplicationAY25.pdf>

1. Essay
2. Risk Assessment
3. Proposed Budget
4. List of proposed faculty advisors
5. List of proposed corporate contacts
6. Resume
7. Information Sheet



# Choosing a location

- Expertise of the organizing team
  - At least one leader must be a native or have extensive expertise in the countries/cities to be visited
  - In non-English speaking countries, we recommend having two leaders that speak the language
- Student interest
  - Usually Minimum of 20 students; Maximum of 30
- Security
  - Dean's approval needed for locations considered high- risk by International SOS
  - International SOS itinerary review required for medium risk+ locations





# Choosing your leadership team

Consider **time commitments** carefully before you commit to organizing a Study Tour

- In-country travel on tour
  - At least 2 organizers must accompany the group
  - Organizers attending must stay for the entirety of the trip
  - Recommend having both genders represented on travel team
- Planning Meetings
  - You are expected to meet with Chazen as a team every two weeks at the start and then weekly toward the
  - Budget + Travel Logistics (1 person), Company Outreach (1 person), Marketing (1 person)
- 3 Training Sessions:
  - Logistics Training, Risk & Safety Training, Leadership Training



# Budget

Be sure to include:

- Accommodations: 4-5 star hotel room based on double occupancy with breakfast
- In-country transportation (coach buses, flights between cities)
- Meals (all breakfasts, some lunches/dinners)
- Cultural activities (entrance fees)



# Itinerary

- Overarching theme
- Balance
  - Diversity of companies
  - Time: visits, travel, downtime
- Average of two company visits per business day (depends on travel and length of meeting)
- Culture/social aspects
- Group travel logistics
- Optional Add-ons





# Sample Agenda - India

Mumbai	Mumbai	Mumbai	Mumbai	Jaipur	Jaipur	Agra	Delhi	Delhi	Delhi	Goa
Mon 12/28	Tue 12/29	Wed 12/30	Thu 12/31	Fri 01/01	Sat 01/02	Sun 01/03	Mon 01/04	Tue 01/05	Wed 01/06	Thu 01/07
Travel time	Travel time	Travel time	Travel time			Early morning checkout	Travel time	Travel time	Travel time	Early morning checkout
Mudra Comm.	Company Visit (tentative)	TV18 (tentative)	<i>Optional</i> Tours Slum or Bollywood	Checkout	Sight-seeing in Jaipur	Bus to Taj Mahal & Agra Fort enroute to Delhi	Sight-seeing OR free time	DLF (tentative)	Google	Flights from Delhi to Goa or US
Lunch	Lunch	Lunch		Flight from Mumbai to Jaipur				Lunch	Lunch	Checkin
Reliance Energy	TATA	ICICI					Travel time	US Embassy (tentative)	Apollo	
	Motilal Oswal						Fabindia	Ravi Bajaj	Travel time	
Dinner/ Social Activity	Dinner/ Social Activity	Dinner/ Social Activity	Dinner & New Year Party @ Shiro	Checkin Dinner @ Choki Dhani	Dinner/ Social Activity	Checkin Dinner in Delhi	Shopping @ Delhi Haat & Dinner	Dinner/ Social Activity	Alumni GIP Mixer	

# Timing

- Study tour dates cannot conflict with any exams or classes
  - Official start date/time must allow students to take final exam on Friday evening
  - Official end time must allow students to return in time for classes
- KEEP IN MIND: Local holidays and company calendars
- Keep in mind when students may recruit or otherwise have major conflicts – check with CMC!

# Timeline Overview

- **Laying the logistical groundwork**
  - Determine the basic itinerary and budget
  - Initial contact companies/alumni
  - Contact travel agencies for RFPs
    - Preliminary bookings, but check cancellation policies
- **Advertising (this is where you have to sell it!):**
  - December/January trips: late August/September
  - March trips: early November
  - May trips (1<sup>st</sup> years only): February
  - August trips (1<sup>st</sup> years only): April
- **Matching**
  - From 2PM on the day of the Info Session to the following Tuesday at 4:00PM
- **Bringing it together**
  - Social Event
  - Confirm companies/finalize logistics
  - Pre-Departure
- **Travel Dates**
  - Summer: August; Winter: January, Spring: March
- **Post-Tour**
  - Debrief
  - Budget Reconciliation
  - Company Contacts





# Important Dates

- **Applications Due: Friday, May 2**
- **Group Interviews:** Sign up for a spot with Chazen between Monday, May 5 – Wednesday, May 7

## Required Trainings

- **Logistics Training:** Friday, May 9 (12:30-2PM)
- **Leadership Training:** TBA (usually end of Oct/Nov)
- **Risk & Safety Training:** TBA (usually Oct/Nov)



## Q&A

*“Planning and experiencing our Chazen trip was the highlight of my time at CBS. It was an absolute blast, a rare educational adventure, and for me the perfect way to get to know classmates I might have otherwise never met. Given the chance I would not hesitate to do it all over again.”*

*-Charlie Morris, '10*

# QUESTIONS?

