

Module Seven

Business Coaching and Evaluation Activity Planning

Session Guide

SESSION Business Coaching and Mentoring: Activity Planning

Objectives

At the end of the session, the participants will be able to:

1. define the objectives of the business mentoring activities;
2. discuss their weaknesses and needs in terms of business training;
3. trace their learning process through the training; and
4. envision the next steps of mentoring.

Equipment/Materials Needed

4A paper, post-it and markers.

Duration: 1.5 hour

Outcome: Mentoring Activity Plan (to be designed by the facilitator after the training)

Time	Trainer	Learners
20 min	<p>Coaching and Mentoring:</p> <p>What are coaching and mentoring? How are they different? When and how are they used?</p> <p>The facilitator will, in a participatory way, respond to the above questions and make sure the participants understand the importance of mentoring in a capacity building process.</p> <p>The facilitator will explain the objectives:</p> <ul style="list-style-type: none"> • Deepen certain concepts and important notions • Work on strengthening the skills that are currently weak • Apply theory to the “live” activities on site (e.g., “on the ground” • Respond to additional business related doubts and questions <p>Present the CCIF Coaching and Mentoring Process and Scheme</p>	<p>The participants will learn about the mentoring process and discuss their vision of this process.</p> <p>Discuss the mentoring process scheme for CCIF activities.</p>
60 min	<p>Using a participatory approach the facilitator will:</p> <ol style="list-style-type: none"> 1. Present the results of the activity (Module 2 TOT). <i>Review the results of the activity, wherein the participants have to discuss their weaknesses.</i> 2. Discuss participants’ progress pre- and post training in terms of capacity building and technical needs. <i>Are the needs the same? Have new needs appeared? Have old weaknesses been dealt with by the business training? Can you better assess your needs in terms of capacity building? Are you now better able to describe your needs in terms business enhancement? If so, how?</i> 3. Validate the weaknesses and the needs in terms of capacity building and support. 4. Finalize the masterplan using the new outputs from the discussion. 	<ul style="list-style-type: none"> ▪ Discuss how their understanding of their needs is changing. ▪ Explain how MAMTI can help them with mentoring activities in the future by helping them to express their needs and weaknesses.
10 min	<p>Summarize the points that emerged during the</p>	<ul style="list-style-type: none"> ▪ Point out the learning

Time	Trainer	Learners
	<p>session, touching on:</p> <ul style="list-style-type: none"> ▪ the need for coaching and mentoring; ▪ the learning process; ▪ the next steps to come. 	<p>points they have experienced during the session.</p> <ul style="list-style-type: none"> ▪ Discuss the need for mentoring.